Dulwich & District U3A: Minutes of the Trustees' Executive Committee Meeting Thursday 13 July 2023, 10.15am, at Rosebery Lodge

		Actions
1	Present & Apologies;	
	Present: Tim Pagan (TP, Chair), Christine Hensby (CH, Secretary), Karen	
	Chessell (KC, New Members Support), Keith Ball (KB), Caroline Knapp (CK,	
	Interest Group Coordinator), Helen Robertson (HR, Interest Group	
	Coordinator), Anne Sharpley (AS, Constitution), Julia Bairstow (JB, SCID	
	Group), Jane Coupe (JC, Membership Secretary), Sheila Northover (SN,	
	Events Sub-Committee), Alistair Dey (AD), Neil Abrahams (NA).	
-	Applogies: Ruth Colvin (RC, Treasurer).	
2	Approval of Minutes of TEC meeting on 11 May 2023	
	Minutes were approved with one amendment from AS in relation to item 15	RC
	on policies. It was agreed RC would write to members who don't have	RC
2	access to online banking about renewing their subscriptions.	
3	Matters Arising (not on the agenda)	KC
	a) KC will consult with DB about setting up her new e-mail address.	KB
	 b) KB will pass possible new independent examiner, Alistair Milliken's details to RC, RC to then contact Alistair. 	RC
	c) CH has removed the IT Support e-mail address from Google Drive.	KC
	d) CH to talk to NA about being a back up for the graphic design work	СН
	currently done by Di Deudney.	011
	e) Convenors meeting now arranged for September 18 th 2023.	
	f) NA to follow up on internet connection for Roseberry Lodge.	
	g) As far as the Environmental Issues Guidance Note, TP confirmed the	
	following actions are still outstanding:	
	h) The paper should be discussed with Jenny and her catering team.	TP
	i) The paper should be discussed at the next Convenors meeting.	CK/HR
	j) AD, AS and TP to meet before next meeting to agree a Draft No. 2	TP/AS/
	document for discussion at the next TEC.	AD
4	AGM Minutes	
	AS will update minutes, then circulate them to all trustees for	AS
	comments/amendments. A final version to be forwarded to David Beamish	
	to go on the website.	
5	Membership Report	
	JC had submitted a written report as follows:	
	Current members at today's date: 682	
	New since last meeting: 15	
	New since 1st April: 44	
	Deceased since 1st April: 7	
	Resigned since 1st April: 23	
	Lapsed Members since 1st April: 57	
	JC confirmed that 30 group convenors had sent her membership lists for	
	checking. 15 of the 30 had all members having renewed for 2023/24. Of the	
	remaining 15 groups, 17 members had not renewed, 13 were not on the	
	membership list. Thanks to AS who did most of the leg work on this. So	
	definitely a useful exercise. All convenors to send outstanding lists of their	
	members to confirm they are up to date with their subscriptions.	
	All old application forms will be destroyed and JC will print off a supply of	JC
	new forms, some of which we can store at Rosebery Lodge.	
	Committee approval was sought for new members joining in March to pay	
	for 13 months. It was agreed that JC and AS should update the membership	AS/JC
	,	,

		Actions
6	Treasurer's update to Trustees	
	Bank balances:	
	Barclays current a/c £ Closed	
	deposit a/c £ Closed	
	petty cash £ 50.00	
	Lloyds current a/c £ 4,428.89	
	deposit a/c £ 19,548.63	
	Income in June 2023 £	
	From members 160.00	
	Lloyds Bank 11.54	
	Table tennis 72.00	
	Network refund 387.00	
	Spending in April 2023: £	
	Hire Herne Hill Church 105.00	
	Cleaning mats, Rosebery Lodge 13.00	
	Table tennis facilities 72.00	
	Table terms facilities 72.00	
	The Barclays banking facilities are now closed.	
	PC also to pick up on the gift aid incur from the ACM	
	RC also to pick up on the gift aid issue from the AGM.	D0
	RC to also write to all new members who paid their subscriptions into our	RC
	Barclays account this year to advise them of our new bank account details	
7	Secretary's Report	
	The Charity Commission account has been updated to reflect the changes to the	
	Board of Trustees, and the change of the main contact from Richard Elliott to CH.	RC
	Bank account details to be updated on Charity Commission website, RC to action. The details of the new Chair and Secretary have been updated on the Third Age	INC
	Trust portal. CH has added herself as publicity contact <i>pro tem</i> as this is a	
	mandatory requirement. There is currently no named contact listed for the website	
	manager as David Beamish is no longer a Trustee.	
	D&D u3a votes have been registered for the u3a AGM on 18 th October and TP has	
	been confirmed as our delegate with voting rights.	
	The London Region Delegates meeting has been advised of changes to the Board	
	of Trustees and that our new delegates will be TP and CH.	
	As agreed at the January TEC, Richard Elliott has circulated the password for	
	the trustee@dulwich-u3a.uk email account to all Trustees so that they can view	All
	and upload files to the D&D file storage on Google Drive.	
	The Secretary's role profile is work-in-progress. CH has been liaising with AS to	
	ensure there is no overlap with her role as Constitution Lead.	
	CH has now been able to track down the Asset Register. It is to be passed to NA	NA
	who will log the Rosebery Lodge items. This will be mentioned at the Convenors	
	meeting so convenors can also update the Asset Register.	
	The TEC agenda and supporting papers will in future be circulated a week before	
	the meeting. This will affect when Trustees submit items for inclusion on the	
	agenda to 10 days before the meeting, i.e. the Monday of the week before the	
	meeting. The change was of Chair and Secretary amail addresses has been completed.	
	The changeover of Chair and Secretary email addresses has been completed.	
	PAT testing at Rosebery Lodge is done by Southwark. CH to liaise with Diana McInnes about testing all items.	СН
8	Newsletter Report	
O	CH reported the next Green Tips column would be about meat-free	
	Mondays.	
		CH/NA
	Back-up design report conversation with NA to be arranged.	CIT/INA
	AD mentioned some problems logging onto the national website – all	ΔII
	trustees agreed to try logging on to see if they experienced similar issues.	All

