**Moseley, Kings Heath & District U3A Executive Committee**

**On line virtual meeting June 29 2021**

Agenda:

1. Apologies and minutes of previous meeting
2. Action points, matters arising, notice of any items for AoB
3. Chair’s report
4. Adopting the model constitution
5. IGCs’ report and progress on groups restarting meetings
6. Meeting venues and policy re subsidising meetings
7. Monthly meetings - future plans
8. Membership secretary’s report, including how to chase up lapsed members
9. Treasurer’s report
10. Secretary’s report, including compliance, policies
11. Newsletter
12. Health and Safety
13. Website security and spam emails
14. U3A Click and Save Scheme
15. Date of next meeting: Tuesday, July 27 2021
16. AoB

Chair: Ray Tier

Present: Sara Meyer, Anne James, Sarah O’Brien, Ken Fisher, Cormac Quigley, Jackie

 Spearpoint, Tessa Bidgood.

1. **Apologies and minutes of previous meeting:**

There were no apologies.

 In reference to the final paragraph of item 5 of the previous minutes, JS said she had not been

 aware of the working group referred to and had not seen or agreed to any recorded minutes.

 She considered the working group’s report to be misleading and expressed disappointment

 that although she had circulated detailed reasons for her disagreements, no one on the

 Executive Committee had replied to her. RT responded that he was aware of her position and

 had replied to her objections in multiple emails. The working group was not a formal

 sub-committee and had produced the report instead of formal minutes. The report was agreed

 by the committee as a whole with JS as the sole objector. JS asked why Cotteridge Meeting

 House is considered ‘open to the public’; RT said that this is because it is not a private house.

 AJ said that in item 9 the reference to ‘meeting indoors’ should simply read ‘meeting’.

 RT referred to the new procedure for agreeing the minutes: the minute taker will forward the

 draft minutes to RT (in Word format); RT will correct the draft and circulate to committee

 members for corrections and comment; RT will incorporate these and circulate the final draft

 for agreement at the next meeting. **Agreed**

The minutes were agreed.

**2. Action points, matters arising, items for AoB:**

RT said that all action points agreed at the last meeting had been acted on. CQ had asked for

 more time to draft his document on health and safety. JS had produced her write up of

 the Mirthy talks and it had appeared in the last newsletter. There were no items for AoB.

**3. Chair’s report:**

RT said that this had been JS’s idea for a regular agenda item, which he is happy to adopt. He

 proposed that SM should take a lead on social activities, monthly meetings, and ideas for new

 interest groups. **Agreed**

**4. Adopting the model constitution:**

 KF had circulated his proposals for ratifying the new Constitution: to call a Special General

 Meeting, to notify the membership, via Beacon and by post, with an explanation of the

 proposed changes and a copy of the proposed Constitution (postal costs are expected to

 be a little over £20); voting on a similar basis to the AGM, with 21 days to submit votes; the

 SGM will effectively take place at the end of the voting period, as required by our present

 Constitution. 20% of the membership are needed for a quorum, so 20% will need to vote to

 achieve a virtual quorum. The Resolution needs to achieve a two-thirds majority to be

 adopted. After the vote to adopt by the membership, we need the consent of the Third Age

 Trust before formally adopting the new Constitution. KF’s proposals were agreed by the

 committee. **Agreed**

CQ suggested that the IGCs use their current contacts with IGLs to encourage members to

 vote for the new Constitution. KF said he would draft the reasons for the proposed change for

 AJ & SO to use in their communications with IGLs. **Agreed AJ SO**

KF proposed one change to the wording of clause 3 of the proposed new Constitution: to

 retain the wording ‘Moseley, Kings Heath and surrounding district’, in order to avoid having

 to write to the Charities Commission if we omit the word ‘surrounding’. **Agreed**

**5. Interest Group Coordinators’ report:**

 AJ had circulated the report to committee members. 10 groups have now confirmed that

 risk assessments are in place for meeting in person. Circle Dancing held their first session

 dancing outside without confirming that they had completed a risk assessment, meaning it did

 not officially qualify as a u3a event. However Circle Dancing have now confirmed that they

 have a risk assessment for dancing outside. Jazz Appreciation 2 had suggested that the IGCs

 continually update the model risk assessment on Beacon in line with evolving Government

 Roadmap regulations, but AJ and SO feel that IGLs and individuals should keep themselves up

 to date in this respect. However, the model risk assessment will need to be updated after the

 Government’s announcements on July 19th.

