

U3A Dulwich & District Executive Committee Meeting Mon 18th June 2018 10-12

Venue: Liz's, 34 Chatsworth Way SE27 9HN

Present: Liz Day (LD, chair), Neil Abrahams (NA), Graham Ashton (GA, new), Roman Bednarz (RB), Helen Graham (HG, minutes), Chris Henry (CH, recently elected), Caroline Knapp (CP), Verity Mosenthal (VM), Pamela Rubin (PR), Melinda Tenant-Flowers (MTF, new).

Apologies: Angie Brown (AB, rejoined), Sue Elias (SE), Joy Harris (JH, new), and Diana MacInnes (DM).

Members standing down: Lore Arthur (LA), Rona Black (RoB), Di Deudney (DD), and Mary Fyfe (MF).

Introduction to the role of Executive Committee. LD gave an overview of the committee's role. There are 13 members who meet monthly apart from August. Its purpose is to run the DDU3A organization, strategic development, planning and running the monthly meetings and events, and troubleshooting.

Agenda

- 1. Review of Planned Agenda.** Correction under Further Meetings: Thursday 6th Sept.
- 2. Matters arising from minutes of last Exec meeting on 18.5.18 and AGM 23.05.18.**
The minutes of last Exec meeting 18.5.18 were approved as correct. For AGM minutes under Treasurer's report, NA suggested adding "the annual membership fee could be reduced in view of the amount of reserves now held." However, it should be noted there are possible additional expenses such as hall hire and postage. The committee considered it prudent to have these reserves and maintain the current membership fees for the coming year".
ACTION HG to add this to the AGM minutes. RB to place corrected AGM minutes on DDU3A website as "draft" version.
- 3. Monthly meetings.**
Monday 25th June Talk entitled "Connecting People with Plants" with two speakers: Zoe Lepere from Chelsea Physic Garden and Roy Vickery from South London Botanical Institute. Yet to arrange preceding convener presentation. Feedback from AGM given by LD in general, NA on Waiting Lists. **Volunteer sheet:** only one volunteer signed up at last meeting. **Action-** RB to make contact with this volunteer. On 25th June, place sign-up sheet on entry table and special interest board.
Bell House Garden Party Friday 20th July 2-4pm. This will be outside on the patio and garden with use of outside kitchen. Ian McInnes to give two talks with tours of gardens. Members to be advised that there will be limited seating and bring chairs if needed, also umbrellas. Discussed possible use of gazebos if rains but rejected as difficult to organise and possibly disruptive for Bell Hse (Angus since says he's in favour) LD to request

volunteers as garden guides. Access via the side entrance passed entry desk for arrival of members and friends. **Action** HG, CK and JH volunteered to staff desk from 1.30pm.

Bell House Group bookings. Now used regularly by Politics Group. Explore potential for other groups, but dependent on more rooms being available.

List of useful members. PR suggested constructing a list of “useful members”. LD suggested making the volunteer sign-up sheet available at all monthly meetings.

Action NA to add this general appeal to next newsletter.

AGM feedback. A summary of points from the 4 discussion groups was circulated detailing the main points from each group. The committee is already working to address some issues e.g improving gender and ethnicity balance; improving management of group waiting lists- 15 of 81 groups are full. A list of Conveners’ waiting lists was circulated. To manage the waiting lists, suggestions include: asking long standing members to stand down; define course length; encourage conveners to maintain contact with members on waiting list, put wl members in touch with each other to form new group.

Action a) RB/NA? to include short paragraph in newsletter about the group feedback. b) At monthly meeting 25th June, NA to make statement about existing practice re waiting lists and offer guidance to conveners about managing their waiting lists by regular review. c) LD asked Exec committee members to identify from the summary feedback sheet relevant areas they could take responsibility for. Add this to agenda at next Exec meeting e.g. RB for Communication, VM for Standing Order transfers.

4. **New Committee Induction and Committee Roles.** All members present signed the acknowledgment of Trustee Responsibilities; absentees to do so later. LD summarised the roles of committee members: SE- DDU3A newsletter; VM- Treasurer; JH- Membership; RB + GA- Data Management; CH + MTF Welfare and Risk (from RoB), NA, SE and HG- Interests Groups co-ordinators; CH Shared Learning Projects (taken over from LA): LD Chair; HG/ DM Exec ctte minutes (take over from LA). It was noted there are job descriptions for some roles on D&D website, AGM link and on 3rd Age Trust Advice website. RB asked about Information on new groups on website. NA monitors and updates the information.

Action – LD to add Committee Roles to next exec ctte agenda.

New Members Teas HG reported on last New Members’ Tea on June 4th organised by AB. The new venue Francis Peek Centre in Dulwich Park was hired for 3 hours from 2-5pm. This was a welcome improvement with easier access and parking than Rosebery Lodge. HG audited attendance and arrival times: of 30 new members invited, 10 attended + one “drop in”. Several special interest group conveners and some Exec ctte members attended. All new members arrived within a 55 minute period from 2.10 to 3.05, so the committee requested reducing the hire period to 2hrs. Next New Members Tea 30th Sept. Action: AB to book.

5. **Planned New Conveners' meeting** on 11th July at SE's, 139 Burbage Road. Programme to be agreed. Invitees to include conveners who started groups in the last 12 months.

6. **Newsletter feedback.** Next issue to be a combined July/ August edition.

7. **SE London Network Study Day.** LD reported back on the well organised Study Day in Greenwich in June "On the shoulders of Suffragettes", with excellent speakers, including two women MPs and our own Convenor Di Deudney on Women artists. It was well attended- 7 from DDU3A.

London Region Delegates. 4th July 2-4pm at Canada Water Library. Guided Walk by Roger Mead and talk by Liz Drury, communications Officer for 3rd Age Trust. All 41 London Committees are invited to send delegates. LD, RB and CH to attend.

8. **A.O .B.**

i) **Financial arrangements** for DDU3A outlined. Current account totals £24K. Committee suggested opening a Bank Deposit account to get interest on part of income.

Action. VM to check accounts and charitable situation for setting up a deposit account; to review subscription arrangements, and which special interest groups hold separate accounts. VM to report back to next Exec ctte meeting for discussion.

ii) Discussed potential attendees at Third Age Trust AGM in Nottingham on 28-31st July. Contact LD if you would like to attend. CH interested.

Future Executive Committee Meetings

Monday 16th July 10.00-12.00 at Susan's 139 Burbage Road SE21 7AF. Apologies from PR, HG, CH, and GA.

Thursday 6th September at Pam's, 4 Little Bornes SE21 8SE

D&D U3A Diary

Future Monthly Meetings:

25th June 2.00-4.00 at Herne Hill Baptist Church. Connecting People with Plants: A tour of Chelsea Physic Garden (founded 1673) and the South London Botanical Institute (founded 1910) by Zoe Lepere and Roy Vickery.

11th July, Conveners Meeting mainly for new conveners at SE's 2-4pm

2.00-4.00 Friday 20th July at Bell House: Garden Party and cream tea at Bell House with some tours and short talks.

Thur 13th Sept 12.00-2.00 Interest Group Fair at St. Barnabas Parish Hall.

New Member's Teas: at Francis Peek centre, Dulwich Park.

Thursday 20th September 2-4:

Tuesday 20th November 2-4

SE Network, London Region and National Events

Wed 4th July 2.00pm London Region Delegates Meeting at Canada water Library, including 10.15 guided walk,

Mon 31st July – 2nd Aug London Region Summer School at St. Brides Fleet St.

28-31 August. Third Age Trust U3A AGM at Nottingham.