

Appendix I



**Executive Committee meeting
held on Thursday 2 January 2025 at
4.00pm at St Peter's Hall**

Minutes of the meeting

Present: Matthew Stephens (MS), John Bolt (JB), David Thomas (DT), Jayne Taylor (JT), Juliet Hancox (JH), Mick Gill (MG), June Slatter (JS), Sandra Heard, (SH), Sheila Jones (SJ) and Liz Cowley (LC)

1	The Chair welcomed Trustees to the meeting.
2	Apologies: Mike Fairbrother (MF)
3	Minutes of the meeting held on 2 nd November 2024 were read and accepted as a true record and signed by the Chair.
4	Matters arising: (a) Item 4(b). Members questionnaire: Issues that were raised: a. More evening events b. Suggested new groups: chess and golf. Need co-ordinators. MS mentioned a u3a facility available from some local golf clubs and, with that in mind, agreed to forward contact details of Patsy Stone (Solihull Central u3a) to JS. New Members' meetings were well-received c. To consider an annual questionnaire (run through Survey Monkey) – JS to follow up. (b) Item 6. Generic e-mail addresses. MG has spoken to the webmaster, who has advised that e-mails should not use Yahoo or Outlook. Instead, Gmail is recommended. (c) Item 8. Group coordinators' meeting on 29th January at the Methodist Church. Meeting to start at 11.00am, with trustees to set up from 10.30am. JH to circulate details to group coordinators and trustees. (d) Item 15(e). WhatsApp. Not to pursue at this stage.
5	Website. JS reported that Maureen Bradford (webmaster at Olton) has set up the new SiteWorks system and is ready go live with it. It is not possible to download from Freeola to Siteworks, all the information must be started from scratch. But it is easy to use and does not require technical skills. It also has the potential to link with Beacon, particularly for the financial information. If we were to proceed, we could operate a trial site, and have use of a training course, workbook, mentor, and forum. Action: JS to set up a trial site with support from Maureen and send notes to MS.
6	Meeting with Olton. Notes had previously been circulated. Members from Olton are attending Balsall Common photography group. BC members are invited to join the Olton gardening group which is mostly about visits (similar to BC Out and About group).
7	Social events: (a) Quiz. MG gave a list of potential dates. March 14th is preferred, but also March 15, 22, 28 or 29. JS to book St Peter's Hall. (b) Picnic in the Park. Date set at 21 June. Action: MS to appeal for volunteers. MG offered his gazebo. SH offered to provide a table. (c) Dance/Supper. Preferred date Saturday 5th July at St Peter's Hall. A dance sub-committee was not yet set up. Suggested actions: a. MS to contact Prime Numbers for their availability and cost

	b. If OK, JS to book St Peter's Hall c. If OK, JB to contact Bannerbrook fish and chip shop for availability and cost d. If OK, DT to set the ticket price e. Agreed we should set up a sub-committee to keep an eye on the arrangements (d) 4-day break to Durham, 25 – 28 July. 29 members have expressed an interest. Members to pay Harry Shaw directly, £50 per person deposit, with balance to be paid six weeks before the event. a. Action: MS to contact Olton (and possibly Dorridge) making the event open to their members (e) Race Night. Preferred date Friday 14th November in the Village Hall. Action: JS to book.
8	Summary of roles of officers. Mostly received. Speakers' secretary: Action: JB to forward previous details from Vivienne Waterer to Liz and Sheila JS's roles. Need to be summarised into bullet points. The summary will be circulated to trustees when it is complete.
9	Correspondence (a) West Midlands meeting. Notes received. Next meeting (by Zoom), 28 January, JS to attend (b) Visit from Iain Cassidy (CEO of TAT), 21/22 May. His programme is yet to be determined, though BC has been suggested as a venue. (Action MS to liaise with JH/JS)
10	Reports. (a) Chair: We received a request from an outside organisation for the Sentinel to advertise a film at the Jubilee Centre. Agreed to decline as this may set a precedent. MS to advise Will Heard to respond with our decision (b) Treasurer: a. Surplus in 2024 was £336, giving a closing bank balance of £1,718. b. Gift aid, 100 members have so far signed up c. Membership fees for 2025 are being collected. (c) Secretary: report noted. (d) Membership secretary. SH had prepared a detailed analysis of members' attendance at core meetings and interest groups in 2024. It was noted that the attendances at core meetings were between 60 to 80, which is only 15%-20% of our current membership. Over the year 196 members attended at least one core meeting (48%). Also, over the year 333 members attended interest group meetings (82%). 51 members are recorded as not attending any core meetings nor attending any groups. The committee thanked SH for this detailed work. (e) Bookings' secretary: Bookings are all OK. Photography group to visit the Village Hall prior to it returning there in late January. (f) Publicity officer: a. JS has a meeting with BC radio on 14th January b. JS to meet the Solihull Community Development Team c. Trustees to consider how involve Gen X (younger members) in the u3a. Do we have vacancies in groups that they may wish to attend? JH and JB scanned the list of groups and suggested that there are around 20 groups with vacancies. d. JS confirmed that we would trial new software – Canva Pro. JS advised that any new initiative involving pre-retirement packs would have to be agreed with u3a nationally. (g) Speakers' Secretary: Speakers booked until September. It was suggested we could consider inviting the ukulele band from Olton. Mention was made of a speaker from Warwickshire & Gloucestershire Steam Railway. (h) Groups' liaison officer: report noted. See Matters Arising 4(c). (i) Risk management trustee: report tabled. a. MG is now certificated to preform PAT tests. MG will arrange to test our electrical equipment over a weekend. JB to file a copy of his certificate.

	b. Risk assessments to be kept as paper copies c. Emergency contacts to be forwarded to SH. (j) Hospitality: a. Rota is complete for 2025 b. JT is away for February and March. SJ will buy the provisions, and the committee will cover the rota if necessary. JT will be contactable by e-mail.
11	Other business: There was a clash between a rearranged short walk and today's core meeting. The matter has been resolved.
12	Date of next meeting: 6 th March 2025

Signed..... M S. Stephens Date..... March 6 2025