Moseley, Kings Heath & District U3A Executive Committee

On line virtual meeting May 25 2021

Chair: Ray Tier

Present: Sara Meyer, Jackie Spearpoint, Cormac Quigley, Anne James, Ken Fisher,

 Sarah O’Brien, Tessa Bidgood.

Minutes: Jill Spearman

Agenda: 1. Apologies and minutes of previous meeting

 2. Action points and matters arising

 3. Outcome of the AGM

 4. Adopting the model constitution

 5. Coming out of lockdown - report of working group

 6. Financial policy re subsidising meeting venues

 7. Monthly meetings and future Mirthy talks

 8. Health and Safety

 9. Brief reports from sub-committees

 10. Date of next meeting.

 Carried forward to a future meeting: Compliance, Policies and Health and Safety.

1. There were no apologies. There were no corrections to the minutes of the previous meeting,

 which were approved.

2. Action points:

 RT reported that Frank Gresham has begun to reduce the number of spam emails getting

 through to committee members. It is a complex problem and he is still working on it. JS

 asked if in future questions about this issue should be raised through RT - yes.

 SM raised her article for the newsletter about the diversity workshop - is it still topical or

 should she hold it over until we have some practical ways forward. **Agreed**

 TB reported that she is keeping a list of equipment owned by MKHD U3A.

3. Outcome of the AGM:

 There had been 196 on line ballot forms, 13 postal ballots and 5 phone calls. There

 had been many positive comments and thank you’s. KF had made minutes of the AGM. He

 will include a report in the newsletter. **KF**

 The committee no longer has a Social Secretary - a volunteer would be welcome, and can be

 co-opted onto the committee. For the time being, the committee will fill the role, and ask

 for volunteers from the membership to help with specific events. **All**

 KF asked which interest groups are functioning on zoom? Do we have a directory of interest

 groups? SoB said that there is a list of active groups (originally produced 17th May 2020,

 updated in November 2020 and again revised (version 3)in January 2021). CQ said that the

 IGs are the life blood of u3a, could the committee find a way to recognise and thank IGLs?

 SM said that before lockdown there had been a yearly meeting and lunch and the committee

 could perhaps do something when we have more freedom to meet.

4. Adopting the model constitution:

 There was a discussion about our name and area of operation. There was no requirement to

 change either. TB said that a name change would require changing our name on bank

 accounts and other business matters. JS said that she had been involved in setting up Kings

 Norton u3a, and they had been advised to keep ‘and District’ as part of the name. Agreed to

 keep ‘Moseley, Kings Heath and District’ as our name and area of operation. **Agreed**

 RT suggested a 3 month grace period for subscription renewal. JS replied that existing

 practice was that she started sending reminders 1 month before the renewal date, so that in

 effect there is a grace period of 3 months. Agreed grace period to remain 2 months. **Agreed**

 RT raised the question of how long committee members could hold offices - at present it is

 6 years for Treasurers and 3 years for other offices. TB said that the handover from one

 treasurer to another was complex and prolonged, so there is an advantage in the 6 year

 period. We should perhaps consider co-opting the next treasurer on to the committee

 well in advance. JS said that under the new Beacon system the treasurer’s work would be

 easier. SM said that the role of treasurer requires some specialist skills and

 knowledge; if we change to 3 years for the treasurer, we should keep the ability to

 prolong the term. KF said that we should stick to the model constitution as far as possible;

 with the agreement of the membership, we can keep current practices. RT said that we

 should stick to the 3 year period, but keep the option to vary. **Agreed**

 SM asked what is our registered office? KF said that as he is Secretary, it is currently his

 home address.

 SM said that when we go back to the membership to ratify the adoption of the new

 constitution, it will not be an AGM, but a Special General Meeting. The executive committee

 can call a Special General Meeting.We must inform the Charity Commission within 3 weeks

 of adopting the model constitution. U3a members can also call a Special General meeting,

 for which they need a 2/3 majority.

 SM said that as the model constitution requires us to spend our money only on the object of

 our constitution, which is about learning, how do social events and similar activities fit in? TB

 pointed out that social activities such as theatre visits and coach trips are self funded, so

 ‘social’ expenditure by the committee is limited to funding refreshments at major meetings

 (Christmas and AGMs). CQ said that social interaction is a form of learning. After discussion

 the committee concluded that MKHD would work to a broad and flexible definition of

 ‘learning’ which would cover the activities valued by our membership.

 RT said that he was now happy to proceed with the adoption of the model constitution, and

 asked KF to take the necessary steps to move onto the next stage. **KF**

5. Coming out of lockdown:

 Members can now meet out of doors, and up to 6 people can now meet indoors in private

 homes subject to the completion of a satisfactory risk assessment. At this stage the

 committee does not pernit group activities meeting indoors in public venues.

