Balsall Common U3A

Minutes of Executive Committee meeting Thursday 1st February @4.00PM in the Westlake Room, The Village Hall, Station Road, Balsall Common.

1) In attendance: Richard Drake (RD) (acting secretary), John Peat (JP), Ian Hedley (IH), Lynn Brinkworth (LB), Len Tomnie (LT), Jan Baylis (JB), Jim Melville (JM) (Chairman)

   Apologies: Margaret Burleigh (MB), Linda White (LW)

2) Minutes of the committee meeting on 7th December 2017 were approved. LW to copy to Peter Calver (PC) to publish on website. Matter arising from minutes:
   a. Pony Express – to be carried forward to next meeting.
   b. Speakers Secretary – ad to be placed in The Sentinel (action LB). All to consider approaching possible candidates informally.
   c. Trustee Training – carried forward (probably until after new committee forms after AGM).

3) Minutes of the committee meeting on 4th January 2018 were approved. LW to copy to Peter Calver (PC) to publish on website. Matter arising from minutes:
   a. No-one able to attend Keeping It Legal workshop. We will wait until next stage of roll-out.
   b. The new Third Age Trust Articles have been circulated to all members.

4) Reports:

   a. Finance. RD reported:
      i. No1 Account balance £3,869, Capitation and other Third Age Trust (TAT) costs due before next membership renewal, RD will report on fee options before AGM.
      ii. No2 Account balance £3,069 but Village Hall fees for 4 months outstanding.
      iii. Treasurer attending Beacon Finance meeting on 14th February.
      iv. U3A Swing Division to be advised they must manage their finances through the Treasurer.
      v. New projector screen purchased but now not required. Will be held in storage as uneconomic to return (was bought with Film Group funds)

   b. Secretary. JM reported:
      i. It was agreed to send a Proxy vote to the EGM on new Articles. (MB to action)
      ii. Other communications were discussed but no actions required.

c. Membership Secretary. JP reported:
   i. Now 327 members. It was agreed this would be basis for the Quorum at the SGM. (20% of members = 66)
   ii. Beacon. JM & RD had met to discuss the next stage of Beacon implementation (see below).

d. Speaker Secretary. LB reported:
   i. Speakers booked up until August and some beyond that.
   ii. LB to provide list of current status *(now done)*.

e. Groups Liaison Officer items
   i. Peter Vine had advised that Walking Football had to date paid £150 to the Hornets for use of the ground.
   ii. Training for coordinators to be carried forward.
   iii. Table Tennis is now “full”. LT was congratulated on the successful launch of this new group. No “waiting list” at present. A further session could be considered or exploring options for an additional table with the Methodist Hall.
   iv. Core Meeting Notice board had been updated.
   v. PC had provided a list of Group web pages that needed review/updating. (LW to action)

5) Beacon update. JP & RD reported on their meeting to discuss the Beacon implementation. The following proposals were accepted:
   a. An overall admin password would be created to be shared with JM, IH & MB. This would be both secure and relevant (subject to the actual password format).
   b. Initially the following System Roles would be created: Systems Admin (JM & IH), Admin (initially JP & RD to enable set-up), Membership Secretary (JP), Treasurer (RD), Group Coordinators (all current), Groups Liaison Officer (LW), Publicity Officer (LT), Business Secretary (MB) & Webmaster (PC).
   c. Membership categories of Full, Associate and Honorary will be created with Statuses of: Current, Lapsed, Resigned, Deceased, Suspended or Expelled.
   d. All existing Groups will be set-up (RD to discuss with Martin Richards whether to combine the Ramblers and Short Walks group for Beacon purposes).

   The committee agreed that JP & RD would proceed to set-up the system using their best judgment and only returning to the committee for decisions on matters of material significance.

6) Special General Meeting. The following arrangements were agreed:
    a. Set-up to start at 1.00 PM (IH to advise who is on set-up duty). JM will bring the "set-up" gear.
    b. A Band Sign-in list to be prepared and completed on the day. Nick Carter to provide a list of names.
    c. IH to man door. Attendance in hall is limited to 150 including Band members. Manual counter to be sourced.
    d. IH to prepare voting cards. LB will assist in distributing to Balsall Common U3A members only.
    e. RD & IH will act as tellers for vote.

7) Dates & times of next meetings. It was agreed to timetable meetings on:
    a. 1st March
    b. 5th April
    c. 10th May (after AGM)

    All at 4.00PM on Thursday in the Westlake Room.

8) Mailings from the TAT were discussed. These included: Public Liability insurance cover note, Committee Communication calendar and confirmation the 2018/19 Capitation Fee would remain at £3.50.
   Committee members were recommended to review the TAT website regularly.

9) U3A Insurance matter:
    a. The committee agreed that non-members could attend up to 2 Core meetings and 2 meetings of any interest group before being required to join. (JM to circulate note to all coordinators)
    b. IH to review if "Risk evaluation forms" were mandatory or "best practice/guidance".
    c. IH to complete Venue Risk Assessment forms for St Peter's Hall, the Village Hall & the Westlake Room.

10) Application form. JP to review using, as a basis, sample on TAT website.

11) Discussion on Data protection carried forward.

The meeting closed at 5.45PM

Approved:

Date: