

Chair's Report for AGM 2017

Dulwich & District U3A now has 500 members and runs 65 Interest Groups. This is quite an achievement for an organisation which is only 3 years old!

This is entirely due to the efforts and hard work of our executive committee, convenors and volunteers. The committee meets monthly to organise our monthly meetings, guest speakers, interest groups, finances and future events. It keeps minutes of all its meetings and finances in accordance with the Charity Commission guidance.

Communications

We keep in touch with our members by means of regular emails and our monthly Newsletter which is sent out electronically or in paper format. The Newsletter reports on our recent meetings, activities and future events.

Each term we produce a Booklet for members which identifies and updates all the Interest Groups and advertises our forthcoming Monthly Meetings. Our website, www.dulwich-u3a.uk is kept up to date with our latest news and activities, and our Facebook page is our link to members and potential members.

In addition we advertise our presence in local magazines and community newsletters. We take a stall at local fairs and festivals, all of which helps to boost our image and encourage new members to join.

However the most successful method of attracting new members has been through introductions from friends and encouraging them to come to our Open Meetings.

At the Open Meetings we invite guest speakers to give a talk on a subject which we hope will be of interest to our members. These talks usually attract 70 to 100 members each month and are an excellent opportunity for members to meet up and bring along guests and friends.

Interest Groups:

The Interest Groups meet weekly, fortnightly or monthly, or as a planned series of sessions. The range of subjects covered is enormous and includes: art, crafts, computers, cycling, history, languages, music, sport, and much more. Our Convenors who organise these groups are the backbone of our organisation and go to enormous lengths to host their groups, often in their own homes. A huge "thank you" to you all! Our thanks too, to our catering team which supplies us with refreshments at our meetings.

We welcome anyone who has a special interest or passion, and would like to start a new group. Do come forward and discuss with us how it can be arranged.

We aim to support our Interest Group Convenors and hold three meetings a year, which provide an opportunity to hear their views and the views of members, share expertise, disseminate information and discuss general issues.

We have also begun to address the needs of our members with workshops on health and welfare issues. We have had an Ageing Well workshop, a Hearing Loss workshop and sessions on Dementia Awareness.

Premises

We are very grateful to the Dulwich Society for the use of Rosebery Lodge, and to the Dulwich Picture Gallery, community and church halls and libraries, which we use. We are always looking for additional suitable halls and meeting rooms for our activities.

Wider Opportunities

D&D U3A is affiliated to The Third Age Trust which celebrated the formation of its 1,000th U3A group last November. It has now appointed a new CEO, Samantha Mauger, who came to talk to us at our January open meeting.

Not only do we continue to grow our own U3A Group, but many of our committee are involved with the London Region and South East London Network activities; organising workshops; London Region summer school; Research events; Study Days; and Shared Learning Projects that are available to all our members. We are pleased as this helps to raise our profile within U3A London Region and the Third Age Trust.

London Summer School, Shared Learning Projects and Study Days

As you will probably know from reading TAM (Third Age Matters), the U3A magazine which you receive 5 times a year, U3A is active both regionally and nationally.

U3A is finding that University departments are interested in joint research projects, which some of our members have started to explore. Many of our members have attended the London Summer School, and Study Days based in London Museums and Galleries with which U3A has developed partnerships. Members have also been involved with research projects, either as subjects of research themselves or by using their skills in conducting research. They regularly take on new learning challenges and are offered opportunities to lead learning and share their expertise.

So whether your interest is local or regional there are lots of opportunities for U3A members to "Learn, Laugh and Live".

