

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

Thursday 8th December 2022, 10.15am, at Rosebery Lodge

| | | Actions | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|---|-------------|-------------|-------------|--|-------------|-------|--|------------|---------|--------|-------------|------------|--|-------------|------------|--------------|------|--------------------------------|---------|-------------------------------------|---------|--------------------------------|---------|----------------------------------|---------|----------------------------------|--------|--|
| 1 | <p>Present & Apologies</p> <p>Present: David Beamish (DB, Chair), Richard Elliott (RE, Secretary), Karen Chessell (KC), Tim Pagan (TP, Vice Chair), Ruth Colvin (RC, Treasurer), Keith Ball (KB), Christine Hensby (CH).</p> <p>Apologies: Caroline Knapp (CK), Helen Robertson (HR), Anne Sharpley (AS), Jane Coupe (JC), Julia Bairstow (JB SCID).</p> <p>TP took the minutes.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Approval of Minutes of TEC meetings 13 October and 10 November 2022</p> <p>Amended versions of both sets of minutes were approved and DB will put them on the website.</p> | DB | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>Matters Arising (not on the agenda)</p> <p>None.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>Secretary's Report</p> <p>RE confirmed he had nothing substantive to report this time.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>Membership Report</p> <p>JC reported as follows:</p> <p>Current members: 677</p> <p>Deceased since 1 April: 2 (no change from last month)</p> <p>Lapsed since 1 April: 45 (1 fewer than last month)</p> <p>Resigned since 1 April: 35 (no change)</p> <p>New members since last month: 13</p> <p>New members since 1st April: 88</p> <p>KC and JC, assisted by CK and DB, held a new members' tea on 28 November. Out of 30 invited, 8 accepted but only 5 turned up, 10 refused and the balance didn't reply (despite a reminder). This may be due to the fact that the 30 invited had already belonged for some months and strictly speaking didn't feel like new members. A tea had not been held for some while. We are intending to hold another one in the early New Year for the next 'batch' who will have been members for a shorter period of time.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <p>Treasurer's Report and Bank Account Position</p> <p>Bank balances:</p> <table> <tr> <td>Barclays</td> <td>current a/c</td> <td>£ 10,470.32</td> </tr> <tr> <td></td> <td>deposit a/c</td> <td>£ NIL</td> </tr> <tr> <td></td> <td>petty cash</td> <td>£ 50.00</td> </tr> <tr> <td>Lloyds</td> <td>current a/c</td> <td>£ 1,328.81</td> </tr> <tr> <td></td> <td>deposit a/c</td> <td>£ 9,500.00</td> </tr> </table> <p>Income in November 2022</p> <table> <tr> <td>From members</td> <td>£121</td> </tr> </table> <p>Spending in November 2022:</p> <table> <tr> <td>Return duplicate subs, V Field</td> <td>£ 30.00</td> </tr> <tr> <td>catering expenses at Rosebery lodge</td> <td>£ 12.30</td> </tr> <tr> <td>C Knapp, expenses re directory</td> <td>£ 15.79</td> </tr> <tr> <td>Room hire, F. Peek Centre, 17/11</td> <td>£104.40</td> </tr> <tr> <td>V Mosenthal re non-email members</td> <td>£ 8.70</td> </tr> </table> <p>We have received the equipment from Lloyds so that we are now able to operate this account fully. RC has opened an interest-bearing account with Lloyds as well, which was quick and easy online and has transferred funds to it. We have now cleared the Barclays deposit a/c to zero and in December so far, we have transferred a further £5,000 to Lloyds, to the deposit a/c.</p> <p>RC's current intention is to keep the Barclays current a/c in operation until we have received the bulk of the 2023 renewals, to catch any members who do not get round to changing their payment instructions.</p> | Barclays | current a/c | £ 10,470.32 | | deposit a/c | £ NIL | | petty cash | £ 50.00 | Lloyds | current a/c | £ 1,328.81 | | deposit a/c | £ 9,500.00 | From members | £121 | Return duplicate subs, V Field | £ 30.00 | catering expenses at Rosebery lodge | £ 12.30 | C Knapp, expenses re directory | £ 15.79 | Room hire, F. Peek Centre, 17/11 | £104.40 | V Mosenthal re non-email members | £ 8.70 | |
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| 7 | Gift Aid Following a review of the membership forms over the years, some versions of the Gift Aid Declaration did not make it simple to sign up for Gift Aid for future subscriptions. JC and AS therefore propose to send an email via Beacon to give those members not currently on Gift Aiding their subscriptions an opportunity to do so. | JC/AS |
