

Annual General Meeting 2017 Agenda / Minutes

Date: 9th May 2017	Time: 2pm	Venue: All Saints' Centre	Chair: Mike Clark
Those attending: 107 (attendance sheets)		Apologies: Audrey Lee (who also thanked the committee for their hard work and DW for her excellent choice of speakers).	

AGENDA
<ol style="list-style-type: none"> 1. Minutes of 2016 AGM 2. Report from the Chair 3. Financial report from the Treasurer 4. Resolution re fees 5. Approval of examiner of accounts 6. Reports from Interest Group Co-Ordinators; Social Secretary and Membership Secretaries 7. Election of new Executive committee

MINUTES	
1.	Minutes of the 2016 AGM were approved unanimously.
2.	Report from the Chair Mike Clark Appendix 1 There were no questions.
3.	Financial report from the treasurer Tessa Bidgood Reports were circulated. Appendices 2a and 2b. AVCs were explained. There were no other questions.
4.	Resolution "This AGM approves the decision of the Executive Committee to reduce the membership fee to £10 for the year 2017-18 and authorises the Executive Committee to decide an appropriate fee for 2018-19". As our branch has more members, the surplus is increasing and the prediction in January was for it to be too high. It was, therefore, proposed that for the coming year the fee be reduced to £10 and reviewed when more information is available.

5.	<p>Approval of examiner of Accounts</p> <p>Thanks were given to AL Harris for examining the accounts.</p> <p>This should if possible be carried out by somebody who is not a member. If a member knows of a person with appropriate skills willing to carry out the task please let a committee member know.</p>
6.	<p>Reports from Interest Group Co-Ordinators; Social Secretary and Membership Secretaries</p> <p>i) Interest group co-ordinators:</p> <p>Theresa Daly:</p> <p>We currently have 69 groups running. Six new groups have been started this Year. The most recent is <i>Talking Pictures</i>. Some of the new groups have been set up so they only run for a limited time e.g. 6 weeks. <i>Drawing for Absolute beginners</i> and <i>Introduction to Digital Photography</i> would be good examples of this. The most popular groups for our members seem to be book clubs (7) and walking clubs (8). A big thanks to group leaders for all their work which has made our U3A so successful. Thanks to Sue and Sue who ensured a smooth transition for the new Interest Group Co-ordinators.</p> <p>Chris Olley:</p> <p>Last December 2016 we held our first new members' meeting which enabled new members to meet each other, ask questions and meet some of the Committee. Our next New Members' meeting will be on the 13th June. In January we held a Group Leaders' Meeting where approximately 25 group Leaders attended. The aim of the meeting was to thank the Group Leaders for their time and energy, to share ideas and consult on the way forward for the year. Our next Group Leader meeting will be early 2018. Some of the Group Leaders have been leading their groups since Moseley and Kings Heath U3A was established and have successfully passed their leadership on to enable the group to continue. This will be a continuing feature as the membership continues to grow and new groups are being formed. We have also been focussing on accessibility and diversity which will continue to be a priority for the foreseeable future.</p> <p>ii) Social secretary:</p> <p>Paul Hunt:</p> <p>This year has seen a continuation of social events for members of MKHD U3A and this will develop under the Social Committee set up this year. The committee has seven members who share the workload of organising events. They are Paul Hunt, Chris Olley, Sylvia Butler, Julie Alder, Carey Baff, Linda Coello and Celeste Coles.</p> <p>Lunches: One change has been to reduce the frequency of the lunches to once every couple of months. However this has been offset by the introduction of the Fine Dining group organised by Carey Baff. Venues we have been to this year have</p>

included Karibunis (before it moved out to Longbridge), Daniel's in Moseley for Christmas lunch and Tally Ho. The fine diners have been to Adams in the city centre and The Harborne Kitchen.

Coach trips: Three trips were organised this year. Oxford, as ever, proved a popular trip. A longer trip was a day in Chester, which was enjoyed by everyone. Thanks to Tonia Sharp who acted as courier on the day. The trip to the National Arboretum and Lichfield had to be cancelled as there was insufficient interest.

Films: We have continued to attend the MAC for matinee screenings and occasional Live Screenings. Sometimes we have had over 20 members coming along. Films we have seen include La-La-Land, Viceroy's House, Café Society, Bridget Jones' Baby and Fantastic Beasts.

Plays: Linda Coello has organised trips to the Rep and the Crescent theatres to see The Importance of being Earnest, The Lady in the Van and Shadowlands. With the formation of the Social Committee the scope of the play-going group has extended and will include other venues such as Symphony Hall and the RSC.

