

## **MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**held at 10am on Thursday 6th Jan 2022 'virtually'**

		Action
<b>2643</b>	<b>Present</b>  Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer); Chris Dance (Secretary); David Taylor (Communications); Joyce Allen (Social Committee)	
<b>2644</b>	<b>Apologies for absence</b>  Jill Davies (Recruitment and Membership)	
<b>2645</b>	<b>Minutes of the Meeting held on 4th Nov. 2021</b>  These had been agreed by email.	
<b>2646</b>	<b>Actions</b> <ul style="list-style-type: none"> <li>2637. David (T.) had been actioned to find out what training and support for use of the finance module could be expected from the Beacon team. He would try to find out who on the Beacon team could advise the Treasurer on making the transition from our current systems (conversion of data, etc.)</li> </ul> <p>The following actions were carried over to the March 2022 EC meeting:</p> <ul style="list-style-type: none"> <li>2637. Removal of option for members with email to receive Newsletter by post: "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 minimizing future increases in annual subscription rates to Sevenoaks u3a"</li> <li>2637. Possibility of ceasing issue of the Handbook, relying on the website and a simple list of groups for members without internet access.</li> </ul> <p>Other actions had been completed or were covered by agenda items.</p>	<b>DT</b> <b>CD</b> <b>(DT)</b>
<b>2647</b>	<b>Matters Arising</b>  There were no matters arising.	
<b>2648</b>	<b>Membership and Recruitment</b>  Jill's report was noted.	
<b>2649</b>	<b>Group Development</b>  Ken's report was noted. Ken highlighted the New Members' Meeting (NMM) which had been attended by 22 new members and was viewed as a success. An evaluation meeting had been held to consider the format and organization of future NMMs, the next of which was planned for 25 <sup>th</sup> March.  It was understood that Amanda Birch may be interested in joining the GD team.  The EC gave general support to the proposal that an event for GOs (or several events for smaller groups of GOs) be held at some time during the next 6 months. Ken will consider the possibility of holding a preliminary meeting with a representative group of GOs to seek their views on the benefits, objectives and format of such a meeting (or meetings).  Beryl's papers on GD team roles and job descriptions were noted. Beryl will copy these to the Strategy Working Party. The EC gave support to the proposal that the responsibilities of the GD team be focused on core functions, to the exclusion of help with such matters as Handbook production.	<b>KB</b> <b>BM</b>

2650	<b>Strategy Working Party</b>  The paper on Strategy Objectives had been revised and extended. The EC accepted the revised objectives. The EC was invited to submit further comments on the detailed tables by 13 <sup>th</sup> Jan.	All EC
2651	<b>Volunteering</b>  Beryl's papers on attracting volunteers were noted. The EC supported the concept of differentiating clearly between Trustee roles and other roles. Ken and Beryl will feed these ideas into the Strategy Working Party.  EC members will try to identify members who may be able to replace Jill in her Membership and Recruitment role.	KB/BM  All EC
2652	<b>Finance</b>  The Treasurer had provided a statement of the current position. The EC accepted that the end-of-year balance will be likely to reduce reserves by much less than the Budget envisaged.  The EC agreed to underwrite any loss of income by the three groups which hold open meetings (Science, Computer and Apple groups) caused by lower hall attendance at hybrid meetings. The Treasurer will contact these groups to advise them that they will be supported to run hybrid meetings (until June, the end of the 'academic' or 'meeting' year).	DL
2653	<b>Communications</b>  <i>Beacon</i>  As Beacon does not support searchable fields for member skills and interests, this data will have to be held in a separate system (e.g. an Excel spreadsheet). Charles Hebert is being approached to set up the system. Responsibility for maintaining the data remained to be decided.  <i>Social media</i>  The document 'Sevenoaks U3A Communications - Policy for Social Media' envisaged a Facebook page with limited content, and with a link to the website. The Communications Team had reservations on the use of social media for communication between members, as envisaged in the Strategy Working Party. These considerations will be fed into the Working Party discussions.  <i>(External) Publicity</i>  The Comms Team considered that there is little value in Publicity as a routine activity as there is no evidence that it has been successful in recruiting new members. New members invariably say that it was friends or relatives who introduced them to the u3a. There was therefore felt to be no need for a Publicity person or team. Specific publicity might be beneficial for major events but could be included in the event organisation.  <i>Publications</i>  There is, however, a need for a Publications team. David (T.) is agreeable to taking over part of Nick White's role – sending out reminders to regular contributors to the Newsletter. Sheila Golden continues to provide excellent proof-reading input. Victoria Baxter has indicated to the Chairman that she might consider being involved again, and David (T.) will ask her what specific help she might be able to provide (e.g. Newsletter page layout design). Nick's editorial / reviewing role will be performed by the Chairman. David (T.) will send the finalized Newsletter content to the Chairman at an appropriate point in the Newsletter production cycle.	DT → CH  DT  KB  DT

	JA referred to Victoria's excellent input into designing "flyers" for social events. David (T.) will also mention possible involvement in this in his conversation with her.	<b>DT</b>
<b>2654</b>	<b>External Affairs</b>  Beryl's (vice-chair's) report was noted ( <i>other aspects included under Group Development and Volunteering</i> ).  Beryl will find out about workshops for new trustees and will ask, at the next Kent Network meeting, if other u3as have made any decisions on funding hybrid meetings. The papers from Knole u3a were noted, with interest.	<b>BM</b>
<b>2655</b>	<b>Social Events</b>  JA's report was noted. The feasibility of holding the Festive Lunch was under active consideration by the Sub-committee in view of the Omicron situation. Joyce will find out the latest date for cancellation of the event without loss and will keep the comms team informed about future events and changes to events for the purpose of updating the website.	<b>JA</b>
<b>2656</b>	<b>Monthly Meetings</b>  There had been no change in plan since the report to the Nov meeting, except that it has been decided to hold the January meeting on Zoom only. To cover the possibility of attendance exceeding the limit of 100 for the Zoom-pro license, the EC agreed to the purchase of the large meeting extension for one license to cover the Jan and Feb meetings.	<b>CD→BR</b>
<b>2657</b>	<b>Technical Support</b>  BR's report was noted. It was agreed to the proposed laptop replacement.  To support the renewed demand for group meetings on Zoom, it was agreed to fund the purchase of two additional Pro-Zoom licenses for a period of two months each.	<b>CD→BR</b> <b>CD→BR</b>
<b>2658</b>	<b>Science Meeting</b>  BR's report was noted.	
<b>2659</b>	<b>Any Other Business</b>  There was no other business.	
<b>2660</b>	<b>Date of next meeting</b>  Thursday 3rd March 2022 at 10am.	

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