Appendix I

u3a Balsall Common

Executive Committee meeting held on Thursday 5th September 2024 at 3.45pm at St Peter's Hall

Minutes of the meeting

Present: Juliet Hancox (JH) (Vice Chair), David Thomas (DT), John Bolt (JB), June Slatter (JS), Jayne Taylor (JT), Sandra Heard (SH), Sheila Jones (SJ) and Liz Cowley (LC)

1	The Vice Chair welcomed Trustees to the meeting.
2	Apologies: Matthew Stephens (MS), Mike Fairbrother (MF) and Mick Gill (MG)
3	Minutes of the meeting held on 11th July were read and accepted as a true record and were signed by the Vice Chair
4	Matters arising (a) Item 4(d). A letter of thanks from June Wilkie was read out. It was thanks to the committee for the flowers and photos the u3a gave her for her 100th birthday. (b) Item 9(c). It was noted that the fish and chips for the Meriden quiz were purchased from the Bannerbrook fish and chip shop. Item 12(d). JH and JS will attend the networking lunch in Coventry on 11th September.
5	Gift Aid. DT had produced a paper proposing that we should consider introducing Gift Aid. He has prepared the application and submitted it the relevant authorities, will take about six weeks to approve. A discussion followed about whether we should proceed. (a) It would bring in additional revenue and DT had produced budget options showing potential implications for membership fees in 2025 and beyond. (b) There would be additional administration that would be shared by DT and SH. DT reported that we can minimise the administrative burden by using Beacon, and that he has asked Peter Calver to activate this part of the system. (c) What would we do with the extra money? It would be used to reduce the membership fees. But these are already low. (d) We need to consider the main risks of the proposal. These were identified as the additional administrative input required, the risk of members not understanding whether they are eligible for gift aid, and any additional requirements needed by HMRC which we are not yet aware of. (e) Other u3as have got into trouble with Gift Aid where group activities are included in their membership fee. This is not the case for our u3a. We do however, need to make sure that it only applies to membership fees, and is for the benefit for all members. DT assured the committee that this was the case. He will review any further guidance received by HMRC on our behalf and will feedback to the committee if any new concerns arise, as a result. (f) The committee approved the proposal in principle. (g) A sub-committee meeting will be held in October once we know the outcome of our application. Members; MS, JH, JB, DT and SH. The sub-committee will make a proposal for the Special General meeting to be held on 7th November.

6	Membership fees 2025. Agreed that they will remain unchanged. Renewing members £13, new members £16 and new members joining from 1 July £10.
7	Special General Meeting. 2pm on 7th November preceding the Speaker's Meeting. Agenda items: (a) Membership Fees 2025 (b) Gift Aid
8	Annual report to Charity Commission. Report agreed and signed by JH, DT and JB. Some extra information is needed. JB to consult with DT, MS and JH.
9	Members' questionnaire JS gave a report (a) JS had circulated the questionnaire to members at the August Speakers' meeting. With some key findings. (b) Only about 15% of members attended Speakers' meetings (c) New members were positive and thought the speakers were good. (d) New members would like more groups, including more sporting groups. (e) New members would welcome more groups meeting in the evening, such as wine appreciation (f) Waiting lists are an issue. Suggested we form a steering and delivery sub-group to take these ideas forward.
10	Community and Publicity Officer. JS was elected to this position.
11	Branding. JS gave a report (a) JS and MS met Leslie de Chernatony who has an academic background in this area. JS also has a background in this area. (b) To be part of any new material created and launched by the Steering Group. (c) Need consistency across all platforms. (d) All communications to reflect the personality of the BC u3a personality (e) Ensure our proposals are 'Fit for the Future'. Align ourselves to the regional and national initiatives.
12	Succession planning. From May 2025, there will be vacancies for Group Liaison Office and Secretary. It was suggested JB writes an article for the Sentinel looking for a new committee member to take on this role. It was suggested that the role could be split between a Business Secretary and Minutes Secretary.
13	Registration of the balsallcommonu3a.org domain name has been resolved
14	Managing Complaints. JB attended an on-line event organised by the TAT. There was no extra information on managing complaints from outside the u3a. It was noted that for complaints and disciplinary issues that the chair should not be involved in the first instance
15	Community and Social Events. The Race Night is being organised by MG and the arrangements are in hand. Tickets go on sale on 20th September
16	Group Co-ordinators' meeting. To be held on Wednesday 29th January 2025. JS to find a suitable venue.
17	Correspondence (a) TAT AGM 16th October. Main agenda item is setting up the Fit for the Future initiative. JH and JS have been attending events about it and recommend acceptance of it. JB to circulate details of the proposal. Vice Chair of TAT. JB to attend on-line hustings event on 11th September. JB to circulate the personal statements of the two candidates.

18	Reports: (a) Chair, treasurer and secretary had submitted written reports that were noted. (b) Membership secretary a. In August 5 new members including 1 visiting and 2 rejoiners. JH suggested that the total member ship number is reported at future committee meetings as the Beacon system does not hold historical data. b. SH, JT and JS held a coffee meeting with three new members on 27 August. Met at the Co-op, and although a successful meeting. It was viewed as costly and perhaps not value for money. c. To hold another meeting in several months' time. To consider a different venue. d. SH circulated a welcome pack. Committee thought it was rather long and would be expensive to bring for all new members, however it could be tailored to meet the requirements of individual new members. e. SH was asked to liaise with JS in her new role as publicity officer, to finalise the draft poster she has been working on. DT to set up a budget line for the new member events.
19	Other business: none
20	Date of next meeting: 7 November 2024, with a special general meeting at 2.00pm

Signed M. S. [signature] Date 7-11-24