Quiz: We held the first U3A quiz in October and we were expecting about 30 contestants but were pleasantly surprised to have 69 turn up. Congratulations to the "Not the Dead Poets Society" team who won. The second quiz took place in April and proved just as popular.

Future events planned are trips to Clevedon and Tyntesfied (full); Trentham Gardens, Worcester Races and city; Meals at Mella Rossa and a Christmas meal at Tally Ho; a Shared Lunch and the Great U3A Tea Party and cake competition.

Paul Hunt is standing down from the Social Committee and has wisely set up a social committee to replace himself. A large vote of thanks was given to Paul for all his years of hard work in organising so much.

iii) Membership secretaries: Val Baxter presented the report from her and Tonia Sharp. At the end of March 2017 there were 525 registered members, an increase of 50 from the previous year. Throughout the year 87 new members joined our U3A, taking the place of those who, for varying reasons, did not renew and increasing our total membership. (Interestingly, this was the same number of new members who joined in the previous year.)

Currently we have 111 members who have not renewed membership and have until the end of May to do so. MKH&D U3A is continuing to grow. We are always pleased to receive new members who we hope will continue to support the various groups and the committee so that we can continue to go from strength to strength.

7.	<p>Election of new Executive committee</p> <p>Proposals were for Chair - Jude Williams Vice Chairs - Nick Wright and Mike Clark Business secretary - Diane Worland Treasurer - Tessa Bidgood Interest group co-ordinators - Chris Olley, Teresa Daly and Brenda Bingham Membership secretaries - Val Baxter and Tonia Sharp Social secretary - Julie Allder</p> <p>Brenda Bingham will be responsible for putting information on the website and take a smaller role than TD and CO in the groups.</p> <p>As there were no other proposals the committee was voted for <i>en bloc</i> and unanimously voted in.</p>
	<p>This concluded the business of the AGM which was followed by contributions from various groups and members of KH&MD U3A.</p> <p>The groups were Crafts with a display table; short talks from the Science group, the 5-mile walking group, the Jazz Appreciation group and the Play-reading group.</p>

Appendix 1

CHAIR REPORT 2017

I would like to start with a few words about the direction of our U3A. Our story is one of continuous growth, which cannot go on for ever, but shows no sign of stalling. November will be five years since our interim committee first met to start planning the U3A and this is a good time to look both backwards and forwards.

What we can say is that our first nearly five years has been a steep learning curve, starting from a low level, gradually growing in confidence and setting up the systems we have which we feel, in general, work well. Over this period we have been largely inward-looking and have not sought relations with other U3As and only participated in regional or national meetings which we thought absolutely essential for us. We have developed an excellent relationship with All Saints, which has been beneficial for us and, we hope, for them.

However, over the past year, we have begun to be a bit more outward looking and I think that is going to be the way we develop over the next five years – not as a thing in itself, but for the benefit of our members. We have a plan to try and develop a partnership with the University of Birmingham. Of course, they may not agree, but if they do this would definitely be to the advantage of our interest groups and members, but we hope we can make it a two-way partnership. We have attempted over the past six months to assist our sister U3A in Kings Norton in getting started and hope we have been of some use. There would be a lot of advantages for members of both U3As if we worked together on some joint projects, possibly including some other local U3As, to host events which might be difficult for one to organise on its own – seminars or day conferences, for example. And, even more daring, one member has spoken to us about the possibility of foreign holidays. This is not something we have looked at so far, and we feel that our committee has too much on its plate to organise that. But there are many companies which organise holidays for U3As and perhaps a member or group of members may wish to take the initiative and organise something. We will give them every support if they wish to – perhaps starting with a small group of friends, but then expanding from there. So I think the next five years will be a period in which we become more outward looking, regardless of whether our growth continues or not.

One feature of our growth has been the growth in our finances to an extent where we felt we had to cut the membership fee to stop our funds growing. We will say more about that in Tessa's financial report and in relation to the resolution on the agenda. Tessa replaced Ted in what is in many ways the most demanding job of looking after our finances. She tells me she spends more time looking after ours than any of the others she looks after. Sorry Tessa! She has brought in several innovations to simplify and update our procedures but, of course, the more we grow the more work it brings. But I would like to thank Tessa for all her hard work over the past year. Thanks Tessa.

This past year has seen a growth both in membership and in the range of activities on offer to members. We are pleased that a new, sister U3A has recently formed in Kings Norton and it remains to be seen whether that has any effect on the size of our membership. I cannot stress sufficiently how much we owe to our membership secretaries, Val and Tonia who go about their work so quietly, modestly and efficiently behind the scenes. Thanks Val and Tonia.

