

## Moseley, Kings Heath and District U3A Executive Committee minutes

### On Line virtual meeting February 23, 2021

Chair: Sara Meyer

Present: Mike Clark (for item 2 on the agenda), Ken Fisher, Jackie Spearpoint, Tessa Bidgood, Anne Crerar, Anne James, Roy Stove, Ann Walsh, Sarah O'Brien, Ray Tier, Cormac Quigley

Minutes: Jill Spearman

#### Agenda:

1. Apologies and introduction of new committee member Sarah O'Brien and observer and potential committee member Cormac Quigley
2. Constitution(Mike Clark in attendance)
3. Corrections and approval of previous minutes
4. Action points and matters arising, not covered elsewhere on the agenda
5. Compliance, including health and safety matters
6. Subcommittee reports, which now includes the newsletter
7. AGM
8. U3A day
9. Mirthy monthly talk
10. Focus groups and workshops
11. Any other business
12. Date of next meeting

1. Apologies: Alan Fair. SM introduced Sarah O'Brien, who has joined the executive committee to fill a vacancy, rather than as a co opted member. SM introduced Cormac Quigley, who was present as an observer and potential committee member.

2. Constitution:

MC spoke about a document he had circulated to committee members: national U3A has a model constitution, which can be adopted by local u3a committees. When it was formed, MKHD u3a adopted the model then current. It has now been updated. MKHD has already voted to adopt the object clause from the new model. The model constitution is again being revised, but is expected to be similar to the current model constitution.

Other new points to note are:

- allows hybrid and virtual meetings
- quorum is reduced from 20% to 10%
- requires a chair, a vice chair, a secretary and a treasurer
- between 5 and 15 trustees (all executive committee members are trustees), maximum 12 committee members plus up to 3 co opted members
- committee members may serve a maximum of 9 years, but there must be a one year gap between 3 year stints
- quorum for executive committee meeting is reduced from 3 to 2
- all terms of tenure start afresh if the new constitution is adopted.

After a short discussion, it was agreed (6 in favour, 5 against) in principle to adopt the new model constitution once the current review has been completed.

**Agreed**

MC agreed to SM's request that he would make himself available to the committee as they prepare for this year's virtual AGM.

**MC**

MC left the meeting.

3. Corrections and approval of previous minutes:

Item 4 - JS noted that the wording should be 'AJ will stand as membership secretary' not 'take over'.

Item 4 - JS noted that AF's role is Social Secretary, but he is still referred to in the newsletter as Interest Group Co ordinator. KF will amend. **KF**

Item 7 - JS is still getting nuisance emails. RS is pursuing this with Frank Gresham. **RS**

4. Action points and matters arising:

There were none. The minutes were approved and signed by SM.

5. Compliance:

AC has circulated 2 emails listing sample compliance policies on the National u3a website. **Agreed** that KF will go through the policies, inserting MKHD's details where appropriate, before we formally adopt them. **KF**

6. Sub committee reports:

Finance: TB had nothing to report. The accounts will not be audited in time for the AGM, but are available for inspection.

Interest Group Co-ordinators

AW reported that she and RS had held 2 of 3 planned meetings with IGLs, and will report fully after the third meeting. They had found that few IGLs were using Beacon. There were some suggestions for new groups, but little interest in leading them. There was a request for help towards the cost of Zoom subscriptions (to be discussed at the next executive committee meeting). RS is preparing a paragraph for the newsletter, thanking the IGLs for their contribution and enthusiasm. **RS**

SM thanked AW and RS for the work they are doing with interest groups.

RS reported that he is no longer leading the Art Appreciation Group 4. Joan Taylor has taken over.

Membership:

JS reported that we now have 520 members, one member having died recently. She will soon be starting membership renewals.

Newsletter:

KF has some good pictures for this month's newsletter, some pieces from the creative writing group, and a reading list from one of the book groups. There are some groups with vacancies. The usual Friday deadline applies for any other contributions. SM and AC will write a feature for the newsletter about our need for an events co ordinator, because face to face monthly meetings and other events will be returning and need to be planned for. **SM,AC**

7. Annual General Meeting:

SM said that although the situation is fluid, we should not postpone the AGM but should go ahead planning a virtual AGM, using the model that MC had developed last year. **Agreed**

KF said that we must budget for SAEs for those members who are not on line.

KF, SM and AC will take forward.

**KF, SM, AC**

8. U3A Day:

It was agreed, since a gala event would not be possible, to adopt a more fluid approach, perhaps small events or exhibitions through the year. All to start thinking about a possible programme. **All**

9. Monthly Mirthy talks:

JS reported that Murder and Mayhem in English Churches had attracted a larger audience than The American West. The March talk will be about poisons for medicines. JS has approached Kings Norton U3A about mutual publicity for each other's talks programmes, as members are free to watch each other's talks. There would be no cost. **Agreed**

10. Focus Groups and Workshops:

As discussed with the committee SM and others will attend a workshop hosted by Community Catalysts in March which will facilitate contact with members of our local communities. This exciting initiative will help us to attract a more diverse membership and also provide us with some technical advice.

She suggests that we should hold our own first workshop in the next month to look at how we proceed out of lockdown. **Agreed**

We also need to begin work on surveys and focus groups to establish what our membership wants in transitioning out of lockdown. This will take a good deal of organisation.

SM asks for volunteers from the committee to help. **All**

SM will circulate proposed dates for our workshop. **SM**

11. Any other business:

KF said that he has now changed the password to the secure section of the newsletter. He needs a secure certificate for the website; this will cost £30. He could change 'enquiries' to 'enquiry' to prevent junk and nuisance emails.

KF noted that all those intending to stand for the executive committee at the AGM should notify the Secretary at least one month before the AGM with a named proposer and seconder

He would put something in the newsletter about nominations for the committee . **All**  
**KF**

JS asked that the agenda should be included at the beginning of the minutes.

RS asked about the annual return to the Charities Commission. SM said that our year ends in March, and we then have until the following January to make the return, so we are not out of time. AC has usually made the return after the AGM when we have new trustees in place.

AC asked how we plan to deal with policies coming up for review. Some of our current policies are in fact procedures.

KF is looking at this and how we adapt our policies which are procedures. **KF**

KF asked what steps follow from our decision today to adopt the national model constitution? We have to wait until the revision is complete; then have members vote on it. The object clause has now been adopted and is on the website.

12. Date of next meeting: March 30, 2021.

SM thanked all those who had joined the meeting today.