

Moseley and Kings Heath District U3A
On-line virtual Executive Meeting, 27th October, 2020

Chair: Sara Meyer

Present: Anne Crerar, Tessa Bidgood, Alan Fair, Ken Fisher, Jackie Spearpoint, Roy Stove, Ann Walsh.

Minutes: Anne James

1. Apologies
2. Corrections and approval of the previous minutes
3. Action points and matters arising not covered elsewhere on the agenda
4. Subcommittee reports
5. Website and Beacon Administration update (RS, SM)
6. Succession Planning
7. Mirthy talks - feedback from trial (JS)
8. Newsletter (KF)
9. Policy Documents Review (AC)
10. AOB
11. Date of next meeting

1. **Apologies:** there were none

2. **Corrections and approval of the previous minutes:**

Item 5: RS asked for a revision of the fifth sentence to read 'SM said that at our last meeting we had agreed to ask Frank Gresham (FG) to work with Brenda Bingham to take on a Beacon administrative role'.

Item 6: initials should read RS/TB/AF.

Item 8: In the second paragraph, replace the sentence beginning 'The payment enables ... our monthly meeting' with 'The payment enables the committee to choose a specific talk, and the day and time of transmission'.

With these corrections, the minutes were approved and signed by SM.

3. Action points and matters arising not covered elsewhere on the agenda:

TB reported that 6 people had requested diaries. These have to be ordered in multiples of 5. 15 diaries will be ordered. **Agreed TB**

KF clarified that, in relation to the newsletter, he would like committee members to let him know that they have received his draft, but only copy

other committee members into changes if these are significant, e.g. punctuation issues need not be circulated.

4. Subcommittee reports:

a) Treasurer's Report (TB)

As requested in the last meeting, TB had sent out a summary of the accounts, together with the last page. RS wondered if the amount paid to the National U3A was always 50% of the total. TB explained that this varied according to the amount of the yearly subscription, and that we now work from April to March. RS also pointed out that we did not seem to have paid for the website maintenance, but TB said that this was the result of an oversight by Frank, who had paid, but had forgotten to claim the money back.

SM wondered if, with the reduced membership this year, there would be sufficient funds held in our reserves. TB explained that we currently have £7080 which should be sufficient. SM wondered if the size of subscriptions for next year could be an agenda item for next month. TB felt this was a little early, but will check to see when we looked at this last year. TB

b) Interest Group Coordinators Report (AW/RS)

The IGCs aim to update the information collected by Roy & Brenda, which was presented to the Committee on 26 May. This report contained a summary of responses from Group Leaders about how they were proceeding with group activities during lockdown. A few more GLs have since renewed their membership. There is now just one group leader who has not renewed her membership. The IGCs aim to update membership details of all groups and will also record the current nature of activities in all groups, and identify those no longer functioning or about to stop activity. AW and RS will also need to identify the maximum membership of each group and whether there are vacancies.

AW/RS

c) Membership Secretary (JS)

There were no changes to report.

5. Website and Beacon Administration update (RS, SM)

RS had sent a copy of his latest Website Review to Brenda, Frank and Mike. Frank now carries the Webmaster role. Brenda is mentoring Frank with the Beacon Administrative system, and he completes the technical work in keeping this up to date. However, FG does not want to be on the committee and it was recognised that this might lead to difficulties with communication; it was suggested in the last meeting that a committee member be a contact with FG. Agreed that RS should be the point of contact with Frank; KF offered to help where necessary. **RS/KF**

JS pointed out that on the website there is a password protected link to the newsletter, but that the actual password should be changed more frequently. SM suggested that personal contact details of committee members should only be visible to current members and not the general public.

RS agreed that changes will be made after discussions with FG. RS also said that a picture of AF is required for the website. AF will provide one. **RS/AF**

RS also informed the meeting that when visiting the site, members get a 'not secure' message. He has raised the possibility of getting an SSL security certificate with FG. This would cost only £30 a year and would provide enhanced security, which would be worth doing until we move to Beacon 2. Agreed **RS**

6. Succession Planning:

SM recognised that it seemed a little early to discuss this, but the Committee is small and has lost a member. She suggested that we should try to co-opt more members to give greater balance and also to try to reflect diversity. SM asked that this be included in the newsletter; co-opted members would have a chance to see how things work and could then decide whether or not to join the Committee. KF agreed that the constitution allows new members to be added, and he has a draft concerning this prepared for the newsletter.

