

**Dulwich & District U3A Executive Committee Meeting (FINAL)**  
**Thursday 12<sup>th</sup> November 2020, Zoom 10.15 -12.15**

**Present.** Angie Brown (AB chair), Neil Abrahams (NA), David Beamish (DB), Rona Black (RB), Pam Cohen (PC), Diane Deudney (DD), Susan Elias (SE), Richard Elliot (RE), Helen Graham (HG, minutes), Joy Harris (JH), Sarah Howell-Davies (SHD), Verity Mosenthal (VM), Anne Sharpley (AS), Sandra Tait (ST).

<b>1</b>	<b>Apologies. None received</b>	<b>Action</b>
<b>2</b>	<b>Minutes of previous meeting, circulated by HG on 12<sup>th</sup> October.</b> No corrections needed.	
<b>3</b>	<b>Matters arising</b> AS informed us that our application to join Beacon has been accepted.	
<b>4</b>	<b>Matters arising SHD</b> Discussion re what should be recorded under this item e.g. actions and decisions. SHD, RE & HG to discuss and report back to next meeting.	<b>SHD, RE HG</b>
<b>5</b>	<b>Review of open meeting 13<sup>th</sup> October</b> AB reported on extended Zoom with pre and post meeting chats, worked well. Recording of Geoff Pick's talk viewed approx 45 times. Recording to be standard and reported in the Newsletter.	
<b>6</b>	<b>Treasurer's report Budget and subscription level. Documents sent by VM</b> VM presented accounts for Jun to Oct 2020. Thanked JH, AS and RE for their help. The Ctte accepted the recommendations of the Treasurer to maintain the annual subscription at £15 from April 2021- March 2022 and £7.50 for those joining from October. VM explained proposed budget for 2020/21.	
<b>7</b>	<b>Formalise a finance sub-committee &amp; set terms of reference VM</b> Decisions: VM to write Terms of Reference for Finance Ctte. Agreed to present Finance Policy at next meeting. AB asked VM and Finance Ctte to meet again. Nick Merriman QC has agreed to be Independent Examiner for accounts. Previous auditor George Luck to be formally thanked and rewarded.	VM  VM
<b>8</b>	<b>Update on new members Q from AB to ST</b> ST reported 14 new members since May 2020: 6 gave feedback, most had joined online groups; 4 attended last coffee morning. NA requested new member numbers be recorded monthly.	ST
<b>9</b>	<b>Review of coffee morning ST</b> Monthly Zoom coffee mornings averaged 5 members attending + committee members. Decision: later reminder of meetings. ST set up coffee mornings for next 3months.	ST
<b>10</b>	<b>British Nutrition Foundation project RB</b> RB had not heard back re advice on this matter from Jo Livingston. To report back at next meeting.	RB
<b>11</b>	<b>Feedback on response to membership survey so far RE</b> Mailchimp survey 5/11 + 8/11 sent to 637 members, 422 opened email, 109 responded. 4-5 requested help with Zoom. RE to write report with anonymous comments. Directory to be posted with paper copy on 13/11.	RE
<b>12</b>	<b>Email from Johanna Morrison sent 18<sup>th</sup> October RE</b> Raised frequency of D&Du3a emails. Decision: frequency of emails to members not to change. Wider views from	

	membership on e-mail frequency may come in from survey. AB to write to Jo Morrison to inform of discussion, explain keeping under review.	AB
<b>13</b>	<b>Appointment of Officers AB</b> Exec ctte ratified Angie Brown as Chair, David Beamish as Secretary, and Verity Mosenthal as Treasurer.	
<b>14</b>	<b>Need for poster distribution for open meetings during pandemic? HG</b> Decision: no need for posters for December Quiz meeting as members only event. Discuss value of D&Du3a posters at next meeting relating to new member recruitment.	AB
<b>15</b>	<b>Confirmation of Roman Bednarz (RoB) as volunteer to work with DD &amp; proof-reader and speaker on compilation of Open Meetings' posters.</b> RoB to continue with DD to design speaker posters. Agreed process for posters: RoB, DD and speaker to check meeting posters, send to independent proof-reader for approval, then to printer. DB appointed to role of proof-reader. RB will inform AB, RoB and DD of speakers and their dates as soon as they are confirmed.	RoB DD RB DB
<b>16</b>	<b>Christmas Quiz/ Festive Fun poster DB &amp; DD</b> Agreed with SE's recommendation to call Xmas event "Festive Fun"- mixed programme with quiz, Charles Biscoe (CTB) talk on Winter Art Scenes, and Caroline Knapp (CK) with music. Design poster for Newsletter and D&Du3a website. Decision: AB to contact RoB to ask to create poster with SE, CTB and CK.	AB
<b>17</b>	<b>Email accounts SHD.</b> SHD to offer support sessions setting e-mail boxes for groups and filing messages. If anyone does not want a role-specific email box please let SHD know. Migration to our own platform to take place on 22nd November. David Abrahams will assist SHD in this task and Neil Abrahams will provide a suitable gift and claim the cost as expenses. Committee expressed their appreciation of Abraham's family services.	SHD NA
<b>18</b>	<b>AB proposing to use Trust Role descriptions to complete the task of developing role descriptions for Committee members.</b>	All
<b>19</b>	<b>Update of membership form NA</b> NA recommended membership form is updated with information on annual subs, currently free until April 2021, and ethnicity. AS and PC asked to follow up reasons for collecting ethnicity information. AS and PC asked to do further research into the possibility of recording ethnicity information following initial advice from central u3a office that it is not allowed. Agreed to postpone inclusion of ethnicity on membership form pending results of research. <b>AB requested that JH change the item on the form to reflect the current position on subscriptions asap</b>	AS PC  JH
<b>20</b>	<b>Outreach publicity and cost (see NA's report)</b> When D&Du3a posters and cards are printed, outreach team to contact retirement homes, place on public noticeboards, shops etc. Ctte agreed with central u3a office recommendations to use photos rather than cartoons on promotional materials. Applied for Pathfinder Grant of £75 towards promotion costs. Pathfinder free material already received. SHD advised Charity Number should appear on promotional materials. Agreed to allocate £100 on poster /card promotion and printing. DB & VM to proof-read material	Outreach team  VM DB

21	<p><b>Terms of reference for SCID subgroup PC. (Policy attached-final draft)</b>  Members advised to follow guidance from SCID group. NA proposed special meeting to discuss document/Terms of Reference. Agreed meet before next Exec. AB to organise a date.</p>	AB
22	<p><b>AOB</b>  SHD recommended- flyers for outreach activities include membership details as contact email. Agreed.</p> <p>Gaye Ilsley talk on Power of Attorney to be extra talk early March. HG to contact her to confirm the date.</p> <p>The meeting closed at 12.35.</p>	DD  HG
23	<p><b>Date of next meeting Thursday 10<sup>th</sup> Dec 10.15</b></p>	