

Balsall Common U3A
Minutes of the extraordinary Committee Meeting held
at 4.00pm on Tuesday 5th May 2015 at 100 Needlers
End Lane

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

1. Apologies for Absence

Jan Bayliss (JB)

2. Follow-up to Outcome of Committee Election, Allocation of Duties and Appointment to Officer Vacancies

JM has agreed to be Chairperson.

JB has agreed take over the role of making hall bookings and representing us on the Village Hall Committee. Richard Davis will give JB the necessary software to continue with the current system.

Key-holders were agreed as MR, AB & PC (Main Hall) and MR, PC & MB (Storage cupboard). AB will find out who else has keys.

3. Reports

(i) Treasurer

Cheque signatories need to be changed to reflect the Officer changes. It was agreed that Hon Chair JM, Hon Secretary MB, Hon Treasurer AB and Assistant Treasurer PV would become the 4 signatories. AB will collect the forms from the bank and make the necessary arrangements.

(ii) Diary Secretary

Diary Secretary MR advised that the diary is complete. He will print 250 copies which will be distributed at Core Meetings and via the Group Co-ordinators for those who do not attend Core Meetings. All the information is also available on the website.

4. Meeting Dates 2015/16

It was agreed that committee meetings will be following the Core Meetings on 27th July & 26th October 2015 and 25th January & 25th April 2016.

5. AOB

JM asked for details of the duties and length of service of the retiring committee and officers so that he can thank them at the next Core Meeting.

LB brought pictures of suggestions for a paperweight for a gift for retiring Chair Mary Dawson. JM suggested that this be supplemented with Garden Vouchers. MR will investigate colour schemes at Mary's house before purchase. She will not be at the next 2 Core Meetings so this is not an urgent matter.