

**Dulwich & District U3A: Minutes of the Trustees' Executive Committee Meeting
Thursday 12 October 2023, 10.15 am, at Rosebery Lodge**

1	<p>Present & Apologies Present (10): Tim Pagan (TP Chair), Christine Hensby (CH, Secretary), Ruth Colvin (RC, Treasurer), Jane Coupe (JC), Helen Robertson (HR), Julia Bairstow (JB), Sheila Northover (SN), Alistair Dey (AD), Neil Abrahams (NA), Keith Ball (KB)</p> <p>Apologies (3): Karen Chessell (KC), Caroline Knapp (CK), Anne Sharpley (AS)</p>	
2	<p>Approval of Minutes of TEC meeting on 14 September 2023 The Minutes were approved subject to incorporating two additional action points under Matters Arising and corrections to the Membership Report.</p>	
3	<p>Matters Arising (not on the agenda)</p> <ul style="list-style-type: none"> a) KC will consult with David Beamish about setting up her new e-mail address. b) KB has passed details of possible new independent examiner, Alistair Milliken, to RC who will contact Alistair. c) NA reported no real progress to on internet connection for Rosebery Lodge (ultimate responsibility of Southwark Council) but will continue endeavours. d) AS reported that the AGM Minutes have been on the website since 21 July but need minor amendments. This has been completed. e) RC to write to all members who paid their subscriptions into our Barclays account to advise them of our new bank account details. 	<p>KC</p> <p>RC</p> <p>NA</p> <p>RC</p>
4	<p>Membership Report JC had submitted a written report as 6 October 2023 which included the welcome fact that we had 720 current members, an all-time high.</p> <p>There have been over 60 new members since the last tea for new members was held and, accordingly, two new members teas members have been arranged for 26 October and, provisionally, 6 November, both at 2.30pm at Rosebery Lodge.</p> <p>JC will shortly submit our current members addresses so that they can be on the mailing list for the next issue of Third Age Matters.</p> <p>The membership form will be updated with payment of full-year amount for new members joining in March covering 13 months. This draft will be presented at a future TEC meeting for approval.</p>	<p>JC/KC</p> <p>JC</p> <p>JC/AS</p>

	JC will contact the Third Age Trust to request that the Trust should contact us and/or prospective new members by email and not by phone.	JC
5	<p>Treasurer's Report and Bank Account Position</p> <p>Bank balances: Petty cash £50.00 Lloyds- current a/c £4,128.09 - deposit a/c £19,592.93</p> <p>Income in September 2023 From member - £152.00 Lloyds Bank - £18.29</p> <p>Spending in September 2023 Various Costs, Rosebery Lodge - £9.89 Bell House facility use, July - £400.00 Table tennis facilities - £72.00 Room Hire, 2 events, HH Baptist - £240.00 Adaptors for projector, Rosebery - £20.97</p> <p>RC is trying to resolve our Gift Aid account and claim on the Gov.UK website and will keep persevering.</p> <p>It was agreed that we should take out a 1-year term deposit account of £10,000 from the Lloyds deposit account in order to maximize interest income.</p>	RC RC
6	<p>Secretary's Report</p> <ul style="list-style-type: none"> • A report of the Convenors' meeting was included in the October Newsletter • Trustee Actions from TEC meetings template created and circulated to the Committee • David Beamish has agreed to review the SiteWorks T&Cs • Asset Log created for issue to Convenors for completion • The master password for the shared folders has been changed • An updated contact list has been checked, finalised and circulated. • Diana McInnes was asked to check if Southwark Council would include our electrical equipment at Rosebery Lodge in the PAT testing they were organising. However, Southwark had already completed the PAT testing by the time they were contacted (See also Agenda Item 11) • Main contact under My Charity Account set up and arrangements made for AS and RC to receive links to set up their accounts. 	

