

Approved 21st November 2022
Dronfield & District U3A Executive Committee Meeting Monday October 24th 2022 at 09.30a.m.

1. Attendance

Chair: Marion Clyde, Treasurer: Chris Stone, Membership: Josephine Wright,
Trustee: Doug Emery, June Christopher

Observers: Julia Harris, Angela Heyna, Steve Wood, John Reedman, Steve Pyke,
Steve Bradbury

2. Apologies

Howard Mills, Audrey Garrett, Geraldine Wood, Rod Brennan, Steve Alexander

3. Declaration of Any Conflicts of Interest

None.

4. Special Agenda Items (SAIs)

None

5. Minutes of Executive Meeting (August 22nd 2022)

- a. Previous minutes approved following change within item 5 - date should read August 2022, not September. Alteration made & forwarded to Chair.

6. Matters Arising

None (covered within agenda)

7. Action Log Review (open Items)

Item 3 Constitutional Changes – ongoing. Nov 2022

Item 15 Renewals meeting planning – delegated to Finance Sub-Committee and date moved to Jan 2023

Item 16 Joining DDU3A Online – Working group consisting of MC, CS, PW and SP to consider and make proposals by Jan 2023

Item 18 Risk Assessments – SP progressing Nov 2022

Item 19 T&V Coordinator Support – Completed

8. Items For Discussion

a. Constitution:

Discussions about the need for change, and proposed amendments were discussed. The main ideas included flexibility about extending the 3 year rule in special circumstances, clarification regarding voting, increase the number of co-optees accepted as trustees to an overall maximum of 15. Also remove the requirement for a prospective trustee to find two nominees. Once a draft is ready, seek TAT approval and, once given hold a Special Meeting, Jan 2023, to get members' approval. If approved, then to seek agreement Charity Commission. It was agreed that Doug, Marion and Steve B should produce a draft, and share with all attendees. Proposer JR, Seconded CS.

(Existing) Action: DE, MC, SB to write draft changes

b. Finances:

Report provided. Finance sub committee had met, discussing 2023/4 budget and considering an increase to fees. A full presentation to be made at November Exec meeting.

Agreement given to offer a 50% reduction of fees for new members joining Jan-March.

Approval given for the December monthly 'drop in' meeting to offer Christmas based food. John mentioned that Gunstones sometimes provided free food for special causes. Agreed we approach them. Steve B to coordinate arrangements & entertainment.

**Action JR to provide contact details for Gunstones, & CS to approach
Action SB to coordinate December meeting**

Discussion about April 2023 renewals meeting. Would having a speaker assist or cause disruption. Finance committee to discuss & report Jan 2023

Action Finance Committee

Trips & Visits (T&V) need a printer to get access to lists, and group coordinator Glenys does not have one. Possibly other T&V volunteers may help. £50 provision to be made in budget to purchase a printer but it is unlikely to be needed until next spring when trips start again.

Action MC & CS to monitor, & decide by April 2023.

c. Trustee Roles & Responsibilities:

Marion explained current vacancies and other items linked to roles. And stressed that no observer would be pestered to volunteer. Doug Emery agreed to be Groups Manager, John Reedman offered to help him. June Christopher agreed to be Safeguarding Officer (NB DBS certification for JC and MC is required). Julia Harris expressed an interest in knowing more about the role of the secretary, and will meet with Steve B to learn more. Doug has a pack of trustee training material for when needed. It was stressed that all new trustees would have a dedicated mentor.

Action SP to arrange handover to DE & JR

Action SB to investigate DBS tasks & prices

Action SB & JH to discuss secretary role

d. Plans & Priorities:

i. Monthly Meetings

October meeting outcomes were discussed, including the existing situation regarding poor wifi strength in the hall. Some members connecting via Zoom could not hear AGM discussions, and requested copy of the draft minutes. Doug is experimenting with other options in case DTC are unable to make changes. Also consider options for reducing the number of connection wires needed. The Meetings Group will meet to review matters in detail. Doug requires more assistance for hall speaker meetings.

