

**Dronfield and District U3A
Executive Committee**

Minutes of Executive Meeting held at 0930hrs on 26th June 2023 at the Peel Centre

DRAFT 2 Approved 24 July 2023

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

Observers: Karen Grad, Tricia Whiting

Agenda The Agenda for the meeting is attached

Item	Discussion	Action
1	Marion Clyde welcomed all members and observers to the meeting. Members introduced themselves to the observers.	
2	Apologies were received from Steve Wood (SW) and Rod Brennan (RB)	
3	Marion Clyde and Julia Harris declared interests in the role of Chair, to be discussed as part of Item 6 Matters Arising from the Minutes.	
4	No Special Agenda Items were requested	
5	<p>Approve minutes of the Executive Committee Meeting held on Monday 22nd May.</p> <p>The minutes were approved (proposed CS, seconded DE) subject to the following corrections being applied:</p> <p>Item 6 - HMRC to be changed to the <i>Charity Commission</i> Item 8c.ii - Font Arial2 to be changed to <i>Arial 11</i> Item 8d.i - Games and Pastimes to be changed to <i>Scrabble and Canasta</i> Item 8f.i – 330 paid-up members to be changed to <i>310 paid-up members</i> Item 9 – Reference to applicant's wishes to be changed to <u>applicant's</u> wishes regarding <i>Gift Aid donation</i>.</p> <p>MC to publish on the website, with deletions shown as striketrough and additions in <i>bold, underline</i> text</p>	MC

Item	Discussion	Action
6	<p>Matters Arising from the Minutes</p> <p>8.a MC and JH withdrew from the meeting whilst remaining members discussed MC's request to stand down as Chair and JH's offer to take on the role of Acting Chair. It was agreed that this should happen with immediate effect. MC will retain her responsibilities as Beacon System Administrator and Website Editor and JH will continue as Secretary. MC and JH to arrange a handover. MC to inform members via an article in the newsletter. The Committee will review this arrangement again at its July meeting.</p> <p>8.b.iii Printed newsletters for non-email members. Arrangements have been put in place as agreed at the May meeting but neither MC nor JH will be available to print/deliver newsletters in July. PW will organise instead.</p>	<p>MC/JH MC JH</p> <p>PW</p>
7	<p>Action Log Review</p> <p>26 Review DDU3a policies when time permits. Move to Oct 2023 when the new committee has been elected.</p> <p>31 Draft job functions for Beacon Systems Administrator and Website Editor. Role descriptions now available. To be reviewed in July.</p> <p>55 Identify members who might consider being co-opted as Trustees. Close – it is a permanent task.</p> <p>70 ICE Card Dissemination. Close. Cards will continue to be available at monthly meetings.</p> <p>71 Liaison with Sheffield u3a regarding joint activities. Close</p> <p>72 DDU3a Postal address – leave open. Arrangements with Peel Centre to be reviewed in Sep 2023.</p> <p>84 Recent members meeting. Close</p> <p>86 Sunday Lunch Group to cease. Close</p> <p>88 Leave open. DE to investigate costs of getting external professional advice for Zoom meetings.</p> <p>89 Upload Safeguarding and Personal Data Protection policies and Incident Report form to website and shared document drive. Close</p> <p>90 Establish if full groups are limiting new membership applications. No way of doing this. Close.</p> <p>92 Steve Pyke to be asked to produce new banners. New banners were used at the Dronfield Gala. Close.</p> <p>93. Application forms to be reviewed for Gift Aid declaration requirements. Close. This is part of Action 77 Online Joining.</p> <p>94 Email Peel Centre trustees re access to mail box. Close. Access was declined.</p> <p>95 Virtual phone. Leave open MC now has control of the account. Payment still needs to be transferred to DDU3a's debit card.</p> <p>96 Seek volunteers for recycling paper cups. Close.</p> <p>MC to update the Action Log</p>	<p>MC</p>

