**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**held at 10am on Thursday 9th Jan 2020 at**

**Richard’s, 7 The Drive, Sevenoaks, TN13 3AB**

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|  |  | **Action** |
| **2425** | **Present**  Nick White (Chairman), Richard Baxter (Vice-Chair), Chris Dance (Secretary), Barbara Coleyshaw (Speakers’ Secretary), Jill Davies (Recruitment and Membership), Elaine Knight-Elston (Group Development), David Lowe (Treasurer), David Taylor (Communications), Pam Walshe (Social Committee), Rob White (External Communications)  *By invitation:* Bob Ruffles |  |
| **2426** | **Minutes of the Meeting held on 7th Nov 2019**  These, having previously been agreed by email, were signed as a true record. |  |
| **2427** | **Matters Arising**   * 2413: David Taylor would draft a description of his Communications role. * 2417: Elaine would advise Group Leaders that the charge for refreshments should not exceed 50p per members and should be on a ‘cost recovery’ basis (no profit). * 2419: The problems with subscription payment by direct debit were discussed (indemnity for losses; difficulty for members to change from standing order). It was decided that although it remains a consideration for the long-term, no action would be taken for the present.   Other matters and actions arising from the previous meeting were dealt with under the relevant Agenda item. | **DT**  **EE** |
| **2428** | **Co-option of Rob White**   * Rob was co-opted to the EC. A role description had been drafted based on the External Communications role enhanced to include Publicity responsibilities. (Chris had supplied Rob with references to guidance for new Trustees and the relevant Charity Commission and HMRC forms, which he has signed and returned.) |  |
| **2429** | **Publicity Plan and Budget**   * A further version of the publicity leaflet had been produced and copies were distributed to EC Members for onward distribution. It was envisaged that Members would take responsibility for making publicity available at particular societies and clubs to which they are connected. * Nick made available to the meeting copies of the TAT publicity material which he had acquired. * Rob had submitted a report from the Publicity Sub-Committee which, following analysis of the needs and opportunities for publicity, proposed that a schedule (Publicity calendar) be constructed to coordinate the actions needed for the various publicity channels, and that a Publicity Manager be appointed to manage the process. Other members were expected to help in providing copy. Some material, e.g. write up of events, could be replicated across several outlets to avoid duplication of effort. * Rob agreed take the role of Publicity Manager. * Nick envisaged that the work of the Publicity Sub-Committee, having set out a plan for publicity, would become incorporated into the EC. * A separate account for publicity was not felt to be needed. Costs would be reimbursed by submission of expense claims. |  |
| **2430** | **Coffee Mornings**   * The two coffee mornings at Miller and Carter were deemed a success. A notice board displaying such information as Groups with vacancies would be useful in future. Leaders of Groups seeking new members would be encouraged to attend. * It was agreed that those attending should be asked to make a financial contribution (a charge of £1 was suggested) for which a ‘pot’ would be provided. * The need for separate coffee mornings for new members at the Hollybush Indoor Bowls Club will be reviewed following the meeting arranged for March. * Elaine would investigate ways of transferring to a database information which new members provided on their skills and interests. Bob would provide a copy of the Excel spreadsheet previously utilised. Nick would pass to Elaine any completed forms which he inherited from his predecessor. | **NW**  **EE**  **BR**  **NW** |
| **2431** | **National U3A Day, 3rd June**   * Information is available on the TAT website, including suggestions for individual U3As. ( <https://www.u3a.org.uk/u3a-day>) * It was agreed to make this an Open Day for new and existing members: a poster board exhibition instead of the usual tables and chairs, with a view to celebrating group activities, attracting members to groups seeking new members and promoting new group activity. It was expected that display screens being acquired for a forthcoming U3A Art exhibition could be utilised for this event. * David (T,) would investigate whether the event could be held in the Indoor Bowls Club and whether a bowling activity could be incorporated into the event, * The Sevenoaks Festival brochure (circulation 20,000) would be a useful vehicle for advertising the event. Rob would draft an article with help of the Newsletter team. * Elaine would put together some ideas for the organisation of the event. | **DT**  **RW**  **EE** |
