

Executive Committee Minutes

Friends Meeting House: 26th November, 2019, 2:00 pm.

Chair: Sara Meyer
Present: Sara Meyer, Anne Crerar, Tessa Bidgood, Roy Stove, Ken Fisher, Brenda Bingham, Sylvia Butler, Jackie Spearpoint, Julie Alder, Mike Clark
Apologies: None
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. Sub-committee reports.
6. Health and Safety.
7. Succession Planning.
8. Social Account Policy Review.
9. AOB

Date of next meeting: January 28, 2020 at 2:00 pm, Friends Meeting House.

2. Corrections

Item 6 John Bloomfield's name should be spelled 'Jon'.
There were no other corrections.

3. Matters arising

TB: item 3,9c, change of signatories: all forms submitted, in process.
item 3,6c2, inventory check: circulated to all, now to update and correct.
We now have a working laptop; RS has taken it for photography group.
item 6, website: MC will put an item in the newsletter asking for volunteers with appropriate expertise. **Action MC**

Minutes approved, signed SM.

4. a) Review of last monthly meeting:

SM thanked SB for the constructive feedback she'd sent to the speaker, and the excellent contact now established.

Content very interesting, but photos were difficult to see. SB to ensure that speakers use our projection equipment. People seated at furthest edges have trouble seeing - try to make central aisle narrower. **Action SB.**

KF said that there may be some money left after new linking chairs have been bought. It could be spent on new blinds which would let in less light at the edges.

The hearing loop in the hall is to be activated, and feedback asked for from members who use hearing aids. JS said that the Deaf Cultural Centre in Ladywood is said to be helpful, possible source of advice on hearing loops.

b) Preparation for next monthly meeting (December 10):

This will be the Christmas meeting, in the church instead of the hall. SB has refreshments under control. DW is organising content; SM will contact her to see if she needs anything from the rest of the committee. **Action SM.**

Chair: **SM/AC** to start the meeting, handing over to DW after fire safety, announcements, etc.

Membership table: **TB**

First out: **SB**

Last out: **TB**

Meeting and greeting: **MC & SM.**

SM asked that committee members tell her of any notices they'd like given out. MC said that the vicar normally sets up the sound system beforehand - SB will check that this has been done. **Action SB.**

MC reminded us that the executive committee xmas dinner is the same evening: 7:30 at The Spice Merchant in Poplar Road. MC will confirm the time. Corkage is available. **Action MC.**

January meeting:

Membership: **TB**

Chair: **SM**

Meeting & greeting: **BB & MC**

First out: **SB.**

5. Sub-committee reports:

a) Social: JA - members have been told about two plays coming up, tickets sold well and were rebooked twice.

There has been an issue over a member who refused to pay for a lunch which had been booked, but not attended (see item 8, Social Account Policy Review). This person has now booked for the Xmas lunch. CB has decided to accept the Xmas booking, but if no apology or payment is forthcoming, no further bookings will be accepted from this member. **The committee agreed to support Carey Baff (CB)'s management of this incident.**

CB has paid the money owed by this member (£10); the committee agreed she should be reimbursed. **Action TB.**

JA will put an item in the newsletter reminding members of the policy regarding payment for pre-booked events (see item 8).

Action JA.

TB suggested a clause about this policy should be included whenever notices about meals and events are sent out to members.

b) Interest groups: BB reported that she, KF, AC and SM had had a meeting re interest group leaders with whom there is little regular contact (ad hoc emails). Plan is to send out regular bulletins from January 2020. **Action BB RS**

A meeting for interest group leaders has been arranged for Feb 12 at 10:30. IGLs can

send deputies, so that each group is represented.

Contact with Kings Norton: BB is in contact with Beryl Blood. Our Faith in Birmingham group is closing, Kings Norton has a World Faith group, and our members will be welcome. Kings Norton is hoping to start an advanced French Group and a Barn Dancing group, and there is talk of starting a Spanish group; our members will be welcome to join these groups, too.

c) Finance: at TB's request, the committee agreed that it would be useful to have a second person able to log in to bank accounts. KF volunteered, to be activated.

