

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**  
**held at 10am on Thursday 6th May 2021, 'virtually'**

		<b>Action</b>
<b>2582</b>	<p><b>Present</b></p> <p>Nick White (Chairman); Chris Dance (Secretary); David Lowe (Treasurer); Rob White (External Affairs and Publicity), Pam Walshe (Social Committee); Jill Davies (Recruitment and Membership); David Taylor (Communications); Ken Brown (in attendance by invitation)</p>	
<b>2583</b>	<p><b>Apologies for absence</b></p> <p>Barbara Coleyshaw (Speakers' Secretary); Elaine Knight-Elston (Group Development)</p>	
<b>2584</b>	<p><b>Minutes of the Meeting held on 4th Mar 2021</b></p> <p>These had been agreed by email. All relevant actions had been completed or were covered by agenda items.</p>	
<b>2585</b>	<p><b>Matters Arising</b></p> <p>Nick had been in touch with the Local Studies Group. Regrettably, nobody was prepared to take on the group organiser's role.</p>	
<b>2586</b>	<p><b>Chairman's Report</b></p> <p>The Chairman's report was noted.</p> <p><i>Trustees Report:</i> The Secretary had substituted the Treasurer's Report for the Finance Section, and had given the Membership Secretary as the contact for changes in members' details. He will distribute the consolidated draft to EC Members for their approval, and then to Harvey Mann and Jim Purves to propose and second the AGM Motion for members' approval.</p>	<b>CD</b>
<b>2587</b>	<p><b>Meetings Management</b></p> <p>The Secretary had been continuing to substitute for Barbara. The speakers for the May and June monthly meetings had been confirmed.</p> <p>Community Centre bookings had been confirmed with the STC for October and November, including use of kitchen and side hall, and caretaker setup. The Technical Support Group is investigating the feasibility of running these as hybrid meetings. Information on A/V facilities is awaited. The Secretary will try to arrange for TSG members to visit the STC after lockdown ends to learn about the technical facilities available.</p> <p>It was accepted that running hybrid meetings will incur additional cost.</p>	<b>CD</b>
<b>2588</b>	<p><b>Membership and Recruitment</b></p> <p>Jill's report was noted. Numbers of enquiries seemed to be picking up, perhaps in view of the impending end of lockdown. Jill will try to find out from enquirers how they find out about us. It is proposed to include a question about this in the new members questionnaire.</p> <p>It was agreed that changes in members' contact details should be advised to the Membership Secretary in the first instance</p> <p>There was some discussion about membership numbers, the age balance, and the proportion of active members. Limiting membership would have the adverse effect of discouraging younger members to join. In any case, TAT did not condone the capping of membership numbers.</p>	<b>JD</b>

