

**Executive Committee: Minutes**

<b>Date:</b> 30 July 2019	<b>Time:</b> 2.00pm	<b>Venue:</b> Friends Meeting House	<b>Chair:</b> Sara Meyer
<b>Present:</b> Anne Crerar, Sara Meyer, Julie Allder, Mike Clark, Roy Stove, Ken Fisher, Brenda Bingham, Jackie Spearpoint Minutes: Jill Spearman		<b>Apologies:</b> Sylvia Butler, Tessa Bidgood	

<b>AGENDA</b>
<ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Corrections and approval of previous minutes.</li> <li>3. Action points and matters arising not elsewhere on the agenda</li> <li>4. Review of last monthly meeting and preparation for next monthly meeting</li> <li>5. Health and Safety</li> <li>6. Subcommittee reports</li> <li>7. Review of role descriptions</li> <li>8. Website review</li> <li>9. How we respond to enquiries</li> <li>10. Privacy policy</li> <li>11. Any other business</li> <li>12. Date of next meeting.</li> </ol>

<b>MINUTES</b>	
1	<b>Apologies: see above</b>
2.	<b>Corrections and Approval of previous minutes</b> The minutes of the last meeting were approved without corrections.

<p>3.</p>	<p><b>Matters arising and action points not elsewhere on the agenda:</b></p> <p>5e) The committee recorded its special thanks to TB and Frank Gresham for their help with the quiz evening.</p> <p>5g) Jill Spearman has stepped down and a new volunteer has been found to coordinate coach trips, but more volunteers are needed.</p> <p>6) Thanks to KF's updated procedure and timeline for the newsletter, it had all worked smoothly.</p> <p>7a) Nick Wright is still working on the audit of policies and procedures.</p> <p>10) SM has circulated the request to address a medical practice patient group. Subsequently a new procedure has been drafted. See under AOB.</p>	
<p>4.</p>	<p><b>Review of previous monthly meeting and preparation for next monthly meeting.</b></p> <p>4a)The No 11 Bus route talk was interesting and the photos and handout of maps were very popular with members. Asked to keep their presentation to 45 minutes, the speakers were only able to cover half the no. 11 route, but they are willing to come back to complete the circle.</p> <p>4b) Next month's talk on 13 August is by Andy Bishop, entitled Murder at Weatheroak Hill.</p> <p>4c) KF has received information on the talk for the next newsletter.</p> <p>4d)The meeting will be in the church, so there is no need for help to put chairs out this time. This remains an issue for meetings held in the hall. Further discussion under Health and Safety (item 5).</p> <p><b>Actions:MC agreed to man the information desk.</b></p> <p><b>JA will meet and greet.</b></p> <p><b>AC will chair the meeting.</b></p> <p><b>RS will bring the projector.</b></p> <p><b>MC will liaise with Nick Wright re sound equipment.</b></p>	<p>JA</p> <p>MC</p> <p>AC</p> <p>RS</p> <p>MC</p>

5.	<b>Health &amp; Safety:</b> RS and KF have identified a number of H&S issues in the All Saints Church Hall. Discussion followed on how to mitigate the risks to health and safety of U3a members at the monthly meetings. <b>Actions: KF and RS agreed to look for pragmatic solutions, for example to ensure H&amp;S compliant seating and they will report back to the Committee at the next meeting.</b>	KF, RS
----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------

