

**Dulwich & District U3A: Minutes of the Trustees' Executive Committee Meeting  
Thursday 8 June 2023, 11am, at Rosebery Lodge**

		<b>Actions</b>																				
1	<p><b>Present &amp; Apologies, Welcomes &amp; Introductions</b>  <b>Present:</b> Tim Pagan (TP, Chair), Christine Hensby (CH, Secretary), , Karen Chessell (KC), Keith Ball (KB), Caroline Knapp (IGC), Helen Robertson (IGC), Anne Sharpley (AS), Julia Bristow (JB), Jane Coupe (JC), Sheila Northover (SN), Alister Day (AD), Neil Abrahams (NA).  <b>Apologies:</b> Ruth Colvin (RC, Treasurer).  TP welcomed everyone and introduced himself to the new TEC members. All other TEC members also then introduced themselves.</p>																					
2	<p><b>Approval of Minutes of TEC meetings on 11 May 2023</b>  Minutes were approved with one amendment from AS in relation to item 15 on policies. It was agreed RC would write to members who don't have access to online banking about renewing their subscriptions.</p>																					
3	<p><b>Matters Arising (not on the agenda)</b></p> <p>a) Item 15 Legitimate Interest Assessment (LIA) – AS has sent the paper to CK and HR for discussion and they will report back at next TEC meeting.</p> <p>b) Item 6 – Members who do not bank online can send cheques or give cash to our Treasurer – TP to meet with RC about this.</p>	<p>AS/CK/ HR</p> <p>TP/RC</p>																				
4	<p><b>AGM Minutes</b>  KC will produce minutes for next meeting.  Confirmation that we can claim gift aid on our subscriptions. TP to speak to RC about this.</p>	<p>KC TP/RC</p>																				
5	<p><b>Membership Report</b></p> <p>JC had submitted a written report as follows:  Current members at today's date: 658  New since last meeting: 11  New since 1st April: 29  Deceased since 1st April: 0  Resigned since 1st April: 23  Lapsed Members since 1st April: 67</p> <p>A tea for new members was held on 22<sup>nd</sup> May at which 20 attended, hosted by JC, KC and HR. This gave new members an opportunity to ask questions about our activities and groups and to meet each other.</p> <p>In answer to a question from NA, JC clarified that 12 members (2% of our membership) were 'concessionary members' who pay a reduced fee of £5 for membership.</p> <p>We will try and put on new member teas every 3 months.</p> <p>KC to have a specific D&amp;D email address with a new title "New member support officer".</p>	<p>KC</p>																				
6	<p><b>Treasurer's update to Trustees</b>  RC submitted a written report:  <b>Bank balances:</b></p> <table> <tr> <td>Barclays</td> <td>current a/c</td> <td>£</td> <td>440.00</td> </tr> <tr> <td></td> <td>deposit a/c</td> <td></td> <td>Closed</td> </tr> <tr> <td></td> <td>petty cash</td> <td>£</td> <td>50.00</td> </tr> <tr> <td>Lloyds</td> <td>current a/c</td> <td>£</td> <td>8,810.39</td> </tr> <tr> <td></td> <td>deposit a/c</td> <td>£</td> <td>14,539.37</td> </tr> </table>	Barclays	current a/c	£	440.00		deposit a/c		Closed		petty cash	£	50.00	Lloyds	current a/c	£	8,810.39		deposit a/c	£	14,539.37	
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	<p><b>Income in April 2023</b></p> <table> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>From members</td> <td style="text-align: right;">2,155.00</td> </tr> <tr> <td>Lloyds Bank</td> <td style="text-align: right;">8.26</td> </tr> <tr> <td>Table tennis</td> <td style="text-align: right;">72.00</td> </tr> </table> <p><b>Spending in April 2023:</b></p> <table> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Licence to use Beacon 23/24</td> <td style="text-align: right;">719.00 (credit note)</td> </tr> <tr> <td>Capitation 2023/24</td> <td style="text-align: right;">2876.00</td> </tr> <tr> <td>Rosebery Lodge catering</td> <td style="text-align: right;">11.85</td> </tr> <tr> <td>Table tennis facilities</td> <td style="text-align: right;">72.00</td> </tr> </table> <p>RC is planning to close the remaining Barclays facilities in the next few days. This as a little earlier than previously anticipated but it has seen very little use recently so it should not cause any inconvenience.</p> <p>We have received a refund of £387 in respect of the redistribution from the SE London regional grouping which has recently been disbanded. This is not included in the figures above as it arrived on 2<sup>nd</sup> June.</p> <p>It was agreed that RC's report should include the TAM rebate/credit note</p> <p>KB will contact a possible auditing replacement who may be able to become our new Auditor.</p>		£	From members	2,155.00	Lloyds Bank	8.26	Table tennis	72.00		£	Licence to use Beacon 23/24	719.00 (credit note)	Capitation 2023/24	2876.00	Rosebery Lodge catering	11.85	Table tennis facilities	72.00	KB
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7	<p><b>Secretary's Report</b></p> <p>CH reported she had a handover meeting with RE on 7<sup>th</sup> June and she was awaiting clarification on a few points about her new role.</p> <p>The TEC e-mail address has been updated to include the three new trustees.</p> <p>Arrangements to provide the respective new incumbents with access to the Chair's and Secretary's e-mail accounts are in hand.</p> <p>Some of the current D&amp;D email addresses are no longer in use and CH will review them with a view to bringing proposals for deletion back to the Committee. It was pointed out that there might be 'archive' material in some of those accounts and this should be 'stored' before any addresses are closed.</p> <p>CH is preparing a role description the secretary's post based on the national model role description. TP said he hoped others would also use the national templates and agree role descriptions so it is clear who is responsible for what on the TEC.</p>	CH CH																		
8	<p><b>Newsletter Report</b></p> <p>CH reported the Green Tips column was launched in the June Newsletter with an article on 'Smart Boil'.</p> <p>No further action to recruit a back-up graphic designer although NA did volunteer to explore taking on this role. CH and NA to meet to discuss further.</p>	CH/NA																		
9	<p><b>Diversity and Inclusion (SCID)</b></p> <p>1) New Interest Group</p> <p>JB and Ruby will co-convene this group. It looks like it will be on a Wednesday - probably the 3<sup>rd</sup> in the month. The first visit is scheduled for the 19<sup>th</sup> July at 11am to visit the Bank of England Slavery Exhibition.</p>	JB																		