JS stated that she also requires help in her membership role. She would like to train 2 people with a view to their taking over from her: ideally this would be two people who got on together well. Though she has managed by herself, from February to the end of April the job is demanding.

SM suggested we wait and see what response there is to the request made in the newsletter. Agreed. **KF**

7. Mirthy talks - feedback from trial (JS)

JS said 21 members had listened to the talk on 13th October, though 32 had registered. Feedback suggested people were in favour even if they had not listened this time. SM wondered if small numbers warranted spending £50, but TB pointed out that speakers at monthly meetings cost at least £50 plus the cost of hiring the room. Given this, she thought Mirthy was worth the money. Also, members have paid their £15

subscription. SM felt there was no personalisation to indicate this was a U3A talk. JS said if we paid £150 then we could have a Q & A session, but small numbers would mean it would not be worth the extra.

Agreed that we should proceed with the talks for the time being but we would keep this under review.

The November talk is imminent, (Nov 10th), and the topic will be 'Cascades gardens: from Jungles to Paradise'. For future months JS will circulate a list to committee members for a decision on the topic area. JS also pointed that the whole catalogue can be viewed on the Mirthy website. **JS**

8. Newsletter (KF)

KF said he has various items to include in the next newsletter:

- He has new branding from the official U3A site
- New members need to be told when to send him information for the newsletter
- The note asking for new committee members
- RS has sent something about Tony Hancock
- SM suggested that something might be included on 'Black History Month', with the possibility of including suggestions of films on this theme and where they might be found eg Netflix/Amazon/Terrestrial TV. AF agreed to send an article to KF. **AF**

KF asked for contributions by Friday. He has also been sent various photographs, sometimes not of the local area. SM felt that if contributed by U3A members this would not necessarily matter. **KF**

9. Policy Document Review (AC)

AC is looking at a Safeguarding policy for discussion in the November meeting. She suggested that Equal Opportunities and Complaints policies be put on the agenda for discussion in January and February respectively. The responsibility for drafting such documents could be spread between committee members. Other U3As had uploaded their policies and the national organisation also had sample policies, so that we could save a lot of time by looking at these.

JS questioned the need for new policies: she had looked at 5 U3A websites and 3 had no published policies and in any case, as they are available from National U3A, there is no need to prepare our own. KF thought complying with them could be onerous, and, if not complied with, the Committee could be accused of negligence.

SM felt that defaulting to the National Policies would be inappropriate because MKHD is actually a separate body within the U3A movement.

RS, however, agreed with KF, pointing out, for example, the possible impact on groups meeting in homes in terms of compliance. There are some policy documents coming up for review, and we are overdue for an

audit of our policies. **SM** thought that this had been reported on and will check and report back.

After further discussion it was generally agreed that local areas have specific issues and to adopt National guidelines would not be appropriate.

TB volunteered to work on Equal Opportunities for January, AF agreed to help. **TB/AF**

Agreed that the 3 policies suggested by AC will be prepared, though Complaints will be a procedure rather than a policy, and also that outdated policies will be reviewed. **AC/SM**

10. Any other business:

- a) AC was asked by KF for clarification regarding the submission of the annual return to the Charity Commission. AC confirmed that the return for 18/19 had been submitted at the end of January 2020. KF said that he had seen two red markers on the CC website, suggesting last year's had not been made; it appeared to be 200+ days out of date.

AC said that she had definitely uploaded information at the end of the 18/19 financial year, and was not aware of the red markers seen by KF.

KF also pointed out that the trustee information was out of date. A trustee who had recently resigned was still listed on the website. AC admitted that this had not been updated as soon as it should have been. Part of the reason for this is that the procedure for uploading the annual return changed early in 2020, and this had had implications for how and when new information could be uploaded. The list of trustees was now correct.

SM informed the meeting that there had been other problems in communicating with the CC at the beginning of the year. This was being dealt with under a separate heading. She suggested that KF and AC liaise, as they are clearly seeing different information on the screen, and report back. **KF/AC**

b) SM reminded members that there needed to be a change to the MKHD constitution, in line with current Charity Commission guidelines. Mike Clark had been given permission by the Charity Commission to hold an EGM to get KHMD U3A members agreement to this change. This is necessary because some communication between MKHD and the Commission had gone astray around the beginning of 2020. Mike Clark, who ran the virtual AGM, will write to members, explaining the issue and asking them to vote again to effect the change. He has agreed to take responsibility for this process on behalf of the committee. **MC**

11. Date of next meeting: Tuesday, November 24th 2020