

U3A: MOSELEY, KINGS HEATH AND DISTRICT

Executive Committee: Agenda / Minutes

Date: 25 June 2019	Time: 2.00pm	Venue: Friends Meeting House	Chair: Anne Crerar
Present: Anne Crerar, Sara Meyer, Tessa Bidgood; Brenda Bingham, Ken Fisher, Jackie Spearpoint, Roy Stove			Apologies: Julie Allder; Sylvia Butler, Mike Clark
Minutes: Jill Spillman, Diane Worland			

Agenda

1. Apologies
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. Newsletter timeline
7. Schedule for review of policies and further development of procedures
8. Matters relating to Beacon
9. How we respond to enquiries
10. AOB
11. Date of Next meeting

MINUTES

1.	Apologies: see above	
2.	Corrections and approval of previous minutes. 2a) The minutes were approved with a minor correction of the date of social group event at Kings Heath Park cafe . 2b) AGM minutes were also reviewed ahead of approval at the AGM next year.	

<p>3.</p>	<p>Matters arising and action points not elsewhere on the agenda</p> <p>3iv Separate email address for Group Leaders- this is still outstanding. There are a number of items for discussion relating to the website.</p> <p>Action: Include next agenda for discussion</p> <p>3vii The Creative Writing group and Poetry groups have offered to be future 'group of the month' in the newsletter.</p> <p>Action KF to follow up</p> <p>5i Information about the Woodlands Bowling Group (College Road, Moseley) as a potential venue for interest groups was handed to BB.</p> <p>5ii Clarification re: use of non MKHD members as facilitators for the new French IG. All participants must be members of MKHD.</p> <p>5iii Social Group (Kings Heath Park café) will always meet on 2nd Friday in the month, am.</p> <p>5iv: TB has identified approximate Paypal fees (40p each time) which will be separated from Beacon fees in future accounts.</p> <p>10i Links with Kings Norton U3a. As agreed, Chris Olley will coordinate liaison, and SM will oversee as the committee member involved. A meeting will be held with KN U3a on 27 June.</p> <p>11i SM has received with thanks U3a lanyards from DW and handed them to RS who offered to have the committee's names printed on them.</p> <p>Action: RS to arrange printing for lanyards</p>	<p>July Agenda</p> <p>KF</p> <p>RS</p>
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<p>4</p>	<p>Review of previous monthly meeting and preparation for the next monthly meeting</p> <p>4a) The presentation on 'Skulduggery at Soho' was interesting and well researched, if a little long, and could have been enhanced by more visuals. DW said speakers are given clear guidance, including length of presentation. This guidance is to be included in the audit of policies and procedures. Action: DW to copy guidance to committee members.</p> <p>4b) RS said a link on our website to the previous topic of cyber crime would be useful. Action: DW agreed to get in touch with her police contact on cyber crime to request a link.</p> <p>4c) Next month's subject is the number 11 bus route, and includes plenty of visuals. Action: DW was requested to ask the speaker to limit his talk to an hour.</p> <p>4d) Committee members were requested to assist with the monthly meetings. Action: KF agreed to be meeter and greeter for the next monthly meeting and TB will help with enquiry desk.</p> <p>4e) RS raised the subject of Health and Safety at All Saints Hall Action: DW to investigate All Saints H&S procedures and report back to the committee. It was agreed to make H&S a standard item on the Committee meeting agenda.</p> <p>4f) DW has agreed to organise the Christmas meeting. Action: DW to provide a progress report at the October committee meeting, so that the committee can support the event appropriately.</p> <p>4g) Programming of forthcoming meetings (speakers for October and November are still needed) to be forwarded to KF for inclusion in newsletter. Action: SM to liaise with SB to ensure this information is forwarded to KF in time for inclusion in the next newsletter.</p>	<p>DW</p> <p>DW</p> <p>DW</p> <p>KF, TB</p> <p>DW</p> <p>DW</p> <p>SM</p>
