Balsall Common U3A
Minutes of the Executive Committee Meeting held at 4pm
Thursday 10th May 2018 at Balsall Common Village Hall

Present: Jim Melville (JM), Richard Drake (RD), Margaret Burleigh (MB), Len Tomnie (LT), Linda White (LW), Lynn Brinkworth (LB), John Peat (JP), Barbara Davison (BD), Tom Waterer (TW)

1. **Welcome and Apologies for Absence:**
JM welcomed the new committee members to the meeting, apologies from Barbara Hammonds (BH)

2. **Minutes Secretary Appointment**
LW agreed to continue as Minutes Secretary for the Committee Meetings

3. **Annual General Meeting Report**
It was agreed that the AGM was extremely successful. Sending out reports in advance ensured that the meeting was not time consuming.

4. **New Committee and Responsibilities**

The Chairman, Treasurer, Business Secretary, Speakers Secretary, Membershi Secretary, Newsletter Editor/Pony Express/Publicity Officer, and Group Liaison Officer agreed to continue with their existing roles and responsibilities.

Vice Chairman Role – to be advised at a later date

Core Meetings Administration – LB/TW will take on this role. LB to be key holder and has agreed to inform Chris Hornsby of the change from JM. There will no longer be a hall set up rota, and Committee Members are all willing to arrive at the hall at 1.30pm where possible to assist in the setting up. JP will now be responsible for producing the name badges for new members.

BH had agreed prior to the meeting to take on responsibility for refreshments at Core Meetings.

Webmaster – Peter Calver (although not a Committee Member) has agreed to continue with this role.

Note: MB will contact both Peter Calver and the U3A to confirm Committee Members.

5. **Correspondence Received**

National Updates sent to Committee Members.
Newsletter - available on line to all members
Missing Village Hall Keys – LT to establish current situation.

6. U3A Newsletter extracts

JM prior to the meeting had forwarded information to the Committee on GDPR, Committee

Reference File and Email Security. From this it was agreed that corespondence sent by email will only be sent as a blind carbon copy (bcc), this is an important part of compliance with data protection. MB to inform all Co-ordinators and LT to inform the membership in the next edition of the Sentinel.

7. **Committee Meetings – Venue/Frequency/dates/times**

It was agreed that the Committee Meetings will continue to be held following the Core Meetings, venue Balsall Common Village Hall, 4pm to 6pm. They will be held on the first Thursday of the month in June, Aug, Oct and Dec. MB in JMs absence to confirm the bookings with Jackie.

8. Items to be left over until next meeting (if required)

a) Draft minutes of April Meeting – Approved and LW to send copy to Peter Calver
b) Usual reports from Treasurer, Secretary, Speaker's Secretary, Groups Liaison Officer
c) Report from JM/RD on Keeping it Legal Workshop held on 30 April

9. Suggested Working Parties

In an attempt to keep the Committee Meetings to an acceptable period of time it was suggested that we have working parties to cover the following, and have been assigned as follows:-

a) Trustees duties and responsibilities TW
b) Group Finances, inc. group funds/petty cash and info for coordinators RD
c+d) Data Protection plus application form and renewal form for membership. Data Protection required by 25th May MB/LB/JP
e) Hall Bookings and contractural arrangements JM/LW/BH (LW to contact BH re suitable date)
f) Beacon roll out and on-going management RD/JP and Peter Calver
g) Risk Assesements RD
h) Social Media BD/LT plus JM to contact a member of the photography group

10. Any Other Business

Nothing to add

NET MEETING TO BE HELD ON THURSDAY 7TH JUNE