Balsall Common U3A

Minutes of the Committee Meeting held at 1.30pm 23rd May 2016 in the Westlake Room, Balsall Common

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

1. **Apologies for Absence:** Richard Drake (RD), Mary Dawson (MD)

2. **Minutes of AGM 25th April 2016** – draft mins issued but not to be signed until next AGM. No matters arising.

3. **Minutes of the Committee Meetings held on 25th April 2016**
   The minutes were approved & Signed
   Matters arising:
   a) **Memory Course** – 1 more session to go. This course has had positive feedback. AB suggested the subject should now be taken off the agenda. He also suggested there had been some negative feedback following the original course for the committee. Matter closed.
   b) **Membership Card** – complete and distributed. Matter closed.
   c) **Frequency of committee meetings** – after discussion it was agreed meetings would take place after alternate core meetings. Next meeting 7/7/16 in Downton Room (costs £5/hr). JB to book alternate months for next 12 months (4 to 5pm), but note Aug to be in place of Sept due to the anniversary meeting at Barston Lake. Cost to be invoiced monthly to RD.
   d) **Enrolment Form** – PC offered an updated form which includes a comment that coordinators will charge extra to cover the costs of their group meetings.
   e) **Welcome Pack** – PC currently sends out a letter of welcome and includes copies of the membership card, diary, how to access the website, etc. JM asked it should also include a request to read at the constitution on the website.
   f) **Minutes Secretary** – PC suggested we approach Robert Zhilmor as a suitable minute taker. He will approach Robert at the next photographic meeting.

4. **Outcome of election of officers and committee members plus allocation of duties:**
   Item no longer relevant

5. **Correspondence:**
   a) Communication from Anthony Randall about Recorder playing. MB has responded directly.
   b) Communication from Jackie Tomnie advising the main Hall has been closed due to health and safety problems.
   c) Shafim Kauser has not responded to notification of the cancellation of this month's core meeting

6. **Reports:**
   a) **Treasurer**. AB has received membership renewal receipts from 180 members so far. RD may have more. AB expects 100 more. To date only 3 resignations. MR suggested that as soon as the full membership list is known a list of names (names only) be circulated to all coordinators so that they can check their own membership records which may allow some to admit new members to their group. This should be possible by end June.
   b) **Secretary.** Nothing to report
   c) **Speakers' secretary.** Nothing to report.

d) **Publicity Officer:** Information, including the move to St Peter's Hall to be included in the next residents' newsletter, Bugle and church magazines.
e) **French Conversation Group:** To be disbanded after the June meeting due to the coordinator resigning from the U3A

7. Move to St Peter's Hall:

a) MR will try to attend the familiarisation meeting at the hall next Tuesday, 30th May. He has produced the new hall core meeting rota but needs to update the notes that apply to it.
b) JM will bring Steve Procter to the meeting. Sue McGovern will also attend to review the kitchen and refreshment arrangements.
c) JM will be the only keyholder and will obtain it from Chris Hornsby. Note only one will be issued to us and must not be copied. This key will need to be collected from JM by the committee member on duty at each core meeting, along with theU3A "A" board & the groups folding notice board.
d) Vicar to be invited to attend our first meeting (in July) although he is unlikely to attend. Action MB

8. Arrangements for the 10th anniversary meeting

a) Anniversary invitations – Anne Santos has declined the invitation but Peter Driffield and Gill Westlake are delighted to accept.
b) The anniversary will be announced via the newsletter, to say that members can sign up at the July core meeting and pay at this and the August meetings. Payment to be made by cheque to BC U3A treasurer. Last date for payment will be 4th August and no refunds after 15th August. LB will coordinate the list and payment. No tickets to be issued, but everyone will be checked off list at the meeting!
c) After discussion the committee agreed with the proposal that we have a cake and MR will liaise with Kathryn Shayler (KS) for a cake for up to 150 people (should be a 12" sq sponge cake) costing around £70. The decoration will be simple, i.e. along the lines "BC U3A 10th Anniversary" and include the U3A logo. If late in the day more than 150 decide to attend we can ask KS for another undecorated cake.
d) JM to ask Peter Driffield if he would give an introductory speech and also ask him and Gill Westlake to cut the cake.

9. Social:

A quiz was suggested, possibly on Fri 11th November 2016 in the Village Hall, assuming the hall is in use by then. JB to check with Jackie Tomnie if the hall is available then and pencil book it. JM and MD have suitable material for the quiz.

10. AOB:

a) PC announced the Out & About group has about £400 in the kitty and suggested this be used to subsidise one or more future visits. Agreed.
b) LB suggested that as some newer members felt we were being unfriendly towards them we should have a coffee morning for them, say, once every 3 months. It was suggested MD could arrange this. To be discussed at the next meeting, via the agenda.
c) JM recently attended the Managing Your U3A seminar and will circulate some notes resulting from it. He will also try to obtain some copies of the More Time To Learn brochure.
d) Charitable status – JM asked if it was time to consider what to do regarding this. AB suggested we obtain RD's views on this and take matters from there.

11. Date of next meeting

Next committee meeting Monday 7th July 2016 in the Downton Room of the church hall.