Balsall Common U3A

Minutes of Committee Meeting 24th April 2007

Present: Anne Santos (AS), Sheila Burdett (SB), Peter Westlake (PW), Peter Driffield (PD), Godfrey Chesshire (GC), Martin Richards (MR), Kevin McGovern (KM)

1) **Apologies:** None

2) **Minutes of last meeting:** As this was the first committee meeting there were no previous minutes.

3) **Matters arising:** n/a

4) **Correspondence:** KM gave PW a letter to HERO requesting a grant. Awaiting a reply.

5) **Reports:** the chairman (AS) submitted the following for discussion:
   a) **Committee members' remits:** a list of possible "jobs" was submitted separately. From these –
   KM will make formal application for grants (he requested any application be counter-signed by an officer).
   KM will oversee the management of U3A equipment (review requirements for equipment, its specification, purchase, insurance (via PW), housing, etc).
   MR will undertake the minutes of AGM and committee meetings.
   MR will review the costing when required of the constitution, membership cards, membership programme, etc
   GC will contact members not attending core meetings and compile the reasons why, based on information from the issue of attendance badges at the meetings.

   b) **Dual membership**: Some members of the Balsall Common U3A are also members of other U3As and have queried why they need to pay the element of the subscription that goes to HQ, twice. General discussion lead to agreement that we adopt the principle of "dual membership" and that we would not charge the HQ element (currently £2.50) if the member could prove he/she was a member of another U3A and had paid that element to the other U3A in their subscription to it. This could be done by presentation of the other U3A valid membership card. It was considered unnecessary to amend the constitution to include this adoption.
   Associate membership: it was suggested that a grade of membership could be set up and applied to those people we wished to "employ" as tutors to activity groups. A special rate of, say, £5 could be applicable. PD disagreed with this saying if the person concerned joined as a full member, paid the full membership subscription and passed the cost on within his tutoring fees, the members of the group would then cover the cost and there would be no need to consider any other grade of membership. The meeting agreed with this approach and hence rejected the need for an Associate Membership grade.

c) **Subscription scale:** the £15 pa was agreed for 2007, as was the principle that the subscription could be reduced by quarterly amounts for those joining part way through the year. Subscriptions must be paid by the end of May, each year. If not it will be assumed the person has resigned.

d) **Charitable status:** PW will make formal application for charitable status. GC pointed out it was illegal to make payments between charities. Hence no speaker we plan to pay for can be a charity. If he/she works on behalf of a charity payment for his/her services must be to a non charity. AS suggested we should gift aid our subscriptions following our achieving charitable status. PD pointed out he had learnt that U3A subscriptions could not be gift aided. This was challenged by other members of the committee and AS agreed to contact the U3A to clarify matters.

e) **Expenses:** it was agreed that claims could be made on general funds for administration purposes such as printer cartridges, paper, postage, etc. Any other expenditure must have committee approval, first.

f) **Purchasing:** KM stated we need a list of requirements. The details should be fed back to the group coordinators for reference.
AS has asked for two coffee vacuum flasks for the meetings. This was agreed. She also said we need a TV/video/DVD player in case visiting speakers require such equipment. AS handed KM a letter from the Dorridge U3A about applying for grants for equipment.

g) **Equipment inventory:** We need an inventory of items owned by the U3A with their values for the accounts asset register and depreciation consideration.
KM has someone in mind that can mark any item for security purposes.
KM will become the "equipment officer".
Insurance – KM advised any insurer will want all items locked and secured in named locations, e.g. someone's house under the owner's household insurance policy and lent out to the U3A, as an example.
KM will look into projector screens/TV/projector/etc plus their storage and how to make them available to bring them along to meetings.

h) **Disability Discrimination Act:** AS circulated a separate policy statement for consideration. This was accepted and adopted as the policy for the Balsall Common U3A. This fundamentally puts the onus on the disabled person's carer to assess whether the facilities provided at any venue are suitable for the disabled person concerned.

i) **Storage of Equipment:** Covered under g) above

j) **Visitors from a U3A:** it was agreed there would be no charge for visitors for up to 3 visits to core or group meetings (3 visits total). Thereafter the visitor would either be barred or expected to join as a full member.