| **2432** | **Website Strategy**   * A possible restructuring of the website had been discussed and would be further examined by the web team. The provision of Information on the status of groups (vacancies, etc) is much needed, but was proving difficult to obtain. * Bob had submitted a report, which included a statement of the key roles of the website and proposed EC Trustee ownership for specific website pages. There was general agreement to this approach, though the ‘Events’ pages would not be the sole responsibility of the Social Sub-Committee and the web team would need to consolidate ‘event’ information coming from various groups. * The need for more information on group activity was acknowledged, and Group Organisers needed to be encouraged to provide this. * There is a need to provide a link to the around 30 policy documents on the TAT website of which EC Members and Group Leaders need to be aware. |  |
| **2433** | **Apple Group accounts and assets**   * The need for two monthly financial reports to EC and PAT testing of equipment not owned by the U3A had not yet been resolved. A response to Nick’s email is still required & they should be reminded of the requirements of PAT testing & U3A insurance | **NW** |
| **2434** | **Chairman’s Report**   * *Clusters*:There was concern that if members of other U3As were to take up places In Sevenoaks Groups they would be become unavailable to Sevenoaks U3A members who subsequently wished to join the Group. A further meeting is planned with the Chairman of Knole and Nick would report back to the EC, whose acceptance would be sought before anything is agreed. * *Bridge Group:* The current application for funding would be met but the group would be advised that subsequent equipment purchases should be funded by the group members. * *Care UK:* No action to be taken. | **NW**  **EE** |
| **2435** | **Treasurer’s Report**   * David had provided a report. There is still a pressing need to identify the 100 or so members who had not renewed their subscriptions and to set their status in Beacon to ‘lapsed’. It was envisaged that these members would be circulated and removed from the membership if they failed to pay. * David (L.) reported that the difficulty of reconciling payments with membership information is unresolved and there is a number of subscriptions which he received which he is unable to allocate to a member. He did confirm however that Gift Aid was not being claimed for them, but only for members for whom he held signed authorisations. * David had annotated the TAT ‘Finance Policy’ template to indicate where Sevenoaks U3A currently diverged from the recommended practice. EC members would send comments to David. | **All** |
| **2436** | **Communications Report**   * David (T) had submitted a report on the Beacon system, which was noted. * EC Members continue to experience problems accessing the Beacon system. Some EC Members have yet to be given access to Beacon. * David will arrange to give a presentation on Beacon to EC Members. | **DT** |
| **2437** | **Vice-Chairman’s Report**   * No suitable alternative to St Nic’s for the Monthly General Meeting had been found. The refurbished Community Centre may become available before the end of the year. |  |
| **2438** | **Speakers’ Secretary Report**   * Barbara had provided a report. Speakers had been arranged for Monthly Meetings until June 2021. |  |
| **2439** | **Recruitment and Membership Report**   * The Recruitment and Membership Report was noted. |  |
| **2440** | **Group Development Report**   * The Group Development report was noted. |  |
| **2441** | **Social Committee Report**   * The Social Committee report was noted. |  |
| **2442** | **Supporting Committee Reports**   * Reports submitted by the **Science**, **Computer** and **Technical Support Groups** were noted. |  |
| **2443** | **Any Other Business**   * Nick would request in the Newsletter if there are members with suitable talks who could make themselves available in the event of an emergency. * The need to strengthen the Group Development team was acknowledged. * Bob raised the issue of strategic planning (for the next five years) and planning for the 30th Anniversary of the Sevenoaks U3A. These issues would need to be further considered by the EC. | **NW** |
| **2444** | **Dates of future meetings**  **Thursday 5th March:** David Lowe’s, 22 Granville Road, Sevenoaks, TN13 1EY  **Thursday 7th May:** Nick White’s, Judge’s Cottage, 29 Main Road,  Sundridge, TN14 6EF |  |

**Distribution**: Nick White, Richard Baxter, David Lowe, Chris Dance, Jill Davies, Barbara Coleyshaw, David Taylor, Elaine Knight-Elston, Pam Walshe, Rob White