Balsall Common U3A
Minutes of the Executive Committee Meeting held at 4pm
Thursday 3rd August 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), John Peat (JP)

1. Welcome and Apologies for Absence:

Apologies from Lynn Brinkworth and Sally Bell.

2. Safeguarding Adult Policy and Procedure

A copy of the above procedure had been sent to all Committee Members for consideration prior to the meeting via JM and were approved unanimously by the Committee.

3. Draft Minutes of Committee Meeting held on 1st June 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) It was agreed that the Beacon system be adopted. {JP to submit application)

b) Membership form update has been approved with the following amendments:-
- Date to be added at the top of the form
- Costs to be amended
- MB queried the relevance of the first question on this form with the wording 'what was your occupation when working'. It was agreed that this would be replaced with 'Do you have any experience that would be useful to the U3A'.
- MB also asked "does the membership pack include information on who to contact if a new member encounters particular difficulties with access to any activities in group or core meetings (mobility, hearing, vision, etc.)" It was suggested that a 'buddy' system be introduced when meeting and greeting at Core Meetings. JM to put this item on the agenda for further discussion at the next meeting.

c) Issues raised from Treasures Workshop – on hold waiting a directive from the U3A

4. Appointment of Vice Chairman

It was agreed that we appoint a Vice Chairman, IH was proposed by RD, seconded by JB ans unanimously accepted.

5. Reports

Treasurers Report RD

- Membership Renewals:-
  Majority of renewals now received. 3 members (Farrugia, Edwards and Griffiths) who have neither paid nor replied will be advised in writing that unless we hear from them their

membership will be terminated.
3 members who overpaid (£16 instead of £8) will be advised and asked if they want a refund.
MB will approach J Gardiner (Swing Division) to both complete an application form and for the additional £8 due.

- St Peters Hall sound system:-
  All contributions have now been received by St Peters Hall and the new system to be installed on 23rd August. RD to write to Father Peter requesting training on its use before our next core meeting in September.
- Asset Register
  RD tabled a summary of the PAT inspection carried out in April, In future, inspections to take place annually. RD to investigate sourcing a compliant power pack for the Lenovo laptop.

Secretaries Report (MB)

A list of correspondence received was presented:-

- Anthony Randall re: Research in the West Midlands
- 3rd Age Trust re:
  - Educational Resources Survey
  - Proposed Office relocation to Southwark in Sept/Oct
  - Renewal of CLA licence and 2018 Diaries
- National Office re:
  - Conference Information
  - Registering to vote at the AGM
- U3A Research Committee re: National Survey
- U3A Conference Team re: Regional Trustee Election
- Roger Monkman re: Bugle deadline advert

Membership Secretary (JP)

JP reported that we had another 10 new members. IH to ensure that their names are put on to the lists for signing in at Core Meetings. This gives us a total of 20 new members from when we held the last 'new members coffee morning'. This was held to invite the members to come along and chat with the Group Co-ordinators. It was agreed that a coffee morning would be planned for early October at either Haigs Hotel or the Jubilee Centre. LW to organise, (MB offered to assist), RD to supply contact details for the Jubilee Centre to LW. LW to liaise with JP re notifying Group Co-ordinators and the new members once date etc has been decided, RD to inform LW what day of the week this event was held on last time.
IH to contact members in order to update the Pony Express List. An updated list was passed to JP to cross check.

Speakers Secretary (LB) - Nothing new to report

Groups Liaison Officer (LW)

LW reported that she had made contact with all Group Co-ordinators to introduce herself and give contact details of email and telephone should anyone wish to get in touch. LT and LW had been discussing various new groups that could be introduced and LT had an extensive list of suggestions for these groups. LW was concerned that to introduce a new group you needed a Group Leader as we have found with the new walking group that members are happy to come along but are not keen to take on the responsibility of a Group Co-ordinator. After discussion it was agreed that we should suggest two or three of these group ideas in the next newsletter asking if any member would be interested in taking the idea forward. JM stated that the U3A have funds available to help with set-up costs should they be required.

Solihull Cluster (JM)

RD and MB attended the meeting and noted that:
The Beacon system received a mixed reception. A Speakers Secretaries meeting will follow on from the main meeting on the 11th October. Membership numbers and subscription costs were presented by 11 of the Groups in attendance.

6. Newsletter – The Sentinel (LT)

All members of the committee were pleased with the 'new look' newsletter that LT had produced.

7. Members Welfare memo received by JM from Alan Buckland

Alan had written to say that he was concerned that we have not been able to frame a policy that balanced a genuine interest in the health and well-being of our members. It was agreed that a note would go into every edition of The Sentinel which states:-
If you know of any member who is in hospital, ill at home or bereaved, please inform a committee member and, if appropriate we will arrange to contact the member.
This information can then be forwarded to Alan and appropriate action taken.

8. Regional Trustee Voting Form

Voting is taking place to select a West Midland Regional Trustee, the committee unanimously voted for Auriol Ainley, MB to submit our proposal asap.

9. Red Cross Training

A discussion took place as to whether we should have first aid training for Group Co-ordinators/selected members. A review of the U3A guidelines was recommended before further discussion.

10. Social Events

JM stated that he was happy to organise another quiz night following on from the success of last years. It was suggested that the 24th November would be ideal, 7pm for 7.30pm start. Max attendance 60. JB to check that the Village Hall is available from 6pm to 11pm on that date. IH to check if a licence for alcohol is required.

11. Short Mat Bowling

JM is discussing the above with a U3A member as a possible new group that would be held at The Jubilee Centre, ongoing.

12. Next Meeting

Thursday 5th October, 4pm Westlake Room

13. Any Other Business

JB to sort out the problem with the double booking of the Hall for the August Core Meeting and to confirm moving forward the dates for 2018 with the booking secretary Chris Hornsby at the Hall. The Committee all agreed that the last minute change of venue was handled well and the meeting was successful.

IH queried the fact that new committee members have not received a formal induction as outlined in the CRF file. JM stated that we were an informal committee but asked that IH to put a suggestion together for consideration.