

**Dronfield and District U3A
Executive Committee**

Minutes of Executive Meeting held at 0930hrs on 22 May 2023 at the Peel Centre

Approved: 26th June 2023

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

Agenda Agenda for the meeting is attached

Item	Discussion	Action
1	Marion Clyde welcomed all members to the meeting	
2	Apology for non-attendance received from Doug Emery (DE)	
3	Potential conflicts of interest declared by (AG) re Agenda Item 8.d.ii	
4	A Special Agenda Item re Gift Aid was requested by (PW). Agreed to discuss under Agenda Item 9 below	(MC)
5	Minutes of Executive Meeting held on 24 April 2023 were corrected for two typographical errors then Proposed (CS), seconded (JH) and accepted as a true record.	(RB)
6	TAT Grant re Gala exhibition applied for, response awaited. "Speaker" bookings changed as discussed. HMRG Charity Commission subsequently accepted all documentation and procedures re Constitution changes. No further DDU3a action required. Margaret Holliday has been presented with Gift Voucher	(CS) (CS) (MC) (CS)
7	Action Log Update of the presented Action Log, prepared after the April Meeting, was discussed and changes recorded as follows. 78 Update on Groups- see Agenda Item 8.d.i Close 77 On-line Joining Keep Open 76 Personal Data Management Close 72 Postal Address- see 49 below Close 71 Liaise Sheffield u3a Close 70 ICE Cards July 55 Trustee recruitment Ongoing 52 Associate Membership Oct 49 Postal Issues retain and delete 72 July 41 Google Drive July 31 Beacon & Webmaster jobs descriptions July 26 Policies Review retain Sept 18 RA's move to MasterDocs -temporarily Close	

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8a	<p>No Chair Report circulated.</p> <p>Chair reported extreme time pressures and need to shed some involvement / responsibility in DDU3a. Expertise indicates that (MC) roles with respect to Beacon and Webmaster are particularly important and role of Chair is perhaps that to be given up.</p> <p>Situation led to general discussion of options and interest in taking over role of Chair expressed by (JH).</p> <p>Decision on way forward deferred to June Exec meeting</p>	ALL
8.b.i	<p>Treasurer Reports submitted for information/ discussion.</p> <p>Pointed out that Finance Sub-Committee had considered the level of "Reserves" to be held by DDU3a and, while noting TAT recommendation of "6 months reserves" thought a sum approaching 12 months to be more appropriate. This included consideration of renewals un-certainty as well as a cushion against potential HMRC issues.</p> <p>(MC) queried the basis of the calculation, that appeared to be based on variable, or cancellable, costs and not fixed, or unavoidable costs.</p> <p>(CS) undertook to re-address the appropriate level of Reserve to ensure the continuing success of the DDU3a.</p> <p>PayPal issues appear to have been resolved- until the next time?</p>	(CS/Finance Sub)
8.b.ii	Beacon Statement taken as read	
8.b.iii	<p>Situation has arisen where the spouse of a member has developed dementia and cannot be left alone at home while the member enjoys benefits of the u3a but is able to accompany the member even though unable to engage in the u3a activity. The member has asked whether free membership for the spouse is available in these circumstances. (It being the case that a "Carer" is welcomed free to u3a activities).</p> <p>After brief discussion it was agreed that an Honorary Membership category be created, to be available in such limited circumstance as described, and membership documentation will be amended accordingly.</p> <p>A limited number of people receive a hard copy of the Newsletter and it was noted that printing and mailing can exceed the annual subscription. It was decided to continue, but with volunteers delivering and set up Beacon Group accordingly.</p>	<p>(MC/PW)</p> <p>(MC)</p>

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8c	Secretary's Report submitted for prior consideration. Reported that room booked in Peel Centre for "Thank You" buffet for Groups Co-Coordinator on 4 October	(JH)
8.c.i	Verbal report that SYNet Membership unlikely to benefit DDU3a and agreed that we withdraw from any formal relationship but maintain good relations.	(JH)
8.c.ii	AGM Deadlines set as; AGM pre-notification 25 August Officer Reports (in Arial2 Arial 11 typeface) to be prepared for circulation end July Reports to cover 22/23, but some flexibility. Need set-up for on-line voting.	(MC/JH)
8.c.iii	Taster events generally proving successful. Gala organisation almost complete. "New Members" meeting to be organized 14 June, 1110-1200hrs, but with larger event to be organized in November.	(JH)
8d	Groups Manager's Report taken as read. Noted that Job Description requiring more detail.	
8.d.i	Full Groups is an issue there now being 20 inaccessible groups and not much evidence of a willingness for splinter coordinators to come forward. Further issues brought forward concerning non-member attendance at Groups. Particular problem with "Sunday Lunch Group" and feed back to coordinator to be arranged as well as Group being cancelled from web-site and Beacon. Similar Issue with "Games and Pastimes" <u>Scrabble and Canasta</u> that is not run under auspices of DDU3a but is advertised as available. Such advertising has to stop because of restrictions imposed by Charitable Status and also non-members attending.	(PW) (MC) (MC)
8.d.ii	(AG) left the meeting for duration of discussion of this item. Because of technical problems associated with broadcast acoustics at Hybrid Meetings it has been suggested that some outside expertise be bought-in to resolve the problems. Discussion indicated that the cause of the problems is not known for certain and without a definite brief it will be difficult to obtain a firm quotation for the work. Decided to delay decision until (DE) is available in person to fully brief members. in person.	(MC)
8.e	Safeguarding Policy Personal Data Protection and Safeguarding Policies and Incident Report Form adoption proposed by (PW) and seconded by (CS) with all in favour.	(MC)