I would like also to pay tribute to Diane Worland our Business Secretary who, despite some difficult family issues, has arranged for us an exciting range of members' meetings over the past year. Who can forget Diane acting as the stooge to the pantomime dame, when he jokingly teased her about her role dancing onstage in a revealing outfit with a python! You may remember the cloaked Skywalker and the anecdotal tales from Mary and Margaret, two of the 80 year old identical Brummie triplets. And of course we mustn't forget our wonderful Choir and Ukulele performances at our December meeting. And Diane is always at the heart of organising events such as the December meetings and our AGMs. Thanks Diane.

Four new members joined the Committee a year ago. Chris and Theresa have brought about several innovations which our interest groups and members have benefited from, particularly the successful meetings they held for new members and interest groups leaders in January. They have begun to develop more short introductory courses, such as those for Photography and Drawing for Beginners. They are currently working to improve the information we provide about our groups via the website. Thanks Chris and Theresa.

Nick joined us as Vice Chair and, again, despite substantial personal difficulties over the past year has made his mark in the calm, considered views he gives us and the assistance he provides to me in planning committee meetings and deputising for me where necessary.

Jude as you know is one of our founder members and has been on the committee from the beginning. Over the past year she has taken on the role of Communications with members. She has been so successful that many of you think she runs our U3A, organises all our events and writes the newsletter! Well, perhaps you will be correct in the future! Apart from other things, Jude sends out our newsletter and interest group information (a time consuming job), keeps a record of past members, and is usually the first port of call when members think something has gone wrong. Thanks Jude

Have I missed anybody out? Well, we are going to say a few words about Paul after he delivers his social report. But the growth in our social activities and the number of members involved in organising them has been one of our biggest successes over the past year – as you will know if you have been involved in any of our social events. And I would like to thank specifically not only Paul, but our new and vibrant Social Committee – Carey, Celeste, Chris, Julie, Linda, Sylvia and Paul. Thanks to them.

I would like to finish by thanking once again all the Interest Group leaders who provide the groups that are what most members join us for, and all the members who contribute to making our U3A such a lively, healthy and stimulating place for our generation. I have in the past thanked individually all the members who assist the committee in organising our U3A and its work. However the list is now so long that I will have to give a generic thank you to all those – you know who you are – who assist us, but single out specifically for thanks Linda, who takes the minutes of the committee meetings – a thankless task which she does with really good spirit, and John Beavan who works quietly behind the scenes on our website, refuses to be paid for the work he does, despite our offers, and has recently spent a substantial amount of time upgrading the site so that it works better.

Finally, I am very pleased that Jude has become the first female member to put herself forward as Chair of our U3A. It is about time – the Tories have had two female leaders, the Greens have one and even UKIP had one (for about 48 hours!) If you elect Jude, as I hope you will, I am sure she will not disappoint you. On a personal note, I feel very privileged to have served as your Chair for the past three years. Thank you

Appendix 2a

MOSELEY, KINGS HEATH & DISTRICT

TREASURER'S REPORT: 1st APRIL 2016 – 31st MARCH 2017

This has been the fourth full financial year of our local U3A and the present financial position is a very healthy one. The attached Statement of Accounts shows the balance on the Current Account (the main U3A account) standing at £10,572. There are no payments not yet cleared.

Our income over the year has continued to increase due to the growth in our membership. We have also had a number of new Interest groups which explains to some extent the increase in AVCs.

The pattern of expenditure has been broadly similar to that of the previous year. It is worth noting that our dues to the National U3A (The Third Age Trust) for capitation and direct mailing of the magazine, 'Third Age Matters', have increased as charges are based on the total membership of the preceding year. We have spent a larger sum this year on equipment, a new projector and some loudspeakers. The Loudspeakers are portable ones which can be used at quizzes etc. The projector is available for use by Interest Groups. The increase in number of Interest Groups has also meant an increase in money spent on Venues for them. We are encouraging all groups to look at the issue of accessibility so that all can attend the groups they wish to be involved in. This may involve some extra expenditure in future years. Some of the headings that have no spending last year but some this year e.g. postage, or have quite a higher spend than last year e.g. Speakers, is because some of payments made this year were for the previous year.

As can be seen in the Statement of Accounts, there has been a deficit over the year, on the Current Account of £659.11 in comparison to last year's surplus of £4,995. It was felt that we could not continue making this sort of surplus, hence the suggestion that for this year we drop the subscription to £10.

