

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 2pm on Monday 13th Sept 2021

		Action
2614	Present Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer); Chris Dance (Secretary); Jill Davies (Recruitment and Membership); David Taylor (Communications); Joyce Allen (Social Committee). Bob Ruffles attended for relevant items.	
2615	Apologies for absence There were no apologies for absence.	
2616	Elaine Knight Elston A minute's silence was held in memory of Elaine.	
2617	Minutes of the Meeting held on 1st July 2021 These had been agreed by email. All relevant actions had been completed or were covered by agenda items.	
2618	Matters Arising There were no matters arising.	
2619	Subsidiary Roles and EC Membership It was agreed that the Speakers' Secretary and Hall Manager roles need not be taken by EC Members. Barbara Coleyshaw plans to return as Speakers' Secretary. Ken Robinson will be filling the Hall Manager role. The division of responsibilities, which had been proposed by Barbara Coleyshaw, seemed practicable. Financial commitments (hall bookings) will need prior-approval by the EC. Lionel O'Hara had expressed an interest in the Publicity role, which could evolve, but need not require EC Membership.	
2620	Open Afternoon An email will shortly be sent to all GOs asking whether they will be attending, and also whether their group has vacancies. If insufficient numbers of GOs with vacancies plan to attend, the event may not be considered viable. (It was noted that 21 days notice is required to cancel a B&B Centre booking, without incurring a penalty). If it is decided to go ahead, it was envisaged that, as well as Newsletter publicity, an email invitation will be sent to all members, possibly including a flyer which members could be asked to give to a friend. General publicity will not be given to the event as that could result in it being oversubscribed. Members attending would be asked to take suitable precautions to mitigate Covid risk, and may be asked to take a Covid test prior to attending. GOs will be asked to bring material for display at their allocated table. Art Groups will be invited to contribute material for larger displays, for which floor stands will be needed. David T. will find out what can be bought for the £630 in the Art account and make a costed proposal to the EC. The Chairman will investigate the B&B Centre 'pin boards'.	KB/DT DT KB
2621	Strategy Working Party	

	<p>It was understood that TAT is developing a U3A strategy, with a view to reporting by the end of the year. TAT plans to consult with individual U3As in November/December. Bob Ruffles was nominated as the link person with TAT for this exercise.</p> <p>The (Sevenoaks U3A) Strategy Working Party would work in parallel with the TAT development with a view to making recommendations to the EC in January. The Chairman had proposed terms of reference for the WP. The Secretary was concerned that there be sufficient input from the EC as a whole, in particular that the WP seeks endorsement from the EC on the objectives (critical success factors) it sets for Sevenoaks U3A, as a basis for developing a strategy for their achievement. Subject to this consideration, the terms of reference were agreed by the EC.</p>	
<p>2622</p>	<p>Membership and Recruitment</p> <p>Jill's report was noted. There is a continuing issue with members who send cheques though they have already paid by standing order. For next year's subscription reminder, a clearer message will be attempted to avoid this problem, including the option of checking with the Membership Secretary whether the subscription has already been paid.</p> <p>It was planned to hold a New Members Meeting on 3rd Dec at the Indoor Bowling Club. New members who joined at the Open Afternoon and, subject to a limitation on numbers, others who have joined in the past year/18 months would be invited. This meeting replaces the usual new members induction meeting.</p> <p><i>Proof of u3a membership</i></p> <p>It was envisaged that membership cards will be produced from next year, but there are issues that need to be resolved, including the date of issue, the period covered, and printing individual cards for multi-person households.</p> <p>In the meantime GOs will be reminded to ask their members to confirm (informally) that they are subscribing U3A members.</p> <p><i>Obituaries</i></p> <p>In general, obituaries will not be published, but exceptions could be made on a case-by-case basis for those who had become well-known to the membership.</p>	
<p>2623</p>	<p>Communications</p> <p><i>Handbook:</i> David L. had proposed three options for issuing corrections:</p> <ol style="list-style-type: none"> 1. Issue a supplement to the handbook as additional page(s) with the next newsletter (November, sent in October). This would go to all members (as e-newsletter or by post). Members could optionally print the corrections themselves for insertion in the existing handbook. 2. Print a smaller number (say 30-40) of a new full handbook for distribution to new members only – subject of course to a reasonable price for a short print run. Issuing the current version does not present a good image to new members. This full version could be available to members joining on the open day – if they join – but not for general issue to interested parties! It would be uneconomical to do a full reprint of the corrected handbook given the cost already incurred (£1635). 3. Issue the new full handbook electronically (as a PDF document) which could be sent to all members with email via Beacon. It would be up to members whether they printed it or not. <p>Note: This should not be published on the web site as 1) it is a</p>	

	<p>members-only document & 2) it contains personal information (phone numbers).</p> <p>It was agreed that all three options should be pursued. For option 2, David T. will ask Lakeside (printers) for quotes for 40 and 80 copies.</p> <p>David T. will also attempt to get the Handbook data into a uniform format, with a view to reducing the risk of print layout errors.</p> <p><i>Beacon</i></p> <p>Beryl will be given access rights to update group details and membership, to assist the maintenance of correct group information.</p> <p>David (T.) would consolidate the list of enhancements requested by Sevenoaks u3a and resubmit this to the Beacon team.</p>	<p>DT</p> <p>DT</p> <p>DT</p> <p>DT</p>
2624	<p>Finance</p> <p>The Treasurer had provided monthly accounts.</p> <p>The increase in the start-up grant for new groups to £100 was approved by the EC.</p>	
2625	<p>Technical Support Group</p> <p><i>Zoom licences:</i> It was agreed that two additional Pro licences will be obtained to run from the end of September.</p> <p><i>Hybrid Meetings:</i> An alternative WiFi transmitter had been obtained, and testing at the B&B centre would continue shortly.</p>	BR
2626	<p>Other reports</p> <p>Reports had also been received from the Social Subcommittee and the Science Group.</p>	
2627	<p>Any Other Business</p> <p><i>Seniors Action Forum (7th Oct, 10.30-13.30):</i> EC Members were invited to come and help at our 'stand'.</p> <p><i>Platinum Jubilee:</i> A reply was awaited from the Town Council to the Chairman's enquiry about the Council's intentions for celebrating the Jubilee.</p> <p><i>Publicity for other organisations:</i> As it would be difficult to limit the demand to pass on publicity material for other organisations once precedent is established, it was agreed not to do so, as a matter of policy</p> <p><i>Standard for report file names:</i> The Secretary will provide EC members and others who submit reports to the EC, with a standard file name format to distinguish one report from another.</p>	<p>All</p> <p>CD</p>
2628	<p>Date of next meeting</p> <p>Thursday 4th Nov 10am</p>	

Distribution: Ken Brown, Beryl Mansell, David Lowe, Chris Dance, Jill Davies, Barbara Coleyshaw, David Taylor, Joyce Allen.