		Actions
	<p>Julia brought it up at the AGM and has spoken to CK.  Ideas for walks and visits included:-  Windrush 70<sup>th</sup> anniversary  Brixton Archive  Camberwell walk on contribution of black residents.  Max felt that there should be discussion after the walks/meetings.</p> <p>2) Results from Publicity  Feedback from Pam Cohen that 2 possible new members for SCID have decided they do not have the time to join in. But Anwar Akhtar, a speaker who saw our article in Brixton Bugle will be speaking at November meeting. It was felt it could be a very good idea if that open meeting were to be held in Brixton.</p> <p>3) A Webinar on being an active bystander was watched at the last SCID meeting and all agreed it was very good. The video is about how to deal/respond to discrimination at work. Max led a discussion after they'd watched the video at SCID. It was felt that it would be good if it could be shown at a TEC meeting and then at a Convenors meeting and Max said he would lead the discussion afterwards. JB to e-mail all TEC members the link to watch the webinar before next TEC meeting.</p> <p>4) JB recalled someone from Camberwell contacting us to ask for help in setting up a new u3a in Camberwell. TP to speak to DB and PC about who this person is and whether a dialogue is required.</p> <p>5) AD mentioned that our neighbouring group in Croydon are a more diverse group. He wondered if we might approach the chair to ask why. JB will endeavour to do this.</p>	<p>JB</p> <p>TP</p> <p>JB</p>
10/ 11	<p><b>Events Team Update</b>  SN submitted a written and verbal report:</p> <p><b>Tuesday 27 June:</b> Monthly Meeting at Herne Hill Baptist Church 2pm for 2.15 pm</p> <p>A talk by Sam Taylor from the London Wildlife Trust on Local Nature Reserve Sydenham Hill Wood. NA will pick up microphones and equipment and take it to the Church.</p> <p><b>Friday 14 July 2023:</b> Garden Party at Bell House, Dulwich Village. 2pm for 2.15pm  D &amp; D u3a will meet the cost, including a Donation to Bell House, with no charge for members attending. Two or three gazebos are required, if possible. David Beamish will bring one. It is hoped to provide musical entertainment from the Ukulele group (NA to ask groups) and the singing group (CK to coordinate), and possible presentations from the guitar and chamber music groups. SN to also provide CH with copy for the next Newsletter. Jenny and her team to provide the catering for the event, SN will liaise with Jenny to see what else she requires. Angus of Bell House to be asked if he will speak at the event.</p> <p><b>August:</b> no meeting</p> <p><b>Wednesday 27 September 2023:</b> Monthly meeting at Herne Hill Baptist Church at 2.15pm. Jo Livingston of Bexley u3a will give an illustrated talk on 'Changing London'.</p> <p><b>Wednesday 18 October 2023:</b> at Herne Hill Baptist Church</p>	<p>NA</p> <p>NA CK SN</p> <p>SN</p>