	<ul style="list-style-type: none"> CH will finalise the Secretary Role Description incorporating comments received from AS. No other comments have been received. 	CH
7	<p>Newsletter Report</p> <ul style="list-style-type: none"> A report of the Convenors' meeting was included in the October Newsletter TP and CH had a meeting with Di Deudney (DD). Issues discussed included copyright ownership of the newsletter artwork and contingency planning if DD was unable to produce the newsletter artwork for any reason. It was agreed that although DD would not release her artwork files, D&D u3a owned the copyright to the design and content. DD had no concerns about us recruiting a back-up designer, but she advised that they should be a professional graphic designer and not an amateur. This was more important in terms of the quality of the design than the software package used. DD currently uses InDesign to create the artwork. CH is awaiting an article from Max Fishel about Accessibility for inclusion in the Newsletter later in the year. 	
8	<p>Diversity and Inclusion including SCID Report</p> <ul style="list-style-type: none"> A successful Black History Walk was held in Camberwell attended by 10 members The person who wanted to start up a Brixton u3a group has now joined D&D u3a. Further assistance with this now unlikely or needed Max Fishel gave a successful and informative talk at the recent Convenors' meeting on his role as Accessibility Lead SCID discussed Recruitment with TP at last SCID meeting. While numbers were going up after Covid, the D&D u3a membership was clearly not representative of our community. Where to put leaflets and speak to people was discussed e.g. mosques, small churches, GP surgeries, hospitals, bus depots. See below for TEC discussion on this issue SCID to investigate further if there is another video on the Active Bystander issue which might be shown, with TEC approval, at a future Convenors' meeting JB has contacted the Chair of Croydon u3a to discuss how they have achieved diversity. JB is awaiting response A Diversity and Inclusivity Survey was briefly considered at the last SCID committee meeting but further discussion and updating will take place at the next SCID meeting in November. 	<p>JB</p> <p>JB</p>

	<p>The meeting considered the draft SCID leaflet. Discussions included the number and type of photos that should be on the leaflet and whether the purpose was primarily a Diversity & Inclusion campaign or a u3a recruitment campaign or both. It was agreed that JB and CH would work together, including contacting the Branch Resource Centre of the Third Age Trust, with aim of improving format of leaflet, particularly the back page.</p>	
9	<p>Events Programme Report</p> <ul style="list-style-type: none"> • The Changing London meeting on 27 September went well with around 60 members present • The next monthly meeting is on 18 October at Herne Hill Baptist Church with Naomi Clifford talking about Mrs Meredith, “The Prisoners’ Friend” • On 8 November at Herne Hill Baptist Church, Anwar Akhtar, Director Samosa Media, will talk about diversity in the arts and education. David Beamish has created a poster and the publicity is being distributed as widely as we can – see also discussions below • The Annual Festive Quiz will be held on 11 December – see Agenda item 16 • The talk at the 16 January 2024 monthly meeting at Herne Hill Baptist Church will be by Sam Taylor on Sydenham Hill Wood • Various other speakers are lined up for 2024 – see Minutes of TEC meeting on 14 September 2023. <p>The meeting discussed various issues including:-</p> <ul style="list-style-type: none"> • If we should reconsider our policy on the limits to payments to guest speakers, especially to “professional” speakers whose profession is speaking, which would expand the list of potential speakers. • We should ask each speaker what type of microphone (mike), if any, and other equipment they need and/or will bring. • Whether we need to purchase a microphone and stand. The pros and cons of lapel mikes were also discussed. NA will seek costing quote for good quality lapel mike • It was felt that another and/or additional photo of Anwar Akhtar would be appropriate. SN to discuss with Anwar. • Registration with Eventbrite for some meetings generally but specifically for the Anwar Akhtar event was discussed. It was agreed that as a trial 30 tickets would be allocated to Eventbrite with a message along the lines that non-u3a members are welcome to attend by logging on through Eventbrite and pre-registering with a QR code. 	<p>NA</p> <p>SN</p> <p>SN</p>

