

Dulwich & District u3a, Executive Committee Meeting Minutes (draft 4)

Thursday 14th January 2021, Zoom 10.15 a.m.

Present: Angie Brown (AB, Chair), Neil Abrahams (NA), David Beamish (DB), Rona Black (RB), Pam Cohen (PC), Di Deudney (DD), Susan Elias (SE), Richard Elliot, (RE), Helen Graham (HG, Minutes), Joy Harris (JH), Sarah Howell-Davies (SHD), Verity Mosenthal (VM), Anne Sharpley (AS), Sandra Tait.

1	Apologies None	
2	<p>Minutes of Last Meeting 10th December. AS suggested changes to Items 5 + 11. Item 5: add “Matters Arising from meeting 27th Nov not covered by Agenda.”</p> <p>Item 11: replace with “AS & RE reviewed D&D u3a Data Protection Policy, and to be compliant with Beacon terms, drafted three new policies to replace it: a Data Protection Policy, a privacy Policy, and a Legitimate Interest Assessment for Membership Data. With the addition of these amendments, these were approved with the exception of minor changes needed to two policies concerning computer membership records”.</p> <p>Item 11: 2nd sentence about Beacon- transfer to Item 10.</p> <p>Action. AB to check updated minutes, then SHD to place on DDU3a website.</p>	AB, SHD
3	<p>Matters Arising not covered by agenda</p> <p>Reports: VM and JH had inserted “current position” sections in their reports. Very helpful. Await report from RE and SHD on storage of documents.</p> <p>Action: SE, RE & PC not yet met to plan membership quizzes as regular features at Open meetings. To report at next meeting.</p> <p>Action: Survey: AB had contacted 13 respondents who reported problems reading the newsletter. NA & SHD had contacted all 7 requesting help with Zoom.</p> <p>Action. Zoom access. As January’s Open meetings attracted 97 log-ins, a decision was made to purchase the 500 access for 2 months.</p>	<p>RE, SHD</p> <p>SE RE, PC</p> <p>NA</p>
4	<p>Equal opportunities Policy. Sent 5/1/21</p> <p>Action: Generally welcomed and noted that it was based on the Trust EOP. Committee requested some structural changes, an acknowledgement of the aspirational, long term ambition to embrace the spirit of EO and an acknowledgement that the voluntary nature and personal contribution of many members underpinning the framework of the organisation created a challenge. PC agreed to take the suggestions back to SCID for a reworking and bring back to the next meeting.</p>	PC, SCID
5	Feedback from January SCID meeting.	

	<p>Points of Discussion.</p> <p>Interest Groups: are these inclusive of diversity issues?</p> <p>New Interest Groups: Should there be new interest groups reflecting diverse issues?</p> <p>Open Meeting speakers: recruit from a greater diversity?</p> <p>Representative membership: each SCID member to be allocated a geographical area to explore contacts to recruit new members from diverse populations?</p> <p>Deafness: explore further as main issue within groups.</p>	SCID
6	<p>Subscription Waiver</p> <p>Action. Reword questions on membership form. Ask if in receipt of income support, other benefits, or difficulty paying subs. If yes, consider requesting documentation as proof. VM to check on the Gift Aid situation.</p> <p>Action. AB to propose motion for February Exec Ctte for a vote to change application form to cover offer of subscription waiver.</p>	VM AB
7	<p>Mailchimp Planner</p> <p>Sent results on 5/1. No response yet. Action. RE to discuss with PC about survey.</p>	RE,PC
8	<p>Policy & Document Management Protocol (attached report).</p> <p>Points raised by RE: explained report and Appendix A.</p> <p>Actions: Review current year and protocols, website officer on lead ctte to be responsible. Committee minutes: to remain on D&Du3a website for 2yrs, then archive. Decision Register: Minutes secretary and Chair to be responsible for maintaining register of decisions needing follow up. Convenors Guidance: DB to complete update of 2017/18 version. Committee Folder: SHD to set up Ctte Folder for each committee meeting. Food Handling Policy: not yet in place.</p>	Officers HG,AB DB SHD
9	<p>Website Strategy. Sent 9.1.21</p> <p>SHD attended Pathfinder meeting and circulated the report to the Exec Ctte.</p>	

