

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

Thursday 10th November 2022, 10.15am, at Rosebery Lodge

		Actions																										
1	<p><b>Present &amp; Apologies</b></p> <p><b>Present:</b> Richard Elliott (RE, Secretary), Karen Chessell (KC), Jane Coupe (JC), Tim Pagan (TP, Vice Chair), Ruth Colvin (RC, Treasurer), Keith Ball (KB), Julia Bairstow (JB, for SCID), Anne Sharpley (AS).</p> <p><b>Apologies:</b> David Beamish (DB, Chair), Caroline Knapp (CK), Helen Robertson (HR), Christine Hensby (CH).</p> <p>TP chaired the meeting in DB's absence and also took the minutes.</p>																											
2	<p><b>Approval of Minutes of TEC meeting 13 October 2022</b></p> <p>CH had e-mailed some amendments to the section on Newsletter (section 8) and JB agreed to the revisions of the wording of the SCID items (section 9). TP will make the amendments and re-circulate to Committee – they can be signed off on DB's return.</p>	TP/DB																										
3	<p><b>Matters Arising (not on the agenda)</b></p> <p>None.</p>																											
4	<p><b>Secretary's Report</b></p> <ul style="list-style-type: none"> <li>- RE confirmed he has placed adverts for our November 17<sup>th</sup> meeting in the SE21/22/23 Magazines.</li> <li>- RE also raised the issue of members unsubscribing from the digital sessions which leads to them being unsubscribed from the whole of the branch. He will clarify that members shouldn't unsubscribe in a note to members.</li> </ul>	RE																										
5	<p><b>Membership Report</b></p> <p>JC reported as follows:</p> <table style="width: 100%; border: none;"> <tr> <td>Current members :</td> <td style="text-align: right;">663</td> </tr> <tr> <td>Deceased since 1 Apr :</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Lapsed since 1 Apr :</td> <td style="text-align: right;">46</td> </tr> <tr> <td>Resigned since 1 Apr :</td> <td style="text-align: right;">35</td> </tr> <tr> <td>New since last meeting:</td> <td style="text-align: right;">10</td> </tr> <tr> <td>New since 1 Apr :</td> <td style="text-align: right;">75</td> </tr> </table> <ul style="list-style-type: none"> <li>- JC confirmed she and KC will host a new members tea on Monday November 28<sup>th</sup> at 2.30pm here at Rosebery Lodge – all of TEC are invited to attend if they wish.</li> <li>- JC had received an invitation to a choral festival in London. It was confirmed it is ok to share this with music group members or individuals but not to distribute it to the whole of the branch membership. This is in line with U3A policy.</li> </ul>	Current members :	663	Deceased since 1 Apr :	2	Lapsed since 1 Apr :	46	Resigned since 1 Apr :	35	New since last meeting:	10	New since 1 Apr :	75	JC/KC														
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6	<p><b>Treasurer's Report and Bank Account Position</b></p> <p>RC's report was tabled as follows:</p> <table style="width: 100%; border: none;"> <tr> <td>Barclays Bank balances:</td> <td>current a/c</td> <td style="text-align: right;">£9,304.94</td> </tr> <tr> <td></td> <td>deposit a/c</td> <td style="text-align: right;">£10,034.38</td> </tr> <tr> <td></td> <td>petty cash</td> <td style="text-align: right;">£50</td> </tr> <tr> <td>Lloyds balance</td> <td>current a/c</td> <td style="text-align: right;">£2,000</td> </tr> </table> <p><b>Income in October 2022:</b></p> <table style="width: 100%; border: none;"> <tr> <td>From members</td> <td style="text-align: right;">£138</td> </tr> <tr> <td>From table tennis group</td> <td style="text-align: right;">£66</td> </tr> </table> <p><b>Spending in October 2022:</b></p> <table style="width: 100%; border: none;"> <tr> <td>Neil Abrahams expenses</td> <td style="text-align: right;">£61.61</td> </tr> <tr> <td>Hire of room, Herne Hill Baptist</td> <td style="text-align: right;">£87.50</td> </tr> <tr> <td>Hire of room, F Peek Centre</td> <td style="text-align: right;">£104.40</td> </tr> <tr> <td>J Bairstow for printing</td> <td style="text-align: right;">£95.00</td> </tr> <tr> <td>St Barnabas re table tennis</td> <td style="text-align: right;">£66.00</td> </tr> </table> <p>We have transferred a token amount of our funds to the new account at Lloyds, however there is still no sign of the electronic equipment yet. We have received additional forms from the bank in order to get on with the electronic access. These appear to be duplicates of those that we signed off in August and sent to the bank with the main application forms.</p>	Barclays Bank balances:	current a/c	£9,304.94		deposit a/c	£10,034.38		petty cash	£50	Lloyds balance	current a/c	£2,000	From members	£138	From table tennis group	£66	Neil Abrahams expenses	£61.61	Hire of room, Herne Hill Baptist	£87.50	Hire of room, F Peek Centre	£104.40	J Bairstow for printing	£95.00	St Barnabas re table tennis	£66.00	RC