k) **Executive committee meetings – how many/often?** Committee meetings to be alternate months, meetings for officers, monthly.

l) **Publicity Budget:** AS stated more needs to be done to attract new members. AS has put adverts in local papers such as the Arden, Observer, Solihull Times, Solihull News. GC suggested we also include the Kenilworth paper. SB to contact the Kenilworth paper's secretary to pave the way. AS will also contact Ms Stratton about producing some artwork for us. AS suggested we aim for a target of 125 members by the end of the year.

m) **Payment to BRG:** BRG does not charge us a set fee for a meeting. Instead it relies on reasonable donations. We need to establish a "rate" which is seen to be fair. KM and GC advised their groups charge their members £1 per head per meeting as their contribution towards BRG.
AS proposed that the group coordinators should not have to pay for their quarterly meetings in the BRG.
AS proposed an overall donation to cover all meetings. PD disagreed saying that all groups should cover their own costs and not be, possibly, subsidised by others.
MR/GC suggested that the groups using the facility continue to charge at £1 per head per meeting as now. The money should be paid to PW and he pay it quarterly to BRG. As this would satisfy all concerned it was agreed. The coordinators meetings should be covered by a £10 donation per meeting from general funds (i.e. £40 pa)

6) **Treasurer's report:** PW reported -
   a) **Membership payments:** For the current year we have 55 members paid up so far. It was agreed that in 1 week's time PW would start to chase those who have not paid in order to meet the requirement that by end May all members must have paid.
   b) **Budget:** nothing further to report.

7) **Secretary's report**: PD reported -
   a) **Membership:** As of today we have 91 members. This is expected to drop by 10% for the start of the new financial year.
   b) **Printed programme:** no further comment
   c) **Printed constitution:** no further comment
   d) **Other:** no further comment

8) **Vice chairman:** SB reported –
   a) **Stoneleigh visit**: we have 19 people signed up for this visit. SB will contact the venue to have this number accepted.
   b) **8th Oct 2007 core meeting (2pm):** the "speaker" will be the group coordinators who will be allotted 5-10 mins each to talk about their group's activity/progress. SB to coordinate and manage the event. GC advised this date clashed with one of his group's meetings. AS asked GC to change his date as the date for the core meeting will not change.

9) **Programme:** details will be in the next newsletter.

10) **Publicity:** see 5l) above

11) **Newsletter:** in work compilation. Will be issued shortly.

12) **A.O.B:** the following were discussed.

Contacting members: a discussion took place on the merits of emailing versus issuing hard copy information. Email was considered preferable but hard copy must be used for members without email access.

KM offered to coordinate a group to help set up email facilities, or computers, for anyone who needs it.

After the end of May PD to issue a new membership list. This list to be circulated to all groups leaders so they can check and update their group membership records.

Attendance lists: KM proposed all groups keep an attendance list of each meeting. This could be used as proof a member was present in case of an insurance claim later and for statistical purposes. SB will coordinate such lists.

2008 AGM date: 21st April 2008

13) **Date of next meeting**: Tuesday 26th June 2007 @ 79 HML

Balsall Common U3A

Statement of Accounts – 1 Oct 2006 to 5 April 2007

Income and Expenditure Account

Income	£	Expenditure	£
Membership Fees	1,127.00	Hire of Hall	128.00
Central U3A Contribution	75.00	U3A Capitation	93.75
Tea Contributions	80.55	Speakers` Fees	90.00
Hampton Functions	101.50	Hampton Functions	119.50
Temple Balsall Visit	99.00	Temple Balsall Visit	102.00
Questors	204.00	Questors	188.00
Church Visits	119.50	Church Visits	97.00
Lunches	380.70	Lunches	380.70
		Purchase of Equipment	86.83
Total Income	2,187.25	Total Expenditure	1,285.78

Total Income	2,187.25
Less Total Expenditure	(1,285.78)
Net Income	901.47

Cash Book

Opening Balance	0.00
Plus Net Income	901.47
Cash Book Balance	901.47

Bank Reconciliation

Cash Book Balance	901.47
Plus Uncleared Cheques	77.00
Balance at bank (5 April 07)	978.47

5/04/07