Balsall Common U3A
Minutes of Executive Meeting held at 4pm Thursday 5th March 2020
at Balsall Common Village Hall

Present: Jim Melville (JM), Richard Drake (RD), Linda White (LW), Vivienne Waterer (VW), , Barbara Hammonds (BH), Tom Waterer (TW), Ian Hedley (IH), Len Tomnie (LT), Nick Carter (part time)

1. **Welcome and Apologies:** John Peat (JP)

2. **Minutes of Committee Meeting held on Thursday 2nd January**

Minutes approved and signed, LW to forward a copy to PC.

3. **An Afternoon of Jazz by the U3A Swing Division, 14th April, lpm to 5pm**

Nick reported that he had contacted Auriol Ainley to invite her to the event. There will be attendees from 16 U3As on the day, with 49 confirmed to date. JM reiterated that the maximum number for NC to work with would be 130 to include Band Members. This allows for up to 20 for committee & helpers. NC is preparing a list of attendees, which will be checked on the door. He confirmed that there would be 2 x 45 minute sets commencing at 2.30pm with a 30 minute tea break in between. The band will have a full rehearsal the week before, Hall to be booked through BH. Full details of set up etc are minuted in the November minutes.

4. **Reports**

Treasurer

Main (No 1) Account**:** £4,844 Main annual charges to be paid in April/May. NB there will be a small increase to the TAM charge but not material..
Group (No 2) Account: £2,982 level of Groups Reserve will need to be reviewed by new committee.
2020 Renewals: Overall c90% renewed,14 lapsed, 20 resignations. Currently 329 members plus the Honorary President and 10 visiting members. (At December the equivalent was 347, 1 & 10. NB We have had 17 new members already in 2020). New Committee to discuss get together for new members.
Honorary President: RD to write to Anne Santos to ask her if she is happy to continue as Honorary President.
Beacon will be updated with a new system during 2020. RD reported that we have 10 Visiting members listed on Beacon for whom we are charged a nominal £1. These are members from other U3As who attend group meetings and can be contacted by coordinators using Beacon.
Bank Account and Signatories - We will need a replacement signatories for existing accounts. The Committee agreed that JM can continue to sign cheques after the AGM until this is in place.
Need for replacement accounts due to Charity status to be considered by the new committee.
Chairman’s Retirement - Committee agreed to a contribution of £100 to the social event for committee members with any material service in the last 5 years and to the purchase of a “thank you” gift for the Chairman.

Secretary

IH stated that we should be considering the supply of hand sanitation at the Core Meetings during the coronovirus period.BH agreed to purchase this.

Membership Secretary

JP absent, RD noted 17 new members since January.

Speakers Secretary

VW reported that speakers for 2020 are all in place and she is now looking at 2021 and has lots of contacts going forward.

Groups Liaison Officer
LW reported that the new Cribbage Group has had its first couple of sessions, details are now available on the website. The third Book group (Bimonthly book group will meet alternative months) has also started, again details are on the website. Moya Melville is now the sole Coordinator of the Current Affairs 1 group.
Kim Hathrel is considering reinstating the Film Group, new Committee to follow this up.
LW stated that the latest U3A magazine had articles on possible new groups, LW to let LT have information for next issue of the Sentinel to assess interest.

Publicity - Sentinel Distribution
Distribution has now been sorted and will not be available to visiting members.

5. Third Age Trust Newsletter
JM circulated extracts of the newsletter prior to the meeting and the following points were ussed and noted:
BC U3A do not have to register for VAT
Annual membership subscriptions and Annual Return due on 1st April for Third Age Trust.
Contribution for Third Age Matters due in April payable to Third Age Trust Trading Ltd (TATL)
TATL will issue invoices for Beacon licence in March.

6. Coordinators Meeting - 30th March (Blessed Robert Grissold Hall)
LW reported that 21 Coordinators have confirmed attendance, LW and BH will organise shopping for the buffet lunch, catering for 30 people. It was agreed a spend of up to £250 to include wine. RD to supply tea/coffee materials. BH to check that we are OK to have wine on the premises. LW/BH to check hall prior to event to assess what is available to enable us to cater for this event, ie glasses, plates cutlery etc. Informal gathering but JM or RD to welcome attendees and introduce new Coordinators.

7. West Midlands Regional Conference - 16th March
RD to attend.

8. Chairman's Invitation 7th May
JM has invited members who have served on the Committee with him to a get together at the Brickmakers Arms on the 7th May at 7pm as a thank you for their help as committee members during his 5 years as Chairman.

9. Annual General Meeting 14th May
JM presented a Draft Agenda for the Meeting along with a timetable of actions required prior to the event. Informal notification of AGM to be sent to all members before 10th March.
It was noted that JM will be retiring from the Committee and that IH/LW/LT will not be standing for re-election, LT has offered to continue to produce the Sentinel if this role is not filled by a new Committee Member. BH/LW reported that they have spoken with members who would be interested in joining the committee.
JM was requested to supply initial Agenda for the first meeting of the new Committee.

10. National U3A Day - 3rd June

RD has contacted Margaret Burleigh who was already organising a short walk group for that day, we will now walk around Balsall Common and will handout leaflets/bookmarks etc to promote our local U3A Group. RD to coordinate.

11. Third Age Trust AGM 27th August.

New Committee to arrange representation.

12. Quiz Night 14 November

Judy Moffatt organising, new Committee to liaise.

13. Solihull Cluster Meeting 5th February

In JM's absence RD attended. Individual U3As to organised National U3A day. A West Midlands Conference will be held on March 16th in Birmingham. Auriol Ainley (WM regional trustee) retires after 3 years service. Next meeting will be held on the 10th June, new Chairman should attend if possible. Need to take a cheque for £6 for membership.

14. Interest Groups Matter Workshop 10 February

JM attended, objectives as follows:-
To discuss and identify the role of group leaders/convenors
To discuss and identify the role of the Groups Coordinators
To discuss and agree what constitutes participative learning
To consider how this can impact on learning
to analyse the barriers to learning and consider how to ensure that groups are accessible.
JM reported that there was a handbook available for Group Leaders on the U3A website, JM to ask Peter Calver to make this available on our local website.

15. Raising the profile of the U3A movement

No feedback from members.

16. Spare Film Screen

TW to place advert on local buying/selling website.

17. A.O.B.

IH recommended that all Committee Members and Group Coordinators should register on the National Website to access the Advice Area as it has a tremendous amount of useful information.
TW stated that the first annual return to the Charity Commission will be required after the AGM, needs to discuss with new Committee.

18. Date and time of Next Meeting:

A meeting will be held on the 2nd April to finalise arrangements for the AGM, this will be held prior to the Core meeting at TW/VWs home at 12pm, a light lunch will be served. RD/IH unable to attend.