

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 7th Jan 2021, 'virtually'**

		Action
2550	Present Nick White (Chairman), Chris Dance (Secretary), David Lowe (Treasurer), Barbara Coleyshaw (Speakers' Secretary); Rob White (External Affairs and Publicity), Pam Walshe (Social Committee); Jill Davies (Recruitment and Membership), David Taylor (Communications); Lynton Jones	
2551	Apologies for absence Elaine Knight-Elston (Group Development)	
2552	Minutes of the Meeting held on 2nd Nov 2020 These had been agreed by email. All relevant actions had been completed or were covered by agenda items.	
2553	Matters Arising Beryl Mansell had expressed her appreciation for the compilation of EC responses to her questions. Copies of the document had been requested by 5 other members. There had been no further correspondence on the issues raised.	
2554	Co-option of Lynton Jones The Committee agreed to the co-option of Lynton Jones to the EC. Lynton was agreeable to the suggestion that he help with Group Development, with a view to reconstituting a Group Development sub-committee, dealing with such matters as the formation of new groups, filling vacancies, waiting lists, splitting groups and shared groups. Lynton would also find it useful to attend some of the U3A national and regional events. Chris will provide Lynton with the Charity Commission Declaration of Eligibility and the HMRC Fit and Proper Persons Declaration for signing.	CD
2555	Meetings Management The newly defined role of Meetings Manager, which Barbara would assume, was agreed. A call for qualified first aiders would be made in the Newsletter or email via Beacon (volunteers to contact Barbara). In view of recent experience of live music on Zoom, advice would be sought from John Davies who had some relevant experience. Now that we have the large meetings upgrade for Zoom, it was agreed that there was no longer a need for members to register for a monthly meeting. The Zoom link will be sent to all current members. Registration will still be required for General Meetings. Bookings for the Community Centre from April remain in place, including the kitchen and side hall. The provision of tea and biscuits was felt to be helpful in making a monthly meeting a social occasion (ideally with china cups and saucers). A call will be made for volunteers for a tea rota before physical meetings restart.	DT BC BC
2556	Membership and Recruitment Jill's report was noted. Since the previous meeting, there had been two new members and several enquiries. To address concern that some new members had difficulty finding their place in Sevenoaks U3A, Rob would lead an initiative to provide more support for new members. Recently enrolled members will be invited to contact Rob with a view to arranging a 'catch-up' meeting for a few members at a time. Rob, with Lynton, would form a new members support group for this purpose.	DT RW/LJ

2562	<p>Constitution Amendments for Electronic Meetings and Absentee Voting</p> <p>The temporary concession for General Meetings to be held regardless of provision in a charity's constitution will expire at the end of March, giving just enough time to obtain TAT approval of amendments to the Constitution and the holding of a Special General Meeting on 24th March for members to approve the new provisions.</p> <p>In drafting the proposed amendments, the approach had been to stay close to the TAT template, but the wording had been simplified. For General Meetings the provision for the meeting to be held electronically would be limited to exceptional circumstances. Similarly, absentee voting would only be enabled in exceptional circumstances.</p> <p>In discussion, it was agreed to remove proxy voting from the proposed amendments, leaving postal and electronic methods of absentee voting. An addition will be made to enable absentee votes to count for the quorum. The amendments were agreed by the Committee for submission to TAT for approval.</p>	CD
2563	<p>Any Other Business</p> <p><i>Role Descriptions:</i> The latest version was agreed.</p> <p><i>Covid:</i> It was suggested that members who had been vaccinated for Covid-19 might expect to be able to meet together again in person. Chris will ask TAT if it could convey to the UK Government our need for guidance on this.</p>	CD
2564	<p>Date of next meeting</p> <p>Thursday 4th March at 10am, using Zoom</p>	

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