

Appendix 1



**Executive Committee meeting
held on Thursday 6 July 2023 at St Peter's
Hall at 3.45pm**

Minutes of the meeting

Present: Matthew Stephens (MS), John Bolt (JB), Sandra Heard (SH), Juliet Hancox (JHa), David Thomas (DT), Mick Gill (MG), June Slatter (JS), Vivienne Waterer (VW) and Jayne Taylor (JT)

1	The chair welcomed Jayne Taylor to her first meeting, and the committee introduced themselves. <i>Action: SH to produce an updated list of committee members and contact details</i>
2	Apologies: Mike Fairbrother and Judy Hornigold
3	Minutes of the meeting on 11 May 2023 were read and accepted, and signed by the chair.
4	Matters Arising that were not otherwise on the agenda 4(b). MG to arrange PAT testing. He circulated a list of the equipment that needs testing. MG will target September 2023 to complete the exercise. 6. Sentinel editor. Peter Calver role as temporary editor to cease as soon as possible. <i>Actions: MS to ask Peter to edit the August 2023 edition suggesting that this will be his final Sentinel JS to investigate a potential new editor</i> <i>As a last resort, JB and JHa would jointly edit the Sentinel on a temporary basis</i> 6. MG was appointed Risk Management Officer 8. JB to follow up Induction Training for Trustees. 11. SH can now print small slips containing membership numbers – to be used by members when visiting other u3a's 12. VW printed two copies of the Sentinel for the library and two copies for the core meeting. This to continue. 14 MS and SH to meet Peter Driffield to start developing and recording a history of Balsall Common u3a. Agreed that this could form the basis of articles for the Bugle and the Sentinel. 14 DT to review possibility of introducing Gift Aid as an option for subscription payments.
5	Dance/Supper held on 24 June 2023. A successful event, although there were some problems with the fish and chips. <i>Actions: It was agreed to hold another event in June 2024, to include a fish and chip supper.</i> <i>SH to find out if there is a date for the Picnic in the Park, and then we agree a date for our dance.</i> <i>SH and others to look for another supplier of fish and chips.</i>
6	Coronation Picnic in the Park. A successful event and MS said that it was heartening to receive the appreciation of our efforts from the Festivals Committee and the positive Facebook messages from members of the public. Agreed to spread the responsibilities if we repeat our involvement in 2024.
7	First aid training. An event for u3a members on 18 October 2023 has been booked and paid for. <i>Action: JHa to contact the 16 names that have expressed an interest to 'save the date'.</i> There has been an incident at a (non-u3a) football match that several of our members were playing in. The u3a walking football group has requested urgent additional first aid training for some of its members. The treasurer has indicated that Balsall Common u3a is unable to fund it. <i>Actions: to seek training courses or funding from elsewhere</i> <i>SH to contact Solihull Council</i> <i>MS to contact national and regional u3a</i>

	SH to contact the football association Ian Morrey's son may be able to advise. 15 Sept 230 walking football + £50 for committee.
8	Bank signatories. June Slatter and Juliet Hancox to be added. ✓ done
9	Meeting with Olton and District u3a. To meet again in the autumn. They have several activities that we may wish to consider e.g.: Men in Sheds – MS to investigate Holiday – we are not interested Look Local magazine – MS to ask JHo to investigate
10	Correspondence; Charity Commission has contacted JB advising that whilst the deadline for submission of our return is 31 October, there is a change to the software and it would be advisable to submit before 31 July. Action: JB to prepare the return and liaise with MS (who is away on holiday 15 -22 July).
11	Reports Chair: report circulated Treasurer: report circulated. Bank balances are healthy and we should be able to maintain the renewal fee at £12.00 in 2024. Dance made a surplus of £39.00 Secretary: Aim to circulate the draft minutes one week after the committee meeting. Membership Secretary: Four new members + one in classical music appreciation who has yet to pay. SH to e-mail members about e-mail scams following a recent incident. SH to e-mail members to request their emergency contact details. SH will then record these on Beacon. New members coffee morning to be held on 30 October 2023, 10.00 – 12.00 at Blessed Robert Grissold church hall. JS to book room. SH to select all members who have joined since 1 January 2022. Arrangements to be discussed and finalised at the 7 September Committee Meeting. Speaker's Secretary: Speakers booked to May 2024. A successor to VW needs to be found to shadow VW ideally from February 2024. Group Liaison Officer: report received. To have a meeting for all group co-ordinators on Monday 29 January 2024 at Robert Grissold church hall. JS to book room from 11.30 a.m. to 2.00 p.m. Arrangements are to mirror the 2023 event including a buffet lunch (sourced from Costco) – noted JS and DT have Costco accounts (DT will be absent). Publicity officer. JHo to follow up Mike Watson re Facebook. The Autumn Bugle (final deadline 22 July) content to be finalised by JHo and MS. JHo to review our involvement in the Residents' Association newsletter. JHo to press for Picnic in the Park and Dance/Supper events to be included in national u3a newsletters. Risk Management Officer: MG pointed out that we need group risk assessments from each co-ordinator. He circulated samples of risk assessment forms for five types of activity, which are Venue Based, Outdoor sporting, Home based, Day-trip based and Walking. Personal risk assessments: MG circulated small slips that members should complete and carry (or give to their group coordinator) containing their personal medical information and emergency contacts. Actions: JHa and MG to roll out risk policy arrangements to group co-ordinators in small groups MG to circulate personal risk forms, which are also on-line. ✓ need u3a mandate MS congratulated MG and JHa for their work on this important task.
12	Other business JS has attended two external u3a meetings: Regional Support Trustee's meeting (RST). It was noted that the north-west region runs a study week at £350/person.

- Focus Group. Nine u3a members attended from around the country. Seeking a new initiative to publicise the u3a.

JS was impressed with Allan Walmsley's Third Age Matters article which highlighted an age profile issue throughout u3a. MS confirmed that this problem was raised at the last meeting with Olton. To recruit younger members, u3a needs to consider linking to large employers (e.g., NHS, local authorities, JLR) who offer their staff, retirement planning services. MS to raise this with the regional trustee and national vice chair.

DT to attend a regional meeting next week at Sutton Coldfield. Asked to put forward:

- Our most successful group – ramblers' group has most members, photography group has done very well in national competitions
- How region can help – first aid training
- Our greatest success – the dance/supper events

The committee agreed to pay a fee of £75 to today's guest speaker, Dee Ward.

13 Meeting closed at 5.50pm

Signed



Date

7-9-2023