

## MINUTES OF THE EXECUTIVE COMMITTEE MEETING

held at 10.00am on Thursday 4 May 2023 at Marchings, Linden Chase, TN13 3JU

		Action
2789	<b>Present:</b> Ken Brown (Chairman); Beryl Mansell (Vice Chair); Sue Christy (Group Development); David Lowe (Treasurer); Pam Walshe (Social Committee), Helen Wood (Secretary).	
2790	<b>Apologies for absence:</b> On behalf of David Taylor (Communications)	
2791	<b>Minutes of the Meeting held on 2 March 2023 and Actions and Matters Arising</b> The final version of these minutes has been agreed by email. The meeting assumed that all matters arising from the last meeting would be covered during the meeting.	KB
2792	<b>EC meetings</b> – It was confirmed that these will be held every two months on first Thursday with the exception of January when it will be the second Thursday between 10am and noon. Alternative chairing had been facilitated at the last meeting. Agenda items not to be timed.	EC
2793	<b>Chairman’s Report:</b> <b>SPOT</b> – Bob Ruffles has offered to rework the document KB has circulated by July meeting. <b>Regeneration</b> – SC further amplified the table, Teams and Support Groups needing new members, first issued in October 2022. <b>GD Trustee</b> – Meeting agreed this role unnecessary with SC as GD Group Support. <b>Priority Appointments</b> – Communications /Database roles and trustees in general. Individuals have been approached as potential candidates: for managing Beacon and/or a Beacon database role and Communications Trustee role. for Newsletter and Publishing Team - to join the current team of DL DT and KB from October? DT confirmed happy to continue when well again. Plan to seek further potential members from Computing Group/ Technical Support Group. <b>Other needs -</b> Science Group – requires more support. Group Development Support - requires one more member <b>Protocol</b> - It is important to record within EC who has spoken to who and outcome.	KB/RR  KB et al
2794	<b>Website</b> - U3a Site Builder to be replaced by SiteWorks which utilises Word Press. Twenty Websites in Kent Network being migrated. DL to keep in touch with the project as it may be a cheaper option for a new Sevenoaks website.	DL
2795	<b>AGM 2023 - Timetable and arrangements</b> June Newsletter to include AGM Agenda, Trustee Nomination form, Postal voting form, Trustees Report including Financial Report. <b>Appointment of Tellers</b> – Meeting approved appointment of Bob Ruffles and Charles Hebert (subject to update (HW to contact RR)). <b>Trustee appointments</b> - No external trustee nominations or members motions received. Currently will vote for Chair, Secretary, Treasurer, Vice Chair, Social Events Trustee. Nominations required for current EC members standing for election. Forms from HW.	HW

	<b>Trustees Report – DL and KB finalising and will issue to EC for approval shortly.</b>	
<b>2796</b>	<b>Financial accounts for 22/23</b> - were approved by the trustees present and signed by KB	
<b>2797</b>	<p><b>Potential EC Proposal to membership at AGM:</b></p> <p><b>“that all members of Sevenoaks u3a groups and those participating in Sevenoaks u3a activities should be paid up members of Sevenoaks u3a, with no exceptions, starting from the new membership year starting 1 September 2023.”</b></p> <p>Concerns raised about u3a membership a)how we know anyone joining a group is a member of a u3a and therefore covered by u3a insurance. b)how we ensure Sevenoaks members have priority in joining groups (except for Knole members and specific joint groups)</p> <p>Rather than including the motion this year the EC agreed we should investigate the current situation by asking GOs to check next term if their members are joined up with Sevenoaks u3a, Knole or others. Membership cards to be issued in September newsletter to paid up members of Sevenoaks which will assist this process.</p>	
<b>2798</b>	<b>British Red Cross First Aid training</b> - KB will arrange a free training session from British Red Cross immediately after a monthly meeting to cover “Unresponsive and not breathing and the use of an AED as well as other first aid skills” for those interested. TAT confirmed their insurance covers members administering First Aid at u3a events but also advise calling 999.	<b>KB</b>
<b>2799</b>	<b>Communications:</b> Report still in progress.	
<b>2800</b>	<b>Group Development:</b> Sue Christy’s report was noted.	<b>SC</b>
<b>2801</b>	<b>Membership and Recruitment:</b> Jenny Ruffles report was noted. Report for newsletter will now be included in a later edition	<b>KB/DL</b>
<b>2802</b>	<b>Treasurers Report:</b> David Lowe <b>Budget for 2023/24</b> - approved by EC	
<b>2803</b>	<b>Vice-Chair report:</b> Beryl’s report was noted. The Membership Secretary was consulted and felt it unnecessary to take steps to handle an influx of new members from Knole at present, but the situation would be kept under review.	<b>JR</b>
<b>2804</b>	<b>Meetings and Talks:</b> No new matters to report.	
<b>2805</b>	<b>Social Events Team:</b> Pam’s report was noted.	
<b>2806</b>	<b>Computer Group:</b> Mike’s report was noted.	
<b>2807</b>	<b>Science Open Group:</b> Bob Ruffles’ report was noted.	
<b>2808</b>	<b>TSG:</b> Bob Ruffles’ report was noted. Discussion about technical problems at Bat and Ball Centre. Bob Ruffles (RR) is attempting to resolve these problems with the help of Marilyn Canet. Also noted Town Clerk might help.	<b>RR</b>

2809	<p><b>AOB</b></p> <p><b>Newsletter</b> – DL reminded everyone that articles for the Newsletter should be sent to the Communications email which is automatically forwarded to the Web Team. DL also emphasized that it should not contain articles about other u3as and their groups.</p> <p><b>Arrangements for 30<sup>th</sup> Birthday – DL requested an update</b></p> <p>KB to confirm with Barbara Coleyshaw if the whole Bat and Ball Centre has been booked for June 26<sup>th</sup> 2024 for a celebratory event to follow the AGM. DL since confirmed this booking has been made along with a provisional booking for 25<sup>th</sup> September 2024 as an alternative option to combine celebrations with an Open meeting instead.</p> <p>The 30th Anniversary Celebration will be discussed further in the July EC.</p>	<p><b>KB</b></p> <p><b>EC</b></p>
	<p><b>Date of next meeting</b></p> <p>Thursday, 6th July 2023 provisionally at 10.00 at Marchings, Linden Chase.</p>	

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