

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

held at 10.00am on Thursday 6 July 2023 at Marchings, Linden Chase, TN13 3JU

		Action
2810	Present: Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer); Pam Walshe (Social Committee), Helen Wood (Secretary).	
2811	Apologies for absence: None	
2812	Chairman's Introduction: KB welcomed newly elected EC and confirmed minutes of previous EC meeting on May 5 th 2023 had been agreed by email	
2813	<p>Actions and Matters Arising from previous meeting</p> <p>SPOT RR revising spreadsheet and including additional columns</p> <p>Filling roles KB reported progress. GD have added member required. Technical support team vacancies filled. Volunteers still needed for Science Committee, Communications including Data management and Publications, and more. KB will continue contacting potential recruits.</p> <p>CPR training Session booked for Nov 7th at Fire Station including use of defibrillator.</p> <p>Summer Newsletter will go out shortly including fliers for trips to Hever, Brick Lane and Bletchley.</p> <p>EC viability Critical position with only five Trustees ie minimum number under constitution although several previous EC roles now fulfilled externally. Invite volunteers for other roles to attend a couple of EC meetings to coopt. If unsuccessful will need to consider further action. NB Trustees must technically give 21 days notice to resign from EC but this may not be possible in some circumstances. Replacements must be found or Su3a is dissolved.</p> <p>30th Anniversary Celebrations KB to write to Sue Christy to ask if this could be held in conjunction with 2024 Open Meeting on the basis organised by a separate group (ie not GD). (NB will need to reduce hours of 2024 AGM booking)</p>	<p>KB/RR</p> <p>KB</p> <p>DL</p> <p>KB</p> <p>KB</p>
2814	<p>Communications:</p> <p>Newsletter DL will produce September newsletter at the end of August in conjunction with Sue and GD. To include up to date list of groups and vacancies</p> <p>Handbook to be finalised to send out end of October after grace period for subs payments.</p> <p>Membership Cards DL to have discussion with printers over VAT implications of options.</p> <p>David Taylor may be available to help by October, KB also willing but still need volunteers.</p> <p>Beacon Administration EC ratified appointment of DL as Site Administrator role (with additional capability over & above Beacon admin rights including unblocking email addresses). Another Beacon user with full admin rights needed for Beacon maintenance and database support.</p> <p>Website – Current Su3a website (using Net Objects Fusion) is no longer fit for purpose. EC approved using Word Press and the new u3a Site Works model. DL to progress with RR & HW</p>	<p>DL</p> <p>DL/SC</p> <p>DL/SC</p> <p>KB</p> <p>DL</p>
2815	<p>Group Development: Sue Christy's report was noted.</p> <p>DL to ask Sue if she wanted a collective Group Development email and arrange as requested.</p> <p>EC approved listing shared groups (with other u3as) in next Sevenoaks Handbook but with no contact details. Also with the same explanatory Ts and Cs in 2022/3 handbook.</p>	<p>SC</p> <p>DL</p> <p>DL/SC</p>

2816	Membership and Recruitment: Jenny Ruffles report was noted.	
2817	Treasurers Report: David Lowe's report was noted.	
2818	<p>Vice-Chair report: Beryl's report was noted.</p> <p>Kent Network Day will now be held on Zoom. Feedback that not consulted on new Borough Green group.</p> <p>TAT AGM motions. EC do not wish to make any changes to proposed motions.</p>	BM
2819	<p>Meetings and Talks: No new bookings to report as awaiting resolution of equipment issues. BC will then also go back to speakers already engaged to confirm their material can be used.</p> <p>Issues with Bat and Ball equipment (see RR TSG report)</p> <p>RR made three proposals</p> <ul style="list-style-type: none"> A. Abandon Hybrid meetings - EC agreed B. Use Sevenoaks DC technical support – limit to Windows compatible presentations. C. Seek alternative venue – not agreed at this stage due to benefits of Bat and Ball. <p>Options also include purchasing an Apple Mac but cost prohibitive.</p> <p>EC agreed for RR, DL, KB and BC to sort out arrangements for future meetings, and October in particular. KB has forwarded part of RR's report to Merilyn Canet and Tony Clayton.</p>	BC RR,DL,KB &BC
2820	<p>Social Events Team: Pam's report was noted.</p> <p>DL asked PW for a list of members of team for handbook with contact phone numbers.</p>	PW
2821	Computer Group: Mike's report was noted.	
2822	Science Open Group: Bob Ruffles' report was noted.	
2823	<p>TSG: Bob Ruffles' report was noted including report on Bat and Ball equipment.</p> <p>Discussion about technical problems at Bat and Ball Centre in 2819 above.</p>	RR
2824	<p>AOB</p> <p>HW noted previously agreed agenda items for July meeting:</p> <p>Roles and Responsibilities for members of EC and supporting teams – completed.</p> <p>Review of Governance & Policy Documents including Group Organiser's Guide – deferred.</p>	EC
	<p>Date of next meeting</p> <p>at 10.00am on Tuesday August 29th 2023 at Marchings, Linden Chase. TN13 3JU</p>	

Distribution: Ken Brown, Beryl Mansell, David Lowe, Pam Walshe, Helen Wood