Item	Discussion	Action
8a	Chair's Report	
8a.ii	Incident Reports It was agreed that the current paper based Incident Report Form is inadequate. MC to produce an online form for Incident Reporting. Once approved, to send to coordinators with a reminder that Risk Assessments are mandatory and need to be regularly reviewed.	MC
8a.iii	Website Redevelopment The u3a still needs volunteers for help with the website redevelopment. MC to write article for August newsletter.	MC
8a.iv	TAT AGM The Committee reviewed the two resolutions proposed by u3as for consideration at TAT's AGM. One proposed devolving greater authority to regional networks and the other setting a target of achieving 500,000 u3a members nationally. It was agreed that neither were of great relevance to DDU3a and that we should not submit any amendments to them.	
8b	Treasurer's Report	
8b.i	Cheque signatories for the bank and PayPal accounts have still not been changed. SB needs to be removed and JH added. CS to find out what is needed for the bank account and report back in July. PayPal account to be left until the new committee is appointed in October.	CS
8b.i	Speakers are currently booked until May 2024. LW, the Speaker Finder would like to start booking for the 2024-2025 financial year. It was agreed to allocate a provisional budget of £760 for speakers in 2024-2025 financial year, the same as this year. This may be amended when the budget is reviewed by the new committee after October. Speakers will be required for 7 meetings in 2024: January, February, March and May (all already booked) and July, September and November. CS to report back to LW.	CS

Item	Discussion	Action
8c	<p>Secretary's Report</p> <p>Nothing to report (TAT AGM resolutions covered in Chair's report)</p> <p>Event Coordinator's Report</p> <p>Taster sessions have resulted two new groups: Outdoor Bowling and Croquet. Coordinators have been identified. JH to update the information about the groups on Beacon and to supply names/email addresses of coordinators to MC so that the Beacon Officers List and website can be updated.</p> <p>MC to update the website and Beacon, create Beacon user accounts for any new coordinators and @dronfieldu3a email addresses if required.</p>	<p>JH</p> <p>MC</p>
8c.ii	<p>The Committee approved the 1960s Music group's plans for a 60s music night to be held in October. Tickets will be sold at u3a monthly meetings to cover costs and any surplus used by the group for running costs or donated to DDU3a general fund. JH to report back to the group coordinators and remind them that a Risk Assessment will be needed for the event.</p>	JH
8d	<p>Group Manager's Report</p> <p>Scrabble and Canasta Group (action no 87).</p> <p>It has not yet been possible to speak with the Scrabble and Canasta coordinator about non-members attending the group's meeting. The u3a group meets in the same location and at the same time as another, non-u3a, games group and the two groups often mix together. DE to try to arrange a meeting with the coordinator to discuss possible solutions but it is expected that the most likely outcome will be that the u3a group will close.</p> <p>Strollers Group</p> <p>The new sub-group of the walking group has been very successful with group members keen to participate. The group will continue until mid-July, with two more walks planned. After that DE hopes to find a volunteer to take over coordination of the group.</p>	DE
8d.ii	<p>Zoom/Hybrid Meetings (Action 88)</p> <p>The problems delivering hybrid meetings were reviewed again, following the paper submitted by DE in May. It was agreed, as had been suggested, that DE should get quotes from external suppliers for some professional help to try to identify whether the problem is the equipment in the Civic Hall, the additional equipment we use, or the way in which we use it. DE to report back in July.</p> <p>It was also agreed that:</p> <ul style="list-style-type: none"> - given the falling numbers of members joining meetings online, hybrid meetings will only be held in November, January and February, ie during the winter months. This would give us time to resolve the technical issues. - The AGM in October will be an in-person only meeting, not a hybrid one. Votes on any resolutions will therefore be taken by a show of hands at the meeting not online in advance of the meeting. 	<p>DE</p> <p>????</p>

