

## MINUTES OF THE EXECUTIVE COMMITTEE MEETING

held at 10am on Thursday 3<sup>rd</sup> Mar 2022

		Action
2661	<p><b>Present</b></p> <p>Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer); Chris Dance (Secretary); David Taylor (Communications); Jill Davies (Recruitment and Membership)</p>	
2662	<p><b>Apologies for absence</b></p> <p>Joyce Allen (Social Committee)</p>	
2663	<p><b>Minutes of the Meeting held on 6th Jan. 2022</b></p> <p>These had been agreed by email.</p>	
2664	<p><b>Actions and Matters Arising</b></p> <p>Actions that had not been discharged and matters arising were dealt with under the appropriate agenda items.</p>	
2665	<p><b>Membership and Recruitment</b></p> <p>Jill's report was noted.</p> <p><i>NMMs:</i> Beryl will chair the next New Members' Meeting (NMM), to be held on 25<sup>th</sup> March. 9 or 10 new members are expected to attend. The number of new members joining since the Jan. EC meeting (16) was felt to be exceptional, and it may be sufficient to hold meetings at six-monthly intervals, as before Covid.</p> <p><i>Open Afternoon:</i> Sept. 28<sup>th</sup> was being considered as the date for an Open Afternoon. Once confirmed, a booking needs to be made for the B&amp;B Centre.</p>	JD→BC
2666	<p><b>Group Development</b></p> <p><i>GO Event:</i> It was not envisaged that a large-scale event for GOs would be held in FY2022/23, though meetings may be organised for a small number of GOs at a time.</p>	
2667	<p><b>Strategy Objectives and Tasks</b></p> <p>Further revisions to the Strategy Objectives document had been made. The EC accepted the latest version (v.5). EC members undertook to examine the Task lists with a view to identifying tasks for which they could take ownership.</p> <p>A 4-monthly review interval seemed suitable, with reports to the EC on progress in implementing the Strategy.</p>	All EC  KB
2668	<p><b>Vacant Positions</b></p> <p><i>GD Team:</i> It was hoped that Amanda Birch would join Beryl, and start some new groups and build the team. Beryl will discuss this with Amanda.</p> <p><i>Secretary:</i> Of those roles which will need to be filled, this is the only one which needs to be a Trustee, and therefore the only post for which nominations are required. Chris will draft an 'advert' for inclusion in the April Newsletter.</p>	BM  CD
2669	<p><b>EC Management</b></p> <p><i>Succession Planning:</i> Beryl had made some proposals for building a Succession Plan, including drawing up a list of dates/posts due for election over the next 2 years, and collecting information on the skills, experience and interests of all new members who have joined since Sept. 2000, and attempting to find matches for the various position that would need to be filled. Some new members had already completed the</p>	

