

Dulwich and District U3A Executive Committee Meeting (draft 3)

Thursday 10th September 2020 10.15am on ZOOM video conferencing.

	Present on-line. Angie Brown (AB, Chair), Neil Abrahams (NA), David Beamish (DB), Rona Black (RB), Pam Cohen (PC), Dianne Deudney (DD), Susan Elias (SE), Richard Elliott (RE), Helen Graham (HG, Minutes), Joy Harris (JH), Sarah Howell-Davies(SHD), Verity Mosenthal (VM), Anne Sharpley (AS), Sandra Tait (ST)	
1	Apologies. None received	
2	Minutes of last meeting 26th August 2020. Minutes circulated to Exec ctte by HG on 23 August	
3	Matters Arising. Request for the minutes to comprise a summary of decisions and action points only and not processes. Item 2. JH reported that Jean St Claire had not sent her overheads from her talk. JH to contact her or send her own copy of the overheads. Also check the Beacon Legacy closing date. Item 5. Substitute Secretary for Roman Bednarz (overlap of secretary roles in September) Item 8. AB to discuss with Roman Bednarz plans for 2 nd ZOOM account.	JH AB
4	Minutes of Meeting of 13th July Minutes circulated by NA on 26 August.	
5	Matters Arising- none. Minutes of 13 th July were approved.	
6	Update on Beacon – VM/ Roman Bednarz Beacon Team: to enquire about deadline date for joining current Beacon Legacy system. Inclusivity Group to explore option of re-cording ethnicity on Beacon system. Report back to Exec with this information.	JH Beacon team
7	Update on website - VM SHD responsible for updating content of DDU3A website. Check with JH if subscriptions information is updated for 2020.	SHD
8	New Members Teas - ST ST agreed to hold a virtual tea on ZOOM for 9 new members who joined after 1 st April 2020 and explore online the needs of new members. She will design a welcome letter for new members which she plans to circulate with the Booklet.	ST
9	Pre-recording Speakers Talks - AB. There was a discussion about recording or pre-recording our guest speakers. It would be necessary to obtain the speaker's permission and forewarn the audience if it were being recorded. NA agreed to ask the speaker for permission to record the next talk and include Questions and Answers after the talk. Lectures to be recorded live, not pre-recorded, and to be left on DDU3A website for up to one month after presentation. NA to meet next speaker Simon Pearson to prepare for his talk on Monday 14 th September, obtain permission for recording his talk, and advise this may be available later on-line.	NA
10	Newsletter : inclusion of announcements of members passing -SE Agreed that notification of the death of a member should be included in the Newsletter. RB to include brief note in Newsletter explaining the announcement process of a member's death and short obituary. DB to raise this with Group Co-ordinators and ask them to explain the process with conveners. To include in Conveners' Pack a short section explaining the announcement process.	RB DB
11	Maintenance of documents- RE RE to address maintenance of documents in October.	RE

	AB to discuss individual job descriptions with committee members.	AB
12	<p>December Events - RB & DD</p> <p>RB reported that Open Meeting lectures are booked for September, October and November. Due to Covid restrictions, a live Xmas lunch to be replaced by festive celebrations on ZOOM. Offers for contributions to be invited and received by end of October.</p> <p>DB and RB to add note in next Newsletter asking for offers of contributions and submit provisional programme from these to Exec Ctte.</p>	DB RB
13	<p>Communications Strategy AB, RE & DD</p> <p>AB reported that next Booklet (Programme) will include update on interest groups currently meeting.</p> <p>RE has reviewed some of the internal communications and reported back on findings to-date in his paper. It was decided to:</p> <p>Continue the Newsletter electronic Mailchimp mail out until Beacon is a fully proven alternative; regular mailings to be twice monthly as Newsletter and Events update; aim for mid-November mailout to members with a new Groups Booklet to include availability, access and meetings; RE and AB to consider possibility of a questionnaire to members on mailings and use of ZOOM to include letter from Chair and copy of updated booklet. Further proposals and the one-off cost will be presented to a forthcoming Committee meeting.</p>	AB RE, AB
14	<p>A.O.B</p> <p>Matters Arising from Trustees Meeting and signing indemnity document RB</p> <p>RB reported that due to a new U3A constitution, all Exec ctte members need to sign the Charity forms. RB to be available in Dulwich Picture Gallery garden Friday 11th 1-2.30 for signing.</p> <p>Third Age Trust AGM 29th September. AB informed members they could sign up if they wished.</p> <p>London Region AGM.23rd October. Two delegates invited from each U3A. AB and RB to alternate attendance at meetings with one of the committee each time being the second delegate to allow all committee members to get experience of how London Region works.</p> <p>DDU3A Newsletter</p> <p>DB requested that contributions are submitted on the Newsletter email i.e editors' email (DB and RB). For photos of committee members, use AGM photos.</p> <p>Coffee Morning. Wednesday September 16th online</p> <p>Open meeting Monday 14th. Liz Day to introduce and thank the speaker Simon Pearson and present gift.</p> <p>Meeting ended 12.15</p>	RB Members AB, RB
	<p>Next Exec Ctte meeting.</p> <p>October Thursday 8th on ZOOM 10.15-12.15</p> <p>Future Events</p> <p>September Monday 14th Open meeting ZOOM, Simon Pearson "Battle of Britain"</p> <p>October Tuesday 13th Open meeting ZOOM, Geoff Pick "150th Anniversary of School Board for London."</p> <p>October Friday 23rd. London Region AGM Zoom</p> <p>November Tuesday 17th Peter Ruben "Revolution and understanding the Modern World"</p>	