**Balsall Common U3A**
**Minutes of the Executive Committee Meeting held at 4pm**
**Thursday 5th April 2018 at Balsall Common Village Hall**

**Present:** Jim Melville (JM), Richard Drake (RD), Margaret Burleigh (MB), Len Tomnie (LT), Linda White (LW), Ian Hedley (IH), Lynn Brinkworth (LB),

**1. Welcome and Apologies for Absence:**
Jan Baylis (JB), John Peat (JP)

**2. Minutes of the 1st March Committee Meeting**
The minutes of the above were approved, LW to send copy to Peter Calver.
Matters arising:-
The Special General Meeting Minutes were approved and signed

**3. Reports**

**Treasurer**
**Finances:-** Year end reports drafted but awaiting final entries and March bank statements. Should be ready for review next week and subsequent publishing ahead of AGM

Current cash book balances:
No 1 Account £3708.64
No 2 Account £3109.50

**Membership fees:-** RD presented the proposal for the Annual Membership Fee Review, which was discussed in full. JM proposed that we apply full membership across the board at £12.50 with no reduced memberships (ie renewals and associates) and £6.00 after 1st June. This was unanimously agreed.

**Secretary**
MB confirmed that voting papers for the Third Age Trust EGM had been submitted.
List of correspondence received was presented to the meeting. It was agreed that the 2018 Annual Return contact details would be completed after our Annual General Meeting. It was agreed that we would create a generic contact address.

**Membership Secretary**
JP not in attendance, JM confirmed that our current membership is at 237 members.

**Speakers Secretary**
Still no luck in finding a replacement Speakers Secretary, but plans in place up to May 2019. LB to contact U3A Swing Division (Nick Carter) for possibility of playing again in March next year.

**Groups Liaison Officer**
LW reported that 6 people had now responded to the suggested MOTO (Members On Their Own) group that was announced in the Sentinel. LB and LW happy to arrange to meet over coffee with those interested, LW to organise.
LW has contacted again those Groups that have still not updated their website information,

with positive response from Peter Driffield and Yvonne Gorton. Still unsure of the contact for the French Group. MB to contact Nick Carter/Ian Lester to see if they can help.

IH reported that the Group Leaders do not get back to him to enable him to update the 3 month diary, it was agreed that this diary would no longer be published. The Group Schedule to remain. JM to contact Co-ordinators to request that they keep information up to date on website and groups notice board. The Sentinel can also be used to advise all members of changes.

**4. Annual General Meeting 10th May**

Notification Timetable - All input to be with MB by 12th April.
MB has received the Chairman's Review, Group Liaison Officer's report and cash flow forecast/membership fee proposal from Treasurer.
Monday 16th April - Notification Letter to be sent to all members.
7 Committee Members have agreed to continue next year. IH and JB unable to continue. JM thanked them both for their committee work.
No nominations for committee members have been received, current Committee members to actively discuss/encourage members to come forward.
There have been no Motions submitted for the AGM.
JM, RD, IH and MB to be on the 'top table' at the meeting. RD and IH to establish quorum for voting. MB to take minutes.
Accounts Scrutineer:- JM to offer thanks to Steve Proctor who is standing down. Discussion took place on possible replacement.

**5. Insurance and Risk Evaluation**

To be discussed at the next meeting

**6. Application and Renewal Forms**

New form presented by JM which was discussed as changes need to be made regarding membership fees. It was agreed that Main Interests and Disability sections were not required and that we should delete the word 'personal' from the last bullet point. JM to redraft for next meeting.

**7. Beacon Update**

RD reported that Beacon is now being used for membership. Intention for use by Finance from April.
Suggested next steps:

Roll out to Committee Members with 1:1 sessions
Roll out to Group Co-ordinators (initially with 1:1 sessions with some willing volunteers and then at a coordinators meeting).
Consider opening up the 'Public links' to all members later in the year.

Decided NOT to allow online enrolment in U3A or individual Groups, for the time being.
Should we allow PayPal for renewals? (agreed to discuss at a later meeting)

**8. Website and Social Media**

JM had received a request from Liz Drury at the National Office to recruit help from U3A Groups to formulate advice and training on Social Media. It was agreed that the request would be presented in the next issue of The Sentinel.

**9. Keeping it Legal Workshop – Birmingham – 30 April**

JM and RD to attend

**10. Requests to promote activities and organisations in and around Balsall Common (inc Request from Balsall Parish Council)**

It was agreed that only non-commercial requests would be considered and that these would be notified to members via the 'News and Local Events' section of the website. JM to prepare note for The Sentinel.

**11. Items to Carry Forward**

Training – Trustees (after AGM)
Training – Coordinators
The General Data Protection Regulation (GDPR)

**12. A.O.B.**

Jan will no longer be responsible for refreshments at Core Meetings, although JM to ask if she will continue to do the rota. RD to be responsible for supplies at the AGM, hopefully this position can be filled following the AGM.

**13. Dates of next meetings**

Thursdays 10 May (after AGM) and 7$^{th}$ June (provisional)