	<p>questionnaire designed to capture this information, and more may do so at the NMM on 25<sup>th</sup> Mar, after which contact will be made with the new members who had not completed the questionnaire, asking for their help. Beryl will draft an accompanying letter, to come from the Chairman, and to be sent after the NMM on 25<sup>th</sup> Mar. Those who do not reply would be phoned, to encourage them to respond.</p> <p><i>Training for EC Members:</i> David (L.) had found the TAT Trustees' Workshop very useful and it will be recommended to new Trustees. Beryl will send members the URL.</p> <p><i>Policy Folder:</i> All policy documents are held in the EC archive on the secretary's laptop, and are also available to members on the website.</p>	<p>BM</p> <p>BM</p>
2670	<p><b>Finance</b></p> <p><i>Current Account:</i> : Because TAT had changed the method &amp; timing of the capitation fee (from March to April) to support u3as undergoing financial hardship during Covid, no cost was incurred in FY20/21. This timing change has not been reversed in the current year (21/22) &amp; consequently reserves have increased permanently by around £3000 at year end. This will be noted in the annual accounts.</p> <p><i>Finance Budget:</i> David (L.) had prepared a Finance Budget for 2022/23, which was noted. EC members had been requested to provide estimates of expenditure for items for which they are responsible, e.g. hall hire.</p> <p><i>Finance projections:</i> David (L.) is drawing up a Finance Plan, projecting income and expenditure for a 10-year period, with a view to determining the required subscription amounts.</p> <p><i>Group Accounts:</i> The Treasurer was having difficulties obtaining accounts for the Table Tennis group, which are amongst those groups required by the Finance Policy to submit accounts. If the group leader continues to refuse to provide the required information, they have indicated that they will operate as a group independent of Sevenoaks u3a. The Treasurer will advise the group organiser that they will lose the benefits of insurance and publicity, and the group members should be advised of this.</p>	<p>All</p> <p>DL</p> <p>DL</p>
2671	<p><b>Communications</b></p> <p><i>Beacon:</i> It is understood that the Beacon team is limiting itself to small changes and essential maintenance. Following collapse of the contract, future development of Beacon remains uncertain.</p> <p>David (L.) had no plans for using the Beacon finance module at the present time other than for recording subscriptions &amp; renewals.</p> <p>Charles Hebert has taken on the task of creating a supplementary database into which may be entered information on members' skills, experience and interests.</p> <p><i>Handbook and Membership Cards:</i> Jill will send to EC members the corrected version of the Handbook.</p> <p>David (T.) will prepare an options paper for the future of the Handbook and for the issue of Membership Cards, including discontinued or limited production of the Handbook, alternative formats and reduced content.</p> <p><i>Social media:</i> The document 'Sevenoaks U3A Communications - Policy for Social Media' remained to be agreed, but may be affected by advice from the KCC Digital Inclusion and Capability Team (see below).</p>	<p>JD</p> <p>DT</p>
2672	<p><b>AGM June 2022</b></p> <p>In order to avoid the complications of simultaneously counting the votes of those attending a hybrid meeting both in the hall and at home, the option of a hall only meeting plus postal votes would give all members an opportunity to vote, including</p>	

	<p>those unable or unwilling to attend a public meeting, and those who could not use Zoom.</p> <p>The proposed timetable requires a nomination for the Trustee's post to be received by the end of April so that it can be included in the agenda and postal voting form which need to be distributed with the June Newsletter, though this might be extended by a week or so. However, the Constitution gives this as a normal procedure and does not preclude later nominations or even requests for volunteers at the AGM itself.</p> <p>The EC gave general approval to the timetable. An initial notice of the AGM, inviting nominations and motions will be provided for the April Newsletter.</p> <p>A musical entertainment had been booked to follow the AGM.</p>	<b>CD</b>
<b>2673</b>	<p><b>External Affairs</b></p> <p><i>KCC Digital Inclusion and Capability Team.</i> A meeting had been held with Chris Reddy and Sophie Mackenzie. Although they appeared to have a good understanding of the problem, their strategy for reducing digital exclusion seemed to need some refinement. They had offered to help us in various ways, though none seemed to address the real problem of motivating and engaging with those of our members who do not use a computer or smart phone. However, there were two matters on which it seemed worth pursuing their offers of help: (i) Apple computers and iphones; and (ii) the setting up of a limited Facebook group with effective controls. For the former, Ken had written to Mike Davies recommending that he invite Sophie to talk to the Computer Group about Apple computers and iphones.</p> <p><i>External u3a:</i> Beryl had reported on the u3a u-tube video, which she recommended, the programme for SE Region Spring Gathering on 7<sup>th</sup> April, and the volunteers needed for the Kent Network.</p>	<b>BM</b>
<b>2674</b>	<p><b>Social Events</b></p> <p>JA's report was noted.</p>	
<b>2675</b>	<p><b>Monthly Meetings C</b></p> <p>Barbara Coleyshaw had arranged a programme for 2022/23 to which the EC gave its approval. Given the choice of a talk between the red Arrows and musical entertainment at the 2023 AGM, the EC favoured the former.</p>	<b>CD→BC</b>
<b>2676</b>	<p><b>Science Meeting and Technical Support</b></p> <p>BR's reports were noted.</p>	
<b>2677</b>	<p><b>Computer Group</b></p> <p>Mike Davies report was noted. The EC appreciated the Group's financial difficulties. Mike will be asked to let the EC know if assistance is needed.</p>	<b>JD→MD</b>
<b>2678</b>	<p><b>Any Other Business</b></p> <p>Beryl raised the issue of using social media for publicity. It was suggested that making posts to pages belonging to other organisations and in active use would be more useful than posting to our own pages, which non-members would not look for.</p>	
<b>2679</b>	<p><b>Date of next meeting</b></p> <p>Thursday, 5<sup>th</sup> May at 10.00.</p>	