

## **Dulwich and District u3a: Minutes of the Trustees' Executive Committee Meeting**

**Thursday 12 May 2022, Rosebery Lodge: 10 am for coffee. Meeting 10.15 am-12.15 pm**

**PRESENT:** Angela Brown (AB, Chair), Neil Abrahams (NA, Vice-Chair), Keith Ball (KB), David Beamish (DB, present for first half-hour only), Ruth Colvin (RC, Treasurer), Jane Coupe (JC), Helen Robertson (HR), Anne Sharpley (AS), Maggie Smith (MS) Sandra Tait (ST)

**APOLOGIES .** Caroline Knapp (CK), Richard Elliott (RE), Pam Cohen (PC), Helen Graham (HG).

### **1. Minutes of meeting on 14 April**

Agreed

### **2. Matters arising not covered by agenda**

None

### **3. Review of Open meeting – Tea on 21 April at Francis Peek Centre**

A definite success, with fine weather, some people sitting outside, scrumptious cakes and fruit. Plenty of information available and new applications to join. Will repeat in the autumn.

### **4. Standing item. Treasurer's Report (RC)**

Bank Balances Current a/c £11,234.57 Deposit a/c £10,030.53 Petty cash £50

Income in March 2022

From new members £185; From renewals £6,190. From table tennis group £33

Spending in March 2022

Zoom £14.39; St Barnabas for table tennis £66.00; Capitation fee £2,620.00

Expenses £31.00; Rosebery Lodge alarms £234.00; Stationery & postage £10.94

Third Age Trust Beacon £668.00

It was suggested that no spending should be listed as 'Expenses' but should all be allocated to the appropriate category. The £30 was for Events.

RC reported that Lloyds Bank was sending the paperwork for our new account this week. RC suggested that the account should have four signatories (instead of the previous three): Treasurer, Chair, Secretary, David Beamish. The Committee agreed, but this will require a change to the Financial Policy.

AS confirmed that members who have not yet renewed subscriptions are eligible until 1 June to vote at the AGM. Beacon final reminders are due to be sent on 1 June.

### **5. Standing item. Membership Secretary's report (JC)**

Membership statistics 6 May 2022

Current 659; Deceased 4; Lapsed 63; Resigned 65; New since last month 8;

New since 1 April: 14

Current members by class

Associate 16 (2%); Carer 2 (0%); Concessions 10 (2%); Individual 631 (96%); Total 659

JC reported an email from Turning Point, a residential home, asking for details of u3a.

She agreed to contact Max Fishel for advice, as this is a matter of disability and needs on both sides. They could jointly consult Turning Point.

### **6. Matters arising regarding AGM preparations (AS, RE, NA, RC)**

Three nominations for trustees had been received by the closing date: Julia Bairstow, Karen Chessell and Tim Pagan. Julia Bairstow will be the SCID representative on TEC. A further nomination for Christine Hensby was received after the closing date so was missing from the AGM papers, she will need to be proposed at the AGM.

No offer to be Chair as yet. Role can be voted at AGM but needs at least one candidate. Cake and fruit already ordered.

Entertainment to begin after tea, to give the magician time to set up.

## **7. Annual Returns to the Charity Commission (AS)**

Owing to a confusion between our two Charities, the 'old' and the 'new' with Charitable Incorporated Organisation (CIO) status, our 2020–2021 Annual Return for the CIO was submitted 50 days late. This fact is reported on the Charity Commission's website. AS proposed that in order to minimise the overdue reporting for the CIO, our 2021–2022 Annual Return to the Charity Commission should be made immediately after the AGM. The proposal was agreed.

## **8 Gift Aid (AS)**

AS reported receiving notification from HMRC that the CIO is recognised as a charity for tax purposes and that Gift Aid can be claimed on all subscriptions received after 13 March 2020, the date the CIO was registered with the Charities Commission. It was suggested that this might be an item in the Newsletter.

## **9. SCID**

No discussion as no minutes received.

## **10 Rosebery Lodge (AB) Risk assessment & letter from Robert Roach to be forwarded. Use of rooms and liaison with Diana McInnes**

Following an incident at the Lodge with a member of the Bridge group having problems with the stairs, AB and NA completed a risk assessment (forwarded) and a letter to Robert Roach (forwarded), receiving the forwarded reply. Any group proposing to use the Lodge must now send a copy of the risk assessment to potential members. Further issues to decide: whether one of the downstairs rooms should become a Bridge room.

A TEC member needs to take on the role of liaison with Diana McInnes.

## **11 Dulwich Fair (15 May) & Goose Green Fair (22 May).**

Volunteers needed for both events. Dulwich Fair: NA and AB to set up from 10am. Ukulele groups to take part. Goose Green Fair: CK organising, ST volunteered.

## **12. Newsletter**

MS and another member, Christine Hensby, had agreed to become editors. The 'job description' was clarified together with the importance of liaison with Di Deudney.

## **13. Plans for u3a 40th Anniversary celebrations (ST)**

ST would be leaving the Committee but was willing to continue on the planning group. She explained the plans for a tea party in September, with several groups offering excerpts from their activities. It was felt that an Open day to attract new members was also needed; both could perhaps be organised. Possible venues were discussed, Carnegie Library suggested. NA reported that the ukulele groups were learning 40 songs for 40 years.

## **14. Action re email address held by Assistant Membership secretary (ST)**

ST, who is retiring from TEC at the AGM, has 200 members on her contact list. She should pass any relevant information on to JC, then delete from her own system.

## **15. Digital skills (KB)**

Kevin Fortune is to continue with the Digital Skills sessions, also possibly face-to-face tuition in Lordship Lane. KB will continue to manage this. AB has contacted other u3as about these sessions.

KB will stay on TEC but wishes to give up his IT Support role. There needs to be an advertisement in the newsletter for the IT Support role.

## **16. Zoom & Speaker organiser (NA)**

NA must stand down from the Committee but is willing to continue to organise Zoom meetings. Only one Committee member (MS) remains on the Speaker Committee. NA was thanked for his offer and hard work.

## **17. Plans for Interest Group Coordinators to manage update of new D&D u3a Directory (HG)**

HG was absent but discussion proceeded, and it was noted that CK and HR had discussed how to get the project started, and would do so.

## **18. Karen Chessell Role (CK)**

CK was absent but HR said that the interest group coordinators had been told that Karen had been

trawling old membership application forms in order to identify any interests not served by current groups and to facilitate the setting up of new groups accordingly. There had hitherto been a lack of clarity in relation to the handover of such groups, once established, to the interest group coordinators. It was agreed that greater clarity would be sought.

#### **19. Network membership (AB)**

AB explained that the Network was a group of six local u3as who put on events. She considered D&D u3a should continue to belong, so there was a need to nominate a Network Representative. The Networks were groups of peers with 3 to 6 u3as in each. All 44 independent u3as in London are part of London Region. AB considers that London Region have taken on an authoritative role which is perhaps not appropriate.

#### **20 AOB**

Agreed MS (and presumably any future TEC member with mobility issues) should take an Uber to Committees unless offered a lift. MS Expressed her thanks.

#### **Date of next meeting**

To be agreed by new Committee after the AGM on 26 May.

Normal date is 10.15 on 9 June at Rosebery Lodge.