

Dronfield and District U3A
Executive Committee

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

Present	Doug Emery (DE)	Chair for Meeting
	Chris Stone (CS)	
	Julia Harris (JH)	
	Phine Wright (PW)	
	Steve Wood (SW)	
	June Christopher (JC)	
	Audrey Garrett (AG)	
	Rod Brennan (RB)	
	Steve Bradbury (SB)	Visitor

Agenda Agenda for the meeting is attached

Item	Discussion	Action
2	Apologies received from Marion Clyde	
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 20 February 2023 are corrected to delete statement that PO Box arrangements have been terminated by DDu3a. The corrected Minutes were proposed as a true record (CS) and seconded (JH) to be signed and published on web site	(RB)
6	No matters arising from Minutes (5 above) that are not considered elsewhere in the Agenda below	
7	Action Log Update of Action Log discussed in detail and record attached as Appendix 1 to these Minutes.	(DE/RB)
8a	No report to consider	
8b	April Agenda to include Budget discussion Any outstanding expenses claims to be submitted before 26 March 2023 to enable processing before month end. Separate financial provision for “events”to be considered going forward	(CS)
8c	Reports submitted for prior consideration.	
8c(i)	Business Secretary Job Description submitted for consideration /comment	(JH)
8c(ii)	JH reported attendance at South Yorks Network Meeting in Barnsley. Network stated to be low key/ low cost with minor travel implications and the benefit of sharing good practice. After some discussion unanimous agreement that DDU3A will sign up to joining for 12 months and then review.	(JH)
8c(iii)	Approach from Dronfield Gala Organisers reported. Discussion agreed wish to be involved but some organization necessary	(PW)
8d	Report submitted for prior consideration.	
8d(i)	ICE Cards discussed and agreed to be beneficial. Approach Steve	

8d(ii)	Pyke to print 300 no. and to publicise their availability via Co-coordinators and at monthly meetings German group to start 1 April Line Dancing poor take-up, contact Sheffield to investigate interest /availability Investigate Table Tennis sharing also. No problem with Co-coordinators using other than Beacon payment control so long as agreed with Treasurer	(DE/) (DE/JH) (DE) (CS/DE)
8e(i)	Personal Data Management Policy will be re-written to read that transmission of Member data by e-mail shall only contain the Member's name, and no other personal data. Proposed JH, seconded PW and agreed unanimously that Policy be signed –off following minor re-write described above	(DE) (DE/JH)
8e(ii)	Privacy Policy presented for agreement Some brief discussion then proposed JH, seconded by SW and agreed unanimously that the Policy be signed off.	(DE/JH)
8f(i)	Minor movement in membership numbers reported, eight members resigning.	(PW)
8f(ii)	New DDU3A postal address (at the Peel Centre) has now been advertised Business cards need changing but leave at present because of uncertainty of "address" Posters to be renewed where necessary before Groups Fair	(CS/PW) (PW)
8g	See 9 below	(ALL)
9	Complaints received about seating plan at March meeting, agreement that there is no ideal solution but will try tables perpendicular to stage at May meeting. Issue with mic's to be addressed at May meeting Special Groups Event layout for April meeting Speaker-Finder to be encouraged to find/ use people within the U3A to share their knowledge/ experiences. Recycling of cups etc. at monthly meetings to be referred to Climate Change Group Noted that, following recent SGM, more members can now be co-opted onto the Exec without needing to be a Trustee and personal recommendation seen as an important route for recruitment. Trustee Role job description to be considered at April meeting Important also that people already on Exec organize deputies among themselves for Officer roles. Noted that any sub-committees formed can make recommendations but that decision making rests with the Exec.	(JH) (DE) (JH) (DE) (PW) (ALL) (ALL)
10	See Appendix 1 below	
11	Items for consideration at next meeting to include; Budget Trustee Role Overlap Events/ Publicity Dronfield Gala	
12	Suggested inclusion in Newsletter to include; Annual achievements Hybrid Meetings New Groups Walking Group Committee	

13	There were no “other business” items requested.	
14	Next meeting 0930hrs on 24 April 2023 at the Peel Centre, Dr Fletcher Room	

Signed: ☒ Doug Emery, Groups Manager, 24th April 2023

APPENDIX 1

Dronfield & District u3a Executive Committee AGENDA Monday 20th March 2023 at 9:30am at Council Chamber, Civic Hall

1. Welcome
2. Apologies: Marion Clyde
3. Declaration of any conflict of interest:
4. Special agenda items:
5. Approve minutes of the Executive Meeting 20th February 2023
6. Matters arising from the minutes
7. Action log **(ALL)** For review
8. Reports: Read only or for Discussion:
 - a. Chair (MC)
 - i. None submitted
 - b. Treasurer (CS)
 - i. Beacon Statement & March Reconciliation – For info
 - ii. Treasurer's Report – for info.
 - c. Secretary (JH)
 - i. Monthly Update inc Room Hire, SGM, Secretary Job Description – For info
 - ii. New Network – Do we want to belong?
 - iii. Dronfield Gala – Do we want to participate?
 - d. Groups Manager (DE)
 - i. Monthly Report inc use of ICE cards – will Exec agree to fund cards?
 - ii. Monthly Meetings – For info
 - e. Policies (DE)
 - i. Personal Data Management Policy (final draft) – For agreement
 - ii. Privacy Policy (final draft) – For agreement
 - f. Membership, Recruitment & Retention (JW)
 - i. Membership Secretary Report - For info
 - ii. R&R Report - For info.
 - g. Monthly Meeting Review (ALL)
 - i. Seating arrangement – For discussion
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 24th April 2023 at 9.30am – **Dr Fletcher
Room at The Peel Centre**