Balsall Common U3A
Minutes of the Executive Committee Meeting held at 6pm
Thursday 1st June 2017 at the Westlake Room, Balsall Common Village Hall

Present: Jim Melville (JM), Richard Drake (RD), Margaret Burleigh (MB), Lynn Brinkworth (LB), Jan Baylis (JB), Len Tomnie (LT), Linda White (LW), Ian Hedley (IH), Sally Bell (SB}

1. Welcome and Apologies for Absence:

Apologies from John Peat.
The Chairman welcomed the new committee members, Linda White, Ian Hedley and Sally Bell

2. Minutes Secretary

The appointment of a Minutes Secretary was discussed and LW agreed to take up this role.

3. Correspondence Received

MB advised of the following list of correspondence received:-

Findings and recommendations of Working Group into future structure of 3rd Age Trust.
Updated copy of "Licences" for Committee Reference File (CRF).
Flyer Advertising Festival of Quilts 2017-05-31.
Leaflet and document produced by International Committee

4. Annual General Meeting

The feedback on the above meeting was that all ran smoothly and quickly due to communicating to the membership the relevant reports and the previous years minutes prior to the meeting. The number of members required to be considered a quorum will be looked at when next viewing the 'Constitution'.

5. **New Committee and Responsibilities**

Groups Co-ordinator – A new title was discussed for this role and was agreed as Groups Liaison Officer. LW volunteered for this position and will be in touch with Mary Dawson who covered this role for the committee last year.

Minutes Secretary – LW, See item 2 above.

Newsletter Editor and Pony Express (items delivered by hand) LT has volunteered to take over the role of News Letter Editor. IH will take the responsibility of contacting the few members who have correspondence delivered rather than emailed to see if this is still a requirement.

Publicity – LT has also volunteered to take on this role and will discuss all aspects with Peter Calver the outgoing committee member who was responsible for publicity for the last few years.

Core Meetings Administration – IH volunteered to take on this role, which includes Meet and Greet/Attendance Records/ Name Badges/ and the Hall Set up Rota. He will also take responsibility for the 3 monthly diary of core and group meetings which he will discuss with Martin Richards who had responsibility for this with the previous committee. Membership cards also comes under this role but is now online and updated annually. LB will supply the Core meeting programme from July

2017 to 2018 and JM will supply Executive Committee Details.
Note - RD has volunteered to be responsible for the Core Meeting set up for the July meeting.
Note - JB will continue to be responsible for the booking of the hall for the Core Meetings.
Peter Calver will continue as Webmaster and send out email circulars to members.

6. Committee Meetings

A discussion was held and it was agreed that the majority of the committee would prefer for the Committee Meetings to be held after the Core Meetings, bi-monthly, rather than an evening meeting. It is not possible to hold these meetings at St Peter's Hall. JB will look for an alternative venue, next meting 3rd August.

7. 11th May Draft Minutes

Minutes were approved now that 'Group Leader' has reverted to Group Co-ordinators

8. Reports

Treasurer - RD is sorting out the payments for the Village Hall. Reported that subscription notifications had been sent out and that £560 had already been received. He reiterated that cash payment will not be acceptable, only by cheque.

Secretary - Nothing to add to Item 3 of these minutes

Speakers Secretary - Only one change to listing in that the LPA speaker will not be Jackie Lucas, speaker tbc.

9. Beacon System

We will be looking to adopt this system once all membership fees are paid, to be discussed at the next meeting.

10. Sound System St Peter's Hall

RD has approached Berkswell PC, Balsall Common PC and the Berkswell Charity for a donation of £1000 each for the above, U3A to pay the balance of £400.

11. Treasurer's workshop In RDs absence, JM and LT attended the U3A Treasures Workshop. JM has suggested that a sub committee be formed to look at the issues raised, JM/RD/JP/LT.

12. AOB

RD would formally like to advise members that they can inspect 'the books' from last year.
LT requested that he be able to use a different style of newsletter and approval was given.
MB informed new committee members that she has a file (CRF) which holds the rules of the National Office which is available for new members to look through. She also stated that all Insurance Policies are kept in a separate file.
SB at this time offered a 'filler' role with the committee, LB requested that SB could step in for the Speakers Secretary Role on the 7th September, SB to confirm.