

Dulwich & District U3A Minutes of the Executive Committee Meeting

Monday 16 July 2018 at Susan Elias home - 10.00am - 12.30pm

Present: Liz Day (LD, chair), Neil Abrahams (NA, Minutes), Graham Ashton (GA), Roman Bednarz (RB), Susan Elias (SE), Joy Harris (JH), Diana McInnes (DM), Verity Mosenthal (VM), Pamela Rubin (PR).

Apologies: Angie Brown (AB), Helen Graham (HG), Chris Henry (CH), Melinda Tenant-Flowers (MTF)

1. Review of Planned Agenda. Agreed

2. Corrections to Minutes of 18/06/18

- a. Page 2: Teas - "30th September" amend to "20th September"
- b. Spelling correction of "McInnes"

Matters arising from Minutes of 18/06/18

- c. **Bell House.** Liz explained it was difficult to get Angus to agree dates and he wanted Bell House to be used by a variety of organisations. We have suggested using it on Mondays only. Roman to ask if D&D U3A can be added as "in partnership" on their web site.
- d. Joy asked for clarification of her duties and how to divide responsibilities with Graham.
- e. June 25th Open meeting (People & Plants) well attended with about 70 members and well received.

3. Monthly meetings.

Bell House Garden Party Friday 20th July 2-4pm. Arrangements for this were discussed.

- a. Tables required (SE & RB)
- b. Sign-in at side entrance (SE & HG, CK, JH) from 1.30pm.
- c. Walks (Ian McInnes) at 2.15 and 3.00pm. Sign-up sheet required for these.
- d. Garden Tours: John Turpin & Sarah Woodhams (?) at 2.30, 3.00, 3.30 with up to 25 people.
- e. Jenny Thomas arranging cream teas, scheduled for 3pm. Needs tables.
- f. New membership applications. Application Forms to be available. Cheques and bank transfer preferable, but cash will be accepted. Need envelopes and receipt book.

Open Day Interest Group Fair - Thursday 13 September 12.00-2.00pm at St Barnabas Hall

- a. Need to advertise in publications, local newsletters, online etc. (RB, PR, NA). Committee agreed a spend of up to £200.
- b. Conveners to be briefed (Coordinators).
- c. Setting up 11-12am. Taking down 2-3pm.
- d. Allocation of 28 tables (max available) (Coordinators & Angie)
- e. Notices at 12.30. Ask if any group wishes to perform at end (e.g. singers, ukulele)
- f. Refreshments to be provided. (Coordinators)

4. Coordinators Meeting and "New" Conveners Meeting

- a. Reports previously circulated. 16 Conveners attended. A range of issues was discussed including waiting lists, new Conveners' Information Pack, Data Protection.
- b. Committee agreed printing of Conveners' Information Pack (100-200). RB requested his mobile phone number be deleted.

5. Treasurer's Report

- a. Report previously circulated. Handover and signatures completed. Online banking arranged. SE Network account to be transferred.

- b. AGM Follow up. Methods of payment acceptable: bank transfer, cheque or cash. Not Direct Debit. Discourage Standing Orders.
- c. Discussion on reserves. VM looking for a suitable interest-bearing deposit account.
- d. It was agreed that a budget would be prepared for the October meeting which would be the basis for discussing membership fees and reserves. (VM)
- e. VM had sent out an email to all Conveners requesting information about how they handled any money. About half had replied.

6. **Membership Report**

- a. Report previously circulated. Handover had been done. Files had been passed over.
- b. Membership stood at 521 as about 70 had not renewed.
- c. Discussion on Membership database access - no change. Consideration to be given to Beacon system (JH, GA, RB).

7. **New Committee Induction / Roles /Signatures**

- a. Induction processes had started.
- b. All new Exec to sign up to the U3A Code of Conduct. New Exec members details to be updated to Third Age Trust and Charities Commission. (RB)

8. **'Learning not Lonely' Report.** This had been circulated to the committee and would be conveyed to members through the newsletter etc. It was useful evidence for publicity and enhancing the name of U3A.

9. **AGM Feedback.** Communications, Monthly Meetings, Wider Opportunities. Members would receive further information in the newsletter and at open meetings.

10. **Newsletter.** Articles for July / August copy to be in by the end of the day.

11. **AOB.** a. **Angela's Report** previously circulated:

- i. Teas: Francis Peek booked for 20 September 2-4pm.
- ii. Network AGM probably 15 October.
- iii. Study Day (Joseph Bazalgette) next spring.

b. Catering to look at obtaining non-disposable cups and/or mugs.

Meeting closed at 12.30pm.

Next Meeting: Thursday 6 September at Pamela Ruben's house.
