

## **MINUTES OF THE TWENTY-SIXTH ANNUAL GENERAL MEETING held at 3.15 pm, 28<sup>th</sup> Oct 2020, virtually'**

There were 71 persons present, which met the requirements for a quorum of 5% current members. The Chair opened the meeting by welcoming all those present and introducing the Executive Committee.

The Chair explained the process which had been followed for the AGM: the reasons for asking members to vote by post and email in advance of the meeting, which met with the approval of the Charity Commission, and the motions on which members would be asked to vote at this AGM for the acceptance of the postal and email voting results.

The Chair thanked Mike Davies and Jackie Bradforth for analysing the voting results and Mike Davies and Bob Ruffles for acting as tellers at the AGM.

**1. Apologies for Absence:** Apologies had been received from: Bryan and Dianne Richardson, Ian Lister, Rindy Bakker, Cherry Moss, and Charles and Judy Hebert

**2. Matters arising from the Minutes of the Reconvened AGM, 23<sup>rd</sup> October 2019.** There were no matters arising

### **3. Executive Committee appointments.**

- Membership and Recruitment: Jill Davies
- Social: Pam Walshe
- External Affairs and Publicity: Rob White.

Rob White introduced himself and outlined, firstly, his External Affairs role, representing Sevenoaks U3A at meetings of the Kent Network of U3As and the Third Age Trust (including participation in its recruitment campaign), and liaison with other U3As. In his Publicity role he has been exploring ways of increasing recruitment, including advertisements in local magazines, coffee mornings for new members, membership leaflets and posters for noticeboards. He also referred to the publicity value of the Sevenoaks U3A 2021 Calendar, with pictures provided by the photography group. It was noted that care needs to be taken to avoid images showing children, in accordance with advice from the Third Age Trust.

### **4. Questions and Matters Arising from the EC Nominations**

There were no questions or matters arising.

### **5. Motion: to accept the postal and email Voting Result in respect of the following:**

- Minutes of the Reconvened Annual General Meeting (AGM) held on 23<sup>rd</sup> October 2019
- Election of Executive Committee appointments
- Appointment of Independent Examiner

The Motion was approved on a show of hands (proposed by Frank Matthews; seconded Caroline Scales).

### **6. Trustees' Report 2020 and Annual Accounts 2019/20**

The reports had been made available prior to the Meeting.

### **7. Questions and Matters arising from the Trustees' Report 2020 and Annual Accounts 2019/20.**

Beryl Mansell had asked to speak at the meeting, but had been beset by technical problems that meant she could only send a message using the Chat function. She referred to questions which she had submitted to the Executive Committee regarding the use of funds and the governance of the U3A, which she considered to have been incompletely answered. The Chair said that responses had been provided, but the member had not been satisfied with the responses which had been given. Several members expressed concern that they had not been made aware

of these issues. So that members could better understand the issues which the members had raised, a compilation of the member's questions and the Executive Committee's responses would be made available to members following the meeting.

Bob Ruffles questioned the departure from normal procedure whereby members are able to ask questions and raise issues before being asked to approve the Reports. The Secretary replied that postal and email voting gave all members the opportunity to vote regardless of their ability to use Zoom. The Third Age Trust had encouraged U3As to avoid excluding members who were less technically able and this inevitably meant that compromises had to be made. However, members were given an opportunity to ask questions and make comments when the Reports were distributed in July. Only one member had done so. The Chair added that the Charity Commission had given guidance that, in the Coronavirus situation, permitted digital and postal voting, without regard to the charity's Constitution.

There were no further questions or matters arising from the Trustees' Report 2020 or the Annual Accounts 2019/20

### **8. Motion: to accept the postal and email Voting Result in respect of the following:**

- Trustees' Report 2020
- Annual Accounts 2019/20 and Approval of Accounts

The Motion was approved on a show of hands (proposed by Frank Matthews; seconded Maria Lewington). There was 1 vote against the Motion and 4 abstentions.

### **9. Any other business**

- Vacancy on EC and Vice Chair.* The Chair said that there was a vacancy on the Executive Committee for another member. It was envisaged that parts of the roles of some of the existing members would be re-allocated, but the details of what the new member does will depend on the skills of the person chosen. There was also a need to appoint a Vice Chair. That position may be filled from within the EC once a new member has joined the Committee
- Chair.* The Chair said that his term of office will expire at next year's AGM. He will by then have been on the committee for 7 years, in two spells, and he felt it will be time for him to move on. The EC may suggest to one of its members that they should put themselves forward, but any member will be able to put themselves forward for the role.

The Chair thanked everyone whose contribution was making Sevenoaks U3A such a great organisation. His thanks went firstly to the members of the Executive Committee who had given him tremendous support throughout the year. He also gave thanks to our Group Organisers, to the members who run the Science, Computer and Social Events groups, the Website team, the Examiner of Accounts and to the hundreds of members who contributed in many different ways.

The Chair gave special thanks to the recently retired Newsletter Team who had produced 50 editions of that splendid publication. For the time being the Newsletter was being produced by members of the Executive Committee assisted by Sheila Golden. He invited anyone who would like to help with editing or setting out the Newsletter to contact him.

As a final word. The Chair reminded members that we had been in lockdown for 7 months. He was concerned that some members were feeling lonely and isolated and encouraged members to keep in touch with those in that situation.

There was no further business.

### **10. Closure of Meeting**

A member of the audience proposed a vote of thanks to Nick, as Chair, for all that he had done during the year

The Meeting was closed at 16.15 hours