

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
held at 10am on Thursday 7th Jan 2021, 'virtually'**

		<b>Action</b>
<b>2550</b>	<b>Present</b> Nick White (Chairman), Chris Dance (Secretary), David Lowe (Treasurer), Barbara Coleyshaw (Speakers' Secretary); Rob White (External Affairs and Publicity), Pam Walshe (Social Committee); Jill Davies (Recruitment and Membership), David Taylor (Communications); Lynton Jones	
<b>2551</b>	<b>Apologies for absence</b> Elaine Knight-Elston (Group Development)	
<b>2552</b>	<b>Minutes of the Meeting held on 2<sup>nd</sup> Nov 2020</b> These had been agreed by email. All relevant actions had been completed or were covered by agenda items.	
<b>2553</b>	<b>Matters Arising</b> Beryl Mansell had expressed her appreciation for the compilation of EC responses to her questions. Copies of the document had been requested by 5 other members. There had been no further correspondence on the issues raised.	
<b>2554</b>	<b>Co-option of Lynton Jones</b> The Committee agreed to the co-option of Lynton Jones to the EC. Lynton was agreeable to the suggestion that he help with Group Development, with a view to reconstituting a Group Development sub-committee, dealing with such matters as the formation of new groups, filling vacancies, waiting lists, splitting groups and shared groups. Lynton would also find it useful to attend some of the U3A national and regional events. Chris will provide Lynton with the Charity Commission Declaration of Eligibility and the HMRC Fit and Proper Persons Declaration for signing.	<b>CD</b>
<b>2555</b>	<b>Meetings Management</b> The newly defined role of Meetings Manager, which Barbara would assume, was agreed. A call for qualified first aiders would be made in the Newsletter or email via Beacon (volunteers to contact Barbara). In view of recent experience of live music on Zoom, advice would be sought from John Davies who had some relevant experience. Now that we have the large meetings upgrade for Zoom, it was agreed that there was no longer a need for members to register for a monthly meeting. The Zoom link will be sent to all current members. Registration will still be required for General Meetings. Bookings for the Community Centre from April remain in place, including the kitchen and side hall. The provision of tea and biscuits was felt to be helpful in making a monthly meeting a social occasion (ideally with china cups and saucers). A call will be made for volunteers for a tea rota before physical meetings restart.	<b>DT</b>  <b>BC</b>    <b>BC</b>
<b>2556</b>	<b>Membership and Recruitment</b> Jill's report was noted. Since the previous meeting, there had been two new members and several enquiries. To address concern that some new members had difficulty finding their place in Sevenoaks U3A, Rob would lead an initiative to provide more support for new members. Recently enrolled members will be invited to contact Rob with a view to arranging a 'catch-up' meeting for a few members at a time. Rob, with Lynton, would form a new members support group for this purpose.	<b>DT</b>  <b>RW/LJ</b>

2557	<p><b>Group Development</b>  As there had been little activity, Elaine had not submitted a report.  <i>Members' event:</i> In view of the amount of preparation needed, it was felt less risky to plan for an event in September as usual, rather than on the U3A Day in June, when meetings in person might still be uncertain.  <i>Group Organisers' Guide:</i> this was almost complete, but its publication date was not considered critical.</p>	
2558	<p><b>Finance</b>  <i>Monthly accounts.</i> The monthly accounts were noted. The Committee was warned to expect a substantial excess of income over expenditure in this financial year, increasing our capital by around £4k, contrary to the aim of reducing capital slowly over 10 years. We could therefore afford to run some events at a loss.  <i>Finance Policy.</i> A meeting will be convened (with Sue or John Christy, and Chris) to help resolve the remaining issues (group finances, etc.)</p>	DL
2559	<p><b>Communications</b>  <i>Members' survey.</i> There were 150 respondents so far. The closing date is end of January. The results will be analysed in February. Beryl Mansell would be asked to provide Rob with the names of members who had already indicated a willingness to volunteer.  <i>Website:</i> Rob felt that the Home page was considerably improved by the redesign. The e-comms team planned to work on the Membership page next, for which Jill's assistance will be sought.  There was some doubt that the website pages worked well on a phone. David T. will investigate. Some ideas for enlivening the website with reports of group activity were suggested (GO annual reports and future plans). Some of these were also applicable to other outlets (Newsletter and Members Handbook).  There was continuing difficulty in getting many GOs to recognise the value of making their activities known to the wider membership.  <i>Beacon 2.</i> The existing timeline appeared to be out of date and the functionality remained uncertain. Further information will be sought from the (national) Beacon team.</p>	DT DT DT
2560	<p><b>External Affairs and Publicity</b>  <i>Calendar.</i> Sales had produced a handsome surplus.  <i>TAT Recruitment Pathfinder project.</i> Rob reported on the meeting held on 27<sup>th</sup> Nov. Rob was finding involvement in the project to be very useful. Our starter pack was awaited.  <i>Publicity:</i> 30 members had offered to put up posters in various places. There were reckoned to be some 10/12 local news outlets (print and online) for publicity. So far, Rob has succeeded in placing publicity in a few of these. Assembling content for each outlet takes a considerable amount of time, and assistance with this would be appreciated. It would be useful to know where new members heard about Sevenoaks U3A.</p>	
2561	<p><b>Other reports</b>  <i>Social Events:</i> Considerable uncertainty remained as to when events may recommence. It had been considered safer to move the members' lunch from April to May. Some trips were being arranged from June.  <i>Science:</i> Regular meetings were continuing successfully using Zoom. The June Seminar had been postponed to 2022.  <i>Technical Support:</i> The group's report was noted. Information on Community Centre's technical facilities would be needed well in advance, to enable the group to prepare for their use.  <i>Computer Group:</i> The group's report was noted.  <i>Apple Group:</i> A report had been requested but none had been received.</p>	BC

2562	<p><b>Constitution Amendments for Electronic Meetings and Absentee Voting</b></p> <p>The temporary concession for General Meetings to be held regardless of provision in a charity's constitution will expire at the end of March, giving just enough time to obtain TAT approval of amendments to the Constitution and the holding of a Special General Meeting on 24<sup>th</sup> March for members to approve the new provisions.</p> <p>In drafting the proposed amendments, the approach had been to stay close to the TAT template, but the wording had been simplified. For General Meetings the provision for the meeting to be held electronically would be limited to exceptional circumstances. Similarly, absentee voting would only be enabled in exceptional circumstances.</p> <p>In discussion, it was agreed to remove proxy voting from the proposed amendments, leaving postal and electronic methods of absentee voting. An addition will be made to enable absentee votes to count for the quorum. The amendments were agreed by the Committee for submission to TAT for approval.</p>	CD
2563	<p><b>Any Other Business</b></p> <p><i>Role Descriptions:</i> The latest version was agreed.</p> <p><i>Covid:</i> It was suggested that members who had been vaccinated for Covid-19 might expect to be able to meet together again in person. Chris will ask TAT if it could convey to the UK Government our need for guidance on this.</p>	CD
2564	<p><b>Date of next meeting</b></p> <p>Thursday 4<sup>th</sup> March at 10am, using Zoom</p>	

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