Action DE to use newsletter to request assistance

Action SB to circulate AGM Draft Minutes to all members, once reviewed

Action DE to set up Zoom meeting to plan Nov meeting. Attendees DE, MC, JC, JR (MC to ask Brian Healy to attend).

Some discussion about possibilities to delegate ownership of monthly meetings to non trustees. It was agreed to reinstate the tiered seating for November as a trial. Rows of chairs will be available in front of the tiered seating. These will be reserved for members unable to use the stairs and welcome/catering team members. December would be a drop in probably with tables.

Finance Sub-Committee have provisionally planned for increased number of speaker meetings, some using Zoom speakers to keep costs down. The Speaker Finder needs to be informed of plans so that speakers can be found.

Action CS to advise Committee of provisional plans so that Speaker Finder can be informed

Action SB to advise DTC re Civic Hall layout requirements for Nov and Dec

ii. Recruitment & Retention:

Phine highlighted the effectiveness of the summer promotions at The Barn and the library. 25 new members since April. Everyone agreed there was a need to maintain as high a profile as possible. Marion requested Phine to lead this team, creating a Terms of Reference (ToR) of what is needed / wanted; and looking for volunteers. Ideas for alternatives to monthly meetings in the Civic Hall were mentioned e.g, short map bowls, picnic in the (Graves) park. It was agreed that the R&R group would be given responsibility for Publicity.

ACTION JW to consider a ToR and then seek volunteers

TAT have produced a recruitment 'tool kit' which Phine has looked at. John suggested contacting local employers to offer a Redundancy & Retirement presentation / package. Steve P agreed to continue producing publicity material.

Action JR to share copy with JW

iii. Risk Assessments

TAT have produced an updated Risk Assessment sheet. Steve P will review and discuss with Rob Barron; then report back to Exec.

Action SP

Many DDU3A policies have been updated in the last 12 months, but some still require work. Notably Data Protection and Privacy. Doug will continue to look at, but not deemed urgent (unless something arises).

Action DE to continue looking at DDU3A policies

iv. Website

TAT continue to stress that the website software, Sitebuilder, will be phased out and replaced with Wordpress. Discussion centred around whether to take responsibility for our own website, probably using Google software. Steve P and John will investigate and report back.

Action SP & JR to review website design

v. Beacon

Marion highlighted that only she has the full knowledge amongst DDU3A members about how Beacon works, with Steve P and John holding some skills. The numbers need to be expanded to ease the burden of responsibility and reduce the risk of most knowledge being with one person. A record of how Beacon is used for DDU3A tasks and functions would be beneficial, but not a top priority

9. Groups Manager

A written report was provided. An attachment contained a summary of which groups met on which days. Placing this into the Newsletter would be a useful reminder for all members.

Action SP to send copy to Newsletter Editor

10. Special Agenda Items (SAIs)

None

11. Confirmation of Actions

The following actions will be added to the Action Log:

Continue to write draft changes to Constitution - 8a Sept 22
Provide Contact details for Gunstones & enquire
Arrange Dec drop in meeting, inc entertainment
Monitor T&V about need for printer
Arrange handover of Group Coordinator duties
Research DBS tasks & prices re Safety Officer duty
Discuss role of DDU3A secretary
Meetings team to plan Nov meeting
Circulate plans for speaker meetings so that Speaker Finder can be asked to find speakers
Request technical support for monthly meetings
Circulate Draft AGM minutes
Arrange for tiered seating for Nov meeting

Consider a ToR and request for volunteers for R&R
Resend Redundancy/Retirement initiative for consideration
Review updated TAT Risk Assessment with Rod Barron
Review DDU3A policies when time permits
Consider website redesign
Send copy of Groups Diary to Newsletter

12. Possible Items for next meeting

- a. Constitution Proposed Changes
- b. 2023/4 Financial Budget and Fees

14. Executive Articles for Newsletter

- a. Weekly Calendar of Groups activities
- b. Appointment of new Groups Managers, and Safeguarding Officer
- c. Request for volunteers to assist running monthly meetings and also supporting DE

15. Any Other Business

None

16. Date of Next Meeting

Monday November 21st at 09.30 (Venue tba)

Signed: ☒ Marion Clyde Chair, 21st Nov 2022