

## District & District U3A Executive Committee Meeting Minutes (Final)

**Thursday 10<sup>th</sup> December 2020 Zoom 10.15-12.15.**

**Present.** Angie Brown (AB, chair), Neil Abrahams (NA), David Beamish (DB), Rona Black (RB), Pam Cohen (PC), Susan Elias (SE), Richard Elliot (RE), Helen Graham (HG, Minutes), Sarah Howell-Davies (SHD), Verity Mosenthal (VM), Anne Sharpley (AS), Sandra Tait (ST).

1	<b>Apologies.</b> Di Deudney, Joy Harris	
2.	<b>Minutes of last meeting.</b> 12 <sup>th</sup> November, sent 8.12.20. VM requested correction in item 7 to replace “Auditor with “Examiner”	
3	<b>Minutes of extra meeting.</b> Sent 29.11.20. Accepted	
4	<b>Matters rising from meeting of 12<sup>th</sup> Nov not covered by agenda.</b> (7) VM to present Finance policy at meeting on 14th January 2021. Examiner, George Luck thanked. (8) Update on membership numbers 7/12/20. Total 707. (10) Still no advice. RB to report back at next meeting if there has been contact with the Nutrition Foundation. (12) AB written to JM. Item covered as part of communications strategy. (17) SHD thanked for her hard work in managing the successful migration of our email accounts. (18) No progress on role descriptions. (19) New membership form agreed but not yet on website.	
5	<b>Matters arising from meeting 27th Nov.</b> None	
6	<b>Status of items recorded in committee reports not currently recorded in minutes.</b> Decision: Meeting minutes should be based on summaries of “Action” and “Decisions”. Action: AB agreed to add another section to the agenda for Report Summaries.	AB
7	<b>Review of “Festive Fun” .</b> Agreed- a very successful event especially the Quiz. Decision: SE, RE and PC to meet and explore possibilities of holding more quizzes, report back to Exec ctte on frequency recommendations.	SE RE PC
8	<b>Review of SCID. Terms of Reference sent out 9.12.20. PC &amp;AB</b> Decisions: Exec committee members to be referred to as Trustees (AS). SCID to report monthly to Trustees on meetings: include main points but not the minutes. SCID decided Terms of Reference not to be placed on D&D u3a website. SHD to file separately.	SHD
9	<b>Information Commissioners Office (ICO) registration. AS</b> Decision not to register on ICO as not required, too costly, and no advantage.	
10	<b>Beacon.</b> Action: D&Du3a has transferred onto new Beacon system, registering 707 members in database. The Beacon team were thanked. Interest Groups entered onto Beacon but agreed no access for Convenors.	

	AS to approve new users and requests for access to Beacon. RE approved to access private information on members.	SHD AS
11	<b>Data Protection &amp; Privacy Policy. AS</b> <b>Actions:</b> AS & RE reviewed the D&Du3a Data Protection and Privacy policy. To be compliant with Beacon terms, three new policies were drafted to replace it: a Data Protection Policy; a Privacy Policy, and a Legitimate Interest Assessment for Membership Data. These were approved with the exception of minor changes to the two policies concerning the computer membership records. AS to draft.	AS
12	<b>Document protocol. RE.</b> This item postponed until next Exec meeting on 14 <sup>th</sup> January.	AB
13	<b>Communications strategy. RE</b> RE circulated the Members' Survey findings (22% response rate i.e 150 members). Survey well received; helpful comments on Newsletter and Website. <b>Actions:</b> <b>Newsletter group</b> RB, DB and DD. RE asked they consider survey comments i.e. readability for members with visual difficulties; circulating hard copies for non-email members (13); and assistance with Zoom requested by 7 members. RB to ask DD about vision adaptations. RE will provide confidential details to team about responding members with disabilities on request. <b>DDu3a website:</b> AB asked RE and SHD to discuss website aims and report back with suggested improvements. RB recommended RE produces a report on survey response & proposed actions for entry into next month's Newsletter.	RB DB DD  RE SHD RE
14	<b>Season's greetings card. AB</b> DD has designed a Seasons Greetings card which has been sent out to all members accompanying the zoom link to the Festive Fun event. DB to send a slightly amended version to all non-member friends and associates e.g members of our network, members of London region, members of the Trust, speakers we have used. If trustees wish to nominate any other person please let DB know. AB sought permission to have the card printed and posted to our non e-mail using members by the printer.	DD All
15	<b>Review of provision of written material.</b> This was DD's item but had not been received. Item to be dealt with at meeting of newsletter group whilst discussing survey responses from membership.	
16	<b>Use of D&amp;D email addresses. VM</b> Decision: use Treasurer's DDU3a email address for communication; for personal matters use VM's personal email. Trustees asked to use Committee email address and not individuals. VM offered to help with IT problems of Exec ctte members.	All
17	<b>Poster distribution. AB</b> <b>Actions:</b> ask Poster Volunteers to take down displayed posters after an event. NA to display event posters on local social media, including "Next door" website. Monthly Open meetings: two per month Jan-March. Reduce time delivering these to volunteers by distributing 2 for each month on one visit.	HG NA
18	<b>Recruitment strategy. HG</b>	

	<p>Actions: 8 members from SE 19, 21, 22, 24 have volunteered to distribute D&amp;D u3a posters and promotion cards. AB, NA, and HG are delivering to local retirement housing provision. Because Borough notice boards are locked, HG sent cards to Southwark Ward councillors on request for display on boards. HG gave a Zoom presentation to Southwark Social Prescribing team to promote D&amp;Du3a.</p>	
19	<p><b>Offers of News items for D&amp;D u3a Newsletter</b>  Decision: RB to aim for two Interest Group reports to be included in monthly newsletter, prioritising groups needing new members. Submit at least one week before publication.</p>	RB
20	<p><b>A.O.B</b>  VM, DB and AB made appointment with Barclays Bank for new account and requested all Exec ctte members complete the Barclays Business Banking personal details form today sent by VM and post signed hard copy to her.</p> <p>Group Co-ordinators ctte note that SHD is stepping down as Groups Co-ordinator as moving out of London.</p> <p>Date of next meeting 14.01.21, 10.15-12.15</p>	All