

## MINUTES OF THE EXECUTIVE COMMITTEE MEETING

held at 10.30am on Thursday 7<sup>th</sup> July 2022 at Marchings, Linden Chase, Sevenoaks

		Action
2697	<b>Present:</b> Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer), via Zoom; Sue Christy (Secretary); David Taylor (Communications).	
2698	<b>Apologies for absence</b> Apologies for absence from Joyce Allen (Social Committee);	
2699	<b>Minutes of the Meeting held on 5<sup>th</sup> May 2022</b> These had been agreed by email.	
2700	<b>Actions and Matters Arising</b> Actions that had not been discharged and matters arising were dealt with under the appropriate agenda items.	
2701	<b>Chairman's introduction</b> Ken picked up on matters arising from the AGM two weeks earlier. It emerged that postal votes count towards the quorum, so we need to remember to emphasise this in the run up to the next AGM, as without the postal votes we would not have been quorate.	<b>EC</b>
2702	<p><b>Membership and Recruitment</b></p> <p>Jenny Ruffles report was noted. Jill has joined as a sub-committee member and is caretaking the role until Jenny takes over officially on 11 July after her holiday. Membership levels are unchanged. A new members' meeting is planned for the autumn.</p> <p>Currently most new members hear about us by word of mouth and we have no active publicity. There was a discussion as to whether we should switch our focus to those who want to participate in some way, rather than passive members and we wondered whether active publicity or doing something different would increase our chances of getting more members like this. It was decided to pick this up again at a later date.</p> <p>David T had copies of a leaflet used in the past to attract members. It was agreed that Beryl would circulate photos of the leaflet for comments and updating. David T reported that previously they had been placed at Sevenoaks Indoor Bowls Club. It was remarked that having a location code on each leaflet would help tell us which locations had been most successful. Another suggestion was an article or advertisement in In Shape magazine.</p> <p>Sue offered to investigate what opportunities there are to advertise in Sevenoaks library.</p> <p>Following the last two new members meetings, 50 non-attendees were followed up by email. 12 replied, of which 9 were useful responses, with interesting information about skills and interests, which was passed to Bob Ruffles. He and Charles Hebert are keeping a database of this information.</p> <p>Beryl wrote to attendees and received 3 replies from 12 contacts. The three were happy and had joined groups.</p> <p>Ken reported that he was pleased with the positive responses to his approaches to people to join the tea rota for the monthly meetings.</p> <p>We briefly talked about holding another follow up coffee morning after the NMM but decided to wait until priorities had been decided before further action.</p>	<p><b>BM/DT</b></p> <p><b>SC</b></p>

2703	<p><b>Group Development</b></p> <p><i>Group activities:</i> The Sunday Lunch group plan to meet at the Bullfinch in Sevenoaks but with no booking. They will have an entry in the handbook but currently have no group co-ordinator.</p> <p><i>Group Development Organiser/Co-ordinator:</i> the vacancy remains to be filled. EC members have suggested ways in which the role could be split. It was thought that having a GOs meeting to talk about using Beacon to update group membership would be an opportunity to find out what GOs want from a GDO and hence tailor the role to their needs. It may also uncover one or two people willing to take on some or all of the GDO role.</p> <p>It was mentioned that Tunbridge Wells u3a have a short (1 hour?) informal meeting for GOs every 1-2 months to exchange experiences. Such a meeting might be a productive way of meeting GOs and finding out what they want. One example would be the best way of running or replacing the Open Afternoon. For a number of years before Covid we had more GOs than members at Open Afternoons.</p>	<p>All</p> <p>DT/BM</p>
2704	<p><b>Computer Group.</b></p> <p>Mike's report was noted. It was unclear whether contact had been made with any former Apple committee members with a view to having a merged computer group covering topics of interest to both Android and Apple users. KB would contact Mike about this.</p>	<p>KB</p>
2705	<p><b>Strategy Implementation</b></p> <p>It was felt to be difficult to relate the task list to the original objectives and desired outcomes. Also, there is so much that could be done that it was felt necessary to prioritise tasks in order to make progress.</p> <p>Sue agreed to review the documents and attempt to restructure objectives, tasks and outcomes, so that it would be easier to select the most important items to progress first. She will circulate a document in advance of the next EC meeting.</p>	<p>SC</p>
2706	<p><b>Finance</b></p> <p><i>Financial Position:</i> David L.'s report was noted. The pattern of income and expenditure is fairly constant from year to year. The balance varies from a high of £21k to a low of £11k, well above the minimum necessary (£8k; 6 months running costs).</p> <p>We received interest from CAF bank of around £1.69 and should receive money from Riviera Travel via TAT. Riviera Travel offers a discount to u3a members which is shared between the u3a and the member, with the money paid to individual u3as by TAT. It was suggested that this would be useful information to include in a newsletter.</p> <p><i>Purchase of display boards:</i> Expenditure of £250 to buy the display boards and associated kit from Knockholt Art Club was approved. The payment will be offset against the balance of money from our Art Club. David T will arrange for an invoice to be presented to the treasurer for payment. The boards will be stored in Ken's garage.</p> <p>Once acquired, Bob Ruffles should be asked to add them to the Asset Register.</p> <p><i>U3a licence to photocopy:</i> cost £60 to renew for 1 year, expenditure approved.</p> <p><i>Change of mandate:</i> EC approved adding Sue Christy to the CAF banking and internet banking mandates and removing Chris Dance.</p>	<p>DL</p> <p>DT/KB</p> <p>DT</p> <p>DL</p> <p>DL</p>
2707	<p><b>AGM minutes</b></p> <p>The latest version of the AGM minutes, as amended and formatted by Ken, will be adopted as the 'final draft'. This will be circulated to members with the August newsletter. It will be put before the 2023 AGM for adoption.</p>	<p>KB/DT</p>