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8.f.i	Membership figures reported verbally as at the due latest date, 20th May, for renewing memberships into 2023/24. Fully paid-up members 287 (nb 330 310 paid-up members at 31 March 2023) (PW) has promise of 5 new applications in the post. (CS) budgeted for 310 members.	
8.f.ii	Need to establish whether full Groups are limiting new membership applications. R&R issues include publicity and reported that Steve Bradbury is managing preparation of Dronfield Eye Article with target date August for September publication (note Dronfield Eye has editorial control). Steve Pyke has been asked to design a new Banner- for Gala and monthly meetings.	(MC/ ALL) (PW) (PW/ALL)
9	Queried whether single tick on annual membership application is sufficient to confirm applicant's Gift Aid wishes. (MC) believes yes and Beacon doc to be amended accordingly.	(PW) (MC)
10	The following items to be entered on Action Log e-mail Peel Centre re Postal Arrangements Dronfield Eye Publicity article Finance Committee consider Reserves reqd. Hybrid /Zoom meetings Groups availability and membership AGM Reports by end July SYNetwork resignation Amend Groups Status where necessary Telephone operation Cups Recycling	
11	No specific items tabled for consideration at the June Exec Meeting	
12	No particular subject proposed for newsletter	
13	A number of items were raised under AOB Postal arrangement with Peel Centre not working satisfactorily. Suggest we ask for code to post box to retrieve mail regularly and suggest a second "dedicated person" to do this be agreed. (JC) volunteered. Post arrangements need formal confirmation before any official change of address is affected. Question raised re use of official telephone and mode of operation. Should be 5 forwarding attempts to pre-defined numbers and then a message service. Arrangement to be checked out. Although fully recyclable cups used at monthly meetings have been disposed of. All used cups to be returned to kitchen and rota established for collection/ recycling.	(PW/MC) (MC/PW) (JH)
14	Next meeting 0930hrs on Monday 26 June 2023 at the Peel Centre, Dr Fletcher Room.	

Signed: ☒ Marion Clyde, Chair, 26th June 2023

Dronfield & District u3a Executive Committee AGENDA
Monday 22nd May 2023 at 9:30am, Dr Fletcher Room, Peel Centre

1. Welcome
2. Apologies: Doug Emery
3. Declaration of any conflict of interest
4. Special agenda items
5. Approve minutes of the Executive Meeting: 24th April 2023
6. Matters arising from the minutes
7. Action log **(ALL)** For review
8. Reports:
 - a. Chair (MC)
 - i. Chair's Report – to follow
 - b. Treasurer (CS)
 - i. Treasurer's Report – for info
 - ii. Beacon Statement – for info
 - iii. Appendix: Honorary Membership, Non-email Newsletter delivery – for discussion
 - c. Secretary (JH)
 - i. Secretary Report – SYNet membership – for discussion
 - ii. AGM deadlines - for agreement, TAT info on running AGMs - for info
 - iii. Event Coordinator's Report – for info
 - d. Groups Manager (DE)
 - i. Full Groups – for discussion
 - ii. Hybrid Meetings - for discussion
 - e. Policies (MC)
 - i. Safeguarding & Incident Report Form – both for approval
 - f. Membership, Recruitment & Retention (JW)
 - i. Membership Secretary Report inc R&R – for brief discussion
9. Any Special items:
10. Confirmation of actions agreed today for inclusion on the Action Log
11. Confirmation about items for next meeting **(ALL)**
12. Topics for Executive article in newsletter **(ALL)**
13. Any other business:
 - a. Various Concerns for discussion – see att doc (JW)
14. Next meeting: **Monday 26th June 2023** at 9.30am, Dr Fletcher Room, Peel Centre