	<p>Decision. DDU3A website needs more photos of group activities- 800 allowed. This would make the website more attractive especially to potential new members.</p> <p>The website strategy group proposed that Group Co-ordinators seek up to 5 volunteers from the Groups who would take responsibility for updating their own Group page.</p> <p>Decision: SHD to provide the Group Coordinators with detailed information in advance of their convenor meeting.</p>	<p>PC, DB</p> <p>SHD</p>
10	<p>Approval of Amendments to Data Protection Policy (AS)</p> <p>AS reported that changes to the draft policies were necessary to clarify the holding of membership data, as data not only held in Beacon and Mailchimp but also by the Treasurer, Group Convenors and others. All future amended data must be dated. The proposed changes to draft policies (circulated by AS prior to the meeting) were approved.</p> <p>Action. These new policies to be loaded to the website.</p>	<p>AS,SHD</p>
11	<p>Constitutional Requirements of Sub-committee Minutes</p> <p>Action. AB to discuss with AS. All sub-committees need to have Terms of Reference and keep minutes of meetings which can be accessed by the Trustees. Some lack of clarity about which “working group” constitutes a subgroup. AS is working on the Constitution and hopefully this can soon be clarified. In the meantime, all working groups must keep minutes of their meetings, record attendance and decisions.</p> <p>AS checked our constitution: sub-committee minutes not required to go on website but must be available to Trustees.</p>	<p>AB AS</p>
12	<p>Finance Policy & Finance Sub-committee/Terms of Reference.</p> <p>Report pre-circulated and issues summarised by VM.</p> <p>Finance sub-committee membership is VM, JH, AS, RE.</p> <p>In the light of Item 6 (above), item 4 of the Finance Policy gave rise to further discussion. The Finance sub-ctte Terms of Reference were accepted by the Trustees. It was agreed that the Finance Policy represented current practice and was approved for inclusion on the website. The Finance sub-ctte was asked to review Section 4 of the Policy and report back to next Exec meeting.</p> <p>Action: AB asked Finance Committee to further review group subsidies and expenditure and report to Exec in 2-3 months.</p> <p>Bank appointment 9/2/21</p>	<p>Finance Sub-ctte</p>
13	<p>Notice of amount and Method of Next Year’s Subscription. Report sent 9/1/21</p> <p>Action.</p>	

	All agreed that payment by cheques be discouraged. JH agreed to work with VM on this. Preference for Direct Transfer or Standing Orders.	VM, JH
14	Promotion of Meetings and Events during Lockdown. HG had recruited 8 volunteers for poster distribution. Started with DDU3A postcards. Now unable to display Open Meeting posters because of Lockdown and ban on non-essential travel. Diana McInnes agreed to place posters on two Dulwich Society noticeboards.	DM
15	Basic Timetable for Membership Renewal. Not discussed	
16	Offers of News Items for Newsletter Action. SHD advised that the D&D u3a YouTube channel is now set up and offered to write a paragraph for the newsletter.	SHD
17	Any Other Business. AGM. Proposed date in May on Zoom. Convenors meetings. No dates yet agreed. To meet in 3 days to discuss. Committee members commitments 2021-22. Trustees to e-mail Angie by February 1 st with personal intentions about remaining on Exec ctte or intention to resign. If latter, there is option to take continuing responsibility for specific tasks. SE had been contacted by a convenor who had been approached by a non-member living out of London who requested accessing D&Du3a Art History Group. Such requests fall under the ability for prospective members to be allowed to attend two taster sessions before joining, so she should be allowed to join.	AB All
	Date of Next Meeting. Thursday 11th February. Zoom 10-15 -12.15 The meeting closed at 12.45	

Treasurer's Report

Bank balance total £18,765

Spending since last update

£114 on printing outreach postcards

£90 on ZOOM

£54 on postage and stationery.

Membership Secretary's report

Membership: new joiners since last Exec meeting 4.

Membership stats provided to RB for London Region U3A delegates meeting

From Covid lockdown 23.3.20 to 4.1.21:

31.3.20 , 699 members

"Leavers" 2020/2` 18 (4.1.21)

Current members 710 (4.1.21) 2.6% increase on year end 2019/20 membership)e

Upcoming D&Du3a Open meetings

27th January 2-4 pm Mel Ruben. The Supernatural in Art

10th February 2-4 pm Blue Plaques in London. Ian McInnes

25th February 2-4 London Parks and Royal Connections. Alan Blower.

4th March 2-4 pm Workshop on Power of Attorney. Gaye Illsley

18th March 2-4pm Trees in our Neighbourhood. Paul Wood