

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

Thursday 9<sup>th</sup> March 2023, 10.15am, at Rosebery Lodge

		Actions
1	<p><b>Present &amp; Apologies</b></p> <p><b>Present:</b> David Beamish (DB, Chair), Karen Chessell (KC), Ruth Colvin (RC, Treasurer), Jane Coupe (JC), Christine Hensby (CH), Helen Robertson (HR), Anne Sharpley (AS).</p> <p><b>Apologies:</b> Julia Bairstow (JB, SCID), Keith Ball (KB), Richard Elliott (RE, Secretary), Caroline Knapp (CK), Tim Pagan (TP).</p> <p>AS took the minutes.</p>	
2	<p><b>Approval of Minutes of TEC meeting 9<sup>th</sup> February 2023</b></p> <p>The minutes were approved. DB will put them on the website.</p>	DB
3	<p><b>Matters Arising (not on the agenda)</b></p> <p><b>Postcodes covered by our u3a</b></p> <p>AS will send DB the list of our members' postcodes she circulated in December 2022. DB and CH to produce a list and circulate.</p>	AS/DB/ CH
4	<p><b>Membership Report</b></p> <p>JC reported as follows:</p> <p>Current members: 713</p> <p>Deceased since 1 April: 3 (no change)</p> <p>Lapsed since 1 April: 42 (no change)</p> <p>Resigned since 1 April: 36 (no change)</p> <p>New members since last month: 16</p> <p>New members since 1st April: 121</p> <p>Current members by class:</p> <p>Associates 3%</p> <p>Concession 3%</p> <p>Individual 94%</p> <p>The Address Export for TAM was submitted on 7<sup>th</sup> March. A New Members' tea was held at Rosebery Lodge on 3<sup>rd</sup> March. Present from TEC: DB, KC, JC, CK.</p> <p>Disappointing turnout: 5 new members attended out of 17 expected. In future a reminder would be sent out a day or two before the tea.</p>	
5	<p><b>Treasurer's Report and Bank Account Position</b></p> <p>RC reported as follows:</p> <p><b>Bank balances:</b></p> <p>Barclays current a/c £ 45.00</p> <p>                  deposit a/c £ NIL</p> <p>                  petty cash £ 50.00</p> <p>Lloyds current a/c £ 3,963.14</p> <p>                  deposit a/c £14,515.69</p> <p><b>Income in February 2023:</b></p> <p>From members £190.00</p> <p>Lloyds Bank £ 7.39</p> <p><b>Spending in February 2023:</b></p> <p>Herne Hill Baptist Church £160.00</p> <p>St Barnabas Property £ 99.00</p> <p>RC has submitted the forms for applying for debit cards on the Lloyds account, in the names of DB and RE. RC asked TEC members to let her have any outstanding expense claims by 17<sup>th</sup> March so that they will be included in this year's accounts.</p> <p>RC presented the proposed budget for 2023/24, which had been discussed by the Finance Sub-Committee. It was agreed that the subscriptions for 2023/24 be held at current rates (£15 individuals, £10 associates, £5 concessions). The budget was agreed in principle; some clarifications were requested and RC was asked to produced a revised version for the April TEC meeting.</p>	RC

