

## **Moseley King's Heath & District U3A**

### **Executive Committee Meeting Minutes**

Friends Meeting House, 25th February 2020

Chair: Anne Crerar

Present: Roy Stove, Ken Fisher, Brenda Bingham, Jackie Spearpoint, Mike Clark, Anne Crerar

Apologies: Julie Alder, Sylvia Butler, Sara Meyer, Tessa Bidgood.

Minutes: Jill Spearman.

### **Agenda**

1. Apologies – see above
2. Corrections and approval of previous minutes
3. Action points and matters arising not covered elsewhere on the agenda
4. Review of the last monthly meeting, and preparation for next meetings
5. Subcommittee reports
6. Constitution issues - MC
7. AGM planning - MC
8. U3A Day planning - June 3, 2020
9. Succession planning update
10. Policies - i) review of speakers and monthly meeting policies  
ii) new policies
11. A.O.B.
12. Date of next meeting.

### **Minutes**

2. Corrections and approval of previous minutes:

7. KF noted that the committee had agreed not to make this an item for the newsletter.

8 i) RS noted that this should read 'carried forward to February agenda'.

8 iii) JS corrected this minute: she had asked about working with cyber security police to produce some guidance for our members. SB had said she would follow up. To be carried forward. **AC/SB**

**Minutes approved as corrected, and signed AC.**

3. Matters arising:

4. Frank Gresham has bought a new overhead microphone.

5c MC reported that the membership subscription is to rise to £15 for year 20/21.  
KF reported that there were as yet no developments on actioning Gift Aid - deferred to May agenda.

4. Review of last monthly meeting (Number 11 bus route), and planning for next:

An interesting and enjoyable talk.

MC raised the matter of a new member, who had been told to speak to a meeter and greeter at the beginning of the last meeting, but had not been able to find one, as both were occupied elsewhere in the room. Some discussion of the issues around meeting and greeting.

**Decisions:** TB to be asked to print an A4 information sheet for new members, to be handed to them at monthly meetings and at coffee mornings. **AC/TB**

JS to include, in her 'welcome' email to new members, information about the enquiry desk and coffee mornings. **JS**

KF to include an item for new members in the newsletter, advising them to look out for meeters and greeters at meetings. **KF**

New laminated labels to be made for meeters and greeters to wear round their necks. 6 labels, to be kept by chairs, brought to meetings and taken away again. **MC**

AC to order new lanyards. **AC**

Membership table/renewals: **JS, BB, TB**

First out: **KF**

Last out: **TB**

Meeting and greeting: **AC, MC**

Chair: **SM**

JS needs two additional tables for membership renewals. **MC**

MC will prepare clear guidance for layout of hall for monthly meetings (number of rows, gangways, etc) for the meeting after next. **MC**

5. Sub-committee reports:

a) Social: AC reported in JA's absence: the quiz will take place on May 13, details in the newsletter. JA has identified 3 people to help with the quizzes: Jane Colebourne, Janet Burgess, and Sylvia Butler.

b) Interest Groups: BB and RS reported that the annual Group Leaders Meeting was held on February 12<sup>th</sup>. 35 people attended – a good turnout from our 67 groups. TB, JS, SB and AC gave input from the committee. Leaders were keen to talk about their groups. Suggestions for new groups included Antiques, Dog walkers, A Capella singing.

New groups (creative writing and greener gardening) are off to a good start!

There is still an intention to start a bulletin for interest group leaders, but no progress to report as yet.

RS said that there had been an approach from Kings Norton U3A for their members to join his photography group. His group is full (15 members) but he has invited 2 members from KN to attend as guests in the hope that they might start another group.

c) Finance: full report given last month – apologies given for TB today.

d) Membership: JS reported 619 members at present, down 6 from last year. JS is busy

preparing for membership renewals. There will be an item in the newsletter, and a renewal email to all members will go out on March 1.

JS has been occupied preparing membership cards (important because they contain the membership number), most of which will never be collected. Discussion of changing method of doing this deferred to a future meeting.

JS will need the small room booked for the next two monthly meetings for membership renewals. **SB**

e) Newsletter: KF reported the newsletter will be out to committee members next Friday (28<sup>th</sup>) for consultation. Wider membership will receive it on 1st March. Social calendar awaited from JA. MC will do an item on the AGM. **JA, MC**

6) & 9) Constitution issues and succession planning:

MC reported that there is a need to change the 'object' clause of our existing constitution, which was written in 2014, and he circulated a copy of the proposed change to that clause, based on the updated model constitution, dated 2018, from National Office. Before adopting the newer constitution in its entirety, there are elements that we might want to consider altering for our own group. If we were to adopt the new constitution completely now, our own succession planning would be significantly affected in respect to the number of years our committee members can serve.