Liz Day

Chair D&D U3A

Summary of Receipts and Payments for Dulwich & District U3A - Year ending 31 March 2017

<u>Receipts</u>	2016/2017		2015/2016	
	£	£	£	£
Subscriptions	11,094.25		6,300.00	
Grant	0.00		200.00	
Donations	0.00		105.00	
Catering	0.00		85.13	
Diary sales	31.00		62.95	
Gift voucher sales	25.00		75.00	
Xmas lunch deposits	2,008.50		808.00	
Gift Aid	0.00		642.63	
Miscellaneous	298.57		0.00	
TOTAL RECEIPTS	13,457.32		8,278.71	
 <u>Payments</u>				
Room Hire		1,006.00		925.10
Postage & Stationery		986.72		860.71
Catering		664.96		543.58
Capitation		1,403.50		959.00
Magazines		831.10		514.93
Gifts & Prizes		233.55		259.00
Equipment		513.30		1,828.09
Publicity		467.97		744.14
Printing		1,564.58		1,124.04
Diaries		48.00		85.00
National Conference		468.95		600.00
Xmas Lunch		2,275.30		808.00
Seed Funding		65.94		38.23
Grant spent		0.00		200.00
Sundries		262.93		230.25
TOTAL PAYMENTS		10,792.80		9,720.07
Net of Receipts/Payments	£2,664.52		-£1,441.36	
 BANK RECONCILIATION				
Opening Bank balance as at 01/04/2016		£4,758.55		
Less Subs paid early re 2016/17		£443.00		
Adjusted opening bank balance re 2016/17		£4,315.55		
Closing Bank balance as at 31/03/2017		£7,597.57		
Less Subs paid in advance re 2017/18		£50.00		
Plus bank charges being investigated		£13.50		
Plus Network balance		£1.00		
Less expenses not yet debited re 16/17		£582.00		
Adjusted closing bank balance as at 31/03/2017		£6,980.07		
Adjusted opening bank balance as at 01/04/2016		£4,315.55		
add Net of Receipts/Payments		£2,664.52		
Adjusted closing bank balance as at 31/03/2017		£6,980.07		

Dulwich and District U3A - Treasurer's Report - April 2016-March 2017

Income

- Main income is from subscriptions - £25 for full year, £12.50 if joining October-December, £6.25 if joining January- March. 43% increase in income in year under review due to approximately 100 additional members joining, plus full payment from 88 members who paid a reduced amount in 2015-16 due to joining mid-year. Average payment per member was £14 in 2015-16 as against £22 in 2016-17
- No income from catering following decision taken previous year to stop charging for refreshments at open meetings
- No Gift Aid received in 2016-17 as claim made close to end of the financial year - £2174 has now been received from HMRC and credited to current year's accounts
- This year we had to collect the full amount from participants in the Christmas meal, whereas the previous year we had only to collect a deposit.
- Miscellaneous income includes such things as cash paid in relating to Rosebery Lodge use, repayment of an overpayment and money paid in by members of quiz group relating to a quiz they entered outside U3A

Expenditure

- Room hire some increase due to need to use larger venues plus additional room hire for workshops (Ageing Well/Hearing Loss)
- Magazines, capitation costs to Third Age Trust all related to membership numbers as is the additional cost of printing and postage
- Catering costs have increased due to the increased number of members
- Less spent on equipment as now equipped with good sound system and projector
- Christmas lunch -
 - Sundries - fee for Quiz Team as above, speaker travel costs, repayment to members who had overpaid/paid subs twice

□

Overall balance

In 2015-16 our expenditure exceeded our income by £1441 pounds whereas in the year 2016-17 our income exceeded our expenditure by £2664.

During the early years of an organisation it is difficult to predict income and expenditure in advance. Our recruitment has slowed somewhat in that we had around 200 members in our first year of operation, recruited around another 200 in the second year and around 100 in the last year so we may in the next 12 months find that our membership numbers settle even more to around 500-600. When this happens we will find it easier to decide on how much we should hold in reserve from one year to the next in order to cope with any unexpected drop in income or increase in expenditure.

We are constantly on the look-out for suitable premises which will comfortably hold our group for open meetings but are aware that some we have investigated which would be suitable for our larger numbers are more costly than ones we currently use. We want to give our members an efficient service, especially in relation to getting information to you in a timely way - when we

had 100 booklets to get out we could take on delivery by hand (by the committee!) but have now realised that the majority need to be posted out in order that people get them as soon as possible.