		Actions
	<p>Naomi Clifford will give an illustrated talk on the life and work of Susanna Meredith, 'The Prisoners Friend' who pioneered the aftercare of women prisoners in the 19th century in South London.</p> <p><b>Wednesday 8 November 2023:</b> venue to be decided: Anwar Akhtar to speak on Black and Minority Ethnic History in the UK. He is a Brixton based film and theatre producer. He is working on curriculum diversity in schools, colleges, and universities in the UK, and has presented a BBC Radio 4 documentary on this subject.</p> <p><b>Thursday 14 December 2023:</b> Annual Festive Quiz at St Barnabas Church, subject to hall availability.</p> <p>Decision today to purchase a gazebo for our organization. SN will get quotes for a gazebo.</p> <p>CH suggested we set aside a budget to promote our events and place adverts in various publications. The SE23, SE21 Booklets are an example.</p>	SN
12	<p><b>Interest Group Matters</b> CK reported that many groups are filling up and new subjects are being requested all the time.</p> <p>One of the new subjects is Mandarin which will need a native speaker of this language on board. The new Italian group also needs some help and I need to re-advertise a Welsh group as there's a new national advisor.</p> <p>Each of the book groups is full, as is the guitar group.</p> <p>There's been the usual flow of emails which means that several members are able to join the groups they've requested.</p> <p>TP suggested a Convenors Meeting in September would be a good idea. CK and HR to organise this.</p>	CK/HR
13	<p><b>Draft Guidance Note on Environmental Issues</b></p> <p>TP introduced the background to this paper which was written by subject matter experts at national u3a. All agreed it should be a guidance note and not a policy. AS had sent in detailed comments which were considered. TP said he agreed with most of AS's suggested amendments but not all. AS suggested the paper needs 'buy in' from our catering team and from Convenors. TP agreed with this. As a way forward TP suggested:</p> <ol style="list-style-type: none"> <li>The paper should be discussed with Jenny and her catering team.</li> <li>The paper should be discussed at the next Convenors meeting.</li> <li>AD will send his written comments to TEC</li> <li>AD, AS and TP to meet before next meeting to agree a Draft No. 2 document for discussion at the next TEC.</li> </ol>	AD/TP/ AS
14	<p><b>Vacant positions on the TEC</b></p> <p>There are vacancies for: Minutes Secretary and Vice Chair. NA and KC expressed interest in the Vice Chair role. TP to speak to both about the role.</p> <p>SN is now Committee member for the Events Team</p>	TP

		<b>Actions</b>
	RE will continue with Mailchimp for the time being (NA to consider taking on the role). DB will continue as Webmaster for the time being.	
15	U3A London Region delegates No time to discuss – item held over until next meeting.	
16	<b>Cleaning Rota for Rosebery Lodge</b> AD, CK and HR have all volunteered to join the cleaning rota.	AD/CK/ HR
17	<b>Directory Artwork</b> CH raised the issue of whether the u3a have a policy on the ownership of 'artwork' – AS agreed to research this with national u3a. The issue of the sample of Directory artwork which DB has put together and circulated to the TEC should be discussed next time.	AS
16	<b>AOB</b> a) New Trustees induction – deferred until next meeting. b) Registration of new Trustees with Charity Commission – AS to organise. c) Wi-fi at Rosebery Lodge – awaiting Southwark's response d) No time today to discuss the u3a London Delegates arrangements	AS
17	<b>Date of next meeting</b> July 13 2023 10.15am	
	<b>The meeting closed at 12.40pm</b>	