

## MINUTES OF THE EXECUTIVE COMMITTEE MEETING

held at 10.00am on Thursday 3 November 2022 at Marchings, Linden Chase, Sevenoaks

		Action
2732	<b>Present:</b> Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer); Sue Christy (Secretary); Joyce Allen (Social Committee), Helen Wood (observer)	
2733	<b>Apologies for absence:</b> David Taylor (Communications);	
2734	<b>Minutes of the Meeting held on 1 September 2022</b> These had been agreed by email. There is one correction: Joyce Allen was not present at this meeting	
2735	<b>Actions and Matters Arising</b> <ul style="list-style-type: none"> <li>• Beacon Admin rights for David Lowe: Sue Christy will email Beacon support to ask for David Lowe to be given System Administrator rights (Done).</li> <li>• Short article for newsletter re TAT e-newsletter – to be done for December newsletter (Done)</li> <li>• Scams highlighted on u3a website – EC decided that with so many scams about, it would be very time-consuming to keep up to date and hence not good use of the web team time.</li> </ul>	SC SC
2736	<b>Chairman's introduction</b> <i>30<sup>th</sup> anniversary celebrations:</i> we will have a broad discussion about them in January 2023. The 20 <sup>th</sup> anniversary was a programme for the whole year. <i>Using 'team' rather than 'committee':</i> Bob has suggested and EC agreed to change the use of the word 'committee' to 'team' as for example Web Team. <i>Bat and Ball Centre problems and value for money:</i> There is a concern amongst those involved that Sevenoaks Town Council thought that outstanding problems were all resolved. This is not the case for us. We have had to change our audio set up to cope with some issues. There were major problems last month with the sound not working (the first time for this problem) for the 17 people on Zoom. There is an acknowledged problem with the projector which will take time and about £20000 to resolve. We understand the person who specified the electronic kit will review the equipment. Ken Brown will keep chasing this to ensure resolution of the issues. (Done, as far as possible) EC feels that B&BC is a good venue if the problems can be resolved. <i>Notifying members of forthcoming Monthly Meetings:</i> Barbara Coleyshaw has agreed to remind members in advance of each meeting and then send out the meeting link, both via Beacon. We are keen to boost numbers at these meetings (60 f2f +17 Zoom last month) and hope that reminders via Beacon will achieve this.	EC  KB  BC
2737	<b>Recovering Su3a Organisational Structure (linked to Strategy)</b> The Chairman circulated an A3 sheet headed Sevenoaks u3a- Planning Objectives and Tasks (POT). He reminded EC that in the AGM 2022 report, we said that EC members will take ownership of tasks identified and that implementation of strategy will be reviewed by EC every 4 months. The aim is a 3-year rolling programme, finishing in 2024, linked to the 30 <sup>th</sup> anniversary. The desired outcomes are: <ul style="list-style-type: none"> <li>• A more vibrant u3a, with increased participation in activities and organisation</li> </ul>	KB

	<ul style="list-style-type: none"> <li>• full teams (committees &amp; sub-committees) of active members;</li> <li>• comprehensive social programme;</li> <li>• well-attended Monthly Meetings;</li> <li>• growth in number of new groups established.</li> </ul> <p>The Secretary will restructure the agenda to reflect EC focus on the POT. She had produced a summary table of the teams requiring new members. Many of the groups involved have already specified the types of people sought. In other cases, mini job descriptions may need to be written so that Ken can approach people to join these teams.</p> <p><i>Identifying members' talents:</i> The Vice-Chair commented that, for various reasons, we had lost contact with newer members over the past few years and so were unable to identify people's talents, as we did before. The Social Secretary pointed out that the new people we need are those who are prepared to take responsibility. It was noted that at the time of the last membership survey 18 months ago, 334 members were not in any interest groups. (November 2022: 327 recorded in Beacon as not in any groups) The Chairman will contact those who prepare EC reports and ask them to take the strategy into account in future reports.</p>	<p>SC</p> <p>KB</p>
<p><b>2738</b></p>	<p><b>Membership and Recruitment</b></p> <p>Jenny Ruffles report was noted. It was agreed that the two messages about updating contact details and change of circumstances will go into the newsletter on a regular basis.</p>	<p>KB/DT</p>
<p><b>2739</b></p>	<p><b>Communications</b></p> <p>David T's report was noted.</p> <p><i>New members application questionnaire:</i> there are two versions of the forms, one set for the web and one set of paper forms for posting to potential new members. For the main forms, web and paper, the suggestion is that after the first page, the next page is akin to page 3 of the Edenbridge form, i.e., what do you fancy joining? How could you help, what skills could you offer? This is to make it feel more inviting and friendly and to leave the T&amp;C of membership, privacy etc. until the last page of the form. With these comments EC have approved the forms for use. The Secretary was requested to inform the Communications team of this. (Done)</p> <p><i>EC members sending Beacon emails themselves:</i> EC agreed that it would be a good thing and would help DT if we sent our own Beacon emails. The Social Secretary is not set up with Beacon Access and the Vice-Chair is having problems with Beacon at present. The Secretary offered to help with simple Beacon training, if useful.</p> <p><i>December newsletter:</i> The Chairman will be putting together the December newsletter in David T's absence on holiday and now has a written document summarising the production process. The Chairman requested copy by 18 November.</p> <p><i>Membership Cards:</i> EC felt that there is a need for membership cards as other u3as often ask for them. EC decided that we had missed the boat for this year and that we needed to find and decide on the type of membership cards in good time for next year. If the handbook is issued at the end of October when the grace period for renewal has ended, then we could issue the handbook and cards together. It was queried whether we could go back to the pieces of coloured card we have had in the past. The Secretary was requested to write to the Membership Secretary to ask her to issue an email confirming membership to any member who requested it. (Done)</p>	<p>SC</p> <p>EC</p> <p>KB</p> <p>Comm</p> <p>SC</p>

