

Minutes of the DDU3A Executive Committee Meeting Friday 18th May 2018 10-12.00

Mins by HG

Present: Liz Day (LD Chair), Neil Abrahams (NA) Roman Bednarz (RB), Rona Black (RoB), Di Deudney (DD), Susan Elias (SE), Mary Ffye (MF), Helen Graham (HG, minutes), Chris Henry (CH), Caroline Knapp (CK), Diana McInnes (DM), Pamela Rubin (PB).

Apologies. Lore Arthur (LA)

1. Review of planned agenda: *add Roman's report of the Birmingham meeting.*

2. Minutes of Previous Meeting

Item 3. Replace Daniel "Greenwich" with "Greenwood"

Item 4. Replace "handling" with "facilitating"

Item 5. Replace "12 have not renewed" with "resigned"

Item 7. Add "year" in "2 Conveners meetings this year...."

3. Plans for AGM on Wed 23rd May 2018 at HH Baptist Church

Start with 20 min film about different U3A activities, introduced by former national chair Barbara Lewis, followed by presentations: singing, and genealogy.

Then **Agenda** as follows:

- i. **Executive Committee:** prospective of 13 members in total, so no election needed. Existing Committee Members invited to sit at front, wear badges, and give individual 1 min introduction e.g "my name is, and role(s) in- including why they are standing down if applies. CH to invite prospective ctte members to also sit at front and explain why they are standing.
- ii. **Motions:** none submitted.
- iii. **Summary of committee roles.** CK- Membership*- DD-Programme publication, SE- Group Convenor and Newsletter, RB- secretary, CH- co-opted member after last AGM, helps with Committee organised events, DM- Rosebery Lodge co-ordinator, PR- helps RB with web publicity and editorial, HG Group Co-ordinator and Xmas lunch organisation and mins, NA- Group Co-ordinator, RoB* Welfare Officer, risk management of venues, newsletter, MF-treasurer*. Lore Arthur* – Reserach, SLPs and MIns. * denotes standing down at AGM.
RB suggested having a Photo Board on Exec ctte members + individual photos for display at Open meetings/AGM. **ACTION** RB to follow up
- iv. **AGM minutes 2017.** LD to ask for approval, with proposer, seconder, and any opposing views.
- v. **Chair's Report** from LD. **ACTION:** RB to place Agenda for 2018 AGM and minutes of 2017 AGM on DDU3A website before 23rd May, and Chair's Report 2017-18 after forthcoming AGM.
- vi. **Activity Report** 2017-18 by NA, cost £200 for 500 copies. NA to distribute at AGM. **ACTION** a) RB to circulate report to membership. b) RoB to add website link to this report.
- vii. **Small Group Discussions:** "Have your Say", will require rearrangement of chairs into circles using all spaces. LD to introduce the subject of Group Discussions and record keeping of ideas on prepared sheets, using clip boards. Followed by one positive comments from each discussion group to the meeting. One ctte member to join each group.

Discuss questions in 4 areas (see prepared sheets):

- 1) Interest groups
- 2) Monthly meetings and Events
- 3) Communications
- 4) Wider U3A Opportunities

Record in 4 boxes:

- a) What's going well?
- b) What could be better?
- c) Suggestions for the future.
- d) Questions to the Committee

Discussion followed about how to report on this feedback, with possible headlines given at next Open Meeting. LD requested feedback sheets collected and handed to her. Com agreed on a volunteer recruitment process through sign-up sheets.

vii. **Bell House:** room bookings supported by requested donations, agreed £30 per hour. CH asked if arrangements with Bell House were working well for DDU3A?

ACTION. Review arrangements after Garden Party on 20.7.18

4. Treasurer's Report 2017-18 for AGM and handover to Prospective Treasurer

MF reported that the accounts had been audited by Chartered Accountants. Total income increased because of increased membership. Income exceeded expenditure by £1000 in addition to Gift Aid from previous year. Closing Bank Balance was healthy at £13,425. MF suggested setting up a Deposit A/C for this. Increased printing costs noted because of new arrangement for posting membership cards.

