

**Dulwich & District u3a: Minutes of the Trustees' Executive Committee (TEC) Meeting
Thursday 14 December 2023, 10.15 am, at Rosebery Lodge.**

1	<p>Attendance: Present (8): Tim Pagan (TP Chair), Christine Hensby (CH, Secretary), Neil Abrahams (NA), Keith Ball (KB), Karen Chessell (KC), Jane Coupe (JC), Sheila Northover (SN), Anne Sharpley (AS).</p> <p>Apologies (4): Ruth Colvin (RC, Treasurer), Caroline Knapp (CK), Helen Robertson (HR), Julia Bairstow (JB).</p>	
2	<p>Approval of Minutes of TEC meeting of 9 November 2023. The minutes were approved subject to minor amendments previously circulated.</p>	
3	<p>Minutes procedure: Future draft minutes would be circulated to TP, CH, AS for checking then sent to the full committee. Any further corrections would be minuted at the next meeting.</p>	
4	<p>Matters Arising / Outstanding (not on the agenda):</p> <ul style="list-style-type: none"> a) Treasurer's job description: TP would be discussing this with RC. b) Lapel microphone. Agreed to purchase for approx £20. c) Festive Lunch feedback: 59 members attended. Vegetarian and vegan options would be desirable in future. Thanks were extended to NA and AS. d) Convenors' Handbook was printed and had been posted out. (Vistaprint cost £143 for 150). TP thanked CK and HR and all others who helped to produce it. e) U3a mugs had been purchased for prizes for the Quiz (Vistaprint £109.80 for 20) f) Rosebery Lodge Internet: Diana pursuing Robert Roach (Contracts and Services Officer, Dulwich Park) but not considered a high priority by Southwark. g) Parking restrictions: TP had written to Lewisham and Southwark. Southwark has not replied. Lewisham replied specifying mitigating measures in their policies including: for Blue Badge and disabled badge holders, books of 10 tokens for over-60s, Carer permits. Many of the FAQs can be found here: https://lewisham.gov.uk/myservices/parking/permits/new-online-parking-permits-system---frequently-asked-questions#jumphere-six 	<p>TP/RC NA</p> <p>DMcl/ NA</p>
5	<p>Membership Report (JC)</p> <ul style="list-style-type: none"> a) JC reported 7 new members last month. Current total 746. b) New Membership Form completed and on website. 	
6	<p>Treasurer's Report (RC)</p> <p>Bank A/cs: Lloyds deposit a/c: £19,632 Lloyds current a/c: £5,095.39 Petty cash: £50.00 Total: £24,777.39</p> <p>Income in November 2023 Membership - £70.00</p>	

	<p>Festive Lunch - £1680.00 Lloyds Bank - £21.65 Total: £1771.65</p> <p>Expenditure in November 2023 N.Clifford, speaker: £100; St Barnabas re table tennis: £72; Stationery etc: £85.78; Refund Festive Lunch: £30; Mugs for Quiz: £109.80; Supplies for Rosebery Lodge: £28.60; Samosa re speaker: £50. Total £476.18</p> <p>a) MailChimp: To clarify where monthly invoices are sent to, and agreed they should be paid by a regular bank or card payment from the Lloyds account. TP to discuss with Richard Elliot.</p> <p>b) Outstanding bill for National u3a (Jenny Murphy) £2066.40 for TAM and Beacon. To check if this was paid in May.</p> <p>c) Annual Returns to Charity Commission. Whose responsibility is this? TP to discuss with RC.</p> <p>d) Gift Aid claim for 2021/22 had been completed and successfully submitted to HMRC by AS.</p> <p>e) Outstanding: My Charity commission account. RC to set up her account and update bank details.</p> <p>f) RC had applied for a Lloyds Fixed Term deposit account and been informed by Lloyds that it would take several weeks to set up. It is intended to transfer £10,000 from the Lloyds deposit account to this account.</p> <p>g) A member has been overpaying monthly. SN has been in contact and the member is changing their standing order. SN to advise members to give RC their bank details for a refund to be given. RC to check that no further monthly payments are made.</p>	<p>TP/RC</p> <p>AS/TP</p> <p>TP/RC</p> <p>RC</p> <p>RC</p> <p>RC/SN</p>
7	<p>Secretary's Report (CH)</p> <p>a) Document Store:</p> <ol style="list-style-type: none"> i. A folder for Role Descriptions had been set up and Secretary's role description added. ii. Folders created for Zoom, Events, Membership, Beacon. iii. Permissions changed to allow committee to add documents to their folders. <p>b) Website links: David B has removed broken policy links.</p> <p>c) E-mail addresses: David B has been asked to transfer ownership of Events@ to SN, and SCID@ to JB.</p> <p>d) 2024 TEC Meetings: Meeting dates had been circulated to the committee (delete August).</p> <p>e) Siteworks: T&C to be taken off agenda until they produce the T&Cs for checking,</p> <p>f) PAT testing certificate. No response from Southwark. To be pursued.</p> <p>g) Defibrillator: Awaiting response from Southwark.</p>	<p>CH/DB</p> <p>CH</p>
8	<p>Branding Paper: CH had distributed a document regarding national u3a visual identity guidelines. It was agreed that we would aim to be using the approved national images, colours and fonts by the end of 2024. CH to advise the committee how to access the DM Sans font and logos.</p>	<p>CH</p>

