Balsall Common U3A

Draft Minutes of the Committee Meeting held at 3.30pm on Monday 23rd November 2015 at the Village Hall, Station Road

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

1. **Apologies for Absence:**
   None

2. **Minutes of the Committee Meetings held on Monday 28th September 2015**
   The minutes were agreed as a correct record, signed and filed in the Minutes Folder.

   Matters Arising:

(i) Memory Course
JB and AB have now modified the course and are willing to offer it to 12 participants who are able to commit to 4 consecutive weeks from the beginning of March. JB will check the availability of the Westlake Room. When dates are finalised it was agreed that the course would be advertised in the January newsletter.

(ii) Cheque signatories
AB reported that although he has not received official notification the bank is now acknowledging the new signatories.

(iii) Third Age Trust Magazine distribution
This is still in hand but will be completed this week (w/c 23/11/15)

(iv) French Group Co-ordinator
PC and LB believed that someone had been identified and had agreed to take on this role but had no details.

(v) Progress of new Groups
Italian group, no progress.
Mah Jong, a taster session to be held on 24th November
Walking Football, announced at the Core Meeting, 7 people have expressed interest and PV will continue to promote it.
Play Reading, no progress

(vi) Room Bookings
JB had confirmed room bookings with Group Co-ordinators and Jackie Tomnie (for village hall)

(vii)
AB had recovered the Balsall Common Festival expenses from Third Age Trust.

3. Correspondence:

JM and MB reported receipt of the following correspondence:

- Minutes of Cluster Meeting 21/10/15
- Cluster Group contact details, which were not correct. JM had sent the correct details
- Deafness within the U3A. It was agreed to use the Newsletter to raise awareness of the issue and ask if anyone has any difficulties we need to address.
- V.H Cupboard. The cupboard in question was not the one we use.
- V.H Keys. Inventory complete. A new key will be needed for the Mah Jong group in the new year.
- Regional Conference 7th December. JM attending

4. Reports:

(i) Treasurer:

No. 1 Account has £5615.67 and No. 2 account has £2494.25.

(ii) Secretary:

Details of the change of Secretary has filtered through and MB is receiving all correspondence apart from that from the Regional Volunteer co-ordinator, who has been advised.

(iii) Speakers Secretary:

The handover from SH to LB has started. The May to July speakers need to be set up quickly as PC will put that information in the next Bugle. LB will advise him asap. The committee agreed a budget of £1000 for speakers for next year. It was agreed that the newsletter will include a "taster" of the up-coming subject and speakers in the hope that it will encourage better attendance at Core meetings. Some reviews of past meetings may also improve the reputation of the quality of speakers at our meetings.

(iv) Publicity Officer:

U3A has again been well represented in the latest edition of the Bugle. Our stand at the BC Festival was also featured in the U3A national magazine.

5. Finding that Volunteer

Because of time constraints it was agreed to defer this to the next committee meeting.

6. Constitution

Because of time constraints it was agreed to defer this to the next committee meeting.

7. Dissemination of information

Information is disseminated through the website and the newsletter.

8. Group Co-ordinators Meeting

It was agreed to hold a Group Co-ordinators meeting on 29th January at 3pm at Haig's Hotel. MB will make a booking (AB will advise her of the cost last time). JM will chair the meeting and an agenda will be agreed at the next committee meeting. AB has a set of guidelines on the financial arrangements for Group Co-ordinators, which he will circulate before the meeting. Advice sheet 14 from the U3A website will also be used at the meeting.

9. Marking BC U3A's 10th Anniversary

This year the September meeting will be our U3A's 10th Anniversary and a discussion took place on how and where we could celebrate that. One suggestion was to have Afternoon Tea at The Lakes. MR will make enquiries there. The White Horse was also suggested.

10. Procedure/Protocol on the death of a Member

It was discussed and agreed that, on the death of a member, the Group Co-Ordinator of the group/s he/she attends would be the most appropriate person to send a card on behalf of the U3A. This matter will be included in the Agenda for the Group Co-ordinators Meeting.

11. AOB:

- JM suggested another social event. This will be discussed at the next meeting.
- The AGM will be on 25th April 2016. This will be discussed at the next meeting.

12. Date of next meeting:

Next committee meeting Monday 25th January 2016