

Dulwich & District u3a Trustees' Executive Committee Meeting (final minutes)

Thursday 11th March 2021 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).

Agenda

1.	Apologies, Joy Harris	AB
2.	<p>Agree minutes of last meeting, sent 6th March. Corrections: Item 3. Matters Arising: Trustees' Executive Committee (TEC) add "s" and "apostrophe". Item 13. Membership renewal. Add report after "Membership secretary's ... on renewing subscription".</p>	HG
3.	<p>Matters arising not covered by agenda Item 12. AB not received SCID minutes yet. Discussion re SCID minutes being shared with TEC. PC asked to discuss with the SCID group and report back to next meeting. Conveners Handbook. DB decided not to place D&Du3a handbook on the website if there is public access because exposes personal details. Action. Co-ordinators to discuss whether there should be two formats -without personal details for public access, and with personal details for convenors.</p>	PC
4	<p>Standing Item: Treasurers Update</p> <p>Bank balances total £17,952 £156 on Zoom £53 on various postage and stationery £62 on gifts for open meeting speaker £224 annual charge for alarm at Rosebery Lodge £179 on Beacon licence (first 3 months)</p> <p>Income since last update Pathfinder grant £75 75p interest on deposit a/c</p>	
5.	<p>Treasurer's Items regarding Interest Group issues and membership rates Finance Ctte reviewed the Finance Policy, section 4 on Interest Groups, recommended minor changes to wording. Agreed by TEC. Subscriptions rates for 2021-22:</p> <ul style="list-style-type: none"> • Full year + joining up to Sept 30th 2021: individual £15, associate £10, concession £5, carer £0. • Joining from 1st October 2021: individual £10, associate £7, concession £3, carer £0 	

	<p>Additions to be added to the Policy include:</p> <ul style="list-style-type: none"> • Seed funding may be available. • If an Interest Group identifies a need to open a Bank Account, the Treasurer must be informed. • Allow the treasurer to understand how the groups' monies are being managed. • Once amended to be added to the website. 	VM, SHD												
6	<p>Standing Item. Membership Secretary's update INFORMATION ITEM Membership Information 3 New joiners since last Committee meeting (February 2021). As at 7/3/21 there are 719 Members made up as follows:</p> <table> <tr> <td>Associate Members</td> <td>17</td> <td>(2%)</td> </tr> <tr> <td>Carer Members</td> <td>2</td> <td>(0%)</td> </tr> <tr> <td>Individual Members</td> <td>700</td> <td>(97%)</td> </tr> <tr> <td>With email</td> <td>703</td> <td>(98%)</td> </tr> </table>	Associate Members	17	(2%)	Carer Members	2	(0%)	Individual Members	700	(97%)	With email	703	(98%)	
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7.	<p>Membership issues Recruitment and Retention Tool Kit To be used if needed after 2021 registration has taken place.</p>													
8.	<p>Review of Open Meetings 25th February on Royal Parks & 4th March on LPAs Royal Parks; reported that Paul Wood spoke well. Lasting Power of Attorney: Roman Bednarz to write to editor of newsletter about Gaye Illsley's (GI) talk. We need to be watchful of vested interests from speakers. HG suggested process of starting Open Meetings with statement of "Disclosures" by presenter. Now stated on U-tube version that GI has a commercial interest.</p>	Roman												
9.	<p>Constitution issues. AS Changes made include: clause to cover Zoom meetings; emphasised that subcommittees must have meeting Minutes and Terms of Reference. Action AS to submit our amended Constitution for approval to 3rd Age Trust for approval, and email draft to DDU3a for placement on website.</p>	AS												
10	<p>Decision register AB Now that the TEC has approved the amended constitution , it can be entered in the Decision Register.</p>	AB												
11.	<p>Feedback from AGM sub-committee including projected committee 2021/ AB Need to decide how to inform members of constitution changes in the 22 page document, and circulate. For non-email members, consider how to send this document. AB suggested option of asking this group to make contact if they want the document. AB, Roman Bednarz and RE to advise</p>	AB AS Roman RE												
12.	<p>Sign off Diversity Policy PC The Policy document was attached to agenda, was agreed, and SHD to place on DDU3a web-site with a note that it is to be reviewed in 12 months.</p>	SHD												

	AB thanked PC for her work on this report.	
13.	SCID feedback PC PC reported back on SCID meeting	
14	Document storage RE/SHD RE reported proposals on how to access and share key documents: 3 routes- email, websites and google-drive. See RE's report. Key documents to include agreed minutes, each with a named "owner" and agreed by committee Chair, then forwarded to SHD for placing on website. RE displayed table of approved key documents each with owner to go on website. Documents can be attached to minutes in a "file store" on Google Drive. Advised document naming to be consistent with known, usable name. Password protection: Beacon, Mailchimp and Google drive already password protected. Action: To be taken forward by SHD, AS and RE	SHD AS,RE
15.	Form of words to decline advertising requests AB "Thank you very much for your email informing us of X event and asking if we might pass on the information to our members. Although X event looks very interesting, I am sorry to say that we do not generally publicise events which are not organised by or strictly related to the u3a." Action: AB to add to decision book. The TEC agreed that this should apply to the circulating of all such requests.	AB
16.	Coffee mornings ST ST booked dates for March, April, and May. Current practice to include only one TEC member. 17 attended the last meeting.	ST
17.	U3A day DB DB reported he is setting up a planning group for ideas for U3A day on June 2 nd . DB plans to include ideas in next newsletter.	DB
18.	Paul Woods DB reported fee of £100 had been agreed for Paul Woods Open Meeting talk on March 18 th . AB to deliver Open Meetings posters to Ian and Diana McInnes to display on Dulwich Society noticeboards, others in newsletter and facebook.	AB
19.	Material for Newsletter. Contributions to be sent to DB.	All
20	Any other business E-mailed by Ricki Wallman- ITV programme 7.30 this evening "How to Age Well". Meeting finished at 12 noon.	All

Date of next meeting 08/04/21. 10.15-12.15