Balsall Common U3A

Minutes of the Committee Meeting held at 4.00pm on Monday 27th July 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)

1. Apologies for Absence:

Lyn Brinkworth (LB)

2. Minutes of the Committee Meetings held on Monday 27th April 2015 and Tuesday 5th May 2015:

Both sets of minutes were agreed as a correct record. They are now on the website. (Note for the Pubs officer: If put on the website before the next committee meeting they should be called a "draft" version and the word draft removed after they have been approved). Additional note: a signed copy of the minutes should be made available on the display table at core meetings. (LB to action)

Matters Arising:

(i) Memory Course

AB outlined the original course will be relaunched in a modified form as a result of the trial with the committee members earlier. The original version will be tweaked to include more practical and less theoretical aspects of the course. AB and JB will undertake this review as they had carried out all the initial work and will present a draft proposal (explaining the purpose and content) at the next committee meeting together with a question to be put to the membership in due course to gauge their interest. Costs also need to be calculated for members to take part.

(ii) Cheque signatories

Documents submitted to the bank (in Knowle), queries raised by the bank and resolved for JM, PV, MB to become additional signators. Now await the bank's next step.

(iii) Diary/membership card amendment:

Reference minutes of 5th May meeting, item 3 (ii): it was the membership card that was ready and 250 copies to be run off, not the U3A diary. Item closed.

(iv) Key audit:

AB now has a record of who has what key (as part of the asset register). As a consequence the keys for the main VH room blue door were now deemed not needed to be held by any members and MR handed his key to AB. MR reiterated the VH request that the main door keys should not be copied by 3rd parties as this has caused failure of locks in the past. JM wants this message to go to all who might need VH or Westlake room access.

(v) Mary Dawson's gift:

LB had purchased a suitable bauble as a gift together with some theatre tokens. These were presented to Mary at the core meeting today by JM and were gratefully received.

3. Correspondence:

(i) Agenda appendices:

LB had attached to the agenda information including an email to the cleaner of the VH, a VH statement from Jackie Tomnie about hall capacity and chairs, U3A awareness packs, regional volunteers, "acting up", U3A elections, regional trustee communications, a potential speaker from Solihull Welcome and the West Midlands Newsletter.

(ii) Control of correspondence:

JM asked how we can keep control of who receives what correspondence, who distributes what, to whom, etc., as nowadays it is too easy for there to be a glut of information that not everyone needs. After discussion it was agreed that all correspondence should be channelled through MB and she will decide to whom it is then distributed.

(iii) Unfortunate incident at the U3A meeting in the VH 22nd June 2015:

The attachment to the agenda that LB had provided outlines what happened. All this has now been dealt with and the matter closed.

(iv) Village Hall capacity:

JB (our member of the VH committee) explained discussion about capacity had taken place. The committee is looking into problems of chair feet failure damaging the floor and replacement chairs. The VH current limit is 120 chairs/people although we have never yet exceeded 90 at a core meeting, so for us there is no current issue.

(vi) Awareness packs:

An awareness pack has been received from U3A HQ highlighting the need to make more people aware of the U3A and how to do this. Each committee member has now seen this pack. PC currently circulates information to all the local magazines for inclusion in their issues. He will also write a piece for the next issue of the Bugle. However, we need to ensure copies of the Third Age Trust magazine, that all members receive, go to the library, doctors' surgery and the dentist's surgery. MB will cover the dentist, JB the library and SH the doctors.

(vii) Regional Volunteers:

Our regional volunteers are there to provide assistance to all the U3As in the area. They can also provide advice on the administration of U3As.

They are:
Peter Derrington – p.derrington@waitrose.com
Janice Anderson – Janice.anderson@blueyonder.co.uk
Tony Randall – aprandall@btinernet.com – West Midland Trustee

(viii) Acting up:

We currently have no group that could take this on board.

(ix) U3A Elections:

MB has received a registration form to elect National U3A positions. No further action required.

(x) Communications from Regional Trustee: Workshops

Tony Randall has advised there are workshops being organised for later this year, including:
Monday 5th October – Group Leaders Workshop. Speakers are Marion Clements and Tony Randall.
Monday 9th November – Networks. Speaker Jenny Carley
Monday 23rd November – The Constitution and Committee. Speaker Michaela Moody

(xi) Potential Speaker from Solihull Welcome:

There is a speaker available from Solihull Welcome which is a drop-in centre for asylum seekers (see notes attached by LB to the agenda). SH will add this to her list of potential speakers for LB to take on in the new year.

(xii) West Midlands Newsletters (May & June):

Any matters of interest have been covered elsewhere.

(xiii) Constitution:

This will be added to the next meeting agenda for discussion. All committee members should study the constitution before then. A copy is available on the website.

(xiv) Regional Development Plan:

An email has been received from Jackie Tomnie asking if we would like to be involved with this. MR suggested JM talk to Judy Lea about this first as she is heavily involved with such matters.

(xv) ARCHA:

Aston University have sent out two leaflets on improvements to memory in old age, which were circulated to the membership by PC. JB expressed an interest in following up Brains and Bake on 29 July.

4. Reports:

(i) Treasurer:

Money situation is ok. No.1 account has circa £5800 and No.2 account circa £2700. AB suggested we spend some of it but wondered how? MR suggested that maybe some groups could benefit from financial support. JM proposed that AB contact group coordinators, carefully, to hint that support may be possible in certain circumstances. PC proposed we have another group coordinators' meeting at which this topic could be discussed. (As an aside SH asked that at future coordinators' meetings people introduce themselves)

(ii) Secretary:

None

(iii) Speakers Secretary:

None

(iv) Publicity Officer:

Nothing extra to what's already been discussed.

5. U3A Management Systems:

PC outlined what he'd heard at a recent meeting he had attended about this topic. The U3A are working on a management system to be offered to all U3As that need one, to be available sometime next year. The system would be open to various members of their U3A to take care of accounts, noticeboards, etc. The system will be of more use to those who do not already have one, the main advantage being working details could easily be passed onto other members as and when necessary. Also, it would be much easier to have back-up personnel who knew what/how to do things. Currently the committee is satisfied with our "personalised" systems, but will keep the topic under review.

6. 100th core meeting of U3A in Village Hall – 18th May 2015:

This is to record that this meeting happened!

7. Balsall Common festival 19th Sept 2015:

PC suggested we take part and present a booth of photos of each group at work. This was agreed and PC will advise Marie-Louise Marsden we will take part. JB and possibly SH will attend the open evening this week and report back. PC will ask coordinators to obtain the photographs. MB to obtain other materials when it known what is needed.

8. AOB:

PV pointed out that the details of the Painting group are wrong on the notice board at the core meetings. PC will liaise with PV to correct this.

9. Date of next meeting:

Next committee meeting 26th October 2015 but a special committee meeting to discuss the Festival will be held on 11th Aug @7pm @19 Asbury Rd