

Dulwich and District u3a Trustees' Executive Committee Meeting (Final)

Thursday 11th February 2021; Zoom 10.15 am-12.15 pm

Attended: Angie Brown (AB, Chair), Neil Abrahams (NA), David Beamish (DB), Rona Black (RB), Pam Cohen (PC), Di Deudney (DD), Susan Elias (SE), Richard Elliott (RE), Helen Graham (HG, Minutes), Sarah Howell-Davies (SHD), Verity Mosenthal (VM), Anne Sharpley (AS), Sandra Tait (ST).

1	Apologies , Joy Harris	
2	Agree Minutes of last meeting. Sent 28/1/21 and after correction 4th February Agreed	SHD to put on website
3	Matters arising not covered by agenda Decision: record today's and future meetings as "Trustees' Executive Committee meetings". Minutes 14 th Jan Item 6. Subscription Waiver, VM not yet investigated Gift Aid.	
4	Standing Item, Treasurer's update. Bank balances total £18,551 Spending since last update: £172 on Zoom £ 22 on various postage and stationery £ 20 on gift for Open meeting speaker	
5	Standing Item, Membership Secretary's update Membership Information. 6 New joiners since last Trustees' Executive Committee Meeting (January 2021). As at 7/2/21 there are 716 Members made up as follows: Associate Members 17 (2%) Carer Members 2 (0%) Individual Members 697 (97%) With email 698 (97%)	
6.	Review of Open Meetings 27th January and 10th February Both well attended with 74 at Mel Rubin's talk Haunted on 27 th January and 99 at Ian's talk on Blue Plaques on 10 th February. Note Zoom will continue to be extended for 500 attendances. RE reported that non- members wishing to attend Open meetings apply to the secretary g-mail for a link.	

7.	Constitution issues. AB AS to prepare paper on the DDU3a constitution and present it at next Trustees Exec Ctte meeting on 11th March 2021.	AS
8.	Report from Quiz group. RE RE reported good features in recent Quiz included diversity of questions and multiple-choice answers. The Quiz Team will continue and aim for a Quiz frequency of x 3 annually, linking an annual quiz with the AGM in May. SE proposed convening a small group to explore options.	SE
9.	Date of AGM AB AB proposed the AGM for Tuesday 18 th May at 2pm followed by a quiz.	AB
10	Formation of AGM planning sub-committee AB Members of this committee to include AS, AB, RE and Roman Bednarz. AB will convene.	AB
11.	Diversity Policy PC PC presented the amended Diversity Policy. Action: PC to send report to AS to check for format consistency with other policies. Suggested amendments were replacing “ensure” by “endeavour to ensure”, and “training” by “induction and awareness”. Action. DD to correct and resubmit to Trustees for checking before next meeting. It can then be adopted.	AS PC
12.	Feedback from SCID sub-committee PC Action: PC to send sub-committee minutes to AB.	PC
13.	Membership renewal VM VM presented the Membership secretary’s report on renewing subscriptions. Process agreed: email members via Beacon to renew membership with online standing order form attached. Successful renewal to be confirmed by email from VM to each member. Members can print these if they wish. If they have no printing facility VM will print it and post it to them on request. Those without email will be corresponded with through the post. Proposal agreed 12:1.	VM
14.	Subscription concessions VM Finance sub-committee looked at fixed costs e.g. Beacon, TAM, conferences. Action: Additional membership category of concessional member. This will apply	

	<p>to those whose household income falls below £15,276. No proof will be requested. Confirmation email will show status as Individual, Associate or Carer. Members paying the concessionary rate will be shown as Individual. (Note 4 categories of membership: standard, concessionary, carers, and associated)</p> <p>Decision: The subscription from April 1st 2021-April 1st 2022- standard membership fee of £15 and concessionary fee £5. If join after October, standard fee £10. Associate members £10.</p>	
15.	<p>Feedback from London Region Coms meeting RE</p> <p>Attended by RE, RB and NA. Reported a range of topics covered including Newsletters, phone contacts of isolated members. AB thanked them for attending.</p>	To be Considered after AGM
16.	<p>Feedback from Convenors Meeting and Handbook</p> <p>The three Co-ordinators reported on their convenor meetings. DB reported that his group members stated a preference for smaller groups on Zoom compared to live meetings.</p> <p>Action: DB to add to D&D u3a Convenors handbook sections on Zoom and Inclusivity as requested by Convenors.</p>	DB
17.	<p>u3a day DB</p> <p>To be held on Zoom in June. NA proposed an Open Meeting format. AB proposed a Planning Sub-group for u3a day to include ST, NA, AB, and DB and one member from SCID.</p> <p>Action: DB to organise the group.</p>	DB
18.	<p>Cost of advertising NA</p> <p>NA explained costs of social media publishing for posters and articles on D&D u3a i.e. booklets SE21, SE22, SE23 charge £240 a quarter page; £390 a half page.</p> <p>Free costs in local newspapers e.g. Southwark Life. Members encouraged to spread information on D&D u3a to “influencers” .</p>	NA
19.	<p>Zoom subscriptions VM</p> <p>Due to a clash of dates in January, it was necessary to fund two Zoom 500 subscriptions at £48 each.</p> <p>Action: One of these will be cancelled and revert to a basic proZoom account at £14.39 monthly.</p>	NA
20.	<p>Clash of Open Meetings and Interest Groups VM</p> <p>NA reported that it was difficult to avoid clashes when Open Meetings were arranged later. There was no time in the week when Interest Groups were not held. Group Co-ordinators could encourage convenors to reschedule meetings?</p>	Group coordinators

<p>21.</p>	<p>Decision book AB</p> <p>Decision: AB took decision from last meeting to retain minutes for 2 years on D&D u3a website, then archive.</p> <p>Decision: not to ask volunteers to deliver posters in the pandemic.</p> <p>Not sure where to store the Decision Book yet. To discuss with RE &SHD.</p>	<p>AB, SHD, RE</p> <p>AB</p>
<p>22.</p>	<p>Storage of minutes of Committees RE & AB</p> <p>RE explained process. Need to identify an online area to store and access documents e.g. secretary accesses minutes on Google Drive, then shared on website. Final version to be agreed at next meeting, then stored.</p> <p>Work in progress: agree what documents to be filed, how accessed, by whom and when?</p> <p>Action: SHD, RE and AB to work on these proposals and present at next Trustees Exec Ctte meeting</p>	<p>RE</p> <p>SHD, RE, AB</p>
<p>23.</p>	<p>Any Other Business</p> <p>SHD: following Group Co-ordinators meeting, she received photos to go on website.</p> <p>SE: advised that she will cease being group co-ordinator in May.</p> <p>SE: enquired if there is a “hand-over” period for committee roles.</p> <p>Action: AB reported she is working on a handover plan.</p> <p>The meeting finished at 12 noon.</p> <p>Date of next meeting 11.03.21 from 10.15- 12.15</p>	<p>AB</p>