

Dulwich & District U3A: Minutes of the Trustees' Executive Committee Meeting

Thursday 14 April 2022, 10.15am, at Rosebery Lodge

		Actions
1	<p>Present & Apologies: Present: Angela Brown (AB, Chair), David Beamish (DB), Ruth Colvin (RC, Treasurer), Jane Coupe (JC), Richard Elliott (RE, Secretary), Anne Sharpley (AS), Sandra Tait (ST) + Julia Bairstow (representing SCID) for items 4 to 6. Apologies: Neil Abrahams (NA), Keith Ball (KB), Pam Cohen (PC), Helen Graham (HG), Caroline Knapp (CK), Helen Robertson (HR), Maggie Smith (MS). In the absence of MS, DB agreed to draft the minutes.</p>	
2	<p>Minutes of meeting on Thursday 10 March 2022: The revised draft minutes were agreed with an amendment to item 6 to clarify that members who had "unsubscribed" had done so in relation to Mailchimp emails.</p>	DB to post on web
3	<p>Matters arising not covered by agenda: None.</p>	
4	<p>SCID poster: PC had circulated the proposed poster, which had been the subject of extensive discussion in SCID. It was noted that it made no reference to the monthly meetings with guest speakers. The Committee agreed that it should be used in its present form for distribution by SCID to community groups (of which SCID had identified some 50). Design input from Di Deudney should be sought in relation to any wider use as the main poster for promoting Dulwich & District u3a. SCID were proposing to produce some 50 A4 posters, plus 500 A5 flyers (for community groups to distribute). The Committee agreed that up to £100 expenditure could be incurred for this purpose; SCID should return to the Committee for approval for any larger sum. SCID were encouraged to seek quotes, including asking Di Deudney for a quote from her usual printer.</p>	PC & SCID
5	<p>Link between SCID and Trustees PC had submitted a note for discussion. As a Sub-Committee of the Committee, SCID was inquorate unless a trustee was present. It was suggested that this issue could be dealt with by making SCID an advisory group, but it was mentioned that there is no constitutional basis for advisory groups, only for sub-committees. In discussion it was noted that it was important to maintain communication between SCID and the Committee and therefore to have an overlap of attendance at meetings. The Committee agreed to leave this matter until after the AGM, when new trustees might be able to resolve the issue. It was noted that SCID was holding an event at Rosebery Lodge on 25 April with a view to recruiting new SCID members; it was agreed that this should be promoted again in the mid-month mailing.</p>	SCID News-letter team
6	<p>SCID Minutes The Committee took note of the minutes of the SCID meeting held on 11 April.</p>	
7	<p>Review of Open Meeting: The talk by Geoff Pick on 23 March on the history of Lambeth Palace had had to be moved to Zoom because of his self-isolation. Some 30 members had attended. The Committee discussed whether we should diversify the venues used for future meetings, noting that the Francis Peek Centre was not well placed for bus users and did not have a hearing loop. It was agreed that the new Committee should be encouraged to investigate possible venues after the AGM.</p>	
8	<p>Open meeting on 21 April: tea gathering The Committee reviewed the plan for this meeting in the light of the recent rise in COVID-19 cases, and agreed to go ahead. DB, JC & AS indicated that they would be unable to attend.</p>	
9	<p>Dulwich Fair: Sunday 15 May AB reported that she had applied for a stall and was waiting to hear the outcome. She would need some helpers on the day. If possible there should be some flyers to hand out, with a membership application form on the back.</p>	All trustees invited to help.
10	<p>Feedback from London Region webmasters' meeting on 11 April DB had attended this Zoom meeting, which had heard reports on progress with replacing the SiteBuilder system used for creating u3a websites (including ours)</p>	

