

	Sue will look for guidelines, including our safeguarding guidelines, write some if need be and circulate a short document to EC members and Membership Secretary for review.	SC
2721	<p>Vice-Chair report</p> <p>Beryl's report was noted. Beryl queried whether it was worth analysing trends in groups that had closed and those that had opened recently.</p> <p>She mentioned the list of workshops that had been circulated by Kent Network. It was felt that it would be useful if all of the workshops were attended by one or more EC members who then produced a summary of the key points for other EC members.</p>	EC
2722	<p>Computer Group.</p> <p>Mike's report was noted. There are meetings planned for October-December for which Su3a is paying the hall hire.</p>	
2723	<p>Strategy Implementation</p> <p><i>Learning from our past successes:</i> There was a general discussion about this, which identified a few recent cases where people had joined and got involved straight away. Sue agreed to contact the Membership team to learn from their recent experiences.</p> <p><i>Outcome: 90% of new members are involved a group or in a volunteering role with 3 months or joining:</i> there was a discussion about how challenging/optimistic this figure was and also whether we wanted to be a u3a which is open to all or whether we wish to enrol those who want to participate and get involved, in line with the Third Age Principles.</p> <p><i>Publicity:</i> the idea of contacting big local employers' HR departments to spread the word about Sevenoaks u3a pre-retirement was positively received. Sevenoaks DC and Conwy on the Vestry Estate were two large local organisation that came to mind.</p> <p>It was decided to take this discussion forward in another meeting.</p>	SC SC
2724	<p>Finance</p> <p><i>Financial Position:</i> David L.'s report was noted. Most subscriptions come in on 20/21 September.</p> <p><i>Riviera Travel:</i> it is hereby minuted that the money received from Riviera Travel must be treated as a charitable donation and for this reason, in future we will not be sharing this money with the member who has triggered it.</p> <p><i>TAT proposal to link capitation fee to state pension increase:</i> it is hereby minuted that EC has agreed that Sevenoaks u3a will support the Amendment proposed by the Canterbury and District u3a to limit increases to TAT and to have increases approved at the TAT AGM.</p> <p><i>Change of CAF bank mandate:</i> Sue Christy has been added to the account as a signatory and will try to use internet banking.</p>	SC
2725	<p>Group Development</p> <p><i>GDC:</i> The situation is unchanged in that we have no Group Development Coordinator (GDC). Ken will approach one of our new members who expressed an interest in the</p>	KB

	<p>Secretary's role earlier in the year but it may be that she has now filled her time with other activities and would not be interested in this role.</p> <p><i>Group discussion with GOs:</i> Ken is planning to hold a round table discussion with a cross section of group organisers (GOs) (ca. 8-10) to explore the sort of support and help they would appreciate from a GDC. Do many GOs need support for example? EC members to suggest possible names to Ken.</p> <p>Ken will then circulate a summary of his findings</p> <p><i>Setting up a new group:</i> Sue suggested trying to see if early EC support (in the absence of a GDC) for the first six months would help to get a group established. She is willing to identify from new members someone who might make a good GO, take a topic they have expressed interest in, find other new members with a similar interest and try to get the group in motion with her support. Then, after about 6 months, assuming all goes well, she will hope to hand over to one or more group members to run the group themselves.</p>	<p>EC</p> <p>KB</p> <p>SC</p>
<p>2726</p>	<p>Communications</p> <p>David T.'s report was noted.</p> <p><i>Membership Cards:</i> David L and David T talked through the options for cards and letters. It was agreed to get quotes from AJT, Lakeside Printers and one or two other printers. It was agreed that the Membership Card could be plastic like a bank card, stiff card or laminated card, depending on costs and practicalities as long as it was robust enough to last a year.</p> <p><i>Leaflet and welcome pack:</i> both were positively received, it being felt that the grid in the leaflet was really useful and some of the wording of the welcome pack could be incorporated into the leaflet. We would remain with the current leaflet format as we have holders for these. EC members to contact David T. with ideas for amended text for the leaflet.</p> <p><i>David T's role and replacement after 6 years on EC:</i> David T would be happy to carry on doing the newsletter and flyers for the Social Committee when he leaves EC.</p> <p>There is currently no-one identified to take over the Beacon role. David T will give David L admin rights on Beacon as a short term solution but it is felt to be important to have someone sit on EC with the responsibility for Beacon and for Communications in general.</p> <p><i>Alternative to Sitebuilder and Net Objects Fusion (NOF):</i> David T and the webteam are looking for an alternative for NOF for our website. NOF is longer supported and is somewhat cumbersome to use. Sitebuilder is old software used by many other u3a's. One option would be WordPress as it is said to link to Beacon. David T plans to ask the u3a WordPress Forum whether and how WordPress links to Beacon and whether this offers any specific benefits.</p> <p><i>Scams:</i> in view of the increasing number of scams it has been suggested that the Webteam have a slot on the website for the latest scams. This will be publicised in the newsletter.</p>	<p>DL/DT</p> <p>EC</p> <p>DT</p> <p>All EC</p> <p>DT</p> <p>DT/BR</p>

2727	<p>Social Committee</p> <p>Joyce's report was noted.</p> <p>Joyce is still looking for more people for the Social Committee.</p> <p>She noted the high percentage of people walking with sticks on the Frogmore outing by coach. There is still a shortage of people to go on trips. Given that the Social Committee has recently offered to transfer £1000 of excess funds to the main account, the Treasurer encouraged the Social Committee to run trips at a loss, if need be, while numbers build up again post-Covid.</p>	JA
2728	<p>TSG</p> <p>Bob Ruffles report was noted, as was the document relating to the problems at the Bat and Ball Centre (BBC).</p> <p>Ken will be attending the BBC User Group Meeting. He has sent the Town Clerk at Sevenoaks Town Council information on the tech problems and also listed in his email the issues in the kitchen. The majority of EC members felt that it was up to STC to resolve the issues, rather than users, given the money invested in the new building.</p>	KB
2729	<p>Science Open Group</p> <p>Bob Ruffles report was noted.</p>	
2730	<p>Any Other Business</p> <p><i>Sevenoaks District Council Initiative for Silver Sunday:</i> EC confirmed that the Science open meeting on 10th October and the monthly meeting on the 26th October will be open to non-members as part of SDC's Silver Sunday programme of activities.</p> <p><i>Flyers and advertising for non Sevenoaks u3a activities:</i> EC reiterated that the policy is that only u3a activities will be advertised or promoted by us.</p>	
2731	<p>Date of next meeting</p> <p>Thursday, 3rd November at 10.00 at Marchings, Linden Chase .</p>	

Distribution: Ken Brown, Beryl Mansell, David Lowe, David Taylor, Joyce Allen, Sue Christy