

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

held at 10.00am on Thursday 2 March 2023 at 110a Kippington Rd TN13 2LL and via Zoom

		Action
2770	Present: Sue Christy (Group Development, acting chair); David Lowe (Treasurer); Pam Walshe (Social Committee), Helen Wood (Secretary) from 10.30; Ken Brown (Chairman, via Zoom); David Taylor (Communications, via Zoom);	
2771	The meeting formally approved Sue Christy acting as Chair. Pam was welcomed as the new representative of the Social Committee.	
2772	Apologies for absence: Beryl Mansell (Vice Chair)	
2773	Minutes of the Meeting held on 12 January 2023 The final version of these minutes has not yet been issued. Acting Chair will make contact with the Secretary about this.	SC
2774	Actions and Matters Arising The meeting assumed that all matters arising from the last meeting would be covered during the meeting.	
2775	Finance: David Lowe's report was noted. The meeting approved the proposal that the Membership Secretary should have view only access to the u3a bank account.	DL
2776	Communications: David Taylor's report was noted. <i>Newsletter:</i> the aim is to send out the e- newsletter around the 28 th of the month (March came on 24 th). The paper newsletter is sent to the printers a couple of days before this, so that the paper and electronic copies arrive at roughly the same time. It had not been received by 2 March (note: it arrived 8 March). The copy deadline is usually 20 th of the month, but for the April newsletter it will be 18 th March. <i>Leaflets:</i> there is stand with leaflets at Hollybush Indoor Bowls Centre, which already needs topping up (now done). The leaflet has been very well received by new members.	DT EC
2777	Group Development: Sue Christy's report was noted. In contrast to what was reported in the GD report, Sue suggested cancelling the Open Afternoon in September, to reduce the workload on the GD team. The Open Afternoon mainly appeals to GOs seeking new members and is a lot of work. The meeting approved this action. Instead, we will continue showcasing groups with vacancies and new groups from time to time at the Monthly Meetings, which has been well-received.	SC
2778	Membership and Recruitment: Jenny Ruffles report was noted. As the Chairman would be unable to attend the Kent Network meeting, it was suggested that Sue should ask the Membership Secretary if she would be able to attend. (She was not, but in the event, the meeting was cancelled on the day due to bad weather.)	SC (done)
2779	Vice-Chair report: Beryl's report was noted. The Membership Secretary had been consulted and felt that it was not necessary at present to take steps to handle an influx of new members from Knole, but that the situation would be kept under review.	JR

2780	Meetings and Talks: Barbara's report was noted.	
2781	Social Team: Pam's report was noted. There are three potential new team members, two of whom are going to the forthcoming meeting, which is very hopeful.	
2782	Computer Group: Mike's report was noted.	
2783	Science Open Group: Bob Ruffles report was noted.	
2784	TSG: Bob Ruffles report was noted. There is an article in the March newsletter about the TSG which asks for new volunteers.	
2785	<p>AGM 2023</p> <p>Trustee appointments</p> <p>The following posts are due for re-election. Automatically elected for two years.</p> <p>Chair KB will stand for reelection</p> <p>Vice Chair BM will stand (as Vice Chair Communications in proposed new structure)</p> <p>Secretary HW will stand for election</p> <p>Treasurer DL will stand for reelection</p> <p>Social Secretary PM will stand for election if no other social committee member is willing.</p> <p>Communications DT cannot stand (post of Vice Chair Operations in proposed structure). Web team needs to decide a suitable candidate for this post. Email Bob Ruffles.</p> <p>Group Development HW is consulting with TAT on need to elect SC to specific post. (TAT since confirmed new election only required if the post is named in Su3a constitution)</p> <p>HW to prepare couple of sentences on each role to include in early notice of AGM for April newsletter. (subsequently deferred)</p> <p>During the discussion of vacant posts to be filled at the AGM, SC tabled a chart (attached) which could be a possible new structure for the EC and sub-teams, to bring this to the EC's attention. It was decided that a separate meeting with Bob Ruffles would be necessary and the Secretary was asked to arrange this (done).</p> <p>Timetable and Arrangements</p> <p>AGM 2023 Key Actions tabled by KB and SC were discussed.</p> <p>DL noted that Treasurers Annual financial account relied on receipt of three major accounts and ten smaller ones which could not be completed until April. Unlikely to be ready for approval in time for May newsletter. Circulate papers to members with June newsletter.</p> <p>DL to find and circulate more detailed 2022 timetable from Chris Dance to assist HW in finalising AGM 2023 arrangements (done).</p> <p>Meeting is not to be streamed on Zoom, postal voting will be facilitated. HW to contact Bob Ruffles about managing audio visuals for speaker and counting votes simultaneously.</p> <p>Protocol for Trustee appointments</p> <p>KB will chair election of Vice Chair first. Vice Chair will chair election of Chair. Newly elected Chair can progress rest of appointments.</p>	HW
2786	Charity Commission News February 2023 and reporting requirements	

	<p>New reporting requirements for 2023 had been reviewed by EC. Included confirming which policies Su3a has of a published list.</p> <p>HW thinks current policies cover most areas but proposed a Risk Register is set up to formalise existing Su3a processes and identify gaps in this area. Agreed for next 3-6 months</p> <p>Incoming EC will update all existing policies and identify and write new policies from July.</p>	
2787	<p>Any Other Business</p> <p>None raised</p>	
2788	<p>Date of next meeting</p> <p>Thursday, 4th May 2023 at 10.00 at Marchings, Linden Chase.</p>	

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