Action TB & KF.

d) Membership: JS reported current 597 members, down 33 from last year. Not felt to be a cause for concern, we are a large group.

e) Newsletter: no group of the month this time, KF asked for suggestions, with pictures. Copy for the next newsletter is needed for Friday - please send direct to KF, rather than copying in to all committee members. KF is now set up to use Beacon, and can now use it to send out the newsletter. JS will email it to the printer or hard copies for members who are not online. **Action JS and KF.**

6. Health and Safety:

All Saints are ordering samples of different linking chairs, we will ask for feedback from members. RS noticed that one of the exit lights was not lit, has spoken to caretaker and the matter is in hand.

7. Succession planning

a) We are now only four executive committee meetings away from the AGM, when new committee posts need to be filled: Interest Group Coordinator and Social Secretary roles. BB is staying on as Beacon coordinator. MC noted that we have always had a chair and vice chair - now that we have 2 chairs, we need a vice chair if permitted. The role of Social Secretary was discussed - as CB will continue to organise lunches and concerts, and JA theatre trips, could Social Secretary's role become more of a coordinating/liaison role?

b) We need to recruit new executive committee members. Most current members have been brought in through personal contact; there is a need to recruit more widely among the membership. appeals for volunteers have not been successful. SM urged executive committee members to look out for potential nominees, encourage people to come forward. **Action all.**

BB & KF will speak to Interest Group Leaders at planned meetings and in new bulletin about potential committee nominees.

This could also be a feature in the January newsletter. **Action BB, KF, ALL.**

c) SM said that we need systematic support and encouragement for potential nominees: invite them to sit in on an executive committee meeting; have in place a system for shadowing, or mentoring new committee members.

d) MC thanked AC & SM for doing such a good job as joint chairs, the committee agreed.

8. Social Account Policy Review

TB has circulated her revised Social Account Policy. MC and JA felt that the wording of section 2vi held a bias which emphasised the responsibility of the Social Secretary, rather than of individual members. Finance subcommittee members to work on the wording. JA said the Social Secretary should be present for this piece of work. To go forward.

Action TB, JA.

9. Any other business:

a) RS said U3A has changed its logo; should we now be using the new logo on all Documents, including documents on the website, when updated.

Agreed we will use new logo.

RS to circulate new logo. **Action RS.**

b) SB said that the new job descriptions are not on the website. SM is planning to do this work while she is on jury service, they will be ready for January. **Action SM.**

c) MC said Frank Gresham has up-dated quite a lot more of the website; it is a work in progress.

d) SM and AC had attended a 'Keeping it Legal' conference. It had raised many questions, but had been a useful networking opportunity with other

Midlands U3As. Some issues raised were:

- Data Protection which we are all aware of and for which we have an updated policy.
- Duty of Care. If we are aware of any issues of concern with our members we need to take action, and involve the appropriate help. We can't walk away.
- Equality. Eg Members with disabilities. We need to make reasonable adjustments to enable access, ensure no one is discriminated against.

MC suggested raising at the next Interest Group Leaders meeting; BB suggested a fresh look at safe-guarding policies. To go forward to an agenda in the new year.

SM also mentioned that a point was raised at the Keep it Legal conference that National policy is that local U3As cannot be closed to new members. If they get too large, they need to split. National U3A also suggests that when interest groups get full eg due to limits of capacity at venues, members are encouraged to start new interest groups.

It was agreed that it would be useful to have a piece on this in next newsletter.

e) AC raised the quiz nights - difficult to find volunteers to organise. How do we motivate members to involve themselves? To discuss at January meeting - thoughts for next time please.

10. Date of next meeting: Tuesday, January 28, 2020, at 2:00 pm, Friends Meeting House.
Refreshments: Sylvia Butler.