

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). Apologies: 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 on policies. It was agreed RC would write to members who don't have access to online banking about renewing their subscriptions.	RC
3	Matters Arising (not on the agenda) <ul style="list-style-type: none"> a) KC will consult with DB about setting up her new e-mail address. b) KB will pass possible new independent examiner, Alistair Milliken's details to RC, RC to then contact Alistair. c) CH has removed the IT Support e-mail address from Google Drive. d) CH to talk to NA about being a back up for the graphic design work currently done by Di Deudney. e) Convenors meeting now arranged for September 18th 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. i) The paper should be discussed at the next Convenors meeting. j) AD, AS and TP to meet before next meeting to agree a Draft No. 2 document for discussion at the next TEC. 	KC KB RC CH TP CK/HR TP/AS/ AD
4	AGM Minutes AS will update minutes, then circulate them to all trustees for comments/amendments. A final version to be forwarded to David Beamish to go on the website.	AS
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 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 form to include this and present it at a future TEC meeting for approval.	 JC AS/JC

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9	<p>Diversity and Inclusion (SCID)</p> <p>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.</p> <p>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.</p> <p>The new group will meet the 3rd Wednesday of the month and will be called Diversity and Inclusivity visits, walks and talks. 1st visit is to the Bank of England slavery exhibition.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Pam Cohen said that she believes that subcommittee members serve for a term of 3 years. To check with TP and take it from there.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>All</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p>
10/ 11	<p>Events Team Update</p> <p>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.</p> <p>Summer Garden Party Friday 14th July</p> <ul style="list-style-type: none"> • 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. <p>Wednesday September 27th: Jo Livingston will give a PowerPoint presentation on <i>Changing London</i> at HH Baptist Church hall.</p> <p>Wednesday October 18th: Naomi Clifford PowerPoint presentation on <i>Mrs Meredith, the Prisoners' Friend</i> at HH Baptist Church hall</p>	

		Actions
	<p>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.</p> <p>Monday December 11th Annual Festive Quiz at St Barnabas.</p> <p>NA offered to look at booking the Sydenham Golf Club for our u3a Xmas lunch.</p>	NA
12	<p>Interest Group Matters</p> <p>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.</p> <p>A new play-reading group will meet for a discussion with CK during July/August.</p> <p>Other possible groups: Italian Conversation and Spanish groups need to be advertised for more interest before meetings are set up.</p> <p>CK will update the list of groups with HR and ask DB to update the website.</p> <p>CK has started to update the Convenors' Handbook and will liaise with HR.</p> <p>CK confirmed the date for a Convenors' meeting has been set for 18th Sept.</p>	CK/HR
13	<p>Health & Safety Officer</p> <p>TP confirmed there was a vacancy for a Health and Safety Officer. No volunteers as yet for this role.</p>	TP
14	<p>u3a London Delegates Arrangements</p> <p>CH confirmed the arrangements for our two delegates, TP and CH. CH to e-mail the organizer of the London Delegates meeting to confirm.</p>	CH
15	<p>u3a AGM resolutions</p> <p>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.</p>	TP/CH
16	<p>Charity Commission Account Charges</p> <p>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.</p>	CH
17	<p>Directory Artwork</p> <p>CH raised the issue of whether the u3a have a policy on the ownership of 'artwork' – AS agreed to research this with national u3a.</p> <p>CH will discuss the issue of the sample of Directory artwork which DB has put together with DB.</p>	CH/AS
18	<p>Legitimate Interest Assessment</p> <p>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.</p>	
19	AOB – none	
20	<p>Date of next meeting</p> <p>There will be no August meeting because of holidays.</p> <p>Next meeting is 14 Sep 2023 10.15 am</p>	
	The meeting closed at 12.10 pm	