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		<b>Actions</b>
7	<p><b>Newsletter</b></p> <p>a) CH confirmed she has been thinking about an editorial policy for the newsletter and has spent time looking at the editorial policies of other publications. She is hoping to provide an outline for a D&amp;D policy for our next meeting.</p> <p>b) CH confirmed she plans to run the article on becoming a group convenor in the December newsletter, subject to space.</p> <p>c) CH will be away for most of January and so there won't be a mid-month update in January and the February newsletter will be delayed and combined with the February mid-month update.</p> <p>d) CH to discuss with DD her views on a possible 'back-up' designer to support her during busy periods.</p>	CH
8	<p><b>SCID Report</b></p> <p>JB and TP confirmed that a date has been set for the SCID review meeting for 10.30am on 5<sup>th</sup> December here at Rosebery Lodge. Those in attendance will be JB, Pam Cohen, DB, CH, TP and AS and possibly another SCID member.</p>	
9	<p><b>Report back on events</b></p> <p>The previous monthly meeting on Nunhead and West Norwood cemeteries was considered a successful event by all who were there. A write up from Andrew and Helen Graham will soon be made available to all members.</p>	
10	<p><b>Meeting/Future Events Programme</b></p> <p>- TP asked for details of timings for the next monthly meeting on jazz on November 17<sup>th</sup> as he will be chairing the meeting. RE will send a reminder to members about the event on 16.11.22.</p> <p>- CK has been invited to set up a stall for U3A at the Carnegie Hall event on November 26<sup>th</sup>. This is a recruitment opportunity. TP, KC, Judith Nurse and Pat Verity have volunteered to assist. JC will make sure CK has enough recruitment leaflets and JB will send SCID leaflets to CK too.</p> <p>- Xmas quiz on Monday December 12<sup>th</sup> at 2pm. CK asking for TEC members to help set-up tables. TP to assist and others to think about it.</p>	RE  JC/JB  TP
11	<p><b>Directory</b></p> <p>The completion of the new Directory is now urgent, and really needs to be completed before Xmas. TP to e-mail DD, KC and HR this afternoon to ask them what assistance they need to complete the task. JB to send TP the details of a good printer she knows in Peckham who is reliable, good value and prompt in responses so this can be passed to DD.</p>	JB/TP
12	<p><b>Interest Group matters</b></p> <p>KC gave details of her work with new members:</p> <ul style="list-style-type: none"> <li>- Of 26 contacted so far, 15 have replied, 1 bumped into at open meeting.</li> <li>- Of those 16: 4 have skills: 1 wanting to convene a group, 1 happy to help with survey design &amp; research, 1 happy to give technical support at open meetings, 1 off to Oz but might do something next year.</li> <li>- 9 quite or very happy with groups joined</li> <li>- 1 very unhappy with group tried (is trying again through KC)</li> <li>- 1 disappointed as nothing of interest - has not got back to me yet re their interests.</li> <li>- 1 tried to join a group, never had a response (now sorted out by KC)</li> <li>- Of those with skills I've not contacted, the skills are: TEFL, Knitting, Writing, Legal &amp; Childcare</li> </ul> <p>TP and RE thanked KC for this excellent work and were keen for it to continue.</p> <p>JB sought clarification of whether any payment can be made from the Committee for convenors who may be 'out of pocket' if they have to pay for shortfalls in expenses for room or venue bookings. RE and AS confirmed this is not possible under national U3A financial rules. Suggestions were made that fees for that group may have to go up or maybe subscriptions for the group might have to be paid rather than a 'pay as you go' approach. All our groups need to be self-financing in this sense.</p>	KC
13	<p><b>AOB</b></p> <p>a) Updating our D&amp;D policies – AS reminded us that several policies are in need of reviewing, updating, editing or amalgamating. She will carry out a review of Data Protection, Privacy and Legitimate Interest Policy. TP to do the same on</p>	TP

		<b>Actions</b>
	<p>Complaints and Grievance and report back in the new year. Another TEC volunteer will be required to review all our Wellbeing policies.</p> <p><b>b)</b> TP to bring back the Environmental Policy for discussion at our December meeting.</p>	TP
14	<p><b>Date of next meeting</b> Thursday 8 December 2022 at 10.15am at Rosebery Lodge.</p>	
	<p><b>The meeting closed at 12.10 pm</b></p>	