Members will be aware that a secondary account, the Social Account, was set up to ease the cash-flow of those who organise U3A social events. The 'floating balance' of £1,000 fluctuates as it is drawn upon by organisers (via the Treasurer who prepares the cheques) and then paid back when those participating pay for the trip or event. This account continues to work well and thanks are due to Paul Hunt, our Social Secretary, for arranging various coach trips and lunch club events; all have been much appreciated by members.

I am happy to discuss with Group Leaders alternative methods of paying AVCs to me in cash. Some now transfer this online and send the form by email, others send me a cheque. If you want more information on this please see me. I would still like to collect information on AVCs collected by all groups even if they meet in homes. I have a brief form that can be completed and returned to me, again see me for details.

This has been an interesting first year for me as Treasurer. I would like to thank all for their help and co-operation which have made my task so much easier. Thanks to Al Harris for auditing the accounts. I especially would like to thank Ted Raybould for the help he has given me which made the change of Treasurers run smoothly.

Tessa Bidgood

Treasurer

25th April 2017

Appendix 2b

MOSELEY, KINGS HEATH & DISTRICT

STATEMENT OF ACCOUNTS: CASHBOOK & BANK BALANCES (WITH NOTES)1st APRIL 2016 - 31st MARCH 2017

INCOME (CURRENT ACCOUNT)	2016-2017 £	2015-2016 £ (Rounded)
MEMBERSHIP SUBSCRIPTIONS	7250	10,850
ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVCs)	3,291.15	1,707
VISITORS' DONATIONS	38.85	21
<i>Internal Transfer from Social a/c (refund: transferred in error)</i>	30	117
<i>Other</i>		
TOTAL INCOME	10,610.00	12,761
EXPENSES (CURRENT ACCOUNT)		
DUES TO NATIONAL U3A - CAPITATION (<i>based on last year final membership</i>)	1,662.50	1,400
DUES TO NATIONAL U3A - DIRECT MAILING OF MAGAZINE	1010.81	830
GENERAL MEETINGS - VENUE HIRE (<i>x 12, inc. use of P.A.</i>)	1095	1,096
GENERAL MEETINGS - GUEST SPEAKERS	460.00	150
OFFICERS' EXPENSES (<i>mainly money unclaimed from previous year</i>)	530.71	29
OFFICERS' EXPENSES (<i>printing and photocopying</i>)	693.34	618
SUPPORT FOR INTEREST GROUPS - VENUES (<i>hired rooms</i>)	3,619.99	2,562
SUPPORT FOR INTEREST GROUPS - EXPENSES (<i>Bridge Boxes and DVDs</i>)	121.71	0
POSTAGE	50.76	0
WEBSITE MAINTENANCE	70.19	0
EQUIPMENT (<i>Speakers and stands. Projector</i>)	1,667.42	933
OTHER (<i>bank charges</i>)	24	31
<i>Misc (cheque rejected, gifts, new members and group leaders meetings)</i>	262.98	117
TOTAL EXPENDITURE (CURRENT ACCOUNT)	11,269.41	7,766
CASHBOOK SUMMARY (CURRENT ACCOUNT)		
CURRENT ACCOUNT FUNDS AT 1 ST APRIL 2016	11,231.61	5,862
PLUS TOTAL RECEIPTS SINCE THEN	+10,610.00	+12,761
LESS TOTAL PAYMENTS SINCE THEN	-11,269.41	- 7,766
CURRENT ACCOUNT FUNDS AT 31 ST MARCH 2017	10,572.20	10,857
CURRENT ACCOUNT SURPLUS DURING YEAR: 1 ST APR. '16 - 31 ST MAR. '17	-659.41	4,995
BANK BALANCES AT 31ST MARCH 2017		
CURRENT ACCOUNT <i>Actual</i>	10,572.20	11,232
CURRENT ACCOUNT <i>Adjusted (i.e. less payments not yet cleared:</i>	0	10,857
SOCIAL ACCOUNT <i>Actual (£1,000 'float' - fluctuating)</i>	1,106.30	1,526
TOTAL ASSETS (CURRENT & SOCIAL ACCOUNTS)	11,678.50	12,383

Tessa Bidgood, MKHD-U3A Treasurer

8thth April 2017**External Examiner's Report**

I have examined the financial statements of the Moseley, Kings Heath & District U3A in accordance with the regulations under Part VI of the Charities Act 1993 and with the Statement of Recommended Practice for Accounting by Charities. In my opinion the accounting records of Moseley, Kings Heath & District U3A have been kept in accordance with the requirements of the Charities Act 1993 and the financial statement for the year ended 31st March 2017 accords with those records. All information and explanations to which I am entitled in connection with this examination have been afforded to me and no matter has come to my attention which requires further report under the regulations.

Examined by Al Harris (Signature).....(Date)