

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

Thursday 12 January 2023, 10.15am, at Rosebery Lodge

		Actions
1	<p>Present & Apologies</p> <p>Present: David Beamish (DB, Chair), Julia Bairstow (JB, SCID). Keith Ball (KB), Karen Chessell (KC), Ruth Colvin (RC, Treasurer), Jane Coupe (JC), Richard Elliott (RE, Secretary), Helen Robertson (HR), Anne Sharpley (AS).</p> <p>Apologies: Christine Hensby (CH), Caroline Knapp (CK), Tim Pagan (TP).</p> <p>AS took the minutes.</p>	
2	<p>Approval of Minutes of TEC meeting 8 December 2022</p> <p>The minutes were approved with minor amendments. AS to make amendments and send to DB who will put them on the website.</p>	DB
3	<p>Matters Arising (not on the agenda)</p> <p>None.</p>	
4	<p>Membership Report</p> <p>JC reported as follows: Current members: 686 Deceased since 1 April: 3 (one since last month) Lapsed since 1 April: 45 (no change) Resigned since 1 April: 36 (one more than last month) New members since last month: 10 New members since 1st April: 98</p> <p>The submission of addresses for the Third Age Trust magazine had been made. An updated version of the Gift Aid form had been agreed and an e-mail inviting those who haven't gift aided their subscription to do so will be sent out shortly to 100 members.</p>	
5	<p>Treasurer's Report and Bank Account Position</p> <p>Bank balances:</p> <p>Barclays current a/c £ 2,020.00 deposit a/c £ NIL petty cash £ 50.00</p> <p>Lloyds current a/c £ 2,548.81 deposit a/c £14,501.49</p> <p>Income in December 2022</p> <p>From members £50 Lloyds Bank £ 1.49</p> <p>Spending in December 2022:</p> <p>Plus 5 Print - directories £2,505.00 R Colvin for Zoom cost £ 112.33 C Knapp, Uber to Di £ 19.28 Speaker fee for jazz session £ 20.00 St Barnabas room for quiz £ 112.00</p> <p>RC has set up the dual authorisation for online payments from the Lloyd's a/c and applied for a debit card.</p> <p>RC's current intention remains 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>	Q
6	<p>Secretary's Report</p> <p>RE reported that in future there will be monthly e-mail reminders for the Zoom Digital Skills meetings instead of weekly ones – the link does not change. There have been 3-4 unsubscribers a month (who then receive no D&D e-mails), typically 1 genuine and 2 unsubscribing via the Digital Skills e-mails.</p>	

		Actions
7	<p>Newsletter report</p> <p>The Committee received a written report from CH, as follows: “An extended issue of the Newsletter incorporating the Monthly mid-month update was emailed to members on 2nd January. This issue covers the period up to early February. This was agreed by the committee as I will be in India until 29th January. Following further discussion with SCID members, a shortened version of my proposed article was published in the January Newsletter. As agreed, the February newsletter will be delayed until early February and will be combined with the Mid-month update. The normal cycle of bi-monthly publications will resume in March. The old telephone number has been removed from our Facebook page. No comments have been received from TEC members on the outline editorial policy. I plan to expand on the outline and submit a draft editorial policy document to the March TEC.”</p>	
8	<p>File Storage</p> <p>RE had circulated a paper about our Google Drive storage in advance of the meeting, and he explained the current position.</p> <p>It was agreed that final versions only, if appropriate in both Word (i.e. amendable) and PDF formats, of all minutes, policies, newsletters and other significant documents need to be stored on the Google Drive as well as on our website.</p> <p>The following changes to the current folder structure were agreed:</p> <ul style="list-style-type: none"> · Members and Beacon to be split into 2 folders – DB · New folder for Charities Commission – DB <p>RE will e-mail the password for the trustee@dulwich-u3a.uk e-mail which was set up to manage the Google Drive storage to all trustees. Trustees will then try to load up relevant files to folders for which they are the Owner (see RE’s paper). There will then be a review of the Google Drive contents.</p> <p>AS will try to locate the minutes for TEC meetings before 2017. We agreed that a longer-term aim was to have a complete archive of D&D u3a held on the Google Drive.</p> <p>The list of @dulwich-u3a.uk e-mail addresses was reviewed, all currently active except possibly newmembers@dulwich-u3a.uk. DB will test whether in use.</p>	<p>DB</p> <p>RE/ Trustees</p> <p>AS</p> <p>DB</p>
9	<p>Data Protection and other Policies</p> <p>Various of our policies are due for review. AS had reviewed the latest sample policies on the National u3a’s website and circulated updated versions of our Data Protection Policy and Legitimate Interest Assessment (Membership) to trustees.</p> <p>New versions agreed. AS to remove comments and send to DB for website.</p> <p>Privacy Policy is due for renewal and requires significant changes. AS to draft an updated policy for March TEC meeting (as she cannot attend in February).</p> <p>Current versions of Financial and Inclusivity policies are still missing from website. AS may have both and will send to DB for website.</p> <p>It was agreed that we continue with our current D&D format for policies. AS to contact TP about this as draft of Environmental policy is in national u3a’s new format for policy templates.</p>	<p>AS</p> <p>AS</p> <p>AS</p> <p>AS</p>
10	<p>Diversity and Inclusion, including SCID report and Accessibility Lead</p> <p>Document describing new Accessibility Lead role already circulated. With a minor amendment it was agreed that this was suitable for sending to convenors (via Group Co-ordinators) and publishing on website. An abridged version was needed for a newsletter article.</p> <ul style="list-style-type: none"> · JB to report back to next SCID meeting · the full text then to be sent to CK/HR for forwarding to convenors, and to DB for website · an abridged version to be sent to CH for March newsletter 	<p>JB</p> <p>CK/HR/ DB</p> <p>JB</p>

