

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

Thursday 9 June 2022, 10.15am, at Rosebery Lodge

		Actions
1	<p><b>Present &amp; Apologies</b>  <b>Present:</b> Richard Elliott (RE, Secretary), Keith Ball (KB), David Beamish (DB), Karen Chessell (KC), Jane Coupe (JC), Christine Hensby (CH), Caroline Knapp (CK), Tim Pagan (TP), Helen Robertson (HR), Anne Sharpley (AS), Julia Bairstow (JB).  <b>Apology:</b> Ruth Colvin (RC, Treasurer).</p>	
2	<p><b>Welcomes and introductions</b>            It was agreed that RE, as the only officer present, should Chair the first three agenda items. He welcomed everyone to the meeting and noted that we had 4 new trustees in attendance. All committee members introduced themselves before the 4 new trustees did the same.            It was noted that, since the AGM, Maggie Smith had submitted her resignation from the Committee.</p>	
3	<p><b>Appointment of a Minute Secretary</b>            TP volunteered to do the minutes for this meeting.</p>	
4	<p><b>Appointment of a new Chair and Vice Chair</b>            RE outlined the process for electing a new chair in the absence of any candidate at the AGM. DB was proposed by HR and seconded by CK. No other nominations were forthcoming and DB was unanimously elected.            For the post of Vice Chair, TP was proposed by RE and seconded by KC. No other nominations were forthcoming and TP was unanimously elected.            At this point DB took the chair.</p>	
5	<p><b>Minutes of meeting on Thursday 10 May 2022</b>            In the absence of a revised draft, any further amendments were to be sent to DB and a revised text circulated for approval at the July meeting.</p>	DB
6	<p><b>Matters arising not covered by agenda</b>            None.</p>	
7	<p><b>Reflections on the AGM and draft minutes</b>            DB had drafted minutes of the AGM held on 26 May and had sent a draft to members of the old and new committees. They will be approved at next year's AGM. There were no suggested amendments to the draft, which would now be posted on the website.            CK noted that the sound quality at the AGM was problematic for some, particularly Zoom users. There was discussion about possible improvements to sound quality and DB agreed to talk to Neil Abrahams about what might be done</p>	DB DB
8	<p><b>Amended Constitution and actions arising</b>            DB congratulated AS on her work on the constitution, which had been approved by the Charity Commission the day after the AGM. AS confirmed there would be more amendments to be made next year in relation to our management of 'hybrid' meetings.</p>	
9	<p><b>Roles of Committee members</b>            DB to continue for now as Webmaster as well as Chair.            AS to remain as Constitution lead and as Beacon Site Administrator.            HR and CK to continue as the two Group Coordinators. DB to write to Helen Graham (previously the third Group Coordinator), to thank her and ask her to pass on to HR details of those groups on which she had been lead coordinator.            KC to become New Member Skills Coordinator, to work specifically on the skills new members identify on their new membership forms. JC will pass to KC the name and contact email of those new members who indicate on the membership form that they have a skill they are willing to share. This will help KC make the best use of new members' skills, with potential to identify possible new speakers, group convenors and new Committee members.            JC to continue as Membership Secretary.            CH to become Newsletter Editor, with Di Deudney continuing to act as Designer, and Katy Shaw to be invited to become proof-reader – DB to approach Katy. Verity Mosenthal to continue to distribute hard copies to those members without access</p>	DB JC DB