 SO said that she and AJ were planning a programme of contacting all individual IGLs, in order

 to develop a more accurate list of active IGs on Beacon, to develop a useful and helpful

 relationship and to encourage IGLs to make more use of Beacon. Hoping to fully start this

 work after the holiday period, and to do a small pilot to develop a list of questions in the

 meantime. **AJ SO**

CQ asked if the list of IGs and members on Beacon was definitive. AJ said no, it is not up

 to date because many IGLs do not use Beacon, but this will be addressed by the programme of

 contacts described above. **Agreed AJ SO**

RT thanked AJ and SO for their work.

**6. Meeting venues and financial policy re subsidising meetings**

TB has updated, as far as possible, a list of venues dating from 2014. She will send the list,

 with an explanatory note, to Frank Gresham for Beacon. The list is advisory, not prescriptive -

 IGLs are free to find their own venues provided they meet our criteria, including accessibility,

 which includes internal features like toilets as well as ramps, etc. The list includes

 information on costs per hour. TB asked committee members for any further information on

 venues to help keep the list up to date. **All**

 The finance sub-committee has been working on financial policy on subsidies for venue costs:

 the subsidy cap has been increased to £25 and AVCs (additional voluntary contributions) have

 been increased to £2. TB stressed that no one should be excluded from a group for not

 paying voluntary contributions. There is an option to pay AVCs for one year in advance. It is the

 responsibility of IGLs to collect AVCs. By and large the system works well. TB will produce

 an item for the newsletter and the website to explain the policy to members. **TB**

TB thanked members of the finance subcommittee for their work on this.

**7. Monthly meetings - future plans:**

 SM outlined her ideas for reinvigorating the monthly meetings when they become possible

 again: she wants to make the monthly meetings a social event, with a talk or quiz or music,

 but also a cup of tea with a layout such as round tables to encourage social interaction. She

 wants to supplement such meetings with smaller pop-up events, and hopes to get volunteers

 from the membership to involve themselves in setting up meetings and social events. She

 hopes in this way to give members a sense of ownership. She is planning to talk to committee

 members outside the meeting and to get input from former members, for their ideas, and

 knowledge of possible volunteers. She plans to start with a meeting in September at the Kings

 Heath Sports Club, and then to mix things up a bit. **Agreed SM**

 RT thanked SM.

**8. Membership secretary’s report:**

 JS reported that current membership stands at 480, compared with 508 last year. 46 members

 have not renewed. These former members have had 3 monthly reminders from JS, starting one

 month before the renewal date, and there has been a monthly reminder in the newsletter.

 Members who have not renewed are listed on Beacon in red, automatically in the case of those

 who had paid via PayPal, manually by JS for those who had paid by other means. JS sends

 IGLs a list of their group members who have not renewed. IGLs should keep the information

 about their group members up to date but many don’t.

 There was a discussion about how long lapsed members remain on the membership list, albeit

 in red. JS believes National U3A policy is to keep them on the list for 2 years, in case they want

 to renew. There was concern that this is in conflict with data protection law. CQ and KF will

 follow this up with National U3A. **CQ KF**

 AJ said she and SO would include the issue of keeping Beacon up to date in their

 conversations with IGLs. **AJ SO**

**9. Treasurer’s report:**

TB said that she has not yet been able to pay our fees to National U3A this year: she has

 emailed the national Finance Officer for information, but has not received a reply.

 TB left the meeting at 3:40.

**10. Secretary’s report:**

KF said he had been unable to update our information on the National u3a database. He was

 also not able to submit our annual return to the Charities Commission, but the deadline is

 January 2022, so there is plenty of time. He has given National U3A our current membership

 numbers (480) so we should be invoiced on that basis.

 He has begun his review of policies, and will present each one to the committee with **KF**

 suggested changes. Important to remember the distinction between policies (with which we

 have to comply) and procedures, where we have more flexibility.

**11. Newsletter:**

 KF said he had not received much material yet but it is building up. He has some nice

 photographs, and asked committee members to send him any material; also to check

 that their details as listed in the newsletter are accurate. The usual Friday deadline

 applies.

**12. Health and Safety:**

KF said that CQ was working on an article on Health and Safety for the newsletter. As

 always he stressed the importance of Health and Safety.

**13. Website security and spam emails:**

Frank Gresham has increased the strength of spam filters, though some spam is still coming

 through. JS said it was no longer coming through her U3A address. RT asked that committee

 members send him any spam emails they receive through their U3A addresses; he will forward

 them to FG. **RT**

**14. U3A Click and Save scheme:**

 RT had circulated details of the scheme; he expects there to be a demand from members. It

 was felt that administration of the scheme would be quite demanding. SM suggested

 advertising the scheme as conditional on finding a volunteer to administer it. **Agreed**

RT will write something on the scheme for the newsletter. **RT**

**15. Any other business:**

There was no other business.

**16: Date of next meeting:** Tuesday, July 27 2021 at 2:00 pm.