

Dronfield and District U3A  
Executive Committee

Minutes of Executive Meeting held at 0930hrs on 20 February 2023 at the Civic Hall

Present Marion Clyde (MC) Chair  
Chris Stone (CS)  
Julia Harris (JH)  
Phine Wright (PW)  
Steve Wood (SW)  
June Christopher (JC)  
Rod Brennan (RB)

Agenda Agenda for the meeting is attached

Item	Discussion	Action
2	Apologies received from Audrey Garrett (AG) and Doug Emery(DE)	
3	No conflicts of interest declared	
4	No Special Agenda Items tabled for consideration-see Item 9 below	
5	Minutes of Executive Meeting held on 23 January 2023 amended to record that Julia Harris and Rod Brennan were co-opted as trustees to act as Business Secretary and Minutes Secretary respectively. Amended also to record that an annual subscription for 2023/24 of £15 was approved. Subject to these changes the Minutes were proposed as a true record (CS) and seconded (JC) to be signed and published on web site	(MC)
6	No matters arising from minutes (5 above) not considered below	
7	Action Log considered and reviewed as follows; 18 Risk Assessments done but reset target to April 22 T&V printer procured issue closed 23 Set up 'Poster Team' on Beacon & can be closed 25 Closed last month will disappear Policies extend till September. 27/29 Closed 30 Done (aim of Charity Commission is to be able to communicate direct with Trustees) 32/33 Closed 34 Action Closed but further discussion required 35 Closed, now booked to November. 36 Closed 37 Duplicate 38 Closed now 39 extend to March 40 Closed 43/44 Closed 45 Close, wireless mic' and mixing console purchased. 46/47 Close, Gunstones offered refreshments for April Fair. 48 Closed 49 PO Box arrangements on-going, extend to March 50 Done	

	Action Log to be up-dated as above	(MC)
8a(i)	Structure of Beacon does not provide for pre-payment of subscriptions and accrual into appropriate financial year. Because of this accounting issue pre-payments will continue not to be accepted (- until such time as Beacon changes) Constitution provides for six week grace re late payment of subs. Associate Membership (see also 8cii) of adjacent U3A's has been investigated historically and issues of financial equity and insurance prevented progress. No substantive change but refer to New Committee for review in August	(CS) (PW/CS)
(ii)	Workload at present dictates that being a "Pioneer U3A" in the SiteWorks Project is not sensible	(JH)
(iii)	TAT Communications are numerous and difficult to filter effectively. Explanation of how members can register an interest in receiving communications to be published in Newsletter. No particular interest in attending TAT AGM expressed, but option to send representative considered.	(MC)
(iv)	Co-option of Trustees recorded in Minutes 23 Jan 2023 (See also (8eii).	
(v)	SGM Minutes prepared and agreed for presentation to General Meeting on 08 March 2023 for approval.	(JH/RB)
8b	Finances reported to be healthy. Also reported that Amazon Smile being withdrawn.	
(i)	TAT confirmed recommendation that 6months financial reserve be held by U3A's. Fixed vs variable costs to be considered in assessment	(CS)
(ii)	Asset Register, list & depreciation, now available. All potential "asset holders" to be asked for permission to forward their details to other holders for control/ tracking purposes.	(CS/DE)
8c(i)	December 2023 Exec meeting to be re-scheduled to 18 December. Also Sean Hadley hire added to April meeting	
(ii)	Confirmed that Exec happy to continue/ progress informal networking with Sheffield & Chesterfield etc. Re-stated however that guests limited to "3 visits" and must then join u3a to continue attending.	
(iii)	Groups co-ordinators being approached to get them on board with idea of "Groups Fair" on 12 April. Also June meeting to be Plant Sale/ Drop-in for chat, games, home baked cakes.	
8d(i)	Risk-assessment for fixed meetings venues is feasible but will be significant challenge for others e.g. Walking	
(ii)	In Case of Emergency while attending U3A function it was decided that ICE cards will be made available for members to carry. Samples to be investigated/ prepared	(PW)
8e(i)	Policies reviews on-going	(DE)
(ii)	Brief discussion re question of "Deputies", for Officers and various roles. Possibility of co-option also. Further consideration required	ALL
8f(i)	Reported three new members and further interest expressed	
(ii)	Recruitment and Retention initiatives progressing with info. postering and also tv screen at Peel Centre. Letter being prepared to local HR	(PW)

(iii)	organisations to inform leavers/ retirees of U3A existence. PO Box alternatives still being investigated. Bank relaxed as to potential alternatives.	(MC, JH, CS, PW)
8g(i)	Reported and approved that Lyn Wood will take over role of Speaker Finder from Sheila Pyke	(MC)
(ii)	Trial of "horseshoe style seating for March "hybrid" meeting approved	(JH)
9	No special items for consideration	
10	Actions identified above summarized by MC for inclusion in the Action Log where appropriate	(MC)
11	No discussion	
12	No discussion	
13	MC will be absent from March meeting, alternative Chair required	ALL
14	. Next meeting 0930hrs on 20 March 2023 at the Civic Centre	

**Signed: ☑ Doug Emery, Trustee, 20<sup>th</sup> March 2023**

**Dronfield & District u3a Executive Committee AGENDA  
Monday 20<sup>th</sup> February 2023 at 9:30am at Council Chamber, Civic Hall**

1. Welcome
2. Apologies: Audrey Garrett, Doug Emery
3. Declaration of any conflict of interest:
4. Special agenda items:
5. Approve minutes of the Executive Meeting 23<sup>rd</sup> January 2023
6. Matters arising from the minutes
7. Action log **(ALL)** For review
8. Reports: Read only or Discussion:
  - a. Chair (MC)
    - i. Renewals, Associate Membership for discussion, Beacon settings for approval
    - ii. Website: Do we want to be a Pioneer u3a for Siteworks Project?
    - iii. TAT; National Council/Conference, do we send TAT notices to all members?
    - iv. Co-option of 2 Trustees needs formalising. Do we want to seek more Trustees?
    - v. SGM and Constitution: finalise SGM record and agree Minutes
  - b. Treasurer (CS)
    - i. Monthly Update inc confirmation of TAT reserves recommendation, Interest Groups, Room hire, Phone line, T&V. All for info.
    - ii. Assets Register – Consent re accessing equipment for discussion.

- iii. Beacon & Reconciliation – for info.
- c. Secretary (JH)
  - i. Monthly Update – Agree date for December Exec Meeting if required
  - ii. Networking. Is the Committee happy to consider working with Sheffield/Chesterfield u3as?
  - iii. Event Coordinators Report; GC Coffee Morning, Groups Fair for info
- d. Groups Manager (DE)
  - i. Groups Status Update inc Risk Assessments & Relationships with venues for info.
  - ii. In Case of Emergency (ICE) cards: Should we actively encourage members to use ICE cards on external activities? For discussion
- e. Policies (DE)
  - i. Update inc Personal Data Management & Privacy Policies for info.
  - ii. Consider setting up deputy roles for key positions. For Discussion
- f. Membership, Recruitment & Retention (JW)
  - i. Membership Secretary Report for info.
  - ii. R&R Report for info.
  - iii. PO Box Update for info.
- g. Monthly Meeting Review inc
  - i. Approve Speaker Finder appointment. Consider future meetings, plans to brief new Speaker Finder (MC)
  - ii. To trial horseshoe style seating at March MM. For info (JH).
  - iii. Review of current arrangements for info (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: Monday 20<sup>th</sup> March 2023 at 9.30am – Civic Centre