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

**On line virtual meeting October 26, 2021**

Present: Ray Tier, Faith Walsh, Cormac Quigley, Anne James, Tessa Bidgood, Ken Fisher, Sara

 Meyer

Chair: Ray Tier

Minutes: Jill Spearman

**Agenda:**

1. Apologies and minutes of previous meetings
2. Action points, matters arising and notice of items for AOB
3. Chair’s report
4. Current Covid situation; whether to issue new guidance
5. Insurance/liability implications of sharing groups with U3As/third parties (CQ)
6. Sharing groups within the South Birmingham network eg Circle Dancing
7. Website replacement - discussion (RT) including security issues
8. Treasurer’s report (TB)
9. Handover of Treasurer’s role to Carey Baff
10. Irish Centre - new venue for monthly meetings?
11. Secretary’s report (KF)
12. Accessibility policy
13. Newsletter
14. Health and Safety
15. IGC’s report (AJ)
16. Membership Secretary’s report (FW)
17. Treatment of lapsed members on Beacon (CQ, KF)
18. Social activities report (SM)
19. Succession planning for Social Secretary
20. Date of next meeting: Tuesday, November 30, 2021
21. Any other business.
22. Apologies and minutes of previous meeting:

 Apologies from Sarah O’Brien. The minutes of the previous meeting were agreed.

2. Action points, matters arising, notice of items for AOB:

 All action points were covered in the agenda. There were no matters arising, or items

 for AOB.

3. Chair’s report:

 RT reported on the decision to cancel the Christmas social event because of the worsening

 Covid situation, and said the committee needed to consider whether to issue stronger

 guidance to members and groups.

 He said that Linda Curry of Kings Norton u3a was keen for a meeting between South

 Birmingham IGCs, but that he had been resisting because AJ and SOB already have a heavy

 workload. The main driving force here seems to be Circle Dancing’s wish to open

 membership to Harborne and Edgbaston (item 6 on the agenda).

 RT has had further discussions with Alan Walmsley and with National U3A about joining the

 consultation group for the Beacon replacement. He has decided not to join in the detailed

 design workshops, but has expressed an interest in being on the review panel which will

 comment on the design proposals. He has also had a discussion with KF, Roy Stove and

 Frank Gresham about our current website (item 7 on the agenda).

4. Current Covid situation and whether to issue further guidance:

 RT said that there is no new guidance on the National u3a website, but rising numbers of

 infections were concerning. We have decided to cancel the Xmas social event; should we

 do the same for the lunch group’s planned meal, or the Christmas Carols? Should we issue

 new guidance to IGLs? TB said that this might be heavy handed ; if there was no change to

 government or National u3a guidance, members and group leaders needed to take

 responsibility for evaluating the risk and taking their own decisons. This was agreed. **Agreed**

 5. Sharing IGs with other u3as or third parties - insurance and liability implications:

 CQ had prepared a position statement which supports sharing in principle. The situation

 regarding sharing with other u3as is straightforward but for sharing with third parties

 decisions would need to be made on a case by case basis. CQ will redraft his document,

 which is part policy (the principle of sharing) and part procedure (the evaluation process) and

 circulate it for agreement. **Agreed CQ**

6. Sharing groups within the South Birmingham network, eg Circle Dancing:

 After discussion, it was agreed that AJ will contact Jackie Spearpoint to put a request for

 expressions of interest in the next newsletter, and that if after that there are still vacancies

 in the Circle Dancing Group, she can recruit from Harborne and Edgbaston. **Agreed AJ**

7. Website replacement:

 RT had circulated a proposal to replace the current MKHD u3a website with a new one

 using the national u3a website builder software package. **Agreed**

 TB said that the contract for hosting the current website (costing in the region of £6 per

 month) will need to be cancelled when the new website is in place.

 RT asked for volunteers for a small working group to take the new website forward. This

 group would include Frank Gresham and Roy Stove, who are not committee members.

 RT, KF and FW volunteered. **RT, KF, FW**

8. Treasurer’s report:

 TB said that there had been an error in the report she had circulated: the last column but one

 should have been headed ‘21/22’. Money has started to come in from AVCs, as groups are

 meeting in venues. TB asks IGLs for payment by bank transfer, as banks now charge for

 cash deposits. Subsidies to groups meeting in venues are now quite high, but there is no

 undue concern about expenditure at present. SM queried spending under the heading

 ‘miscellaneous’; TB confirmed this covers gifts for outgoing committee members, flowers,

 etc. TB has added the Irish Centre to the list of venues for IGs.

