

Minutes of Executive Meeting held at 0930hrs on 21 August 2023 at the Peel Centre

Present      Doug Emery (DE) Chair  
                 Chris Stone (CS)  
                 Marion Clyde (MC)  
                 Phine Wright (PW)  
                 Steve Wood (SW)  
                 June Christopher (JC)  
                 Audrey Garrett (AG)  
                 Karen Grad (KG)  
                 Rod Brennan (RB)  
Observing    George Lee  
Attending    Steve Bradbury (SB), Secretary Mentor

Agenda      Agenda for the meeting is attached

Item	Discussion	Action
1	Chair introduced George Lee and welcomed him to the meeting. In order to formalize meeting arrangements two motions were considered.  (i) Proposed (AG), seconded (JC) "That (KG) be co-opted as Secretary of the ddu3a"- carried unanimously (ii) Proposed (AG), seconded (JC) "That (JH) take over the role of Chair of the ddu3a" – carried unanimously	
2	Apology for non-attendance received from Julia Harris (JH)	
3	No conflict of interest reported	
4	Two items introduced. Firstly a proposed change to the format of the Action Log will be considered under Item 7. Secondly a "Systems Admin Report will be considered as Item 8f.	(MC)
5	Minutes of Executive Meeting held on 24 July 2023 were corrected for a typographical error then Proposed (SW), Seconded (CS) and accepted as a true record (Draft 4)	(RB to KG/MC)
6	No matters arising	
7	Action Log The following items are done and closed; 121, 120, 118, 115, 114, 113, 112, 110, 109, 108, 107*, 106 *to be replaced with new action, (DE) to liaise with Chair Item 119 retain open until 12/23	(DE)

	Items 117, 116, 111 retain open until 10/23  Proposed new format to Spreadsheet accepted unanimously	(SW)
8(a)i	Chair Report received and noted, in particular “appointment of Acting Sec” and see Item 1 above	
8(a)ii	Status of Risk Assessments, with particular reference to Fire and First Aid, discussed in respect of hired premises (Civic Hall/ Peel Centre) Existing Risk Assessment to be located/ circulated for info. (KG) reported that Civic require definition of “Responsible Person”, response to be “Chair of the Meeting” Recognised that more First-Aid cover is required and (KG) to prepare note for Newsletter and Monthly Meeting asking for volunteers, preferably with experience. Risk Assessment Action Log entry to be included for 09/23 (MC) reported priorities for next two months as “AGM Report” and “On-line Joining” (Action 77) and then “Accident Report Form” (Action 97) should be changed from August to October	(MC) (KG) (KG) (DE/Chair) (MC)
8(a)iii	Issue raised by some members that Dronfield Eye appears to carry free features, is this approach appropriate to ddu3a. Does Dave Berry talk 02/24 provide such opportunity? Can we track how advertising impacts on membership numbers. To determine where new members found out about the ddu3a, questions will be added to the Application Form as part of the On-line Joining (Action 77) that should be changed from August to October	(PW/SB)  (MC)
8(a)iv	Event coordinator report noted. Questioned whether advertising of “taster sessions” is sufficient. Goes to existing membership but needs to go on web-page etc. to stimulate new membership interest. All info on new taster sessions etc. to be forwarded to (MC) to go on-line. Do new members receive a list of activities available? Decision made not to participate in “U3A Week”	
8(b)i	Reported that finances are healthy. Question raised as to whether ddu3a should contribute to cost of “taster sessions”. Decided that, to conform to established practice, members should meet costs of taster and ddu3a subsidise “first meeting” if new group is established. Noted that three members might be interested in filling the position of Treasurer, or in support of the Treasurer role, post AGM, will be invited to next Exec meeting, and also Finance Sub meeting 28/09. Associate Membership discussed but referred to Finance Sub for detailed appraisal and report.	(CS)  (CS) (CS/SB)