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	and on new shared practice guides in preparation on Mailchimp, online forms, and card readers.	
11	Feedback from London Region interest group coordinators' meeting Helen Graham had attended the meeting but was not present to report back.	
12	Plans for new Directory of Interest Groups AB reported that she had met the group coordinators and it had been agreed that they would send an email to convenors setting out what information they should send to Di Deudney for inclusion in the new Directory. The coordinators would also chase up non-respondents as requested by Di. This would not happen until after Easter, so as not to overlap with NA's collection of material for the activity report. RE agreed to assist in a project management role.	HG, CK, HR RE
13	New members' teas, & coffee mornings ST reported that six new members had attended the tea held on 17 March. She herself was leaving the Committee at the AGM but was willing to continue to help with these events if desired. ST noted that only a small number of members had attended recent Zoom coffee mornings. It was agreed that they should continue if there was an expressed wish for that, if possible to be run by one of those participating.	
14	u3a 40th Anniversary celebrations ST reported that D&D u3a had now paid for 14 trees as part of the Third Age Trust planting scheme. She was invited to write a piece for the next Newsletter reporting on this. As regards planting trees locally she would be in touch with local councillors. It was suggested that this should include Lewisham as well as Southwark councillors. As regards local celebrations, Caroline Knapp and Tina Thorpe had offered to join Sandra's team. It was agreed that D&D u3a should seek to use local events (such as the Dulwich Fair) for promoting membership, rather than any special event marking the Anniversary. It was suggested that we might run a stall at a Sunday market (Brixton or Herne Hill), and it was noted that the Herne Hill Forum had provision for a charity stall at their market.	ST
15	Dulwich & District u3a COVID-19 policy RE had received an inquiry about D&D u3a's policy on COVID-19. It was agreed that he should reply indicating that we seek to use well ventilated rooms and a Zoom option for monthly meetings. Interest groups were free to make their own arrangements, subject to the guidance in the Convenors' Handbook.	RE
16	Gift Aid AS had made an online application to register with HMRC for Gift Aid. She had collected supporting documentation, which she had printed and posted to HMRC.	
17	General Data Protection Regulation The Third Age Trust had confirmed to AS that changes to our Data Protection Policy were needed to cater for information held about non-members on group waiting lists. As the national template was to be revised shortly, we would wait for that.	
18 & 19	Digital Skills & Proposal from Keith Ball The current successful IT skills sessions were provided by Kevin Fortune and Smiles, who now wished to expand to other local u3as. AB had contacted their chairs, who could express interest if they wished. Smiles now wished to start face-to-face sessions with our members and had identified the Oru Workspace in Lordship Lane as a possible venue. A similar arrangement was said to have worked well elsewhere. AB had invited Smiles to check it out and report back; it appeared to be a good arrangement if we could harness it. KB had indicated that he did not wish to continue as the trustee responsible for IT support as he did not feel equipped to do so; but he would be happy to continue as the link with Kevin Fortune and Smiles. The Committee agreed to proceed as proposed and to use the Newsletter to trawl for someone to provide IT support.	News- letter team

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20	<p>Timing of Committee meetings</p> <p>The AGM notice to members had stated “Prospective Trustees should be aware that Trustee meetings are held monthly, on the morning of the second Thursday in each month”. It was noted that when Liz Day was chair meetings had been held on a Monday morning, and the new Committee might find another time to suit members. It was agreed that the Newsletter should indicate that the time of meetings might change.</p>	News-letter team
21	<p>Treasurer’s report:</p> <p>Current account £8,367.90, Deposit account £10,030.53 Income March 2022: New members £50, Renewals £15, Table tennis £66. Spending: Zoom £172.66, Convenor’s lunch £454.68, St Barnabas for table tennis £66.00, Hire of Francis Peek Centre £93.25, CDs for Opera group £70.00, Expenses £32.05.</p> <p>RC reported that she had provided Lloyds Bank with all required documentation some 3 weeks ago and had been told that the application to open an account was in hand and would be likely to take 4 or 5 weeks. In case of any delay in opening this account it was agreed that RC would apply to Barclays for a change in the mandate of our current account.</p> <p>RC presented draft accounts for the year to 31 March. It was agreed that these should be reviewed by the AGM planning group for presentation at the AGM.</p>	RC AGM planning group
22	<p>Budget</p> <p>The Committee agreed a draft budget for 2022–23, presented by RC. It was noted that reserves were gradually reducing, which was desirable while they remained above the recommended level.</p>	
23	<p>Membership Secretary’s update:</p> <p>As at 11 April: Current 657, Deceased 4, Lapsed 91, Resigned 62. New since last month 8, New since 1 April 2022 6 Associate members 13, carers 2, Concessions 9, Individual 633. As of 10 April and since 1 April: 308 have renewed, 16 have resigned (6 moved out of area), and 345 have yet to renew.</p> <p>It was suggested that a card reader might be obtained ahead of the AGM so that members attending could pay then. RC was invited to pursue this.</p>	RC
24	<p>AGM preparations & new trustees</p> <p>It was noted that several trustees would be standing down at the AGM. NA, who had come to the end of the permitted term, had indicated willingness to continue his responsibility for Zoom bookings if no one else wished to take it over. None of those present was intending to stand to be Chair, and it was agreed that the Newsletter should be used for a further trawl for volunteers.</p>	News-letter team
25	<p>Annual report of the Trustees to the AGM</p> <p>The Committee approved the text presented by AB as the basis for the Annual report to members.</p>	
26	AOB: None	
27	<p>Date of next meeting:</p> <p>Thursday 12 May at 10.15am at Rosebery Lodge</p>	
	The meeting closed at 12.30 pm	