

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**  
**held at 10am on Thursday 4th Mar 2021, 'virtually'**

		<b>Action</b>
<b>2565</b>	<p><b>Present</b></p> <p>Nick White (Chairman); Chris Dance (Secretary); David Lowe (Treasurer); Elaine Knight-Elston (Group Development); Rob White (External Affairs and Publicity), Pam Walshe (Social Committee); Jill Davies (Recruitment and Membership); David Taylor (Communications); Sue Christy (for Finance Policy item)</p>	
<b>2566</b>	<p><b>Apologies for absence</b></p> <p>Barbara Coleyshaw (Speakers' Secretary)</p>	
<b>2567</b>	<p><b>Minutes of the Meeting held on 7th Jan 2021</b></p> <p>These had been agreed by email. All relevant actions had been completed or were covered by agenda items.</p>	
<b>2568</b>	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	
<b>2569</b>	<p><b>Finance Policy</b></p> <p>The Treasurer presented the Draft Finance Policy Draft 3, which had been developed by the Finance Sub-committee, based on a TAT template. Requirements for Groups have been differentiated according to their level of financial activity.</p> <p>The meeting reviewed the document in detail and addressed various options, including the financial thresholds for classifying Groups, to enable accounting requirements to be made proportionate to the level of financial activity. Important considerations were the need for transparency and accountability to the EC and to members. David L. will update the draft according to the decisions taken.</p> <p>EC members undertook to contact specific GOs known to them personally to sound out their views on the proposed policy as it would affect a Group with a certain level of financial activity. David will distribute to EC members a list to confirm the allocation of Groups for this purpose and will draft a standard email which could be sent to the GOs following an initial informal contact. EC members will aim to report their findings to the EC by the end of March.</p>	<p><b>DL</b></p> <p><b>All</b></p>
<b>2570</b>	<p><b>Chairman's Report</b></p> <p>The Chairman's report was noted. It was agreed that the Minutes of EC Meetings will continue to be made available on the website, subject to the redaction of sensitive items at the discretion of the Chairman and Secretary.</p>	
<b>2571</b>	<p><b>Meetings Management</b></p> <p>It was agreed that Monthly Meetings will continue to be held virtually for the remainder of the 2020/21 session; also the AGM which will be held with the Monthly Meeting on 23<sup>rd</sup> June.</p> <p>Whilst Barbara is indisposed, Chris will liaise with the SDC regarding Community Centre bookings and the availability of information and access to prepare for use of the Centre's AV facilities.</p> <p>It was encouraging that in the members' survey, several members had indicated a willingness to volunteer for meeting support, but the provision of</p>	<b>CD</b>

	<p>teas at monthly meetings will be dependent on finding someone willing to organise rotas, purchases, etc.</p> <p>It was agreed that u3a members are not permitted to receive payments for giving talks, although it is permissible for such speakers to request a donation to a charity with similar aims as u3a or to receive a small gift</p>	
<b>2572</b>	<p><b>Membership and Recruitment</b></p> <p>Jill's report was noted. There had been four new enquiries about membership, but prospective new members seemed to be holding back until normal activities can be resumed.</p>	
<b>2573</b>	<p><b>Group Development</b></p> <p><i>Groups.</i> Stephen Hale, who has run Local Studies for ten years, has advised that he is standing down and that as no one else has agreed to take over the group will close. This was considered a group that should be of interest to many of our members. Nick will speak to Stephen and will place a notice in the Newsletter calling for a new group leader.</p> <p>Galleries Group 2 is also closing. Its members may be interested in joining Galleries Group 1. The status of the Italian Improvers' group also needed to be investigated.</p> <p>The need for a team to assist with Group Development was reiterated. One idea was that individuals might be designated to help support Groups of a particular kind, or in particular subject areas, e.g. art, languages, or games. EC members will let Rob know if they think of anyone who might fill these roles.</p> <p>The survey of Groups had revealed that many Groups were not meeting, some because their activities cannot be conducted virtually. Many GOs had indicated a willingness to provide reports for publicity. Website reports and Newsletter items on groups that are still meeting could stimulate other Groups to do the same. When lockdown ends, some Groups may need encouragement and help to restart their activities.</p> <p>EC Members will make sure that David T. is made aware of any changes in the status of Groups or changes in Group organiser, with a view to keeping Beacon and the website up to date.</p> <p><i>Members' event:</i> Elaine's recommendation that the event be held over until 2022 was accepted by the meeting.</p> <p><i>Handbook:</i> Work on this could begin soon. It was hoped that the increasing contact being made with GOs would make the updating of Group information easier, but there will be need for persistence to ensure accuracy.</p>	<p><b>NW</b></p> <p><b>RW</b></p> <p><b>All</b></p> <p><b>All</b></p>
<b>2574</b>	<p><b>Finance</b></p> <p><i>Annual accounts.</i> It was agreed that if the Capitation fee (to TAT) is paid before end April (i.e. before the accounts are finalised) it could be included in the accounts at 31/03/2021. If it was not paid by 30/04/2021 a note will be added to the accounts explaining why there is no charge in the year end accounts (subject to the approval of the accounts examiner).</p> <p>It was agreed that, subject to the Examiner's approval, the accounts be submitted to the Examiner digitally.</p> <p>David will remind Groups with bank accounts that year end-reports need to be made even if there has been no movement in the account.</p> <p><i>Monthly accounts:</i> The Treasurer had provided a monthly statement of account.</p>	<b>DL</b>