8(c)i	Bookings at Civic Hall for monthly meetings 2024 will now be confirmed by e-mail. Bookings at Peel Centre for Exec meetings cannot be confirmed until new committee is elected at AGM AGM pre-notification to be sent out 25 August	(KG)  (KG)
8(d)i	Groups Manager's Report taken as read. For discussion re Risk Assessment and First Aid see Item 8(a)ii above. No new policies in course of preparation that require work but review of Charity Policy required. Risk Assessments completed for all Groups New Groups Manager required at AGM	(DE)  (KG)
8(d)ii	Reported that monthly meeting attendance levels are reasonable and holding at about 60 members. Catering "team" being re-structured to try and spread workload. Solution to Civic Hall technical issues is progressing slowly.	(DE/Chair) (DE)
8(d)iii	Taster Sessions and New Groups discussed at Item 8(a)iv above	
8(d)iv	Formal AGM business will be completed quickly. Speaker cancelled and no alternative yet proposed.	(DE/Chair)
8(e)i	Membership and Publicity Report taken as read. Reported that enquiry to Derbyshire County Council Highways concerning display of our banner on railings Gosforth Lane/ Gosforth Drive junction has not received a response. Siting of new generic banner to be considered and reported to next meeting	(PW/SB)
8(f)i	Poor take-up of offer of Beacon training among Group Coordinators. Further training can be offered if needed. Reported that improved facility now available on Beacon email and no problems have been reported.	(MC/ALL)
8(f)ii	Google has alerted deletion of all in-active (not used for two years) email accounts, Some old ddu3a....@gmail.com accounts may be affected by this and will need investigating before December to see if they are still needed.	(MC)
8(f)iii	No progress on Migration to Word Press and no work proposed until after AGM.	(MC)
9	No Special Items not considered elsewhere	
10	Action Log up-date circulated separately for information/ comment	(SW/KG)
11	AGM date 11 October Documents to be sent out 19 September Four resolutions only to consider; Approve Minutes AGM 2022 Accept Report and Accounts	

	Approve appointment of Auditor	
12	Reminder that AGM Imminent and call for nominations to Exec in Sept Newsletter Groups News and information to Newsletter	(KG) (DE)
13	No Other Business	
14	Next meeting 0930hrs on Monday 25 September 2023 at the Peel Centre, Dr Fletcher Room	

**Signed: ☒ Doug Emery, Trustee, 25 Sep 2023**

**Dronfield & District u3a Executive Committee AGENDA**  
**Monday 21<sup>st</sup> August 2023 at 9:30am, Dr Fletcher Room, Peel**  
**Centre**

1. Welcome: George Lee (Observer) Steve Bradbury
2. Apologies: Julia Harris
3. Declaration of any conflict of interest
4. Special agenda items for inclusion in Item 9
5. Approve minutes of the Executive Meeting: 24<sup>th</sup> July 2023
6. Matters arising from the minutes – if not covered elsewhere on Agenda
7. Action log **(ALL)** For review
8. Reports:
  - a. Acting Chair (JH)
    - i. Chair's Report inc Appointment of Acting Sec for approval,
    - ii. Fire precautions/ First Aid / Risk Assessment for discussion
    - iii. Future advertising for discussion
    - iv. Event Co-ordinators Report – for info
  - b. Treasurer (CS)
    - i. Treasurer's Report and Beacon statement – for info
  - c. Acting Secretary (KG)
    - i. Secretary Report – Civic Hall & Peel Centre bookings -  
Agreement needed
  - d. Groups Manager (DE)
    - i. Group Manager's Report – including Risk assessment / First Aid  
for discussion
    - ii. Monthly Meetings including zoom
    - iii. Taster Sessions and New Groups
    - iv. Planning for AGM
  - e. Membership, Publicity (PW)
    - i. Membership & Publicity – for info
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 23<sup>rd</sup> October** at 9.30am, Dr Fletcher Room, Peel  
Centre