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6	<p><b>AGM Planning</b></p> <p><b>AGM arrangements:</b> DB reported that he, RE and AS had met to discuss the arrangements for the 2023 AGM. The proposal to hold this as an in-person only meeting on Tuesday 16<sup>th</sup> May at 2.15pm in the Herne Hill Baptist Church lounge was agreed. DB had circulated details of the timescale for notices, nominations and distribution of AGM papers. RE and AS to agree the wording of the notices and circulate to DB for the website.</p> <p><b>Trustees:</b> DB and RE will be retiring as trustees at the AGM. Following a suggestion that role descriptions could help with recruitment, it was agreed that fixed role descriptions were inappropriate but that once roles had been allocated each year a more detailed list of 'who does what' could be useful.</p> <p><b>Activity Report:</b> We still have ample supplies of the 2021/22 groups' Activity Report which was produced for last year's AGM. As it is not long since the latest Directory was produced, no Activity Report needed this year. IGCs to consider in a few months the best way and appropriate time to produce material suitable for handing out at promotional events (i.e. without personal details of group convenors).</p> <p><b>Interest groups stalls:</b> There will be stalls for interest groups to advertise their offering at the AGM. There could be slots for presentations if any groups wanted to showcase what they do. IGCs to circulate all convenors about this.</p>	<p>AS/RE/ DB</p> <p>CK/HR</p> <p>CK/HR</p>
7	<p><b>Newsletter report</b></p> <p><b>Mid-monthly update:</b> It was agreed that this should be posted to the 5 members without email. AS to organise as for Newsletter. DB offered to hand-deliver to any addresses near him, AS will supply him with list.</p> <p><b>Editorial policy:</b> CH had circulated a paper with a proposed editorial policy for the Newsletter and Mid-monthly update. This was agreed.</p> <p><b>Back-up design resource:</b> CH is looking into the possibility of a back-up designer. To be considered at next meeting.</p> <p><b>Digital skills:</b> It was agreed that the digital skills sessions no longer need to be promoted individually in the Newsletter. Full details will be available on the website and in a monthly email.</p>	AS/DB
8	<p><b>Diversity and inclusion: SCID report</b></p> <p>Max Fishel now has access to the <a href="mailto:access@dulwich-u3a.uk">access@dulwich-u3a.uk</a> email address.</p> <p>SCID have distributed u3a promotional material to several locations.</p> <p>SCID had suggested a number of possible venues for meetings without specifying their accessibility provision. DB to contact JB to ask SCID to assess accessibility of venues and to provide an accessibility list for TEC to consider against current venues.</p>	DB/JC/ SCID
9	<p><b>Report back on events</b></p> <p>No TEC members present had attended the February Open Meeting, which had been reported in the March Newsletter.</p>	
10	<p><b>Future Events and Meetings</b></p> <p>DB had circulated a paper on future events planned by the events team (DB, Maggie Smith, Sheila Northover):</p> <ul style="list-style-type: none"> <li>• March meeting – Thursday 23<sup>rd</sup> March at the Francis Peek Centre, a sustainability session led by members of the Living Sustainably group with guest speaker Jeremy Brackpool</li> <li>• April meeting – hoping to organise a talk by a local beekeeper.</li> <li>• May meeting – AGM (see item 6 above)</li> <li>• June meeting – hoping for a speaker on a gardening topic</li> <li>• July meeting – a Garden Party in Bell House garden with a cream tea and possibly some musical entertainment and tours of the garden. It was agreed that in view of our level of reserves this should be free (members only) and that we should pay a fee to Bell House for use of the garden (e.g. £150).</li> </ul>	

		<b>Actions</b>
11	<p><b>Interest Group Matters</b></p> <p><b>Convenors' Tea Party, Saturday 25<sup>th</sup> February:</b> This was a successful event with around 50 convenors attending. The IGCs had circulated notes from the meeting.</p> <p><b>Risk assessments – emergency contacts:</b> It was suggested at the tea party that convenors could hold emergency contact details for outings (e.g. walks). AS pointed out that this has GDPR implications. AS to make any necessary changes to our policies for this.</p> <p><b>Risk assessments – ICE (In Case of Emergency):</b> an ICE phone number can be held in mobile phones which may be accessed by others without needing the phone's password. Details of how to set this up to be provided in Newsletter and on website. It was also suggested that members could carry details of their next of kin on outings.</p> <p><b>Rosebery Lodge Wifi:</b> A request had been made by a convenor that wifi be installed at Rosebery Lodge, to enable hybrid in-person/Zoom meetings to take place there. After discussion it was agreed that this was not a practical proposition.</p>	<p>AS</p> <p>CH/DB</p>
12	<p><b>AOB</b></p> <p>DB has asked the Charity Commission to close down the 'old charity', which preceded the CIO charity.</p> <p><b>Renewals:</b> RC/JC/AS to sort out the wording of letters and emails relating to renewals, and put an article in the April Newsletter about renewing. AS will create new standard emails and letters on Beacon. RC is inserting a warning about the change of our bank account (Barclays to Lloyds) in the Mid-month update</p>	<p>RC/JC/ AS</p>
13	<p><b>Date of next meeting</b></p> <p>Thursday 13 April 2023 at 10.15am at Rosebery Lodge.</p>	
	<p><b>The meeting closed at 12.25 pm</b></p>	