		Actions
	The trustees suggested that the Accessibility Lead, Max Fishel, should have a D&D e-mail address. JB to discuss this with Max. His contact details should be added to the information sent to convenors and on the web.	
11	<p>Report back on events</p> <p>DB reported that a successful Festive Quiz had been held in St Barnabas Hall on 12th December, although a reduced number (c 36) attended, probably on account of the bad weather. Thanks were expressed to Diana McInnes and Susan Elias for an excellent quiz and to Jenny Thomas and her team for refreshments.</p>	
12	<p>Future Events and Meetings</p> <ul style="list-style-type: none"> - DB confirmed that at the next meeting on 25th January in the Herne Hill Baptist Church, Half Moon Lane, Peter Hore would be talking about The Pilgrims' Way to Santiago de Compostela. - DB reported that the following meeting on 15th February in the Herne Hill Baptist Church was being organised by members of the Creative Writing Group. - DB mentioned that the March meeting was being organised by the Sustainability Group. At the December TEC meeting TP/CH confirmed they have a good speaker, Jeremy Brackpool, lined up to talk about Climate Change and Sustainability. - DB is looking for a speaker for April <p>It is hoped that Sheila Northover will join the Events Group, which currently consists of DB and Maggie Smith.</p> <p>It was mentioned that a number of members with hearing difficulties would appreciate the use of a venue with a hearing loop for monthly meetings. SCID was asked to investigate if there were any suitable venues.</p>	JB/SCID
13	<p>Directory and Interest Group Matters</p> <p>Directory</p> <p>There is a need to issue an update as some groups had been omitted – the two Jazz Groups, Early Man and one of the Opera Groups.</p> <p>A small supplement would be prepared by Group Coordinators with Di Deudney.</p> <p>RE to send out details as a separate e-mail with the supplement for download. AS needed version for printing to send to members without e-mails, and JC needed printed version or link for new members.</p> <p>HR explained that problems during production had resulted in some updates to wording being lost.</p> <p>It was agreed we should aim to produce a new version in a year. It was agreed that in any future edition SCID should be listed separately as a subcommittee of TEC and not as if it was an interest group.</p> <p>For the next version it will be essential that three print/distribution quotations are obtained and given to TEC in good time. As the 2023 Directory had been delayed, on this occasion a single quote was accepted on an exceptional basis.</p> <p>It was noted that the master files for the Directory would need to be included in the Google Drive document storage.</p> <p>Convenors' meeting</p> <p>The Group Coordinators were proposing a nice tea, to be held on a Saturday, say from 3pm to 5pm. This would probably be in late February. Mainly a social event, it could possibly include something on accessibility from Max Fishel.</p> <p>Number of Group Coordinators</p> <p>HR said that she and CK worked well together and it was better as a team of two rather than three.</p> <p>[HR then had to leave]</p> <p>Concern was expressed that a team of two did not provide sufficient resilience. It was agreed that this should be considered again after the AGM by the new TEC.</p>	HR/CK RE/AS/ JC