| 8 | Website Issues DB and RE outlined the current position of the national website and it's knock on effects on our own website. DB has restored some items from his own records. RE will look at what has gone and how it can be restored. All TEC members to also look at the site and let DB know if they have 'back up' versions of any essential documents/files. DB will also ask AS about which policies have been 'lost' as a result of the problems and which policies now need renewing. | RE/DB/AS/TEC |
| 9 | Newsletter Report and Editorial Policy - CH presented her draft editorial policy and a discussion ensued. TEC members will have an opportunity to comment on the draft between now and next meeting when we hope to finalise the document. All present thought CH's draft was very helpful. - CH has also received a newsletter template from the Third Age Trust, after some correspondence with them about whether a template was available. It is based on their own newsletter template for Mailchimp. CH has spent a little bit of time exploring it and will report on it further in due course. - Maggie Smith has offered to write reports on the monthly meetings for the newsletter. - Verity Mosenthal is moving out of London and has stepped down as the printing coordinator. Anne Sharpley has agreed to take over her role and Neil Abrahams and Susan Elias will continue to provide support. | CH AS |
| 10 | Diversity and Inclusion, including meeting between SCID and TEC on 5.12.22 - TP outlined the main items that were discussed at the meeting and has produced a separate summary note to be sent to all members of SCID and TEC. - A useful discussion took place about the need for any further survey to have questions in relation to other matters (such as qualitative questions on membership satisfaction and suggestions for improvement) as well as diversity questions. - DB and TP will attend the next SCID meeting on 8 th January to keep the dialogue going. | DB/TP |
| 11 | Report back on events TP reported back on the previous monthly meeting where the speakers were Max and Pat Wright. The topic was "the history of jazz" and it was felt to be a great success. TP also reported the successful event at the Winter Fair at Carnegie Hall on 26 th November. TEC very grateful to CK for co-ordinating and running the stall on the day. DB reported back on the new members tea as above in item 5. Thanks to KC and CK for running this event. | JB/TP |
| 12 | Future Events and Meetings - DB confirmed arrangements for the Quiz on Monday 12 th December at St Barnabas Hall in Dulwich Village. - DB has arranged a speaker for the January 25 th meeting on The Pilgrims Way to Santiago - We still need a speaker for the February monthly meeting - TP/CH confirmed we have a good speaker, Jeremy Brackpool, lined up to talk about Climate Change and Sustainability at our March meeting. | |
| 13 | Directory and Interest Group Matters - Agreement to order 1200 copies of the Directory, which will be delivered to individual members addresses. - With the number of interest groups continuing to grow it was agreed that a third IGC was required – KC agreed to take on this role and will liaise with CK and HR. - DB will ask CK to come up with some new wording for a new banner. - At all future monthly meetings we will reserve 3 seats at the front for those members with hearing disabilities. | KC DB |

| | | Actions |
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| | <ul style="list-style-type: none"> - CK suggested TP and KC look at using Lambeth Age UK as a potential recruiting source. - A Convenor's meeting is proposed to be held in late January or early February. DB to invite further planning and discussion with IGC's and at next meeting | TP/KC DB |
| 14 | Environmental Policy Item deferred pending further work by TP. | TP |
| 14 | AOB <ul style="list-style-type: none"> - CH mentioned there is still an old and redundant phone number on our Facebook page – she will remove it. - CH noted AS's suggestion that she 'backs up' the member and financial data recorded in our Beacon membership system as a precaution. CH will ask AS where she will back it up safely and ask for how long this arrangement is proposed. | CH CH |
| 15 | Date of next meeting Thursday 12 January 2023 at 10.15am at Rosebery Lodge. | |
| | The meeting closed at 12.10 pm | |