

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**held at 10.00 on Thursday 6th September 2018**

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|  |  | **Action** |
| **2309** | **Present**  Jim Purves (Chairman), Sue Christy (Vice Chairman), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Pam Walshe (Social Committee), Susan Henson (Group Development), David Taylor (Chair Communications), Richard Baxter (Meetings Manager). Barbara Coleyshaw (Speaker’s Secretary).  **Apologies of Absence:** John Fry (Treasurer). |  |
| **2310** | **Welcome**  The Chairman welcomed everyone especially Barbara Coleyshaw as a new member of the EC. |  |
| **2311** | **Minutes of the Meeting held on 5th July 2018.**  These, having previously been agreed by email, were signed as a true record. |  |
| **2312** | **Matters Arising**   * Banking Online had been sorted out * Di Latter had been spoken to regarding teas and she would continue until a replacement candidate came forward * New membership application forms showing GDPR regulations were now in use * Financial Reports for every EC Meeting would not be required from Sub Committees with less than £500. |  |
| **2313** | **Chair Report**   * It was agreed the date of the next EC Meeting would be re-arranged for Thursday 8th November 2018. * Arrangements for the reconvened AGM on 24th October 2018 were discussed. * A copy of the Constitution with the new paragraph on Charitable Purposes will be sent to the Charity Commission and to TAT following the reconvened AGM.   Jim’s Report was accepted. |  |
| **2314** | **Vice-Chair’s/Monthly Meetings Report**   * Sue had agreed to look at the duties and responsibilities of External Affairs Coordinator and to assess the value of the role. She would be attending the next Kent Network Meeting along with Jim on 1st November, and would report back to the EC. * The Third Age magazine circulated 5 times a year was not read by many members and it was suggested that members could advise the Membership Secretary if they no longer wished to receive it. No refunds would be issued. * The timing of the new development at the Community Centre was still uncertain and they were only prepared to take bookings until March. Barbara was asked to book St Nicholas Church for the April, May and June Meetings. No deposits were required. Catering facilities would be checked by Richard and Barbara and arrangements made for these 3 meetings. * Speakers were in place until June 2019, and Barbara was looking at bookings for the following season. * The timetable for the next Monthly Meeting, which included the reconvened AGM was discussed with Richard. Jim would take the Chair for the AGM. Numbers attending would be carefully counted. Richard would chair the Monthly Meeting following the AGM.   Sue and Barbara’s Reports were accepted. | **SC**  **JD**  **RB/BC** |
| **2315** | **Treasurer’s Report**   * On John’s behalf Jim reported that the balance in our online account was £12,677 which was considered high, but Jim explained that our reserves would be reduced yearly as we had planned for the subscriptions to be fixed over a 10-year period. * Jim will help to address the need for a budget for the coming season. * Sue Christy would become a signee on the bank account along with John, Jim and Nick. * The Independent Examiner should preferably not be a member of Sevenoaks U3A, and it was suggested Michael Harwood (our newly appointed Examiner) swap roles with Knole U3A. | **JP/JF**  **SC**  **JP** |
| **2316** | **Recruitment and Membership Report**   * A desk would be set up to sign in GOs at the Open Afternoon. * The frequency of coffee mornings for new members was discussed. It was agreed to hold a coffee morning in November and then review the possibility of a second in March 2019.   Jill’s Report was accepted. |  |
| **2317** | **Group Development Report**   * Susan had sent in a report. The GD Committee is rather depleted with only Susan and Elaine remaining. A request for new members would be made in the next Newsletter. * It was felt simplification of Open Day arrangements was needed, with new members wearing a red label so that GOs and EC members could welcome them and explain how the U3A operated. (Process to be reviewed for 2019). * The arrangements for the GOs luncheon were discussed; Susan asked Jim/Sue to endeavour to identify a suitable Head Office/Network speaker when they went to the Network Meeting in November. May 2019 was proposed, and it was hoped the venue would be Salomons once again. This was a luncheon paid for by the U3A for GOs and other volunteers to thank them for the work they did as Leaders, drinks would be to their own accounts.   Susan’s Report was accepted. | **SH**  **JP/SC**  **SH** |
| **2318** | **Social Committee Report**   * Pam gave a verbal report as there had not been a meeting during the intervening period. The summer programme of events had gone well. A few tickets have been obtained for the Brick Lane Christmas Musical. * In view of the recent accident on one outing the Committee will look carefully at future fliers to ensure they ask for a contact phone number, which can be used should the need arise. |  |
| **2319** | **Communications Chair Report**  David presented a report. He is making progress with updating the website.  He has formally made our application to TAT for our participation in the Beason System, covering Membership at this stage. He has received a copy of the Beacon Management System User Guide Book. Jill, Pat Rawlings and Chris Streets will meet for a discussion on the application of our systems to Beacon. A fee of approximately £500 will need to be paid within this Financial Year.  David’s report was accepted. |  |
|  | **Supporting Committee Reports**  **Computer Group**  Mike sent in a report, which was accepted.  **Technical Support Group**  A report was not deemed necessary as there had been no movement  **Science Committee**   * Bob had submitted a report, which was accepted. It was agreed that Barbara, as a Trustee, would be a co-signature on the Science Committee accounts.   **Web Team**  Bob had submitted a report, which was accepted. A credit note has been received from Kaspersky.  Data Protection Terms of Use are acceptable. |  |
| **2321** | **GDPR**  There were alterations made to the Data Protection document. The EC agreed to adopt the extended version of this document.  There was Committee agreement that our names could be shared on emails between EC members. They should not be used for any other purpose.  The Social Committee and Group Development Coordinator should be advised of deaths and of members leaving the U3A. There had been no known breaches of our database reported. |  |
| **2322** | **AOB**   * Jim thanked Susan, Sue and David for the work they had done in compiling the new version of the Handbook. * The date for the Coffee morning for new members would be Friday 9th November 2018. * The date for the autumn Drama Group production would be 23rd November in the Otford Village Hall. Jim urged members of the EC to attend if possible. * Post Meeting note:   Further to a meeting between John Fry and Jim it had been agreed that John would step down as Treasurer due to his continuing poor health. |  |
|  | **Dates of future meetings**  **Thursday 8th November 2018:** |  |

**Distribution**: Jim Purves, Sue Christy, John Fry, Jackie Bradforth, Jill Davies, Pam Walshe,

Susan Henson, David Taylor, Richard Baxter, Barbara Coleyshaw.