MF is standing down and reported one nomination for her successor who has had 3 handover sessions and is competent in XL programme. LD thanked MF for her succession preparations.

ACTION: LD requested the RB, secretary, take responsibility for TAM and Capitation payments in transition process of ctte members.

5. Membership Renewals and handover to prospective membership secretary

CK thanked DM and HG for helping with preparations of sending out membership cards for over 200 members. Non-paid up members have been sent a reminder and another will be sent before the AGM explaining that membership will cease that day.

Before renewals began membership to end March was 573? Currently, 83 members have not renewed or informed of leaving. Membership numbers currently at 482 with 8 new members joined this year so far. For 2016-17, 146 new members; 2017-18 132 new members. Beacon data base- if used, would allow members to print own renewed cards.

ACTION. MF to send list of members who have not renewed to Interest Group Conveners who can liaise. With members.

Recruitment of new membership secretary- two nominees have expressed interest. LD to discuss Ctte roles with prospective volunteers in light of their individual skills. Successor to be agreed at next Exec Ctte on 18th June. MF suggested appointing a Data Manager on the Exec.

New Members Teas- venue changed to the Francis Peek Centre in Dulwich Park at cost of £70 for 2hrs ? Next meeting 4th June 2.00-4.00pm

6. Data Protection & Privacy and paragraph on membership form

RB reported on the new Data Protection and Privacy Policy. The Exec agreed this will be placed on DDU3A website, and in small print in the next newsletter and an additional paragraph on membership forms to comply with the new General Data Protection Policy.

ACTION.

- i) At AGM, LD to state that from May 25th we need to comply with the new Data Protection Policy and explain how we are responding. Conveners to ask members of their group to agree to sharing of information e.g e-mail addresses and to contact RB for advice.
- ii) In light of the new policy, RB and Exec sub committee to consider DDU3A compliance for our website and facebook and re-write policy accordingly.
- iii) RB to develop risk assessments for some groups, particularly activity grps, eg walking and tennis.

7. Responsibilities of Exec ctte members and Possible future talks

RoB sits on the London Regional Ctte, and been invited to chair U3As Vice-Conveners for South of the River. So far she has visited 15 groups. She commented that DDU3A with about 70 special interest groups is doing well. She has been asked to set up an International U3A Ctte. French U3As have closer links to Universities.

Suggestions for meeting topics. The following have been suggested:

- i. Angus Hanton's "Intergenerational Reform" group (LD to follow up))
- ii. Sir David Beamish speaking on the House of Lords. (CH to follow up)
- iii. Linda Wilkinson (new member) volunteered session on complaints – needs additional positive input.
- iv. Refugee Suitcase volunteered by SE's daughter, Drama Therapist. **ACTION** LD/ SE agree dates

AOB

Programme booklet; to agree date for publication of next booklet.

ACTION. NA to give DD details of new groups

Future Executive meetings

Mon 18th June 10.00-12.00 at Liz's 34, Chatsworth Way, SE27 9HN

Mon 16th July 10.00-12.00 at Susan's 139, Burbage Rd SE21 7AF

Thur 6th Sept. 10.00-12.00 at Pam Ruben's 4, Little Bornes SE21 8SE

D&D U3A Diary

Future Monthly Meetings.:

2.00-4.00 Wednesday. 23rd May AGM at Herne Hill Baptist Church, Half Moon Lane.

8th June, Improving Health Workshop, Copplestone Centre, SE15. 12.30-2.00, 2 volunteers needed. Contact CK)

2.00-4.00 Mon 25th June 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 Frid 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:

Monday 4th June 2-4 at Francis Peek centre, Dulwich Park.

Thursday 20th September 2-4: Tuesday 20th November 2-4

SE Network, London Region and National Events

Frid 8th June Suffragettes Study Day at Old Royal Naval College.

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

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