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<p>5.</p>	<p>Sub-committee reports</p> <p>Interest groups:</p> <p>5a) Cooking for one was a potential new group. However following investigation, BB confirmed there is no interest in pursuing.</p> <p>5b) Lapsed members should not be going to Groups and Group Leaders should follow up to ensure all members have renewed.</p> <p>5c) It was agreed to encourage Group Leaders to use BEACON, but not compulsory!</p> <p>Social:</p> <p>5d) A report from JA was noted in her absence.</p> <p>5e) The recent quiz was successful but there were only 29 participants. TB and Frank Gresham were thanked for their help. JA needs more help with preparation and publicity.</p> <p>5f) Kings Heath Park coffee morning was a success with 30 attendees. The next one will be on 12 July.</p> <p>5g) Ruth Livermore, Jill Spillman and Rita Menezes are now coordinating coach trips. TB asked that all invoices go directly to her.</p> <p>Membership:</p> <p>5h) JS reported we now have 542 members. 91 have not renewed. Group Leaders have been informed about checking that their members have renewed.</p> <p>It was agreed a further reminder, mentioning an audit would be sent to GLs.</p> <p>Action: Reminder to GLs</p> <p>5i) SM suggested a step by step guide to renewing membership online should be developed and posted on the website and this could be incorporated in the February newsletter.</p> <p>Action: JS to develop and send to KS for February newsletter</p> <p>Finance:</p> <p>5j) TB distributed a summary of accounts for April 2019, showing a balance of £8355.18. BB queried an item under 'general meeting venue', TB explained that this referred to catering. SM pointed out that we are often paying out more in rent than interest group AVCs cover. TB said this matter is under review - most groups had agreed to contribute more, some had changed to cheaper venues. TB thinks AVCs should go up. TB will keep a running check, to report back in September.</p> <p>Action: TB will keep a check on venue costs vs AVCs and report back in September.</p> <p>5k) TB asked for 3 executive committee members to become signatories. It was agreed that MC will remain a signatory and SM and AC will become signatories.</p> <p>Action: TB to update signatories</p>	<p>JS</p> <p>JS</p> <p>TB</p> <p>TB</p>
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<p>6.</p>	<p>5l) It was agreed that KF will become a member of the FinanceSub Committee. Other members are MC, Nick Wright and TB.</p> <p>Newsletter timeline</p> <p>MC has sent an outline of the present newsletter timetable to all committee members. Friday following the committee meeting is the deadline for newsletter items. In order to send hard copies to those who need them and have a few copies at the monthly meeting, we need to adhere to a strict timetable.</p> <p>Monthly Meeting information is always needed for inclusion by that deadline. A rolling 6 monthly list of speakers and titles of talks is also required for inclusion.</p> <p>Action: KF to draft updated procedures for the newsletter.</p> <p>SM to ask SB to ensure information on speakers is provided by the deadline.</p>	<p>KF</p> <p>SM</p>
<p>7.</p>	<p>Schedule for review of policies and development of procedures.</p> <p>7a) Nick Wright is conducting an audit of our policies and procedures. It was agreed to use the terms 'Policies and Procedures' instead of 'protocols. Once the audit has been completed we will devise a schedule for reviewing and updating our policies. All documents will be revised for consistency of structure and appearance.</p> <p>RS pointed out policie are different from procedures, and it was agreed that for transparency policies should be available to the membership via our website.</p> <p>7b) SM requested that the monthly meeting procedures along with all other key procedures be reviewed and circulated to all committee members for the purposes of business continuity.</p> <p>Action: All committee members and DW to ensure any key functions they perform (or performed in case of DW) for our U3a are reviewed and circulated to the committee.</p> <p>Action: We will investigate the best way to store procedures, to make them accessible to all committee members, possibly via DropBox.</p>	<p>Future Agenda</p> <p>All</p> <p>All</p>

8.	<p>Matters relating to Beacon</p> <p>BB reported that an upgraded version (Beacon 2) is due for 2020. Beacon is not very much used by GLs. RS suggested Beacon should be included in the audit of policies and procedures. More detailed discussion is needed, including a privacy policy. To be carried forward to a later agenda.</p>	July Agenda
9.	<p>Responding to Enquiries</p> <p>There was a discussion on how and when we respond to enquiries.</p> <p>It was agreed this matter should be incorporated into a review of policies and procedures.</p> <p>To be carried forward to a future agenda.</p>	July Agenda
10.	<p>Any other business</p> <p>SM reported that we'd had a request to talk about the benefits of U3A to a medical practice patient group. Although we have done so in the past, SM expressed concern about resources required.</p> <p>Action: SM to circulate request and see if any of the committee would like to volunteer to speak.</p>	SM
	<p>Next Meeting</p> <p>Friends Meeting House at 2pm on Tuesday 30 July</p>	
	AC to bring refreshments.	AC