



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**  
**held at 10am on Thursday 1<sup>st</sup> September 2016 at**  
**Pam's, 8 Crownfields, Sevenoaks TN13 1EF**

		<b>Action</b>
<b>2138</b>	<p><b>Present</b>            Jim Purves (Chairman), Brian Cairnie (Treasurer), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Sue Henson (Groups' Organiser), Pam Walshe (Social Committee). Beryl Mansell had written to the Committee regretting that she is resigning with immediate effect. The Committee wished to acknowledge all the work she has done for the U3A.</p> <p><b>Apologies</b>            Nick White (monthly Meetings)</p>	
<b>2139</b>	<p><b>Welcome</b>            The Chairman welcomed everyone.</p>	
<b>2140</b>	<p><b>Minutes of the Meeting held on 7<sup>th</sup> July 2016</b>            These, having previously been agreed by email, were signed as a true record.</p>	
<b>2141</b>	<p><b>Matters Arising</b>            Item 2126 was considered not a good idea, the Computer Group, who now have a new Chairman, Mike Davies and the Apple Group were working well independently.</p>	
<b>2142</b>	<p><b>Chairman's Report</b></p> <ol style="list-style-type: none"> <li>1) It is hoped the new direct mailing would work in accordance with the agreement with AJ&amp;T.</li> <li>2) We are still looking for a Communications Chairman.</li> <li>3) We can co-opt someone on to the Committee to replace Beryl. A Job Description on the position of Communication Chairman and EC Member responsible for External Affairs will be placed in the Newsletter.</li> <li>4) Jim is happy to continue as Chairman for another two years, if elected at the next AGM, making a total of four years.</li> <li>5) The role of Vice Chair should be filled by an existing EC Member (post EC Meeting Nick White has agreed to become Vice Chair – however this does not include responsibility for External Affairs).</li> <li>6) Kent Network: need to find a new way of funding for               <ol style="list-style-type: none"> <li>a) yearly development</li> <li>b) Group Coordinators training. It was agreed that we pay £10 per annum to support overheads and attendance.</li> </ol> </li> </ol> <p>Jim will continue as contact with Kent Network in place of Beryl.            The Chairman's Report was accepted.</p>	
<b>2143</b>	<p><b>Vice-Chairman's Report</b>            The Constitution document was signed by all present confirming that we are abiding by the rules.            Beryl had not submitted a report.</p>	
<b>2144</b>	<p><b>Treasurer's Report</b></p>	

	<p>Brian had submitted a report prior to the meeting. He added that the finances are in good order. Subscriptions for 2016/17 had started to come in. A computer had been purchased and paid for.</p> <p>The Social Committee was showing a large profit which should be reduced.</p> <p>Brain's report was accepted</p>	
<b>2145</b>	<p><b>Recruitment and Membership Report</b></p> <p>The alteration in the joint membership subscription was discussed. It was agreed a friendly email reminder would be sent to those who had overlooked the increase, followed by a second reminder advising that unless the subscription was paid by January 1<sup>st</sup>, they would not receive a copy of the Newsletter. The website needed to be updated on the increase of the Joint Membership subscription. As there is no restriction on membership, there was no waiting list. The questionnaire sent to new members would be reconsidered. For new members joining during the course of the year the cut-off date for paying the current year's subscription would be 31st May. The Recruitment Committee would organize a Coffee Morning for new members in October.</p> <p>Jill's Report was accepted</p>	<b>JD</b>
<b>2146</b>	<p><b>Group Development Report</b></p> <p>Sue had submitted a report to the meeting. She reported that the Handbook had been printed. Two errors had been identified in that the Wine Group 1 and the Arabic Group would not operate.</p> <p>The Conference for Group Organisers, Executive Committee plus Chairmen from the five Supporting Committees would take place on Wednesday 3<sup>rd</sup> May. Hilvary Robinson had agreed to give an address but the venue has yet to be decided, possibly Alyesford Priory, the Barn at the Plough Leigh or Shoreham Golf Club; costs and the ambience would be checked out. The costs have been budgeted on a similar basis to last year.</p> <p>Sue's Report was accepted.</p>	
<b>2147</b>	<p><b>Publications/Newsletter Report</b></p> <p>No report had been received. Fliers would continue as before, but if possible they should be kept to one per month.</p>	
<b>2148</b>	<p><b>Monthly Meetings Report</b></p> <p>Nick had submitted a report prior to the meeting, which was accepted.</p>	
<b>2149</b>	<p><b>Social Committee Report</b></p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. A new member had joined the committee but they still require one further member. The trips were going well with more trips by train to London. Pamela circulated "Revised guidelines on organiser's expenses". Business trips on behalf of the U3A would be paid at 45p/mile. The Committee were uncomfortable with item 4f) and would like the Social Committee to reconsider their arrangements. If possible fliers to be included in the Newsletter should be kept to one per month although this was not essential. This report was approved.</p> <p>Pam's Report was accepted</p>	
<b>2150</b>	<p><b>Supporting Committee Reports</b></p>	

	<p><b>Science and Computing Committees</b> Mike had submitted a Report on behalf of the Computer Group. The Group welcomed Mike Davies as their new Chairman. There was no Report from the Science Group.</p> <p><b>The Web Team</b> Jeff Lee had submitted a Report.</p> <p><b>Communications and Technical Support Group</b> Bob had submitted a report.</p> <ol style="list-style-type: none"> <li>1) The EC approved the purchase of two Office 2016 licenses at an admin fee of £55.20.</li> <li>2) Provision would be made in the 2017-18 budget for the purchase of a new laptop and two licenses.</li> </ol> <p>Beacon System: National U3A is promoting a database for a finance and information system. As we have a good database which works for our Organisation and the Treasurer has a system in operation to cover our finances it was queried whether there is a need for this system within Sevenoaks with the related problem of training people to operate it. It was agreed that we would carry on monitoring the system but take no action.</p>	
<b>2151</b>	<p><b>Correspondence</b> An invitation from the Friends of the Stag Theatre to attend their AGM would be forwarded to Pamela Murphy for her interest and action.</p>	<b>JB</b>
<b>2152</b>	<p><b>AOB</b> Invitations would be extended to the Chairman of the Supporting Committees: Jeff Lee, Web Team – 3<sup>rd</sup> November 2016 Mike Davies – Computer Group 5<sup>th</sup> January 2017 Pamela Murphy: 2<sup>nd</sup> March 2017 Bob Ruffles – Science Group 4<sup>th</sup> May 2017</p>	<b>JB</b>
<b>2153</b>	<p><b>Dates of future meetings</b> <b>Thursday 3<sup>rd</sup> November:</b> Brian’s, Riverside, High Street, Otford TN14 1EF <b>Thursday 5<sup>th</sup> January:</b> Sue’s 5 Quarry Cottages London Road Sks TN13 2JB <b>Thursday 2<sup>nd</sup> March:</b> Jackie’s, 69 Pilgrims Way, Kemsing, TN15 6TD <b>Thursday 4<sup>th</sup> May:</b> Jim’s, 9 Avenue Road, Sevenoaks TN13 3UR</p>	

**Distribution:** Jim Purves, Brian Cairnie, Jackie Bradforth, Jill Davies, Nick White, Pam Walshe, Sue Henson.