

Dulwich & District U3A Minutes of Executive Committee Meeting Mon March 4th 2019

Venue Liz's home 10.00am. (Draft)

a) Present: Liz Day (LD, chair), Graham Ashton (GA), Roman Bednarz (RB), Susan Elias (SE), Helen Graham (HG, minutes), Joy Harris (JH), Verity Mosenthal (VM), Melinda Tennant-Flowers (MTF)

Apologies: Neil Abrahams (NA), Angela Brown (AB), Diana McInnes (DM), Pam Ruben (PR)

b) Review of Planned Agenda. Agreed

c) Corrections to previous minutes 11.2.19

d) Matters arising from above minutes. Points raised:

7. JH requests annual membership payment from 8th April. Membership cards to be posted by end of April. Could include an A5 size Events notification. **Action: RB organise printing.** JH to present July 2019 membership statistics at September meeting.

10c i. Two new heaters and one CD player have been purchased for Rosebery Lodge

10c ii. The Italian Group convener agreed that members' facilities payments will be paid to DM.

10d iii. GA not heard from Dulwich Park Bowls. **Action: GA to make contact**

5. Review of past events and meetings

Overview: LD emphasized that Exec Cttee meetings will aim to finish promptly. She raised complaints received about meeting conduct- members agreed to be more polite in meetings.

February Open Meeting on Garden Museum feedback questioned if speakers were guidance on timing and presentation. LD assured the cttee that this was the case.

Many members reported they enjoyed the content, but no time allowed for Q&A.

a. Plans for "All in the Mind" meeting 13 March. LD had no reply from John Turpin from Poetry Group on pre-talk presentation. **Action: HG to follow up.**

b. SE Network Study Day. AB has advertised Coolings Garden Centre event in Kent 24/4.

6. Sub-Committee reports- policy sub-committee

a. Constitution changes:

i. Currently all Exec cttee members are appointed for one year term at AGM. Officers, ie Chair Treasurer & Secretary, have a limit on period of service of 6 yrs. Consider reducing to 3yrs in line with U3A recommendations (but many U3As are now reconsidering that advice in light of difficulties of persuading members to volunteer, LD) . 5 members have advised that they plan not to re-seek nomination at the May 2019 AGM i.e. PR, MTF,DM, GA .CH's resignation already accepted.

RB aims to spread his workload and recruited two members to assist with PA system. LD suggested the committee look to sound out potential members to seek nomination to Exec Cttee at next AGM; max 5.

ii. Report from Policy Subcommittee 3.3.19 on length of service on Exec Cttee. discussed. Proposed that changes below are presented to AGM on May 20th 2019:

a) Agreed standard length of service in Officer role to be 3 yrs with extension to 6 yrs max.

b) Non-Officer standard length of service to be 3 yrs, seeking extension if required.

- c) Co-opted members to serve 1yr or less until next AGM when they may be elected to Officer or Non-officer role.
- d) Decide on max length on Exec Ctte e.g. 10 yrs, if member moves to & from Officer role?

Action. Ctte to look at Constitution (note LD and RB will leave in a year) and consider post of Vice- chair to be elected by Exec Ctte. Proposed changes for approval by Third Age Trust.

b) Health and Welfare policies

MTF reported that she had checked policies in relation to DDU3A and recommended that as a priority, these and the code of conduct should be put on the DDU3A website for members reference, and added to the Convenors Handbook. The ctte agreed. **Action: MTF**

7. Plans for future Open meetings:

a. AGM planning. RB explained that officially formal notice of 21 days is required for the AGM scheduled for 20.5.19. New motions are invited for submission 28 days before. **Actions:**

- **LD to add AGM to agenda of next Exec, and RB to circulate invitations for Motions and for ctte nominations, with official notice of AGM, before Easter wknd?**
- **VM to arrange for accounts to be audited by appointed accountant before AGM**
- **Encourage new Exec ctte nominations.**

b. London Region Workshops. VM attended regional workshop for treasurers with 50-60 attendees. Reported it was helpful and confirmed DDU3A processes are correct.

Discussion about the BEACON system with advantage of combining spreadsheets used by treasurer and membership secretary, and allowing on-line payments. Advised to await upgrade due in one year before adopting.

HA & JH to attend London Volunteering Meeting on 11.13.19.

c. Convenors meeting Frid. 5th April For discussion : proposed parking charges in Parks?

8. Membership and Treasurer updates.

Membership renewals. JH asked to consider proposed changes.

Treasurer. VM reported current account stands at 21K. CD player recently purchased. To circulate redrafted subscription renewal forms end March for payment April 8-30th. and remind about Gift Aid option. About 80-100 members pay reduced fees due to membership of another U3A. Setting up a London Treasurers network under consideration.

Action: VM to address members at next Open meeting on 13.3.19 about subscriptions9 Rosebery Lodge. Pending approach from Council about usage intentions. If U3A took over the Lodge, will need to take over Lease or ask Southwark to take it back. May need to seek professional advice before decision taken.

DM working on Complaints policy, advises Complaints and Grievances as separate sections, consider recommendations to feed into policy. Add GA's recommendations. **Action. Consider final draft at next Exec Ctte meeting and invite comments on changes.**

10. A.O.B None. The meeting was concluded at **12.15pm.**

Next meeting: Mon 1st April at Helen's- 64 Alleyn Road, SE218AH.