 AJ said that 3 IGLs had been in touch about resuming meetings: 1 query about numbers

 allowed to meet indoors; crown green bowling - there is a model risk assessment; Nordic

 walking have a risk assessment. No other IGLs have been in touch about resuming

 meetings. CQ asked whether IGLs who didn’t respond were still meeting informally, ignoring

 the fact that they were not allowed to meet as part of u3a? AJ said that the advice had been

 sent to all IGLs as an email through Beacon, so they would all be aware of the requirements.

 SM said that the committee would not subsidize rents for venues that have not been

 authorized. TB suggested that the guidance should be sent out to the whole membership,

 so that members also are aware of the requirements. AJ and SO said they had been

 Intending to do this. CQ said he would draft a document for the membership, and send it

 round for comments. **CQ**

KF said that it could go out in the newsletter or as a general Beacon letter. TB said it should

 go out as a separate document and we should pay for postage. **Agreed**

JS said she could not understand why her circle dancing group had not been allowed to

 resume. RT replied that it had been a decision of the working group, who wanted to be

 extremely cautious in view of the Indian variant, not to allow meetings in public venues.

 JS said that her group is a joint group with Kings Norton u3a - should Kings Norton

 members be sent the letter? RT said no, but it could be shared with them.

6. Financial policy re subsidising meeting venues:

 TB said that the policy is out of date. RT suggested asking members to pay an amount each

 year towards venue costs, rather than paying a small amount at each meeting. TB said that

 would make extra work for the treasurer. Agreed TB to work with finance sub-committee to

 redraft existing policy, to circulate the new draft for comments. **TB**

7. Monthly meetings and Mirthy talks:

 The idea of sharing the subscription for the new style Mirthy talks was ruled out because

 Kings Norton did not want to go ahead. We will therefore no longer subscribe to Mirthy

 talks, but members can watch the free publicly available Mirthy talks if they wish.

 TB said the working group on transitioning were looking at venues, including for the monthly

 meeting, now that All Saints is no longer available. She had been to look at the Kings Heath

 sports club with AJ. AJ said she was going to look the E57 Club and will report back to the
 next meeting of the working group (June 3rd). **AJ**

 SM questioned whether the monthly meeting format could be replaced with smaller events,

 perhaps more interactive. It was agreed to consider the nature of future monthly meetings.

 **Agreed**

JS said she would draft something for the newsletter on the Mirthy talks, should she include

 something about monthly meetings? RT asked her to say that the committee is considering

 the options for reconvening monthly meetings. **JS**

8. Health and Safety:

 KF stressed the importance of keeping Health and Safety as a regular agenda item, so that

 in the event of an inspection, we can demonstrate that we are acting responsibly as

 trustees. **Agreed**

 CQ asked whether we have a mechanism that allows members to raise H&S matters? KF

 said not as such, but members could write to the newsletter, approach committee members,

 or interest group leaders. CQ said he would write an item covering these issues for the

 newsletter. KF said he would include H&S information in the regular contacts list in the

 newsletter. **CQ, KF**

9. Sub-committee reports:

 Finance: TB had nothing to report.

 Interest Groups:

 Three further GLs had been in touch about resuming meetings: the Nordic walking group had

 completed risk assessments for their 5 walks, complying with Ramblers Association

 guidelines; Crown Green bowling intend to resume but have not yet confirmed that they have

 completed risk assessments. AJ & SO will give the go ahead to the Nordic walkers, and to

 Crown Green bowling when their risk assessment is confirmed.

 The committee agreed that IGLs could be trusted to prepare their own risk assessments,

 and group members to follow the guidance (model risk assessments for groups and for

 individual members are given on the website). **Agreed**

 In future AJ & SO will keep a list of groups given the go ahead to resume meeting indoors,

 and report resumptions to executive committee meetings in future. **AJ, SO**

CQ said that as trustees the committee have a responsibility to check, perhaps on a

 sampling basis, that risk assessments are being completed. RT said that whilst this might be

 a longer term aspiration, the emphasis at present should be on IGLs taking responsibility

 for completing their own RAs without requiring IGCs to check them.

 Newsletter:

 KF said there was a lot of content about the AGM. He had noted items from today’s

 meeting. RT will provide the chairman’s introduction. **RT**

The deadline is Friday for those committee members who want to submit items.

 Membership: JS reported that the current membership is 522, of whom 53 have not

 renewed and whose membership will lapse from the end of May, leaving 469 members.

 Secretary’s report: KF said that he was on the point of completing the report to the

 Charities Commission and waiting to do the annual report. He will start a piece of work on

 policies soon.

10. Date of next meeting: June 29, 2021, at 2:00 pm.