MC has taken advice from national U3A, and has been advised that our best course of action at this point would be to propose the adoption of the 'object' clause at the AGM in May. If the AGM agrees, we would then inform U3A HQ and the Charity Commission. We can then consider the whole model constitution over the next year and, if necessary, adapt it to our needs in time for the AGM in 2021.

Some members were in favour of adopting the new constitution immediately. A vote was taken and the decision was made (4 votes to 2) to adopt the 'object' clause from the model constitution now and consider/adopt the remainder over the next year.

KF & RS asked to have their disagreement noted.

7) AGM planning:

a) AC to check with TB that an arrangement has been made for inspection of the accounts. **AC/TB**

b) MC, JA, and BB are stepping down from the committee. 3 people have been identified who are willing to stand for the committee: a possible social secretary, a possible interest group coordinator, and a third who is willing to join the committee now with a view to becoming treasurer in a year's time. Agreed that there is work for 3 interest group coordinators.

Members will be informed of the nominating process in the next newsletter: names, proposers and seconders (who cannot be existing committee members) should be emailed to MC by the end of March deadline. MC will write an item for the newsletter. **MC**

The deadline for resolutions is also the end of March.

c) The quorum is 20% (120 people) (Under the new constitution it would be 10%.)

d)The speaker this year is Jon Bloomfield (a local author), who will be signing his books after the meeting. SB to book the Marjorie Allen room for the signing session. **SB**

e) SM & AC will chair. Executive committee members to stand up and identify themselves to members. **JS will take minutes.**

**f)** There will be reports from the Chair, the Treasurer, Interest Group Coordinators, Social Secretary, Membership Secretary. Questions from the floor after each report. Treasurers's report and agenda to go on chairs; minutes of last year's AGM to be distributed by email.

**g)** A resolution authorizing the committee to set the membership fee is needed - the same resolution as last year, with the new date. **TB**

**h)** Photography by RS and two members of the photography group. **RS**

i) Sound system - we will need to ask for reserves as well as Frank Gresham. **MC**

j) Refreshments: SB & TB to liaise with the cafe re costs. **SB TB**

k) Presentation to people leaving committee (BB, JA, MC) **SM/AC**

l) JA to be asked (as last act as departing Social Secretary) to book a restaurant for the committee meal that evening (existing members, new members, departing members).  
**JA**

#### 8. U3A Day - June 30, 2029:

MC showed slides from U3A HQ. KF observed that this is a good opportunity for us to attract a more diverse membership.

Decisions:

a) to ask SB to book All Saints Hall and Square from 11:00 am to 1:00 pm. **MC/SB**

b) item for newsletter. **KF**

c) interest group coordinators to ask group leaders to put on an activity (Ukulele group, choir?) **RS, BB**

9) Succession planning was covered with item 6, constitution issues.

#### 10) Policies:

**i)** Review of policies re monthly meetings and speakers. Deferred awaiting SM's plans for new formats for meetings. Interest group policies are due to be reviewed this year.

**ii)** New policies are needed to cover safeguarding vulnerable adults, risk assessments of venues, complaints, and of these issues in relation to meetings in members' homes. Other U3As have done online work in these areas. AC will bring back information to a future meeting. Carried forward to June. **AC**

#### 11) Any other business:

- RS has a meeting arranged with a volunteer to discuss using the Site Builder website. He is in liaison with King's Norton.

- All GLS using the Friends' Meeting House have had an email about storage of tea and coffee in the kitchen. Following a fire inspection, FMH is no longer able to offer such storage, and has proposed either providing a central supply, for the use of which groups would be invoiced **or** for groups to bring all their own supplies and take them away after the meeting.

Decision: Relevant interest group leaders to be advised to bring their own tea, coffee, milk, biscuits, and to remove them after meetings. **BB, RS**

12) Date of next meeting: Tuesday, March 31, 2020 at 2:00 pm, Friends' Meeting House.

**Refreshments KF**

**Items carried forward:** Member satisfaction survey.

Gift Aid

Membership cards

Policy review

New policies