

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 4th Nov 2021- web version

| | | Action |
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| 2629 | Present Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer); Chris Dance (Secretary); Jill Davies (Recruitment and Membership); David Taylor (Communications) | |
| 2630 | Apologies for absence Joyce Allen (Social Committee). | |
| 2631 | Minutes of the Meeting held on 13th Sept 2021 These had been agreed by email. All relevant actions had been completed or were covered by agenda items. | |
| 2632 | Matters Arising There were no matters arising. | |
| 2633 | Strategy Working Party Membership consists of the Chairman, the Vice-chairman, Bob Ruffles, Peter Bradnock and Tony Sinden. The first meeting had focussed on defining Sevenoaks u3a objectives. Four major, measurable objectives had been identified, along with a number of subsidiary objectives. | |
| 2634 | Monthly Meetings Barbara Coleyshaw's report was noted. Preparations had been made for the first hybrid meeting to be held at the Bat & Ball Centre, including the layout of the hall seating, advice to members on Covid safety, and the technical set up. There was a firm commitment to provide tea, and the Chairman will continue to pursue options for doing so. Bookings for speakers had been made up to Jan 2023, and B&B Centre bookings had been confirmed through until the 23 rd Nov 2022 meeting (for the Main Hall and Kitchen only). | |
| 2635 | Membership and Recruitment Jill's report was noted. Plans for the New Members Meeting on 3 rd Dec at the Indoor Bowling Club were well advanced. An invitation letter had been sent via Beacon to 67 new members who had joined since September 2019, and another letter will be sent to very recently-joined members not on the original list, which is expected to bring the number up to 70+. 14 members had responded to date, 8 of whom intended to come to the event. Reminders will be sent nearer the time to those who had indicated an intention to attend. | DT |
| 2636 | Group Development There were three new Groups in the early stages of development: Sue Christy – "Walking in Knole Park" John Harris – "Climate and the environment" (details awaited) Ray Leathers – Walking Cricket Beryl will ask John Harris for further details. | BL |

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| | <p>The Treasurer raised the issue of three GOs whose membership had expired. One had moved away and needs removing as GO (there is a second GO listed in Beacon). The Treasurer had contacted the other two non-paying GOs but their position as GO needs to be updated or they should be replaced.</p> <p>It was agreed that a letter would be sent to GOs each year in October/November asking them to confirm the status and membership of their groups.</p> | <p>DT/DL/ KB</p> <p>DT</p> |
| <p>2637</p> | <p>Communications</p> <p><i>Beacon</i></p> <p>David T. had submitted requests for enhancements, but the response of the Beacon team was not encouraging.</p> <p>With a view to making use of the Beacon finance module, the Treasurer needed to know what training and support could be expected from the Beacon team. David T. will try to find out.</p> <p><i>Newsletter</i></p> <p>The EC agreed that, in view of large printing and posting costs (approx. £2,400 per annum), the option of receiving a printed copy of the Newsletter will be withdrawn from those members who have email. A notice will be prepared leading up to the AGM to explain to members the timing of this change, and the financial benefit, mainly in delaying and minimising future increases in annual subscription rates to Sevenoaks u3a.</p> <p><i>Handbook</i></p> <p>It was agreed to print 80 copies of the amended Handbook.</p> <p>David T. raised the possibility of ceasing issue of the Handbook, relying on the website and a simple list of groups for members without internet access. This will be placed on the agenda for a future meeting, before the preparation of the next Handbook begins.</p> <p><i>Website</i></p> <p>Replacement software (Nicepage) was being investigated.</p> <p><i>Social media</i></p> <p>The EC agreed, for the present, to limit the Facebook page to basic (static) information and a link to the website.</p> <p>The Secretary will distribute to EC Members the draft Social media policy.</p> <p><i>Publicity</i></p> <p>The Chairman and others were represented at a recent Sevenoaks District Seniors Action Forum. This was felt to be a useful exercise, though it is uncertain whether it will have resulted in new members. A new information leaflet has been created for use in similar future events.</p> <p>The Chairman had sounded out Merilyn Canet on the possibility of an event to commemorate the Queens Jubilee in 2022, but it did not seem likely that this would happen.</p> | <p>DT</p> <p>DT</p> <p>CD</p> <p>CD</p> |
| <p>2638</p> | <p>Finance</p> <p>The Treasurer had provided a statement of the current position.</p> <p>To date, there were approx. 40 non-renewals and number of over and under-payments. All had been contacted. Those not renewing by 22nd Nov. will be recorded as lapsed members. Over-payments will be regarded as donations if the member does not respond.</p> | |

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| | The Computer Group had closed its bank account to avoid bank charges. The residual funds will be held in cash. | |
| 2639 | External Affairs Beryl had submitted an article for Third Age Matters on the recent achievements of Mick Turner and Jennifer Mahn, but little interest had been shown. | |
| 2640 | Other reports Reports had also been received from the Social Subcommittee, the Computer Group, the Technical Support Group and the Science Group. | |
| 2641 | Any Other Business Concern was felt that more needed to be done to encourage volunteering for Committee posts. Beryl offered to set down some possible ways of attracting volunteers from the membership. | BM |
| 2642 | Date of next meeting Thursday 6 th Jan 2022 at 10am | |

Distribution: Ken Brown, Beryl Mansell, David Lowe, Chris Dance, Jill Davies, David Taylor, Joyce Allen, Barbara Coleyshaw and Ken Robinson; Bob Ruffles for web version)