9	Asset Register: There were a few outstanding queries that CH would discuss with CK.	CH/CK
10	Members' Password Protected Website area: a) It was agreed to set up a password protected area for members. Content would initially be: TEC minutes, AGM documents and Gift Aid Form. b) A password would be given to current and new members and be changed each year. David B to be asked to action. c) The content of the Website needed to be reviewed as some of it was out of date.	CH CH/DB CH/DB
11	Newsletter Report (CH) a) CH reported some ideas being considered for new articles.	
12	Diversity and Inclusion including SCID Report (JB) a) Survey: TEC to view the questionnaire at the next meeting before it is sent out. b) Rosebery Lodge access: The stairs have been a problem for a member of the Monday ukulele group. Convenor should initially discuss with Co-ordinators to try to find a solution (e.g. use a different room). c) Complaint: SCID group had received a complaint by a member (not welcoming?) Was this communicated to Co-ordinators to resolve before it reached TEC? TP will talk to Pam Cohen to get more details first. It was emphasised that any complaints about D&D must be reported to TEC.	TP TP> CK/HR TP ALL
13	10th Anniversary Celebration / Recruitment March 2024 a) TEC to consider suitable style of celebration at meetings in Jan/Feb.	ALL
14	Events Programme Report (SN) a) Locations: Several alternative sites were visited by SN & DB but found to be unsuitable. SN met with the Baptist Church Hall manager and they have agreed to monthly meetings on alternative Tuesdays and Wednesdays. b) Tuesday 16 Jan – Sam Taylor talk on Sydenham Hill Woods. c) Wednesday 21 Feb - Edward Ochagavia talk on 'My Stalingrad Childhood'. d) March, April, (May AGM), June in process of being booked. e) Carnegie Library Fair: SN and CK set up and attended u3a stall. Only about 20 came to the Fair. Probably not worth u3a participating in future. f) Social Media: SN & DB to meet with NA to discuss. g) Digital Skills Workshop: It was noted that the Digital Skills Workshop and the monthly meeting were both scheduled for the same afternoon in January. It was agreed that this wasn't a problem and there was no need to coordinate the two activities going forward.	SN/DB/NA
15	Interest Group Matters (HR & CK) a) Conveners' Handbook – Printed and delivered to Convenors. b) Directory: Reminders had been sent to Convenors requesting their group's details. David B to produce directory in early 2024. c) New Groups: New Book group (3rd) set up and Convenor chosen.	

	<p>d) Christmas Lunch: 29 members from the 3 music groups attended their own lunch.</p> <p>e) New members' Tea: 7th December – 20 people attended.</p> <p>f) Request to Co-ordinators: It would be helpful if their reports could in future give a brief summary of e.g. new groups, disbanded groups, groups wanting more members, groups with waiting lists etc.</p>	CK/ HR
16	<p>Request for Funding:</p> <p>a) A Convenor had requested funding for their Zoom meetings. NA advised them that they should use the D&D u3a Zoom site.</p>	
17	<p>Policies: AS had circulated recommendations for updating Policies.</p> <p>a) Environmental Guidance: to be put on website.</p> <p>b) Diversity & Inclusion: TP to discuss updating the policy with Pam Cohen. An updated version to be presented for TEC approval at the February 2024 meeting.</p> <p>c) Financial: TP to discuss updating the policy with RC.</p> <p>d) Complaints, Discipline, H&S, Conduct: AS to lift these from the national u3a site, for approval by TEC and then added to D&D website.</p> <p>e) Accessibility issues: Companions, Disabled access, Hearing, Vision, Dementia: NA to collate existing information from the Convenors' Handbook.</p> <p>f) Outdoor activities, specific health & welfare advice, were in the Convenors' Handbook, and were not necessary on website.</p> <p>g) Food handling: Not on national u3a site and not necessary on D&D website.</p>	<p>AS TP</p> <p>TP AS</p> <p>NA</p>
18	<p>Key Box: John Clement has been asked to lower the box at Rosebery Lodge.</p>	TP
19	<p>Gifts to Convenors: A member had raised this with TP. Members must not be made to feel obliged to contribute to any collection for the benefit of other members. National guidelines and our Financial Policy make it clear that members offer their services free and that no gifts of value should be offered or accepted. Co-ordinators may discuss this with Convenors at an appropriate time.</p>	CK/ HR
20	<p>AOB</p> <p>a) National Chair: Liz Thackray, Chair of National u3a, requested an opportunity to visit a number of u3a groups. It was agreed to invite her to the Open Meeting on 16 January at Herne Hill Baptist Church where she can introduce herself and meet members, in addition to the scheduled guest speaker (Sam Taylor).</p> <p>b) London Region Meeting 19 January. TP to attend.</p> <p>c) AGM: Provisional date 21 May 2024. Sub-committee to plan TP, AS, CH.</p>	<p>TP</p> <p>TP TP/AS/CH</p>
	The meeting closed at 12.15 p.m.	
	<p>Date of next meeting 11 January 2024 at 10.00 for 10.15 a.m.</p>	