

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

Thursday 13 April 2023, 10.15am, at Rosebery Lodge

	Actions																																	
<p>1 Present & Apologies</p> <p>Present: David Beamish (DB, Chair), Tim Pagan (TP, Vice Chair and minutes), Caroline Knapp (CK), Ruth Colvin (RC, Treasurer), Richard Elliott (RE, Secretary), Julia Bairstow (JB, SCID), Karen Chessell (KC), Jane Coupe (JC), Helen Robertson (HR), Christine Hensby (CH). Apologies: Anne Sharpley (AS), Keith Ball (KB).</p> <p>TP took the minutes.</p>																																		
<p>2 Approval of Minutes of TEC meeting 9 March 2023</p> <p>The minutes were approved with minor amendments. DB will put them on the ●website.</p>	DB																																	
<p>3 Matters Arising (not on the agenda)</p> <p>CH to send DB some text about 'back-up design' for the Newsletter. DB to test practicality of using other DTP software. CK to ask Gordon whether he might take this on.</p>	CH DB/CK																																	
<p>4 Membership Report</p> <p>JC reported that so far in April 312 members had renewed their subscriptions out of a total of 719. In the last month there have been 12 resignations (3 have moved away, 2 are busy with other things, 2 never joined a group, 5 didn't say why). We recruited a new member from an item we placed in the Brixton Bugle. JC reported that members need to pay their renewals by 13.5.23. RC to send out a reminder e-mail and CH will remind people in the May Newsletter. RC to also bring her card reader to the AGM to take any monies then.</p>	RC/CH RC																																	
<p>5 Treasurer's Report and Bank Account Position</p> <p>Bank balances:</p> <table> <tr> <td>Barclays</td> <td>current a/c</td> <td>£45.00</td> </tr> <tr> <td></td> <td>Deposit a/c</td> <td>Closed</td> </tr> <tr> <td></td> <td>petty cash</td> <td>£50.00</td> </tr> <tr> <td>Lloyds</td> <td>current a/c</td> <td>£2,977.83</td> </tr> <tr> <td></td> <td>deposit a/c</td> <td>£14,251.92</td> </tr> </table> <p>Income in March 2023</p> <table> <tr> <td>From members</td> <td>£131.00</td> </tr> <tr> <td>Lloyds Bank</td> <td>£6.84</td> </tr> <tr> <td>Table tennis</td> <td>£144.00</td> </tr> </table> <p>Spending in March 2023:</p> <table> <tr> <td>post and stationery</td> <td>£44.58</td> </tr> <tr> <td>print, post newsletters</td> <td>£35.31</td> </tr> <tr> <td>printing, postage</td> <td>£26.91</td> </tr> <tr> <td>F Peek for 23 March</td> <td>£104.40</td> </tr> <tr> <td>Mailchimp, 2 years</td> <td>£513.61</td> </tr> <tr> <td>Catering, 25 February</td> <td>£413.50</td> </tr> </table> <p>The Treasurer presented draft accounts for the year ended 31 March 2023, prior to their submission to the independent examiner. It was noted that the figure of £19,164.38 as expenditure on "Donations" was a transitional item arising from the change of bank accounts; this needed a note of explanation. A note was also needed to explain the lack of any income from Gift Aid. It was noted that the debit card applied for in relation to the Lloyds account would enable us to pay for Mailchimp (instead of having to reimburse a member); this would be set up after the new committee had been appointed at the AGM.</p>	Barclays	current a/c	£45.00		Deposit a/c	Closed		petty cash	£50.00	Lloyds	current a/c	£2,977.83		deposit a/c	£14,251.92	From members	£131.00	Lloyds Bank	£6.84	Table tennis	£144.00	post and stationery	£44.58	print, post newsletters	£35.31	printing, postage	£26.91	F Peek for 23 March	£104.40	Mailchimp, 2 years	£513.61	Catering, 25 February	£413.50	RC RC RC
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<p>6 Secretary's report</p> <p>a) RE confirmed that he would submit a figure of 719 members to the Third Age Trust as at 31.3.23 as we will be charged £4 per member for TAM magazine purposes. b) As far as digital skills are concerned the sessions are now back to Fridays from Wednesdays. This revision will go out for the next 3 sessions in April and then review in May after the AGM. KB is asked to provide a report on whether to continue to ask Keith Fortune to do the sessions at next meeting in early June.</p>	KB																																	

