

Appendix I



Executive Committee meeting
held on Thursday 1st September 2022 in
St Peter's Hall at 4.00pm

Minutes of the meeting

Present: Matthew Stephens (MS), John Bolt (JB), Vivienne Waterer (VV), Mike Fairbrother (MF), Juliet Hancox (JHa), Sandra Heard (SH), Barbara Hammonds (BH) and David Thomas (DT)

1	The chair welcomed members to the meeting
2	Apology: Judy Hornigold
3	Minutes of the meeting on 7 July 2022 were read and accepted
4	Matters arising. • DT announced that Robert McDonald had passed away – he was due to give a presentation at a core meeting in 2023 • Olton holds a monthly quiz
5	Social and other events • Dance (24 September). Various items discussed. ○ A query was raised about the lighting. It should be OK. ○ Dance is sold out with 90 tickets sold. There is a waiting list of six people. ○ There should be a surplus of around £100. ○ Fish and chips. 98 portions to be ordered, including eight portions for the group. DT to resolve payment, probably by a bank transfer from his account on the night. ○ Payment of the band. MS to liaise with the band. ○ Chocolates to be purchased ○ DT has the raffle tickets. MS to chase Judy on organising the prizes. ○ DT to organise a spot prize ○ JB to take photos, put some in the October Sentinel, and arrange a slide show at the start of the core meeting on 6th October ○ Action Judy to try to get some publicity in the national Third Age Trust magazine ○ Action MS to arrange a final meeting of the dance committee. ○ Action JB to print two copies of the table plan. • It was agreed to consider holding a quiz or another social event at a later date, not Spring 2023
6	Core meeting attendances and speakers. • Good attendance today. To review attendances at a later date. • Most core meeting speakers have been arranged for 2023

7	Three year financial forecast. Held until the Treasurer's report, item 10(b).
8	Disciplinary case • Case was discussed • Committee endorsed the actions of the chair, treasurer and secretary • Action MS to write to the person concerned and the matter is closed • Action Committee members are asked to destroy any printed copies of appendix 2 and delete the relevant e-mails.
9	Procedures • Action JB to prepare procedures for discipline, complaints and grievances for a special general meeting on 3rd November
10	(a) Chair's report was previously circulated and was accepted (b) Treasurer's report. • Current balances: Main account £4,992.12, Group account £3019.34 • The proposal that the renewal membership fee in 2023 is £12, the new members fee is £15, and £10 from 1st July, was agreed, and will be taken to special general meeting on 3rd November • Action. DT was asked to review the dates of the financial year: should it be the calendar year? (c) Secretary's report • The committee endorsed action of JB to vote for Allan Walmsley as national vice-chair • The committee to support the proposal to increase the TAT membership fee from 2023 (d) The Publicity officer was not present, but MS reported we had several pages in the latest edition of the Bugle, and that he had given out u3a leaflets as a social prescribers' meeting and at the NHS physiotherapy reception (e) Membership secretary • 15 new members since July • Issues with Beacon. Should we include emergency contact? • This would need a renewal form. Action SH to redo membership form • Beacon. Various other issues. Action JB to arrange a sub-committee meeting to discuss our access to Beacon. Members – JB, SH, JHa and DT. Peter Calver to be invited to the meeting. (f) Speakers' secretary. Already discussed today in item 6 (g) Groups' Liaison Officer. • Projector screen has finally been donated • Various issues with Beacon. To be raised at meeting of the Beacon sub committee • Family History group has no members
12	Other business

	Notification of deaths of members. MS has had correspondence with Allan Walmsley over current policy which some u3a members have expressed concerns about. Action Committee to review the policy again at our next meeting on 3rd November 2022.
13	Date of next meeting. 3 rd November 2022 at 3.45pm in St Peter's Hall
14	Meeting closed at 6.00pm

M. S. Sykes

3 NOVEMBER 2022