<b>2575</b>	<p><b>Communications</b></p> <p><i>Website(s):</i> The proposal that a second website be set up to provide links to resources available elsewhere was accepted, following the example of Exmouth U3A.</p> <p><i>Beacon:</i> Provision of a new category for members who have moved away was agreed. Problems with accessing the website by phone were likely to be solved with Beacon 2.</p> <p><i>Newsletter:</i> As ample copy is now being provided, consideration could be given to having 6 pages and/or 12 issues a year.</p> <p><i>Members' survey.</i> A report had been provided. The response rate was disappointing, with most responses from long term and active members, and few responses from members who had joined in the previous 5 years, indicating again a need for more contact with inactive and recently joined members.</p> <p><i>Social Media:</i> The policy document remained to be agreed. David will redistribute the latest draft to Members with a view to discussion at the next EC Meeting.</p>	<p>DT</p> <p>DT</p>
<b>2576</b>	<p><b>External Affairs and Publicity</b></p> <p><i>Poster.</i> About 70 had been applied over a wide area, which was encouraging.</p> <p><i>TAT Recruitment Pathfinder project.</i> Rob drew attention to the large number of 'How to' guides, which could be provided to Members on request.</p> <p><i>Publicity:</i> It appeared that a piece in a magazine 'The Net' had been extracted from somewhere else.</p>	
<b>2577</b>	<p><b>Other reports</b></p> <p><i>Social Events:</i> Pam will contact the 4 members who had indicated a willingness to help, with a view to finding a new secretary.</p> <p><i>Science:</i> A report had been submitted.</p> <p><i>Technical Support:</i> Bob Ruffles will be asked to investigate the purchase of equipment for hybrid meetings and to provide a costing. Approval for expenditure could be agreed by email by the trustees without the need to wait for the next EC meeting.</p> <p><i>Computer Group:</i> The group's report was noted.</p> <p><i>Apple Group:</i> A report had been requested but none had been received.</p>	CD
<b>2578</b>	<p><b>SGM Voting Procedure</b></p> <p>The proposed procedure was agreed.</p>	
<b>2579</b>	<p><b>Trustee terms and nominations</b></p> <p>The Committee confirmed that a Social subcommittee representative will continue to be needed on the Committee, following the expiry of Pam's term of office.</p> <p>Other Members whose term is expiring will let the Secretary know by the end of March if they are willing to stand for re-election, so that this information can be provided in the May Newsletter alongside the invitation for nominations for these posts. Nominations for the Vice-chair position, to which David T. had been co-opted, will also need to be invited.</p>	(DT, DL) EE, BC
<b>2580</b>	<p><b>Any Other Business</b></p> <p>The provision of Membership cards will be discussed at the next Meeting.</p>	CD

2581	<b>Date of next meeting</b> Thursday 6 <sup>th</sup> May at 10am, using Zoom	
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**Distribution:** Nick White, David Lowe, Chris Dance, Jill Davies, Barbara Coleyshaw, David Taylor, Elaine Knight-Elston, Pam Walshe, Rob White, Sue Christy