		Actions
7	<p>AGM Planning</p> <p>a) RE will send out AGM documents on 27 April. b) AS and RC will be re-nominated. c) DB and RE standing down. d) RE has some 'role descriptions' for Committee roles and will circulate what he has. e) Possible new committee member is Alistair Dey.</p>	RE
8	<p>Newsletter Report from CH</p> <p>a) A discussion around which areas we cover concluded that we would use an alphabetical list, as follows: Brixton, Camberwell, Dulwich, East Dulwich, Forest Hill, Herne Hill, Peckham, Streatham, Sydenham. b) We debated whether outside interest groups could advertise in our Newsletter and concluded they couldn't. c) As agreed at the last meeting we are now sending the Mid-month update by post to those members who request paper copies of the Newsletter. The first was mailed in March. d) An article seeking a graphic designer to provide back-up design resource was included in the April Newsletter. No response received to date. It is proposed to run it again in May. Other options are to advertise for a volunteer graphic designer outside the organisation; London.gov.uk have a site called Team London which lists volunteer roles and it is free to advertise. e) Digital Skills Workshops are no longer listed individually in either the Newsletter or the Update. The listings have been replaced by a short summary of the workshop programme and a link to the events page of the D&D u3a website, where members find more information. This change was introduced in the March Update. f) Information about how to include ICE emergency numbers on mobile phones was included in the April Newsletter. g) Information about renewing membership was included in the April Newsletter and our new bank details were included in the March Update and the April Newsletter. h) Pam Cohen has submitted an article for a SCID 'Corner' in the Newsletter promoting the Slavery exhibition at the Bank of England. As it doesn't have any visible connection to the u3a it falls outside the scope of our editorial policy. CH has advised Pam and sent her a copy of the policy.</p>	
9	<p>Diversity and Inclusion including SCID Report</p> <p>a) JB reported back on the SCID group's work on looking for alternative venues for our meetings. St Faith's church hall in Red Post Hill and Black Cultural Archives in Brixton were proposed as possible accessible venues b) JB listed the places where SCID members have distributed leaflets advertising our branch. c) JB mentioned a new group that could go on cultural awareness visits to various museums, art galleries and other buildings in London. More detail to follow. d) TP to attend the next meeting of SCID, due to be next Monday 17 April.</p>	JB TP
10	<p>Report back on events</p> <p>DB reported that the March monthly meeting, featuring Jeremy Brackpool and the Living Sustainably group, was very interesting and had been well attended.</p>	
11	<p>Meeting/Event Future Programme</p> <p>The April meeting would be a talk on local migratory birds by ornithologist Dave Clark, on Thursday 27 April at the Francis Peek Centre. At the AGM (on Tuesday 16 May at Herne Hill Baptist Church) there would be stalls promoting interest groups; convenors wishing to have a stall should contact CK. For the June meeting, it was hoped to have a speaker from the London Wildlife Trust on a biodiversity theme. The July meeting would be a garden party on Friday 14 July at Bell House. There would be no meeting in August.</p>	CK
12	<p>Interest Group Matters</p> <p>RE confirmed that he and Bryan from the Bowls group were meeting with Dulwich Park Bowls Club officials about whether their group can continue to use the bowling green in the park.</p>	
13	<p>AOB</p> <p>DB reported that Diana McInnes had raised the issue of the cleaning of Rosebery Lodge as the guidance says we are supposed to clear up after our use of the rooms and facilities. DB to suggest to Diana that the next step should be to see whether the convenors of the groups who use the Lodge could get together a rota with some volunteers to do this work.</p>	DB
14	<p>Date of next meeting – Thursday 11 May 2023 at Rosebery Lodge</p>	