	<p><i>Riviera Travel:</i> David L will write a piece for the December newsletter before 18 November setting out the current situation with regards to Riviera Travel donations. (Done)</p> <p><i>Leaflet:</i> Joyce will ask David T to forward the finished leaflet to the Secretary and to herself to progress in his absence. (Done)</p> <p><i>Publicity in general:</i> in the past we have not needed publicity because members mainly joined via personal recommendation. Now we may wish to have various types of publicity as we wish to appeal to the wider community. The Secretary has developed some posters in the new u3a branding with various headlines (learning for pleasure in later life etc. and the same main text. See Appendix 1). The posters need some skilled help to import photos and make them print ready.</p> <p><i>Publicity team:</i> we will need a Publicity team going forwards (part of POT Objective 4), versed in social media. The Vice-Chair reported that Tunbridge Wells u3a had handed out leaflets in town in advance of their Open Day and the Social Secretary remarked that her Bowls group had handed out leaflets outside Tesco.</p> <p><i>David T's replacement:</i> EC and DT need to review the current job description and perhaps consider splitting the role into a Technical role and Publicity.</p>	<p>DL</p> <p>JA</p> <p>SC</p> <p>EC</p>
2740	<p><b>Finance</b></p> <p><i>Membership renewal:</i> 98 members have not yet paid and emails will be going to those people. The Treasurer will circulate the list of non-payers to EC in case they can offer reasons for non-payment. (done)</p> <p><i>Invoices awaited:</i> currently the Treasurer is awaiting invoices for the Handbook printing costs, invoices for 3 newsletters and an invoice from Knockholt Art Club for the display stands.</p> <p><i>TAT Capitation link:</i> all the motions at the TAT AGM relating to the capitation link were defeated, including TAT's original motion. The Secretary, Chair and Treasurer have all received an email from TAT regarding this. The Treasurer agreed to send this to EC members. (done)</p>	<p>DL</p> <p>DL/DT</p> <p>DL</p>
2741	<p><b>Group Development</b></p> <p>Sue's report was noted. Ken had decided to leave having a Group Organisers' meeting until we had a new Group Development Co-ordinator.</p>	
2742	<p><b>Vice-Chair report</b></p> <p><i>Kent Network:</i> minutes have been circulated and Beryl would circulate the presentation on Publicity that Rob White had given. (Done)</p> <p><i>Allotments:</i> due to IT problems, Beryl no longer has the list of people interested in an allotment in Shoreham and needs to re-contact members via Beacon to rebuild the list. (Done)</p>	<p>BM</p> <p>BM/DT</p>
2743	<p><b>Meetings and Talks</b></p> <p>Barbara's report was noted. EC agreed that Silver Sunday had been a complete non-event for Sevenoaks u3a and we would not bother in future. (Likewise for the Bowls Club.)</p>	

<b>2744</b>	<b>Social Committee</b> Joyce's report was noted. The need for new members for the committee was emphasised, otherwise, as reported in the newsletter, the committee would fold.	<b>Social C'ee</b>
<b>2745</b>	<b>Computer Group.</b> Mike's report was noted. There were 50 members at the last meeting, including those from the Apple group and those from the Knole Computer group (both now closed). The interactive format was valued. The Treasurer will remind the group that they will need to pay back the loan they received from EC. The Treasurer has not yet received the invoices for the hall hire October - December 2022 (invoiced in arrears). Sandy Patrick was going to talk to the Committee about the poor quality of visual display and how this could be improved.	<b>DL</b>
<b>2746</b>	<b>Science Open Group</b> Bob Ruffles report was noted.	
<b>2747</b>	<b>TSG</b> Bob Ruffles report was noted. The technical problems at the Bat and Ball Centre remain unresolved (discussed above under Chairman's Introduction).	<b>KB</b>
<b>2748</b>	<b>Any Other Business</b> <i>Succession planning and job descriptions:</i> BM is thinking of stepping down as Vice-Chair next summer and we have to have someone designated Vice-Chair. The Secretary will investigate the status of anyone co-opted onto the committee and how that sits with TAT and the Charity Commission and the rules regarding their standing for election at the next AGM. <i>u3a policy on Environmental issues- practicalities:</i> EC decided to 'park' this for now as we have so much else to do that is more urgent.	<b>SC</b>
<b>2749</b>	<b>Date of next meeting</b> Thursday, 5 <sup>th</sup> January 2023 at 10.00 at Marchings, Linden Chase.	

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

### **Appendix 1: Text on new posters**

#### **Headlines for posters**

Learning for pleasure in later life

Learning together in later life

Learning for everyone in later life

Shared learning in later life

#### **Body text on posters**

Retired or semi-retired and interested in learning something new and meeting new people?

We have more than 70 interest groups from art to aviation, science to scrabble. See our website for more info,