

Minutes of Executive Meeting held at 0930hrs on 24 July 2023 at the Peel Centre

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)

Observing Karen Grad
Tina Teather

Attending Steve Bradbury (SB), Finance Sub-Committee

Agenda Agenda for the meeting is attached

Item	Discussion	Action
1	Unexpected road closures delayed the arrival of Marion Clyde so Julia Harris welcomed all to the meeting and introduced the Observers and temporarily took the Chair	
2	Apology for non-attendance received from Doug Emery (DE) and previous Observer Tricia Whiting	
3	No conflict of interest reported	
4	No Special Agenda Item requested prior to arrival of MC but then topic introduced at Item 9 below and discussion agreed	(MC)
5	Minutes of Executive Meeting held on 26 June 2023 were corrected for a typographical error then Proposed (CS), Seconded (JH) and accepted as a true record. MC took the Chair	(RB to MC)
6	No matters arising	
7	Action Log Discussion in particular about "Job Descriptions" and agreed that some more work required. Agreed JH to publicise Job requirements in the Newsletter Structure/ management of "Welcome Group" have been subject of particular discussion with interested parties and JH confident all under control. Discussion and up-date of Action Log recorded by MC and is attached to the Minutes	(JH) (MC-RB)
8(a)i	MC reported that a meeting to taken place with JH to discuss proposed handover of responsibilities as previously agreed. This will happen at the beginning of September. Chair re-iterated that our current web site will disappear before the end of 2024 and no volunteers have yet come forward to manage the changes. MC will be available to manage/ assist through to necessary conversion. Chair reported that all the old ".ddu3a" e-mails will be deleted by Google.	(MC/JH) (MC)

	Chair also reported that Derbyshire CC has asked for an up-date on our use of allocated grant funding	(CS)
8(a)ii	There be no unusual items of business proposed, then "Standard Resolutions" only will be required at the AGM On-Line and Postal Voting only to be adopted at the AGM	(JH) (JH)
8(a)iii	Proposed CS and Seconded JH that Steve Bradbury be appointed Auditor for year 2023/24, carried unanimously	(JH/SB)
8(b)i	Treasurer Reports circulated for information/ discussion. Pointed out that income for the first Quarter at £4736 is just ahead of budget, although noted that membership is 8 fewer than target, while Spend in the same period is slightly down on budget. Going forward this should reduce the annual deficit budget. Some discussion re cost/ quality of Speakers and how attractive to membership. Noted that budget can be adjusted if necessary and Treasurer to discuss with Speaker Finder.	(CS)
8(b)ii	Audited Accounts 2022/23 taken as read	
8(b)iii	Report prepared by Finance Sub Committee, on rationale in suggesting a level of Reserves within the Accounts, circulated for information and the subject of some discussion. Eventually proposed by MC that Sub- committee recommendations be adopted and put to a vote. Motion carried, 8 For with 1 Against. It was also suggested by Sub-Committee that Annual Subscriptions do not change in 2023/24, (in recognising that TAT levy will remain unchanged until 2026). This suggestion to be noted and made available to the new Committee after the AGM.	(CS) (CS/JH)
8(c)i	RUG (Really Useful Group) discussed as a source of helpers who cannot volunteer regular commitment but would be willing to assist when able. Agreed that it can be created as a "Hidden Group" on Beacon, Group Co-Coordinator JH, that will not be accessible to the membership at large. Confirmed that invites to "Thank You" Buffet to be limited to 2022/23 Helpers.	(JH/MC) (JH)
8(d)i	Groups Manager's Report taken as read.	
8(d)ii	Extended discussion re suggestion that specialist technical advice need be sought to manage Hybrid Meetings in the Civic Hall. It is accepted that assistance will be required but noted that sound equipment belongs to Town Council, but that they appear to have assigned responsibility to John Pashley (of Dronfield Players?) who resists changes to sound settings. There appears to be some breakdown in communications that should be resolved, and the issues defined, before we commission any investigation/ works to be carried out. Chair will mail DE and inform Also MC informed that new Beacon Training days are to be offered for Groups Co-coordinators	(MC) (MC)
8(e)i	Agreed to participate in the "Dronfield Together" event to take place at the Baptist Church in October. Attendance to build on the success of our presence at the Dronfield Gala.	(PW)
8(e)ii	Agreed to proceed with the Dronfield Eye article as suggested, including mention of "annual fee £15" while recognising that the publisher has Editorial control.	(SB)
8(e)iii	Agreed that advertising for Exam Invigilators is outwith the scope of the U3A and Henry Fanshawe School to be informed	(PW)
8(e)iv	Agreed that a brief talk about U3A can be presented to WI "Drone Roses". Suggested by JH that a 'standard talk' be prepared for such	(PW)

	purposes.	
9	Chair received approach from Sylvia Hale, Arnold U3A, Nottingham enquiring whether we are interested in Network Co-operation. Based on recent experiences we will decline the approach.	(MC)
10	Action Log up-date circulated separately for information/ comment	(MC)
11	Need to approve AGM Pre-Notification, to be posted 21 August. Discuss how to approve AGM Report	(JH) (JH)
12	Call for RUG Volunteers in Newsletter Inform Members of prospective "Dronfield Eye" article	(JH) (JH)
13	No Other Business	
14	Next meeting 0930hrs on Monday 21 August 2023 at the Peel Centre, Dr Fletcher Room D Emery to take the Chair	

Signed: ☒ Doug Emery, Trustee, 21st August 2023

Dronfield & District u3a Executive Committee AGENDA
Monday 24th July 2023 at 9:30am, Dr Fletcher Room, Peel Centre

1. Welcome: Karen Grad, Tina Tether (*Observers*) Steve Bradbury (*Finance Sub Ctte*)
2. Apologies: Doug Emery, Tricia Whiting (previous Observer)
3. Declaration of any conflict of interest
4. Special agenda items for inclusion in Item 9
5. Approve minutes of the Executive Meeting: 26th June 2023
6. Matters arising from the minutes – if not covered elsewhere on Agenda
7. Action log **(ALL)** For review
8. Reports:
 - a. Chair (MC)
 - i. Chair's Report inc Beacon & Website updates – for info
 - ii. AGM – Resolutions - anything other than standard resolutions needed? Online/in-person/postal voting? Reports deadline 31/7
 - iii. Auditor – Who to audit accounts next year? Need to advise members
 - b. Treasurer (CS)
 - i. Treasurer's Report, Beacon Statement, Quarterly Summary – for info
 - ii. Audited Accounts 2022/2023 – for approval
 - iii. Finance Sub Committee: Reserves – for approval/discussion
 - c. Secretary (JH)
 - i. Secretary & Event Coordinator's Reports – for info. *RUG* for agreement
 - d. Groups Manager (DE)
 - i. Group Managers Report – for info
 - ii. Specialist Advice for Hybrid Meetings – attached docs for comment
 - e. Membership, Publicity (PW)
 - i. Membership & Publicity – for info
 - ii. Dronfield Eye article for final approval (SB)
 - iii. Henry Fanshaw Invigilator request – for discussion (JH)
 - iv. Short talk to Drone Roses WI – for brief discussion (JH)
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 21st August 2023** at 9.30am, Dr Fletcher Room, Peel Centre