Balsall Common U3A

Minutes of the Committee Meeting held at 7.00pm on Tuesday 12th April 2016 19 Asbury Rd, Balsall Common, CV7 7QN

Present: Jim Melville (JM), Martin Richards (MR), Alan Buckland (AB), Peter Calver (PC), Margaret Burleigh (MB), Sandra Heard (SH), Jan Baylis (JB)

1. **Apologies for Absence:**
   Peter Vine (PV), Lynn Brinkworth (LB)

2. **Minutes of the Committee Meetings held on Monday 21st March 2016**
   The minute's approval/comments, etc., to be held over to the next committee meeting.

3. **AGM 2016:**
   (a) JM will chair the meeting up to the point of election of officers and committee. MB then to take over until after the elections are completed when JM will resume the chair.
   (b) MR to count those present and deduct the number of visitors to ascertain the number of members attending.
   (c) After discussion it was agreed we would not worry about being quorate.
   (d) 2015 AGM minutes: all ok and no matters arising.
   (e) Chairman's review/report: JM advised this would last about 10 mins and will include details of the move to St Peter's church hall for future core meetings and details of the anniversary meeting at Barston Lakes.
   (f) Treasurer's report: this will be received by those attending but no proposer or seconder sought. AB advised final accounts would be available later on the website. He will announce the fees for 2016-7 to be the same as the current year, i.e. £16 for new members (with quarterly reductions for joining part way through the year and £10 for returning members. Details will also be given on the treatment of multiple U3A membership (£6.50 this year). Payment of fees required by end May.
   (g) Appointment of accounts scrutineer: Stephen Procter (SP) to be invited again.
   (h) Amendments to constitution: JM to lead and deal with all in one go. Item 7.1 about cheques to be signed by 2 of the 4 signatories to be deleted as no change to the constitution is necessary.
   (i) Election of executive officers and committee: Richard Drake to be proposed as treasurer, AB to remain on as assistant treasurer and Mary Dawson to stand as a committee member. All other committee members to stand again apart from SH and PV.
   (j) Any other motions: none received.
   (k) AOB: SH will give (at her request) a short report on her activities as speaker secretary and introduce LB as her successor.
   (l) AGM 2017: This will be on 1st June 2017
   (m) Newsletter: PC to send one out before and another after the AGM
   (n) New members' card: MR reported no further action taken as he is awaiting LB to finalise the year's core meeting speakers. It was suggested that as a trial for this year the card should be emailed to members to print off for themselves. This will reduce the need to deliver hard copies to just those served by the pony express system. All in favour.
   (o) AGM nomination forms will be available but not on obvious display at the AGM. Action MB

4. **10th anniversary:**
   (a) To take place at the core meeting Thursday 1st September 2016 at Barston Lakes. (JM handed AB the down payment receipt)
   (b) Currently no speaker but LB has this in hand.
   (c) Members to contribute £5 each
   (d) Committee to decide how to manage the tickets/money receipts, cake, etc., and what guests to invite at the next committee meeting.

5. **Committee Reference file:**
   (a) LB will be the last to see the file, MR to give it to her tomorrow at Pétanque. MB to keep.
   (b) Direct Mail: PC can handle this. After discussion about backup copies it was decided MR would hold a copy of PC's Access file and update/overwrite it as required by PC. Similarly AB to hold copies of the accounts files and SH to keep copies of LB's speakers' files.
   (c) Cloud computing: it was felt that in due course we are likely to adopt the new U3A management system (Beacon System) but not for at least a year.
   (d) Enrolment form: PC to review and submit a suitable one for approval.

6. **Members of other U3As attending Groups**
   Covered in item 3f above.

7. **Move to St Peter's Hall:**
   (a) Provisionally booked for the 1st Thursday each month starting 7th July 2016.
   (b) Issues: Projector screen – SH proposed we use a portable screen and gave JM sizes. Note the Westlake room's screen is 100" (2.5m) across the diagonal. This would require storage somewhere – where?
   Sound: Use the existing Bretford. Steve Proctor advises this will be OK but may need a wired microphone.
   (c) JM will meet Christine Hornsby at the hall this coming Friday to review all matters, including the above and storage of items, electrical points, a proper speaker system with hearing loop, etc.
   (d) JM proposed we consider inviting father Peter to open our first meeting in July. No decision reached.

8. **AOB:**
   (a) PC and JM to attend the "Manage your U3A" meeting on 26th April
   (b) JM invited to attend Solihull Cluster meeting on 27th April but cannot go – no volunteers.
   (c) JM asked MB to email Peter Derrington to advise him of our move to St Peter's hall
   (d) Balsall Common Festival 24th Sept 2016: should we attend? General consensus was yes. JM to book the pitch (£15) even if eventually it is not used as all requests for space/pitches are required this week. Details to be sorted out in due course.
   (e) Welcome pack – postponed until next meeting
   (f) Licences: the CLA licence (photocopying) is in place and available. The PVSL (film bank licence) has been registered.
   (g) Shafim Kauser to come to May's core meeting to briefly speak about the NDP committee.

9. **Date of next meeting**
   Next committee meeting Monday 25th April 2016 (after the AGM)