10	<p>Interest Group Matters</p> <ul style="list-style-type: none"> • Held Convenors' Meeting at which 50 out of possible 96 Convenors/Co-Convenors attended • Set up a new Advanced Italian Conversation group • Painting group disbanded after the teacher pulled out at the last minute • The Chinese group has not yet started – only 3 members are interested so far and there is no convenor • Resolved question about Asset Register for Bridge Beginners and Improvers groups • Forwarded u3a London Region mailshot re gardening project to our Gardening group convenor • Following TEC approval for purchase of 6 packs of Bridge playing cards, submitted claim form to Treasurer <p>CK reported that she will pursue the following actions:-</p> <ul style="list-style-type: none"> • Set up a new Spanish Conversation group after the newly set up group filled up very quickly. • Read through David Beamish's newly edited 2023 Convenors' Handbook and arrange for it to be printed • Start requesting updates of group descriptions for the 2024 Directory. David Beamish to edit the publication • Meet with CH to learn how to share a folder of Asset Registers on Google sheets • Ask CH to advertise spaces in the new Italian Conversation group for the mid-October Newsletter 	CK
11	<p>PAT Testing</p> <p>CH advised that the Third Age Trust has produced a Note on PAT Testing entitled "Electrical Inspection and Testing" which she had distributed to the TEC members. The meeting agreed that this was a useful document and that we agreed with the Note's "grid" on the testing of electrical equipment.</p> <p>As Southwark Council's PAT Testing at Rosebery Lodge has already been done (see Agenda Item 6), we can leave for another year. CH will ask Diana McInnes for a Certificate of Testing. NA noted that the equipment testing likely most relevant to us at Rosebery Lodge, as per the "grid", was earthed equipment such as kettles, floor cleaners/vacuum cleaners.</p> <p>We checked the plug in the room and it was labelled as being tested in 'May 2022.</p>	CH
12	<p>Shared Folders Presentation</p> <p>CH gave a demonstration on how to access the Shared Folders on Google Drive (NB These Shared Folders are for TEC Committee</p>	

	Members only). CH agreed to send TEC members a note which will include a list of all the parent folders currently in the shared Document Store (DS) and some notes on how to access the DS and add folders, sub-folders and files.	CH
13	Newsletter Developments The meeting discussed and agreed CH's proposed introduction in the Newsletter of 1) A Letters/Email column; and 2) "A Dates for your Diary" column to include a note of future events.	
14	Website Members Area TP noted that the Members Area on our website was available to the world at large. He suggested that we needed a secure area on the website just for D&D u3a members. This would mean members would need passwords to access this area. The meeting agreed in principle to this. CH will contact David Beamish to discuss and investigate further.	CH
15	Parking Zones Response TP advised that some members, who opposed Controlled Parking Zones (CPZ), had asked him at the recent Convenors' Meeting if he would write a letter from the D&D u3a to Southwark and Lewisham Councils. TP advised the TEC that he proposed writing to these two Councils suggesting a 12 noon to 2 pm rather than an all-day CPZ. The TEC agreed with approach.	TP
16	Arrangements for Christmas Quiz The Festive Quiz will be at 2.15 pm on Monday 11 December at St Barnabas Parish Hall, Dulwich Village. We will need, inter alia, volunteers to set up and collapse tables; a PA system, microphone and projector; refreshments; and modest prizes. One suggestion was u3a mugs for prizes.	SN/NA/All
17	Christmas Lunch NA advised on possible venues. His recommendation was the Dulwich & Sydenham Golf Club with a proposed date of Friday 8 December. The Golf Club would require deposits when we started ordering. In previous years the D&D u3a had provided the first drink free. NA to make further enquiries of the Golf Club.	NA
18	Defibrillator CH reported that we have been approached by the charity, London Hearts with the offer of a charity grant towards the cost of a defibrillator and free online training. The cost to D&D u3a for a Beneheart Mindray CIA Defibrillator and Internal AED Wall Bracket would be £775 plus post and packing. Before taking any decision, it was agreed to ask 1) Southwark Council if they will provide a defibrillator; and 2) British Heart Foundation if any grant is available and, if so, under what conditions e.g. must defibrillator and cabinet must be on outside of the building?	CH

19	<p>AOB</p> <ul style="list-style-type: none"> • CH reported that the Third Age Trust is running a series of workshops for Trustees including one on Equality, Diversity and Inclusion. • CH reported that other organisations ask us from time to time to publicise their events. For example, the Brandenburg Choral Festival is asking the u3a to publicise their events. CH noted that our policy is not to publicise other organisations even if they offer discounts to members to attend their events. CH had forwarded the Brandenburg Choral Festival approach to CK for the information of only her groups (Concert Outings and Music). • CH reported that the Bike Rides group had asked if they could provide an article in a forthcoming edition of the Newsletter. 	
20	<p>Date of next meeting 9 November 2023 at 10.15 am</p>	
	<p>The meeting closed at 12.30 pm</p>	