

**Minutes of D&D U3A Executive Committee On-line Meeting FINAL  
Monday 10 August 2020 at 10.30 am using Zoom video conferencing.**

		<u>Actions</u>
1	<p><b>ONLINE:</b> Angie Brown (AB, Chair), Neil Abrahams (NA), David Beamish (DB), Rona Black (RoB), Pamela Cohen (PC), Diane Deudney (DD), Susan Elias (SE), Richard Elliott (RE), Helen Graham (HG), Sarah Howell-Davies (SHD), Anne Sharpley (AS), Sandra Tait (ST); Verity Mosenthal (VM). Minutes taken by HG. Apologies. Joy Harris (JH) by email, and noted with thanks.</p>	
2	<p><b>MINUTES OF LAST MEETING: AGM 3<sup>rd</sup> August 2020</b> <b>Correction to minutes.</b> Attendance. 10 Executive Ctte members and 110 other participants. Spelling correction- “transferring” (2 “r”s). List of names names: spelling Richard Elliott (note double “t”) and his mobile correction of 07826254654</p>	
3	<p><b>MATTERS ARISING.</b> AB noted a good level of participation at AGM on Zoom. IT concerns: Voting on Zoom- one vote allowed per screen. If two share a screen, only one vote counts. The second member has to send their vote as a message on Chat. Roman Bednarz was credited with organising this. Concluded that overall Zoom not ideal for polls. Post AGM speaker Laurence Marsh -had IT issues but problem was with his PC. NA had a rehearsal before the presentation with no difficulties.</p>	
4	<p><b>REVIEW OF AGM</b> Two motions passed: 4a. <b>Motion 1.</b> Diversity. “Some members are acutely aware of the lack of diversity in the membership of the DDU3A”. As PC seconded this motion, she was asked and agreed to take this matter forward. She asked to be sent a copy of the deliberations of the old sub-group as a start. NA agreed to do this. HG asked if ethnicity is recorded with DDU3A membership registration. It is not. This is to be discussed with the sub-group.  4b. <b>Motion 2.</b> A change in the appendix of the DDU3A Constitution was voted to state: “the Trustees shall ratify the appointment of the following officers selected by the members: a Chair, a Secretary and a Treasurer. The Trustees shall appoint a vice-chair.” To replace: “After each AGM, the Trustees shall appoint the following officers: a Chair, a Vice-Chair, a Secretary, and a Treasurer”</p>	NA
5	<p><b>TREASURER’S REPORT</b> VM displayed on-line account spreadsheets for 2020-21 and 2019-20. Noted- no subscription for this year <b>although some members have paid and been refunded apart from one outstanding £25 to be repaid.</b> <b>Income.</b> Gift Aid for last year’s subscriptions <b>Outgoings</b> included: ZOOM Pro subscription to allow continuous sessions of 1.5 hours for limited number of interest groups; purchased copy-right license through U3A; paid capitation of £2380; subscription to 3<sup>rd</sup> Age Matters magazine; subscribed to BEACON for subscriptions. Conclusion: reduced expenses, leaving surplus of 20K. <b>Bank Account.</b> VM needs to open new bank account and transfer funds because of changed status of U3A with CIO status. An enquiry at AGM was made about use of an Ethical Bank Account, but unable to deposit cheques (VM emphasised last year’s workload for subscriptions- 220 members paid by cheque and 60 paid cash) VM to consider use of ethical accounts and opening new account with Lloyds, Barclays, or HSBC. To apply for authorised signatures to sign cheques i.e. treasurer, secretary and chair.</p>	VM
6	Membership Secretary’s report JH sent apologies	