<p><b>2708</b></p>	<p><b>Communications</b></p> <p>David T.'s report was noted</p> <p><i>Details of implementation of electronic Newsletter Distribution Policy:</i> there were two points from the floor at the AGM;</p> <p>1) a suggestion that paper newsletters could be handed out at the monthly meeting. This used to be done, when we had more members attending monthly meetings. Even so, it was switched to paying a company to do it because it was cheaper than paying for stamps.</p> <p>2) not all email addresses are correct. This is an ongoing problem. With each email mailing via Beacon we get a number of bounce backs. One way of correcting these would be to phone those members which would be time-consuming unless we ask for volunteers to do it for us.</p> <p><i>Alerting members to the change:</i> Ken will write in the August and September newsletters and David T will email via Beacon at the beginning of September to remind members that they will need to request a paper copy of the newsletter if they want one. They also need reminding in these newsletters that if they don't receive an October newsletter, they need to email us, as we may have the wrong email for them.</p> <p><i>Handbook:</i> the new handbook will be 28 pages + cover, rather than 36 last year. Two groups have no GO; Sunday lunch club, mentioned above and Science Discussion 2. There is some spare space available in the booklet.</p> <p>David T will request two quotes for enough copies for each address in Beacon + 60 spare copies for the membership secretary. David T asked for support from an EC member to proof-read the document. David L pointed out that the document will be viewed in Word by the webteam, which could serve that function.</p> <p><i>Updating the website:</i> David T is currently reviewing alternative web software in order to update the website.</p>	<p>DT/KB</p> <p>DT</p> <p>DT</p>
<p><b>2709</b></p>	<p><b>Low Attendance at Monthly Meetings</b></p> <p>This is a matter of concern and is quite variable. (one month: 60 f2f and 40 at home; another month: 45-50 f2f and 11-12 at home). It seems some people are still preferring Zoom to face to face contact. Beryl will try to establish, via Kent Network, if this is happening across other u3as as well.</p> <p>There is a list of attendees for each monthly meeting. David T thought it would be useful to incorporate this into Beacon, so that we can analyse whether attendees also belong to groups or not and what percentage of people do nothing.</p> <p>It was decided that Ken would mention next season's interesting programme in the September newsletter and arrange for the programme to be listed in that newsletter and encourage members to put the dates in their diaries.</p> <p>Barbara felt that a Beacon message a week before each meeting helps to boost numbers. David T will give her access to Beacon to do this.</p>	<p>BM</p> <p>DT</p> <p>KB</p> <p>DT</p>
<p><b>2710</b></p>	<p><b>Social Committee</b></p> <p>The Social Committee needs a new member. Ken will ask Bob Ruffles for some potential members from his database for Joyce to contact.</p>	<p>KB/BR/ JA</p>
<p><b>2711</b></p>	<p><b>TSG</b></p> <p><i>Hybrid meetings:</i> EC has decided to hold hybrid meetings for October-December, to monitor numbers carefully and to decide at the January EC meeting whether to carry on after that.</p> <p><i>Zoom licences:</i> we are currently paying for 2 Zoom licences, each £11.99+VAT per month, one for the web team and one for the secretary's laptop. EC saw no need for more. It was pointed out that the secretary's licence could be used by a variety of</p>	<p>EC/ BR</p> <p>BR</p>

	groups, apart from EC meetings. Bob would be asked to review the groups currently using these licences.	
<b>2712</b>	<b>Science Open Group</b> Bob Ruffles report was noted.	
<b>2713</b>	<b>Any Other Business</b> <i>Fit and proper person form:</i> Sue has signed the form and filed it. <i>Contact details:</i> Sue is updating the contact details list and will reissue it after 11 July when Jenny Ruffles is back from holiday.	
<b>2714</b>	<b>Date of next meeting</b> Thursday, 1 <sup>st</sup> September at 10.00 at Marchings, Linden Chase .	

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