Item	Discussion	Action
8d.iii	<p>Trips and Visits</p> <p>The planned trip to Blackpool, had to be cancelled, though lack of ticket sales. Other trips are just about breaking even. DE suggested that more could be done to promote the trips, either through the newsletter or by emailing members. MC confirmed that T&V coordinators have the necessary Beacon permissions to email all members but may need help to doing it. DE to speak to the coordinators.</p>	DE
8e.i	<p>Membership Secretary's Report</p> <p>Postal Address (Actions 72 and 94) – The Peel Centre trustees had declined to give the u3a direct access to the post box, preferring to use one of their own trustees to collect and deliver mail to PW. Very little post is now being received, but this is normal outside of the renewals period. It was agreed that we should continue using the Peel Centre and to renew the arrangements in Sep as originally planned. Action 72 to remain outstanding. Action 94 (request direct access to the post box) to be closed.</p> <p>PW has submitted A newsletter article seeking new membership secretary. She is willing to continue after October but will have to stand down in Oct 2024 and would like to start training someone for the role.</p>	<p>PW/MC</p> <p>PW</p>
8e	<p>Recruitment and Retention Report</p> <p>Welcome Team - the membership, purpose and responsibilities of the Welcome Team need to be clarified. PW to discuss with the coordinator and team members.</p> <p>New members - it was agreed that new members' names could not be published in the newsletter without their permission. Doubts were also expressed about what value this would add to the new members themselves.</p> <p>Posters – there is no reason why posters should not mention speakers. It is no different to advertising the speakers on public Facebook forums, which is already being done.</p> <p>Business Cards - it was agreed that the obsolete business cards, with the old PO Box address, will not be used or reprinted. No decision about using bookmarks as replacements will be taken until after a permanent decision has been made on the u3a's postal address.</p> <p>Surveying Non-renewals – doubts were raised about whether this would actually be of value. But if it is done, it should be immediately after the end of renewals and should not include ex-members who have already given explanations of why they have chosen not to renew.</p>	PW
9	<p>Special Items</p> <p>None raised.</p>	

Item	Discussion	Action
10	Confirmation of items agreed for inclusion in the Action Log All present to review the updated log and identify any omissions/errors.	ALL
11	Confirmation about items for next meeting AGM Finance sub-committee report Acting Chair/Secretary Role	
12	Topics for Executive article in newsletter No time to discuss – see the individual actions in these minutes	
13	Any other business None	
14	Next meeting Monday 24th July 2023 at 9.30am Dr Fletcher Room, Peel Centre	

Signed: ☒ Marion Clyde, Chair, 24th July 2023

Dronfield & District u3a Executive Committee AGENDA

Monday 26th June 2023 at 9:30am, Dr Fletcher Room, Peel Centre

1. Welcome - Tricia Whiting & Karen Grad (Observers)
2. Apologies: Rod Brennan
3. Declaration of any conflict of interest
4. Special agenda items for inclusion in Item 9
5. Approve minutes of the Executive Meeting: 22nd May 2023
6. Matters arising from the minutes – including role of Chair
7. Action log **(ALL)** For review
8. Reports:
 - a. Chair (MC)
 - i. Chair's Report & Action Log – to follow
 - ii. Incident Reporting
 - iii. Website Redevelopment plans
 - iv. Resolutions for TAT's AGM
 - b. Treasurer (CS)
 - i. Treasurer's Report – for info
 - ii. Beacon Statement – for info
 - c. Secretary (JH)
 - i. Secretary Report – for info
 - ii. Event Coordinator's Report – 60s Music Night – for agreement
 - d. Groups Manager (DE)
 - i. Group Managers Report – for info
 - ii. Hybrid Meetings - for discussion
 - iii. Trips & Visits – for discussion
 - e. Membership, Recruitment & Retention (JW)
 - i. Membership Secretary Report – for info
 - ii. R&R Report – to follow - for 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:
14. Next meeting: **Monday 24th July 2023** at 9.30am, Dr Fletcher Room, Peel Centre