

Dronfield and District U3A
Executive Committee

Minutes of Executive Meeting held at 0930hrs on 23 January 2023 at the Civic Hall

Present Marion Clyde (MC) Chair
Chris Stone (CS)
Julia Harris (JH)
Phine Wright (PW)
Doug Emery (DE)
Audrey Garrett (AG)
June Christopher (JC)
Rod Brennan (RB)

Agenda Agenda for the meeting is attached

Item	Discussion	Action
2	No apologies for absence received	
3	No conflicts of interest declared	
4	No Special Agenda Items tabled for consideration	
5	Minutes of Executive Meeting held on 21 November 2022 proposed as a true record (CS) and seconded (DE). To be signed and published on Website	(MC)
6	No matters arising from minutes (5 above) not considered elsewhere	
7	Action Log considered and reviewed as follows; Website re-design under consideration , 27 closed Risk Assessments mainly complete so delete 25 and retain 18(DE) Retain 22 Volunteers still required retain 23 Job Descriptions started and on-going retain 31 Action Log to be up-dated as above	(MC)
8a	Chair questioned whether monthly attendance at meetings is sufficient while noting that "Accessibility" makes use of tiered seating difficult. Poor uptake of Zoom also noted but necessary to provide Inclusivity. Reduction in number of rooms for monthly meetings discussed Following discussion decided to investigate/ prepare a new Questionnaire to determine what Members want/ expect. New sub-committee formed for purpose Chair reported that Sheila Pyke has resigned as "Speaker Finder", formal thanks and appropriate gift (budget £30) to	(JH) (JH/CS AG/DE) (MC/CS)

8a, contd.	<p>be presented at Special General Meeting(SGM). Request to be placed in Newsletter for new volunteer.</p> <p>Chair reported that Website back working early December, but that "Site Builder" will soon cease to exist, however "Word Press" is a potential alternative being worked on by a team at present with view to migrate users of Site Builder. Reasonable timeline being reported and progress being monitored.</p> <p>Beacon training to be offered to new users</p> <p>Instruction document for Google Drive to be prepared.</p>	<p>(MC)</p> <p>(MC)</p> <p>(MC)</p>
8b	<p>Finances reported to be healthy. Also reported that Amazon Smile being withdrawn.</p> <p>Reported that DCC Grant has not been fully utilized, but that no relevant equipment required immediately. Passing consideration given to purchase of a projector, to be investigated</p> <p>Asset Register prepared but effective "booking system" to be instituted to ensure control of equipment.</p> <p>Budget has been thoroughly considered by Finance Sub-committee.</p> <p>Membership to be informed of subscription increase through SGM and Newsletter.</p> <p>TAT guidelines on "financial reserves" to be re-visited and reported.</p>	<p>(DE)</p> <p>(CS/DE)</p> <p>(CS)</p>
8c	<p>Members without e-mail require notification of SGM.</p> <p>Covering letter and Constitution to be printed and posted.</p> <p>New initiatives to stimulate existing/ attract new members.</p> <p>Accept difficulties in advertising so emphasis on generation of "word of mouth "recommendations via in-house events.</p> <p>Coffee and cake morning in April.</p> <p>Catering generally</p> <p>Ten-pin bowling</p> <p>Special events generally</p>	<p>(MC)</p> <p>(JH/PW/ CS/MC)</p>
8d	<p>Groups status update</p> <p>Art Appreciation urgently needs co-ordinator</p> <p>Discussion Group welcomed Lee Rowley MP to last meeting</p> <p>Monday Walking Group needs new co-ordinator.</p>	
8e	<p>Report that Royal Mail PO Box in Dronfield to close in March, but no confirmation yet. Our PO Box contract (£300/yr) extends till June. Situation being monitored</p> <p>Organisation of April Membership/ Renewals meeting required No on-line renewals provision at the meeting.</p> <p>Recruitment/ retention discussed again and local business HR Departments to be contacted re their future retirees.</p> <p>Consider use of Facebook</p>	<p>(PW)</p> <p>(PW/ALL)</p> <p>(PW)</p> <p>(ALL)</p>

9	No Special Items for consideration	
10	Action Log to be up-dated as above	(MC)
11	TAT Guidelines on Reserves	
12	New 2023/24 subscriptions proposed Speaker Finder required	
13	No items under Other Business	
14	Next meeting 0930hrs on 20 Feb 2023 at the Civic Centre	
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Signed: ☒ Marion Clyde, Chair, 20th February 2023

**Dronfield & District u3a Executive Committee AGENDA
Mon 23 Jan 2023 at 09:30 – Council Chambers, Civic Hall**

1. Welcome:
2. Apologies:
3. Declaration of any conflict of interest:
4. Special agenda items:
5. Approve minutes of the Executive meeting 21 Nov 2022
6. Matters arising from the minutes
 - a.
7. Action log **(ALL)** For review
8. Reports: Read only or Discussion:
 - a. Chair (MC)
 - i. Monthly Meetings – format
 - ii. Speaker Finder
 - iii. Website, Beacon & Google
 - b. Treasurer (CS)
 - i. Monthly Update
 - ii. Exec Meetings – Council Chambers or Peel Centre
 - iii. Asset Register
 - c. Secretary (JH)
 - i. Monthly Update,
 - ii. Notice of Special General Meeting – for approval
 - d. Groups Manager (DE)
 - i. Monthly Update

- e. Membership, Recruitment & Retention (JW)
 - i. Monthly Update inc PO Box to disappear?
 - f. Monthly Meeting Review inc DCC Project (DE)
9. Any Special items:
10. Confirmation of actions agreed today for inclusion on the Action Table
11. Confirmation about items for next meeting **(ALL)**
12. Topics for Executive article in newsletter **(ALL)**
13. Any other business
14. Date & time of next meeting: February 20th 2023 **Location To be agreed**