2589	<p><b>Group Development</b></p> <p>The lack of support for the Group Development role was very regrettable and limited what practical support could be given to GOs and members.</p> <p><i>Table Tennis Groups:</i> Responsibility for the groups was confused. David (T) will contact Diana Pearsall, to find out which members are paying for this, with a view to establishing the groups' membership.</p> <p>There was some discussion of the possibility of holding events for group organisers and members, e.g. Group Organisers' Workshop, Open Afternoon and a New Members' Day. However, it was felt an overall strategy is needed before deciding on specific events (see Planning Workshop below).</p>	DT
2590	<p><b>Finance</b></p> <p><i>Year End Accounts 2020-21:</i> These were approved by the EC and will be distributed with the June Newsletter as separate attachments/enclosures with the names of proposer and seconder for the relevant AGM Motion.</p> <p><i>Finance Policy:</i> The Finance Policy document was approved by the EC.</p> <p><i>Budget 2021-22:</i> The Treasurer confirmed that this is the budget for the general fund; groups are responsible for their own budgets. He clarified the basis for certain budget items, including the Capitation Fee, Administration, Printing and Distribution, Hall Hire, GOs Workshop, Equipment and Maintenance and Special Events. Members accepted that the assumptions made were reasonable and approved the budget.</p> <p><i>Chairman's laptop:</i> Members agreed to the purchase of a replacement laptop.</p>	CD
2591	<p><b>Communications</b></p> <p><i>Website(s):</i> Reasons for non-indexing of the site by Bing were being investigated. The Home page had been further improved to assist new members. Development to enable online membership applications were also being investigated.</p> <p><i>Newsletter:</i> David (T) will consider the possibility of continuing with monthly issues during the summer months, which would have the benefit of keeping members in touch as we come out of lockdown and provide an opportunity for the inclusion of social events flyers. The Chairman and prospective Chairman will discuss editorship of the Newsletter after the appointment of the new Chairman.</p> <p><i>Social Media:</i> The draft policy document had not been further developed since it was discussed at the November EC Meeting. A major issue is whether to limit use of Facebook (and other social media) as a closed information-only channel or whether to use it as an interactive medium, facilitating contributions by members and others. The various issues depended on general communication strategy which will be discussed at the Planning Workshop (see below).</p>	DT  NW/KB
2592	<p><b>External Affairs and Publicity</b></p> <p>Rob's report was noted. The Pathfinder Project and its various Guides are proving to be very useful. Rob also reported on the SE Region Spring Forum and the High Street project.</p> <p>Rob was continuing to pursue various methods of publicity, though uncertainty remained as to the best way of reaching prospective members. Some u3as are known to be using local radio.</p>	

2593	<p><b>Other reports</b></p> <p><i>Social Events:</i> Plans were being made for some interesting members' events from the autumn. Pam will be continuing as chair of the sub-committee but will arrange for her replacement on the EC to be included in the bank mandate.</p> <p>Reports had also been received from the <i>Science, Computer and Technical Support Groups.</i></p>	PW
2594	<p><b>AGM</b></p> <p>Nominations for all the posts had been received except for vice-chair, which was expected to follow shortly. The Agenda was approved by Members. Minor amendments to the Postal Voting Form were being made following comments from EC Members and the Tellers.</p> <p>The Zoom Poll test at the May Monthly Meeting and at other meetings had not thrown up significant problems, and planning was proceeding on the assumption that this method of voting would be used at the AGM.</p> <p>A Poll was launched at this EC Meeting to demonstrate (successfully) that the form of name by which members register for a Zoom meeting is the one given in the Zoom Poll reports, which could meet any need to check that attendees were current members and that they were not voting more than once.</p> <p>A meeting with the Tellers had been arranged for 11<sup>th</sup> May to discuss voter registration and voting procedure.</p>	DT CD
2595	<p><b>Membership Cards</b></p> <p>It was envisaged that the cards will be printed by the printers of the Members' Handbook and distributed with the Handbook. There is a need to allow for cards for members joining during the year and for replacement cards. It was decided not to laminate the cards.</p> <p>Publicity to members will be needed to advise on the use of membership cards at meetings.</p>	DT
2596	<p><b>Planning Workshop</b></p> <p>It was decided that a special meeting for EC Members should be held to discuss the results of the members' survey and the major issues affecting Sevenoaks u3a, with reference to Rob's paper on strategic issues, and with a view to setting out future strategy and plans. This would take the form of a workshop meeting, followed by lunch.</p> <p>The Secretary will discuss details of such a meeting with the prospective Chairman and arrange a date after the ending of lockdown, possibly in mid-July.</p>	CD
2597	<p><b>Any Other Business</b></p> <p>The Chairman had drafted a document setting out a procedure (checklist) for organisers of walking groups. He will distribute this to EC members for their comment and approval.</p>	NW
2598	<p><b>Date of next meeting</b></p> <p>Thursday 1<sup>st</sup> July 10am, using Zoom</p>	

**Distribution:** Nick White, David Lowe, Chris Dance, Jill Davies, Barbara Coleyshaw, David Taylor, Elaine Knight-Elston, Pam Walshe, Rob White, Ken Brown,