<p>6.</p>	<p><b>Sub-committee reports</b></p> <p><b>Interest Groups:</b></p> <p>6a) BB reported that there are still some Group Leaders who haven't responded to the request to chase up members whose subscriptions are not up to date.</p> <p><b>Actions: BB will continue chasing GLs, to get group members to renew subscriptions.</b></p> <p><b>BB and RS are considering how to engage further with GLs and help them to use Beacon.</b></p> <p>6b) A list of interest groups has been sent to all members</p> <p><b>Action:BB is planning to produce an up to date hard copy list of interest groups for those who don't use Beacon on the website for September.</b></p> <p>6c) An issue has been identified about groups being full, and some would be members have been aggrieved. The Committee decided that members wishing to join a group need to contact the GL. There are a number of factors such as capacity of venue, H&amp;S, level of competence, which need to be considered. If a group is full, members can be put on a waiting list.</p> <p><b>Action: BB to respond to a current complainant and draft the agreed procedure.</b></p> <p><b>Membership:</b></p> <p>6d) JS reported that there are 556 current members, and 80 people recorded as lapsed. Of those, about 20 are in interest groups; the rest are probably genuinely lapsed.</p> <p><b>Social:</b></p> <p>6e) JA reported that the coffee morning at Kings Heath Park continues to be well attended.</p> <p>6f) JA outlined forthcoming events including theatre trips, concerts and a lunch at Harborne Kitchen. Details will appear in the next newsletter.</p> <p>6g) JA also detailed options for the Christmas lunch and will seek members' feedback.</p> <p>6h) Volunteers are still being sought to help organise the quiz nights.</p> <p>6i) Ruth Livermore is no longer involved in organising coach trips. Rita Menezes and David Garnett Thomas will organise future trips. Hopefully further volunteers can be found.</p>	<p>BB</p> <p>BB,RS</p> <p>BB</p> <p>BB</p>
-----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------

<p>7.</p>	<p><b>Review of Role Descriptions and Procedures:</b></p> <p>7a) SM explained that high level procedures for all key functions are needed. These should have enough detail to ensure business continuity, should the member responsible for that function be incapacitated.</p> <p>Some draft procedures for the Treasurer's function have been received from TB and we will await her return for further discussion before circulating as an example.</p> <p><b>Action: All are asked to draft procedures for their own area of competence and send them to SM &amp; AC.</b></p> <p>7b) Currently management of venues is not clearly attributed to any particular Committee member. It was agreed that this should be the responsibility of the Interest Group Coordinators while TB would still be responsible for the financial aspects of venue hire.</p> <p><b>Action: BB &amp; RS to take responsibility for venues.</b></p> <p>7c) A review and update of role descriptions is required.</p> <p><b>Actions: All Committee Members are asked to review their role descriptions and draft updates.</b></p>	<p>.</p> <p>All</p> <p>BB, RS</p> <p>All</p>
<p>8.</p>	<p><b>Website review</b></p> <p>The Committee agreed that we need to find a web designer to improve the website. It was agreed that priorities were accessibility and ease of use. Updating the look and feel was also desirable. A number of options were discussed. RS suggested we compile a specification of our requirements and look at other U3a websites to get ideas. MC agreed to continue to update content on the current site.</p> <p><b>Actions: All to look at other U3a websites so that we can compile a list of redesign requirements.</b></p> <p><b>RS will investigate ballpark figures for professional website design.</b></p> <p><b>MC will continue to update content.</b></p>	<p>All</p> <p>RS</p> <p>MC</p>

9.	<p><b>How we respond to enquiries</b></p> <p>9a) Requests for speakers: AC has produced a draft policy and a draft response letter to send out. This would include a new U3A leaflet, which can be personalised with a sticky label containing local U3A information and include our contact details. RS identified a printer for the sticky labels.</p> <p>9b) Requests from members to publicise events/activities: Such events/activities must be U3A related.: We agreed our U3A will not promote or publicise outside events. Members wishing to publicise such events can use the All Saints enquiries desk and notice board.</p>	
10.	<p><b>Privacy Policy</b></p> <p>Group Leaders need to be made aware/reminded of our privacy policy which should also be incorporated into GLs information packs. They need to understand the criticality of U3a compliance with Privacy Law and their responsibility to adhere to it.</p> <p><b>Action: BB will circulate our Privacy Policy to all GLs and also put this matter on the agenda for a GLs update meeting in the new year.</b></p>	BB
11.	<p><b>Any other business</b></p> <p>11a) SM, AC and Chris Olley met with Kings Norton U3A: SM reported that it was a productive meeting which included discussion on working arrangements for reciprocity, dealing with social prescribing and 'cluster' arrangements with other local U3As. Another meeting is planned for 17 October.</p> <p>11b) KF said that Diane Worland will need to unsubscribe herself from Business Secretary updates from the National U3a as she is no longer in that role.</p> <p><b>Action: KF to send Diane Worland a reminder.</b></p>	KF

12. Date of next committee meeting: 27 August, Friends Meeting House, Kings Heath.  
SM to bring refreshments