

**U3a Moseley and Kings Heath District
Executive Committee Minutes
Held at Friends Meeting House Kings Heath at 2pm 27 August 2019
Chaired by Anne Crerar**

Those attending:

Sara Meyer, Tessa Bidgood, Anne Crerar, Ken Fisher, Mike Clark, Julie Alder, Sylvia Butler, Roy Stove, Jackie Spearpoint.

Apologies: Brenda Bingham

Minutes: Jill Spearman

Agenda:

1. Apologies: see above
2. Corrections and approval of previous minutes
3. Action points and matters arising not elsewhere on the agenda
4. Review of last monthly meeting and preparation for next monthly meeting
5. Health and Safety
6. Subcommittee reports
7. Website review
8. Kings Norton reciprocal arrangements update
9. Any other business
10. Date of next meeting

2. Corrections and Approval of previous minutes:

4f) JA's initials had been omitted from the Action column.

8) MC will continue work on updating, rather than maintenance.

The minutes of the last meeting were approved with these corrections.

3. Matters arising and action points not elsewhere on the agenda:

6c) Not all Interest Group Leaders are monitoring waiting lists appropriately.

Action:BB and RS to look into this.

BB,RS

7a) NW (previous chair)working on an audit of policies. This item deferred to the October meeting.

c/f OCT

7b) BB & RS have agreed that RS will take responsibility for venue management with TB continuing to manage the financial aspects of venues.

7c) Some committee members have already reviewed their role descriptions.

Action: All to review role descriptions and send to AC and SM with any suggested amendments before September meeting.

All

9) How we respond to enquiries and requests for speakers.

c/f OCT

Action: AC to look into our response for requests for speakers.

AC

10) BB has circulated all GLs our responsibilities to safeguard members' privacy..

11b) **Action:Former business secretary has to unsubscribe herself from Business Secretary responsibilities before new business secretary can take them over.** DW

has been reminded.

4a) Review of last monthly meeting: 'Murder at Weatheroak Hill':

The speaker overran a little, but members found the presentation interesting, and there were plenty of questions afterwards. There were between 90 and 100 attendees. The

meeting was held in the church, which presented some difficulties with sight lines and hearing. More meeters and greeters were needed.

4b) Preparation for next meeting:

September 10, Harriet Martin, 'How to go Green.'

Harriet Martin will prepare something for the newsletter.

Action: JS to email MC with Harriet Martin's phone number. JS

Action : Possible 10 minute presentation on university links October meeting - MC to liaise. MC

MC to chair. SB, JA, BB to meet and greet. TB to do information desk. MC, SB
JA, BB, TB

5. Health and safety

5a) RS has had a meeting with Dave (All Saints caretaker). He is a trained First Aider and knows his H&S. RS now has All Saints H&S notice (copy attached to minutes).

5b) Lengthy discussion of issues:

Each member of exec committee has a corporate responsibility for H&S.

5c) The following was agreed:

- One hour will be devoted to an in depth H&S discussion from 1:30 to 2:30 on 24 September, prior to the ECM.
- H&S meeting to be held at least once a year.
- KF to draft a fire safety notice to be read at beginning of each members meeting by the chair.
- Each member of the executive committee should have Dave's number in their mobile phone.
- KF to be first out of hall in the event of a fire, SB to be last.

Actions: KF and RS to prepare items for H&S meeting KF,RS

KF to research chairs (costs, 2nd hand, etc) and report back at H&S meeting.

SB to contact Mary Miles (on church committee) re chairs. SB

6. Sub-committee reports:

6a) Social committee

Full details of social activities will be in the newsletter.

Coach trips: Rita Menezes, Liz Cretan and David Garnett-Thomas are now working together on this, but it's unlikely there will be a trip this year. A coach trip is being organised by the Gardening Group, which will be open to Kings Norton U3A members.

Quiz nights: JA is still looking for enthusiasts to help organise.

JA's tenure as social secretary will be up in April 2020, and a replacement will be needed.

Succession planning to be discussed at the November executive committee meeting.

6b) Membership secretary

562 current members, 72 lapsed. JS is still pursuing lapsed members. RS has had a note from BB - she has circulated IGLs re lapsed members: out of 20, most are not attending groups, 3 have renewed.

Action: BB will produce updated group lists on her return. BB

TB volunteered to deal with membership enquiries at the next members meeting TB

JS identified some lack of clarity in the members' portal - **to be included in the website review.**

6c) Treasurer

Accounts are up to date.

It was agreed TB should order 2020 diaries for sale to members (£3.25 each)

Actions:TB to order diaries and send KF information for inclusion in newsletter. TB

TB has received an invoice for £60 for CLA licence, SM believes this is included in other licences.

Action: SM to check & liaise with TB.

SM

7.Website review:

7a) RS reported that the idea of employing a website designer seems unnecessary to him. As many U3a websites use U3a Site Builder we could do the same. Using a standard format would future proof the site.

Action:RS will continue to explore U3a Site Builder, seek guidance from U3A, and report back at October meeting.

RS

7b) We seem to be the only U3A whose website features pictures of committee members. It was agreed that this contributes to the welcoming feel of website and should be retained.

8.Kings Norton reciprocal arrangements update:

8a) SM and AC have another meeting with Kings Norton on October 17 to discuss progress.

8b) Clusters - we are not part of a cluster of local U3As. We discussed whether we should we be looking at joining a cluster. The possible benefits include sharing resources, learning from others' experiences, which could be useful for example for our website redesign.

Action: SM and AC to investigate and report back on cluster membership in November.

SM,AC

9. Any other business:

9a) SB mentioned All Saints have a wrong number for the booking officer for All Saints.

Action: MC will provide correct contact details to All Saints.

MC

9b) KF reported that the newsletter is coming out next week. Interest group of the month is the Science Group. JA will send KF the social programme. KF is away next month, so asks that items for the next newsletter be sent to him by September 25. KF is considering including reader's letters in the newsletter.

9c) TB said that nothing has been done yet about finalising the accounts. She needs a signatory but needs to remove signatory Jude Williams (previous treasurer).

Action: TB to contact Jude Williams to remove her as signatory.

TB

9d) JS raised the question of reimbursement for group leaders who spend money on equipment, etc for their groups. There was some discussion. TB said JS could put in a claim. SM said we need a clear policy.

Action:TB has list of equipment owned by us and will bring to the next meeting. TB

Date of next meeting:

September 24 Friends Meeting House, Kings Heath at 2:30 following H&S discussion at 1:30.

TB to bring refreshments.