

## Dulwich & District Executive Committee Meeting Wednesday 26<sup>th</sup> August 2020

**Location: Zoom 10.15-12.30**

**Present:** Angie Brown (Chair, AB), Rona Black (RB), Pam Cohen (PC), Diane Deudney (DD), Sue Elias (SE), Richard Elliott (RE), Helen Graham (HG, Minutes), Joy Harris (JH), Sarah Howell-Davies (SHD), Verity Mosenthal (VM), Anne Sharpley (AS), Sandra Tait (ST), Neil Abrahams- part attended (NA)

**Apologies:** David Beamish (DB).

1	<p><b>Presentation on Beacon</b> by Jean St Claire, (JSC) Beacon Adviser. Introduction. Jean, from Redhill &amp; Reigate U3A, is allocated to DDU3A to advise on joining U3A Beacon system. She gave a presentation on the benefits and process of joining Beacon, see &lt;u3a.org.uk/Beacon&gt;. It is a web-based centralised management system which integrates U3A membership, groups, finances and a mailing system, backed up annually. DDU3A has appointed a Beacon Group to explore the benefits of joining. The present system, called Legacy, will be replaced by a new system to be piloted later this year and launched in March 2021. There is an annual cost of £1 per member, paid in arrears. If DDU3A applied soon, we would join the Legacy system and be automatically transferred to the new system in March 2021. <b>Action:</b> JSC agreed to send JH a copy of her Beacon overheads for her to circulate to DDU3A members.</p>	<p>Actions</p> <p>JSC JH</p>
2	<p><b>Discussion</b> DDU3A Exec agreed to proceed with Beacon a few months ago, although no clear decision taken. VM would like to explore the system's potential before final decision made. Recommended she contacts John Bent, Regional Trustee, for advice. JH to forward his email to VM. RE emphasized Beacon is an alternative to Mailchimp. AB recommended that responsibility for making a decision is handed back to the Beacon Team to discuss at next meeting on 25<sup>th</sup> Sept. and report to Exec with recommendations and action plan. Advised to check Legacy closing date.</p>	<p>JH  JH</p>
3	<p><b>Apologies.</b> See above.</p>	
4	<p><b>Minutes of last meeting</b> on 10 August 2020 , corrections accepted.</p>	
5.	<p><b>Matters Arising from minutes on 10<sup>th</sup> August</b> Noted: minutes of meeting on 13<sup>th</sup> July not circulated. NA agreed to do this. <b>Item 5.</b> VM suggested rewording of 1<sup>st</sup> sentence, under Bank Account delete "Because no charity number, transfer not accepted by Barclays". See updated minutes of August 10<sup>th</sup> <b>Item 8. Business secretary.</b> Redistribution of Secretary's roles i.e. DB to be Business Secretary and Registered Officer for secretary post with U3A; RE to be internal Communication Secretary. Aim to hand over roles from Roman by end of September. <b>Item 8.Constitution.</b> Secretary to inform Charities Commission. <b>Future meeting preparation.</b> AB to be sent agenda items on the newly designed form "Report for Committee Meetings "</p>	<p>NA  HG     Secretary All</p>

6.	<b>Introduction to the Agenda</b>	
7.	<b>Treasurer's Report and discussion point VM</b> VM reported she is transferring DDU3A current account to a new Barclays CIO account (Charitable Incorporated Organisation) as the business account, free for 1 year, although may be a charge for handling cheques for one year.	VM
8.	<b>Use of Zoom account. ST</b> 16 groups booked onto Zoom for group sessions; some groups unable to use ZOOM because time applied for is fully booked. RE recommend purchase of another ZOOM programme at £16 p.m. Most agreed apart from VM and SHD who considered this unnecessary. ST noted frequency of meeting is an issue- there are gaps in the calendar. Groups could be more versatile. AB recommended we sign up for 2 <sup>nd</sup> ZOOM account and reassess.	
9.	<b>U3A Recruitment Campaign</b> AB suggested we sign up for the national U3A recruitment project and that NA and PC be involved. See leaflet circulated by NA on 23 Aug. SE emphasised that DDU3A already has a large membership and 70 interest groups, although some may have closed recently; others may be too large and impersonal. Suggestions included persuading new members to set up new groups, and provide member support through a buddy system. AB to fact find current number of DDU3A groups.	NA, PC  AB
10	<b>Xmas Lunch 2020. HG</b> RB reported that because of Covid pandemic, Dulwich Golf Club is only taking bookings for Xmas lunch of up to 30 people per table and from two households per table, so unable to book DDU3A. Instead RB proposed an online "seasonal" celebration with interest group entertainment. AB proposed sending Xmas cards to each member. DD agreed to design one.	DD
11	<b>Printing &amp; Posting hard copies e.g. newsletter, annual programme</b> Noted some members are uncomfortable with online information. Consider asking members if they would like a hard copy of Newsletter or online. Roman already sends hard copies to members not using the internet- note high postage costs -10 copies cost £15 ie £1.50 each. Option of posting hard copies of annual programmes previously discussed. Need to consider different options for circulating information and costs. DD suggested surveying current members asking if they prefer internet or hard copy information e.g. when Interest Group information is sent. Also ask new members for their preferences on joining. Questions asked included if those requesting hard copies should pay higher subscriptions? If hard copy circulation agreed, VM requests budget for project. RE to draw up plan and options for newsletter. RE and DD to meet to gather information.	RE, DD
12	<b>Clarification on Publicity for Speakers.</b> AB suggested posters. HG to clarify system for promotion of meetings in local bookshops i.e. a member allocated to each of three main local bookshops.	HG

13	<p><b>A.O.B</b></p> <p><b>On-line Workshop.</b> RB plans to run an on-line workshop for new committee members, focussing on the changed U3A constitution i.e. a new C.I.O, prior to signing the Charity Commission. All ctte members are welcome to attend. RB to circulate possible dates before mid-September. The Charity Welcome Pack was circulated on 26<sup>th</sup> August.</p> <p><b>Committee e-mail</b></p> <p>Proposed Exec Ctte group email by Roman. AB asked ctte members to re-read his email on the subject and indicate to AB their approval.</p>	RB
	<p><b>Next Meeting</b></p> <p>Thursday September 10<sup>th</sup> 2020 on ZOOM, 10.15-12.15.</p>	