9. Handover of treasurer role to Carey Baff:

 RT has spoken to Carey Baff: she has commitments until the end of this year, but will then

 accept the invitation to be co-opted onto the committee. TB will contact her in November

 to go through details with her. **TB**

10. Irish Centre - new venue for monthly meetings?

 KF and CQ are planning to reconnoitre this venue. It is wheelchair accessible, spacious,

 and the rent is very reasonable. SM asked about catering facilities. To await their

 report. **KF, CQ**

11. Secretary’s report:

 KF said that our new Finance Policy has been added to the website. He is still

 pursuing Gallagher (insurers through national u3a) as he is concerned about their

 exclusion clauses. He has received terms and conditions from the Quaker Meeting

 House, and is concerned about their item 8, in which they ‘accept no responsibility or

 liability for personal injury’. KF is pursuing. **KF**

He added that some groups who meet there have been given a key, which means that

 they would be liable, should they forget to lock up.

 TB said that she had been at a meeting there recently, in a room which had recently been

 painted, in which the windows were painted shut, making it impossible to ventilate.

12. Accessibility policy:

 KF had circulated a draft policy based on the National u3a model which requires a named

 accessibility officer. Present committee members do not have the capacity to take on that

 additional responsibility, there is no job description and it is unlikely that we could attract a

 volunteer. After discussion it was agreed to treat accessibility in the same way as health and

 safety and risk assessments, as a general shared responsibility of the executive committee,

 to be taken into account in relation to all activities. KF to redraft the policy along these agreed

 lines. **Agreed, KF**

13. Newsletter:

 KF reminded committee members of the Friday deadline for notices and contributions.

 FW will send her profile for this month’s newsletter. **FW**

14. Health and Safety:

 KF will put the usual notice in the newsletter, with a reminder about checking fire doors, etc

 when using venues. **KF**

 He said that TB’s comments about a meeting she had attended, where the windows had

 been painted shut making it impossible to ventilate, were a good example of the kind of

 concerns he hoped to encourage members to be aware of and to report.

15. Interest Group Co-ordinators’ report:

 AJ said that most IGLs had now been contacted but a few had not responded to phone calls

 or emails. There had been some positive feedback about the new risk assessments. Many

 groups are now active again, though a few had not survived lockdown. She felt that opening

 our groups to other u3as could help to make some groups more sustainable. FW felt a

 better website would help. TB asked for a definitive list of IGs and where they are meeting;

 AJ will send TB her spreadsheet. **AJ**

 CQ queried whether IGs whose leaders had not responded to AJ and SOB should be

 removed from u3a status. AJ said that she and SOB would try again to establish

 contact before the next executive committee meeting. TB asked that they

 circulate a list of non-responders before the next committee meeting. **AJ, SOB**

16. Membership Secretary’s report:

 FW reported that we have 517 current members, including 29 new members who joined

 since last April. She sends a welcome email to new members. She had 3 cheques for TB.

 Current records on Beacon show 220 lapsed members, but the list goes back 7 years (which

 is almost to the start of MKHD u3a). SM said that the monthly coffee mornings were a way to

 make new members feel welcome. CQ said that he wished to be a part of welcoming new

 members. **FW, SM, CQ**

17. Lapsed members on Beacon:

 CQ suggested that KF should be released from that action, and that FW should join him and

 Frank Gresham working on lapsed members. **Agreed FW**

 It was important that people who had not renewed their membership should not continue

 to get the benefits of membership. FG had produced a list of lapsed members, but there

 were no dates. FG will pull off the membership of each group. AJ and SOB recently worked

 with IGLs to bring their membership lists up to date but the situation may since have

 changed. There was a view that groups no longer operating or lacking a leader or meeting

 simply as a group of friends should be removed from our website.

 FW with help from AJ will check the list of lapsed members against the group membership

 lists and act accordingly. **FW/AJ**

18. Social Activities report:

 SM reported that her Barmy Army were full of initiatives, but planned activities had now been

 cancelled. It is a difficult time to be organizing events. SM has spoken to Chris Olley, who

 would co-ordinate a quiz team - SM will pass on information as it happens. Wine on Line

 had had a successful first meeting. SM is keen to arrange some Zoom events for the winter

 months, and will explore pop up events. TB reported that there had been 11 people at the

 last coffee morning, and she would send an item on coffee mornings for the newsletter. **TB**

 TB asked for an agenda item for the next committee meeting on payment for tickets or

 AVCs by people who do not attend. **RT**

19. Succession planning for Social Secretary:

 SM will stand down in May 2022, and asks that all executive committee members look at

 their contact lists, and approach anyone suitable, so that someone can be co-opted onto

 the committee before she leaves. **All**

 SM feels two people will be needed when monthly meetings resume, as there is a large

 amount of work involved. CQ asked whether a subgroup could do the job; SM said the

 Barmy Army filled that role, but a committee member is needed.

20. Date of next meeting: November 30, 2021 at 2:00 pm. There will be no meeting in

 December.

21. There was no other business.