We follow closely the accounting regulations of the Charity Commission

- in fact we exceed them. As our income does not exceed £25,000 we do not have to submit receipts and payments to the Commission, but we prepare them as we would if we were a larger organisation. Similarly only those charities with incomes over £250,000 have to have their accounts examined by someone with an appropriate qualification, but we are very fortunate to have the services, pro bono, of a chartered accountant who has no connection with the U3A who completes an audit for us.

We also take advice from the Third Age Trust about the management of our finances for example payments from our bank account have to be authorised by two people whether by cheque or on-line and except for very small amounts all expenditure is expected to be supported by receipts.

Minutes of Annual General Meeting of Dulwich and District U3A

Wednesday May 24th 2017 2.00-4.00 at All Saints Church, Lovelace Road, West Dulwich, SE21 8JY.

1. **Introduction of current committee** and presentation of 500 member certificate to Louise Cattle, accepted by her husband in her absence. Celebratory cake presented with candles and photos.
2. **Apologies for absence:** received from committee members Sue Elias and Roman Bednarz
3. **Approval of minutes of AGM May 18th 2016.** These were accepted- proposed by Pat Verity, seconded by Ursula Allen
4. **Chair's Report** by Liz Day. See attached.
5. **Treasurer's Report and Adoption of Accounts** by Mary Fyfe. See attached. Report accepted- proposed by Judith Salter, seconded by Martin Goffe.
6. **Motions from Members.** Motion proposed by member Mike Colvin, seconder Ruth Colvin , "D&D U3A should be much more transparent, and routinely and promptly publish all minutes and reports on the web so that they are available to members at all times. Specifically they should include minutes of all AGMs and SGMs, minutes of committee meetings, and all reports from the chair, treasurer and secretary. The Treasurer's Report should be printed and made available to the members at the beginning of the AGM". Following speakers for and against the motion and contributions from the floor the Chair put the motion to the vote. The motion was carried, with the majority in favour of making the Executive Committee minutes and other relevant reports available to all members on password protected section of the D&D U3A website.
7. **Election of Officers and Executive Committee.** The following were elected unopposed.

Chair - Liz Day

Secretary - Roman Bednarz

Treasurer - Mary Fyfe

Committee members: Neil Abrahams

Lore Arthur

Rona Black

Di Deudney

Susan Elias

Helen Graham

Caroline Knapp

Diana McInnes

Pamela Ruben

Angela Brown stood down from the committee and was thanked for her invaluable contributions in supporting the special interest groups. She explained there were more groups than last year, and more duplicate 2nd groups when a first group had reached maximum size.

8. The AGM was concluded and members moved onto the main part of the afternoon with the "Interest Group Fair" and tea. This gave members an opportunity to find out more about the wide range of groups on offer.

Annual General Meeting - Dulwich & District U3A 24th May



Venue: - All Saints Church, Lovelace Road, West Dulwich, SE21 8JY

Wednesday 24th May 2017

Time 2:00 - 4:00 pm

Agenda :-

1. Introduction of current Committee.
2. Apologies for absence-
3. Approve Minutes of AGM 2016 (propose and second)
4. Chair's Report
5. Treasurer's Report and Adoption of Accounts
6. Motions from members

Proposer: Mike Colvin Seconder: Ruth Colvin.

Motion: That D&D U3A should be much more transparent and routinely, and promptly, publish all minutes and reports on the web so that they are available to members at all times. Specifically that should include minutes of all AGMs and SGMs, minutes of committee meetings, and all reports from the chair, treasurer and secretary. The Treasurer's report should be printed out and made available to members at the beginning of an AGM.

7. Election of Officers and Executive Committee – All unopposed

Chair – Liz Day

Secretary – Roman Bednarz

Treasurer – Mary Fyfe

Committee - *standing for re-election*

Neil Abrahams, Lore Arthur, Rona Black, Susan Elias, Helen Graham, Caroline Knapp, Pamela Ruben

Standing for first time - Diana McInnis, Di Deudney

We hope to get through the AGM speedily so we can move on to the main part of the afternoon when we will have an 'Interest Groups Fair'. This will give an opportunity for members and guests to find out about the wide range of groups we now have on offer.