Balsall Common U3A
Minutes of the Executive Committee Meeting held at 4pm
Thursday 7th December 2017 at Balsall Common Village Hall

Present: Jim Melville (JM), Richard Drake (RD), Margaret Burleigh (MB), Jan Baylis (JB), Len Tomnie (LT), Linda White (LW), Ian Hedley (IH), Lynn Brinkworth (LB)

1. Welcome and Apologies for Absence:

John Peat (JP)

2. Draft Minutes of Committee Meeting held on 5th October 2017

The minutes of the above meeting were approved and signed off for publication, LW to send copy to Peter Calver.

Matters arising from above:-

a) Legal helpline information has been removed from the website.

b) Group co-ordinators need to note names and contact details of members from other U3A Groups that attend their meetings, this item will be discussed at the next Co-ordinators meeting.

c) As there has been no response to the request for a Co-ordinator for the Table Tennis Group, LT has agreed to take this position. The Group will meet at the Methodist Hall, Station Road on Friday afternoons at 2pm, commencing on the 5th January. The venue does not supply table tennis bats, balls or nets so the Committee agreed to a “start up” contribution of £50 to help with the set up fees. LW to notify all members who had shown an interest in this group of the arrangements.

d) JB confirmed all bookings for the Village Hall are complete.

e) Clarification of what information is sent to new members will be discussed with JP at the next meeting.

f) It was agreed that a Group Co-ordinators meeting will be held on the 22nd January, JM to confirm venue (White Horse suggested) and prepare Agenda. Once venue confirmed LW to notify Co-ordinators. IH raised concern that some Group Co-ordinators are not replying to emails sent, this will be added to the Agenda.

3. Reports

Treasurer (RD)

Account Balances:- No 1 account (main account) balance of £4113.42 as at 7/12. Note a small profit was made on the quiz night which covered Christmas Draw costs.
No 2 account (the groups account) balance of £2,461.45 as at 7/12. All Groups well funded.

Alan Buckland and Peter Vine will be removed as authorised signatories from the Bank Mandate with National Westminster Bank. IH to be added as an authorised signatory.

Secretary (MB)

Nothing to report. It was noted that the website had no contact information on the front page, RD to contact Peter Calver to rectify.

Membership Secretary (JP)

JP not at meeting, JM requested that RD and JP update him on Beacon. The ongoing need for Pony Express was discussed, it was agreed that copies of The Sentinel will no longer be posted out or hand delivered, but it will be available to view on the website. JM to ask Peter Calver to add a link from the front page. MB to notify those members who are currently on the Pony Express.

Speakers Secretary (LB)

Speakers for Core Meetings until May 19, 4 confirmed, 4 under discussion. The suggestion that a new committee member could be a 'fresh pair of eyes' for this Committee role is ongoing and will be put in the Sentinel again plus Committee Members are encouraged to speak to other members regarding joining the Committee.

Groups Liaison Officer (LW)

Update given on the response to the Table Tennis was given. No other items to report.

4. New Constitution and Trusteeship

JM has sent a copy of the proposed constitution to the U3A Chief Executive for approval. If/when approved it was agreed to hold an Extraordinary AGM at the March Core Meeting to seek members' approval of these changes. This is not expected to take too much time. MB will need to inform all members 3 weeks prior to the event.
IH to organise Trustee Training session.

5. Data Protection

To be discussed at the next meeting

6. Helpful Hints Cards

Copies to be kept for future use. All information on Committee roles is available in the CRF Blue Folder, to be passed to LW and LT to read.

7. Quiz Night

All agreed it was an excellent evening and should be held again next year.

8. Core Meeting

It was agreed that the Groups Notice Board is looking quite 'tatty'. More substantial folders are required, this will be discussed at the Co-ordinators meeting. There is also a box of 'stuff' that is taken to every meeting this needs to be sorted out. MB to inform Nick Carter of the proposed EGM item to be presented at the March meeting (when the U3A Swing Division is playing). MB to establish how many extra people will be attending this meeting that will be with the Band as the hall capacity is 150 (including the band on stage).

9. West Midlands Regional Conference - 28th February 2018
U3A Extraordinary General Meeting – 21 Marc 2018 (University of Birmingham Great Hall)

10. Dates for Committee Meetings

It was agreed to hold meetings on Thursdays,1st Feb, 5th Apr and 10th May (after AGM) from 4pm in the Westlake Room. JB to reserve dates. If you are unable to attend pleased inform LW