		Actions
9	Diversity and Inclusion (SCID)	
	SN is going to look for a venue at the Brixton library for the talk by Anwar Akhtar. There was an extensive discussion on what committee members thought about the Active Bystander webinar they watched on YouTube. There were different views on its usefulness. All committee members to look again at YouTube in case there is a better video to show to convenors at the September meeting. JB updated committee on new interest group and wrote to CK asking for advice, as well as emailing CH with an item to be included in the newsletter. The new group will meet the 3 rd Wednesday of the month and will be called Diversity and Inclusivity visits, walks and talks. 1 st visit is to the Bank of England	All
	slavery exhibition. There was discussion at the subcommittee on how to communicate whatsapp/signal/email with Xoyondo. It was felt a dedicated SCID email would be good. JB to ask Pam Cohen to email TP about this. SCID will carry on with contacting groups as far as recruitment is concerned and will contact KC to see if there is any joint work on recruitment that can be done. SCID will contact.	JB
	There had been discussion in subcommittee about someone wanting to start up a Brixton group, maybe D&D to support this? Pam Cohen to send JB contact detail of person who contacted her in case it is the same person. Pam Cohen said that she believes that subcommittee members serve for a term of	JB
	3 years. To check with TP and take it from there. Max Fishel talked at the subcommittee about his accessibility lead role and the fact that he has had no communication from any convenors. He was wondering why and thinks it needs to be tracked so that we can legitimately ask why is no-one using it. Either everything is fine and there are zero accessibility issues, or they aren't being raised (either by members, or convenors, or both). This is an item for the next Convenors meeting.	
	It was agreed the Accessibility Lead role should be promoted again in the Newsletter to increase awareness of this role. JB to ask Max for copy to send to CH.	JB
	At the subcommittee, JB said she had been forwarded contact details from the chair of Croydon U3A, via AD, who is also a member of Croydon U3A. JB is happy to have a zoom call with her about how they have achieved diversity in their group. JB will follow this up. Max Fishel brought up GP's Patient Participation Groups and wondered if these would be a useful place to contact in terms of accessing new members.	JB
10/	Events Team Update	
11	SN reported that the June meeting did not take place, as Sam Taylor the speaker cancelled on the morning as he was unwell. Sam Taylor will be rebooked for 2024. David Beamish has offered to provide a talk at short notice in the future. TP suggested a quiz would be handy to have as a reserve option. Any other emergency ideas are welcome. Summer Garden Party Friday 14th July	
	 Arrangements in place, except for guaranteed dry weather. Reminder being sent to members to suggest they bring umbrellas as well as picnic chairs. Site manager will organise gazebos for teas and music, and all the small tables and chairs they have i.e. about 40 chairs. Jenny Thomas and her team are all prepared and are pleased to be able to use the main kitchen this year and will be able to serve from a gazebo outside. There is another event in Bell House that day, which means they have 	
	 requested no amplified music in the garden. NA is aware. No members event in August, but subcommittee will meet to discuss next booked events on 30th August. 	
	Wednesday September 27th: Jo Livingston will give a PowerPoint presentation on Changing London at HH Baptist Church hall. Wednesday October 18th: Naomi Clifford PowerPoint presentation on Mrs Meredith, the Prisoners' Friend at HH Baptist Church hall	

		Actions
	Wednesday November 8th: Anwar Akhtar on Black and Minority History in the UK. JB and SN are working together on this, and she will join the Events group in August to discuss publicity. Monday December 11th Annual Festive Quiz at St Barnabas. NA offered to look at booking the Sydenham Golf Club for our u3a Xmas lunch.	NA
12	Interest Group Matters CK reported that the new Chinese Language Group members are to convene their first session in due course. There is a native speaker on board. This should be advertised in the Newsletter once CK has news from the convenor. A new play-reading group will meet for a discussion with CK during July/August.	
	Other possible groups: Italian Conversation and Spanish groups need to be advertised for more interest before meetings are set up. CK will update the list of groups with HR and ask DB to update the website. CK has started to update the Convenors' Handbook and will liaise with HR.	CK/HR
13	CK confirmed the date for a Convenors' meeting has been set for 18 th Sept. Health & Safety Officer TP confirmed there was a vacancy for a Health and Safety Officer. No volunteers as yet for this role.	TP
14	u3a London Delegates Arrangements CH confirmed the arrangements for our two delegates, TP and CH. CH to e-mail the organizer of the London Delegates meeting to confirm.	СН
15	u3a AGM resolutions Discussion of the two resolutions put forward this year. After discussion TEC decided we would vote against motion 1 as it was too vague. We would also vote against resolution 2 as it was also too vague.	TP/CH
16	Charity Commission Account Charges CH confirmed, as part of phase 1, she has set up herself as primary administrator with the website. Phase 2 will include setting up AS and RC with administrative rights and individual accounts for trustees.	СН
17		CH/AS
18	Legitimate Interest Assessment AS clarified that this involves u3a being able to store members' personal details i.e. things like next of kin, for convenors to have in case of emergencies. The policy was agreed today. This is another topic for the Convenors' meeting.	
19	AOB – none	
20	Date of next meeting There will be no August meeting because of holidays. Next meeting is 14 Sep 2023 10.15 am	
	The meeting closed at 12.10 pm	