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	<p>to e-mail. CH will clarify the Newsletter production process with her new colleagues. We will continue to issue a mid-month bulletin for reminders of dates and any immediate issues with the main Newsletter being sent out monthly around the end of the month. CH will be able to contact group convenors directly about content for the newsletter. It was also suggested new TEC trustee members could write a brief profile of themselves for forthcoming Newsletters.</p> <p>DB will work with Neil Abrahams and Maggie Smith on inviting/selecting speakers and events. TP asked if there was a list of who we have had as speakers over the years to avoid repeats and duplications. DB to compile a list.</p> <p>JB to continue to act as Committee representative for the SCID inclusivity and diversity group (which Pam Cohen would continue to chair). JB agreed to ask SCID to look at some of the policies relating to specific needs and requirements with a view to updating them.</p> <p>KB to become Assistant Beacon Administrator and work with AS.</p> <p>TP to take on the role of minute taker at TEC meetings.</p> <p>There is a vacancy for IT Skills/Support to members. DB to contact Roman Bednarz and Neil Abrahams about who we might be able to get to take on this role. There will also be a vacancy for taking over from DB as Webmaster. The Committee might also need a Health and Safety lead in due course and a representative or representatives to attend national/regional meetings.</p> <p>DB to confirm with Sandra Tait that she is happy to carry on organising coffee mornings on Zoom and afternoon teas for new members. DB suggested CH put something in the Newsletter to advertise for new people to help with the catering at monthly meetings as we are down to only 5 volunteers now.</p> <p>RE to amend the chart of TEC Roles to reflect the above changes.</p>	<p>DB</p> <p>JB</p> <p>DB</p> <p>DB</p> <p>RE</p>													
10	<p><b>New TEC members' induction and registration</b></p> <p>All TEC trustees will have to fill out an on-line registration form for the Charity Commission. AS will lead on coordinating this.</p> <p>RE to compile a list of e-mail sources and essential reading for the new trustees as part of their induction.</p>	<p>AS</p> <p>RE</p>													
11	<p><b>Membership report and renewal position</b></p> <p>JC presented her membership report, as follows:</p> <table border="0"> <thead> <tr> <th><b>Members by status</b></th> <th><b>Current members by class</b></th> </tr> </thead> <tbody> <tr> <td>Current 584</td> <td>Associate 17 (3%)</td> </tr> <tr> <td>Deceased 4</td> <td>Concession 8 (1%)</td> </tr> <tr> <td>Lapsed 144</td> <td>Individual 559 (96%)</td> </tr> <tr> <td>Resigned 62</td> <td>Total: 584 (we have lost 2 carers)</td> </tr> </tbody> </table> <p>New since 1 April 2022: 27  New since the last meeting (May): 13</p> <p>The current membership figures are for those who have paid their 2022/23 subscription.</p> <p>Of the recent resignations, where stated, the following were the reasons given:</p> <ul style="list-style-type: none"> <li>- ill health (3)</li> <li>- moved out of area (2)</li> <li>- ULEZ restrictions (2)</li> <li>- not attending any groups (2)</li> <li>- too busy otherwise (3)</li> </ul> <p>JC had completed our submission for TAM magazine by the deadline of 13 May. RC will process last-minute renewals on her return from holiday, then RE will delete those who have not paid from Mailchimp list. RE has already taken off those who have resigned</p>	<b>Members by status</b>	<b>Current members by class</b>	Current 584	Associate 17 (3%)	Deceased 4	Concession 8 (1%)	Lapsed 144	Individual 559 (96%)	Resigned 62	Total: 584 (we have lost 2 carers)	<p>RC</p>			
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12	<p><b>Treasurer's report</b></p> <p>10.1. The Treasurer had reported as follows:</p> <table border="0"> <tr> <td>Bank balances:</td> <td>current a/c</td> <td>£13,098.07</td> </tr> <tr> <td></td> <td>deposit a/c</td> <td>£10,030.53</td> </tr> <tr> <td></td> <td>petty cash</td> <td>£50</td> </tr> </table> <p><i>Income in May 2022</i></p> <table border="0"> <tr> <td>From members</td> <td>£2742</td> </tr> <tr> <td>From table tennis group</td> <td>£66</td> </tr> </table>	Bank balances:	current a/c	£13,098.07		deposit a/c	£10,030.53		petty cash	£50	From members	£2742	From table tennis group	£66	
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	<p><i>Spending in May 2022</i></p> <table> <tr> <td>Zoom</td> <td>£</td> <td>14.39</td> </tr> <tr> <td>Refund</td> <td>£</td> <td>15.00</td> </tr> <tr> <td>Refreshments for meetings</td> <td>£</td> <td>51.35</td> </tr> <tr> <td>Catering: members' tea 29/04</td> <td>£</td> <td>89.88</td> </tr> <tr> <td>Despatch newsletters by post</td> <td>£</td> <td>16.25</td> </tr> </table> <p>We now have an account number with sort code from Lloyds Bank. RC will be organising specimen signatures on return from holiday. During June, our annual return will be submitted to the Charity Commission. Now we have an account with Lloyds, we have a sort code and account number. Signatories will be RC (Treasurer), DB (Chair), RE (Secretary), AS (Beacon Site Administrator). RE to liaise with Ruth on obtaining a debit card to enable bills to be paid.</p>	Zoom	£	14.39	Refund	£	15.00	Refreshments for meetings	£	51.35	Catering: members' tea 29/04	£	89.88	Despatch newsletters by post	£	16.25	
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13	<p><b>SCID report</b></p> <p>JB will provide the minutes from the 16 May SCID meeting to this Committee. In order to get more members on the SCID Sub-Committee, JB will also send CH a proposal for an item in the next Newsletter.</p>	JB															
14	<p><b>Report back on Dulwich and Goose Green fairs</b></p> <p>CK said the event at Goose Green had gone well and we have 2 new members as a result.</p>	CK															
15	<p><b>Meeting/Event future programme</b></p> <p>DB to check we have a speaker for the July meeting.</p>	DB															
16	<p><b>Digital Skills programme</b></p> <p>KB reported that both the iPhone and Android sessions had been well attended.</p>																
17	<p><b>Catering arrangements at monthly meetings</b></p> <p>DB to assist in July. CK to write something to CH so she can advertise for more helpers in the Newsletter. CK to include what the role consists of as well as the amount of time required by volunteers</p>	DB CK															
18	<p><b>Interest Group matters</b></p> <p>Sheila Northover is stepping down from birdwatching convenor; RE suggested putting an advert in the Newsletter of what is required to replace Sheila. DB to also forward to HR Sheila's e-mail message to group members.</p> <p>RE and HR to discuss solutions to the room issues of the bridge beginners group. Bob Goodrick needs a co-convenor for the Bowls group as he isn't on e-mail.</p>	DB RE & HR															
26	<p><b>AOB</b></p> <p>CK raised the issue of when these Committee meetings take place as Thursday isn't always convenient for her. DB to carry out a Doodle poll of all members to look at options.</p> <p>DB suggested that if committee members have items they wish to put on the agenda then they e-mail them to him and the Secretary with an explanation as to what the item is about and whether it is for discussion or decision etc.</p> <p>Issue of how to get hard copies of Activity Report to interested members: suggestions were (a) give them out at monthly meetings, (b) give them out at new members meetings, and (c) take copies to any other meetings committee members attended where copies might be distributed (d) post copies with next newsletter to members without e-mail (AS to advise Verity Mosenthal).</p>	DB          AS															
27	<p><b>Date of next meeting</b></p> <p>Thursday 14 July at 10.15am at Rosebery Lodge.</p>																
	<p><b>The meeting closed at 12.20 pm</b></p>																