7	<p><b>ZOOM report</b>  NA reported that 14 groups are current booking ZOOM PRO sessions of 1.5 hours. If this increases, will need a 2<sup>nd</sup> ZOOM PRO account. Groups are competing for booked times e.g. French Conversation. NA to ask them to reschedule.  ZOOM Coffee morning for 11<sup>th</sup> August had faulty link. ST to contact Roman. Zoom usage to be kept under review . No action required yet.</p>	NA ST
8	<p><b>ALLOCATION OF COMMITTEE ROLES</b></p> <p><b>Vice-Chair.</b> RB appointed to this role on voting results. RB to discuss with AB.</p> <p><b>Business Secretary.</b> DB and RE agreed to take on this role. To meet with Roman and AB to allocate responsibilities. AB to convene meeting. (AB)</p> <p><b>Treasurer.</b> VM agreed to continue this role until next AGM</p> <p><b>Membership Secretary.</b> JH agreed to continue. The role will include setting up new Beacon system, assisted by AS and SHD.</p> <p>a. <b>Beacon Steering Group</b> to be set up. DDU3A to be designated a member of the national Beacon Group for advice.</p> <p>b. <b>Buddying of new members:</b> ST agreed to take on the softer issues of this role new members, isolated members, and those with hearing loss.</p> <p><b>Designer.</b> DD appointed (has designer background). To review the way information is presented, agree new style DDU3A logo, aim for continuity of style.</p> <p><b>Newsletter.</b> DD's role to include checking layout of DDU3A Newsletter. DD has designer background but no editing skills. SE to stand down from editor role. DB agreed to be editor, now need co-editor. RB agreed to continue in her editing role.</p> <p><b>Website manager.</b> SHD agreed this role. NA agreed to do the Facebook page. VM noted that Pamela Ruben had worked with Roman Bednarz on this area. SHD to contact Roman about this.</p> <p><b>Events Organisers.</b> RB, SE, DB, HG. To oversee organisation of speakers for monthly Open Meetings and annual events to include Garden Party, Quiz, Xmas Lunch, and U3A Day. Enquired about availability of Golf Club for Xmas party in view of pandemic. RB will report Golf Club booking options for Xmas.</p> <p><b>Constitution.</b> AS agreed to take the lead with DB as consultant on the topic. The constitution was checked last year by a DDU3A group <b>and stated that we need to inform the Charity Commission and Third Age Trust of the new Trustees for 2020-21. This is an action for DB as new secretary.</b></p> <p><b>Inclusivity.</b> A motion passed at the July AGM required a working sub-group to be set up to address Inclusivity in DDU3A. PC has agreed to chair the Inclusivity Sub-group and has asked to be sent the minutes of the inaugural meeting.</p> <p><b>Outreach.</b> NA agreed to lead on membership recruitment. To work proactively and target local meetings for retirees with employers and Borough counsellors. NA raised the issue of transfer from ZOOM to live meetings if membership numbers increase. U3A Day has been postponed to Summer 2021.</p> <p><b>Interest Group co-ordinators.</b> Special interest groups subdivided into 4 to achieve a more "hands on" approach and make telephone contact with group leaders to check current activities and compliance with risk assessments.  Suggested groups and leads:  Art &amp; Literature (SE)  Outdoor Activities (DB)  Languages (PC)  IT (SHD)</p>	RB  AB  JH AS, SHD  ST  DD  DB RB  NA SHD  RB  DB  PC  NA

9	<p><b>A.O.B</b>  <b>New Trustees.</b> Need an induction, especially to explain CIO status.</p> <p><b>Research U3A High Street Project</b> presented by a North London member. DDU3A research volunteer organiser sought for DDU3A. HG pointed out that DDU3A area covers several high streets which would pose a research challenge.</p>	
10	<p><b>Date next Exec Cttee meeting.</b> Wednesday 26<sup>th</sup> August on ZOOM 10.15-12.15</p>	
	<p><b>FUTURE EVENTS</b>  September Monday 14<sup>th</sup> Open Meeting 2pm. Simon Pearson, "Battle of Britain- the pilots, and aircraft who made history"  September 29<sup>th</sup>. Third Age Trust ZOOM AGM  October Tuesday 13<sup>th</sup> Open meeting 2pm. Geoff Pick "150<sup>th</sup> Anniversary of School Board for London" (confirmed)  October 23. London Region AGM</p>	