

	<ul style="list-style-type: none"> Chris will provide 50 copies of the Agenda, to be put on seats before the meeting, and to which will be attached copies of the minutes of the adjourned AGM, and the minutes of the 2018 AGMs to which they refer. It was not felt to be necessary to reprint the Trustees' report or the Accounts. It was assumed that the required two thirds of those present voting for the motion to change the constitution could be gauged by a show of hands, so that tellers will not be needed. 	CD
2399	<p>Chairman's Report</p> <ul style="list-style-type: none"> It was felt that Membership Cards would be useful as proof of membership for members attending group meetings and other events. They could be distributed to members with the Handbook. Further consideration was deferred to an EC meeting next year prior to production of the 2020 Handbook. Nick would advise the Group Organiser of the singing group that, although the EC is sympathetic to the group's problem, the difficulty had to be dealt with by the group itself. Nick had made a 'contact card' which could be handed to prospective new members when mentioning the U3A to them. Victoria Baxter would be asked to work up a design. A print run of 100 for each EC member was envisaged. Jill would ask for a place to be provided for Sevenoaks U3A at the Sevenoaks District Senior Action Forum 'Silver Week' coffee morning on 7th Oct., and Nick and Jill would attend. The Jazz Study Day on 31st Oct. would be mentioned in the <u>Newsletter</u>. 	CD RB JD/NW NW
2400	<p>Vice-Chair Report on Joint Meeting with Knole U3A</p> <ul style="list-style-type: none"> A coffee morning at Miller and Carter (Riverhead) on the lines of those held by Knole U3A would be arranged for November. Richard would attend one of the Gresham College Lectures arranged by Knole U3A and report back to the EC. The dining groups organised by Knole U3A seemed to serve a similar purpose to the Sevenoaks U3A social events programme. Pam would obtain the views of the Social Events sub-committee. 	RB RB PW
2401	<p>Speakers' Secretary Report</p> <ul style="list-style-type: none"> Barbara had provided a report. Speakers had been booked for all Monthly Meetings up to October 2020. 	
2402	<p>Treasurer's Report</p> <ul style="list-style-type: none"> David had provided a report. The current position seemed to be very satisfactory. 	
2403	<p>Recruitment and Membership Report</p> <ul style="list-style-type: none"> The Recruitment and Membership Report was noted. It was expected that the decline in membership could be arrested by some publicity. The next coffee morning for new members had been arranged for March 2020. Chris offered to come and talk about the Galleries Group. 	CD
2404	<p>Group Development Report</p>	

	<ul style="list-style-type: none"> Elaine had provided a report which included the detailed arrangements for the Anniversary Celebration. Elaine would be asked to contact Group Organisers to establish which groups had vacancies, with a view to listing these in the <u>Newsletter</u>. 	CD/EE
2405	<p>Communications Report</p> <ul style="list-style-type: none"> David (T.) had submitted a report on the Handbook and Beacon, which was noted. In view of the number of comments on the accuracy of group entries in the Handbook, it was suggested that once Group Organisers have submitted amendments for their group, they be sent a proof copy of relevant pages of the Handbook to verify that the entry for their group is correct. Ways of improving accuracy will be discussed at an EC meeting prior to production of next year's Handbook. Other aspects, for example an alternative arrangement of Group entries by subject, could be discussed at the same time. Access to the Beacon system is still causing problems for Nick and perhaps others, which are being pursued by David (T.) Other EC Members may benefit from access to Beacon once the capabilities of the system are more fully appreciated. It would be useful to provide EC Members with a demonstration of the system. 	CD DT DT
2406	<p>Social Committee Report</p> <ul style="list-style-type: none"> The minutes of the most recent Social Events sub-committee meeting had been submitted in lieu of a report. The programme for the first half of 2020 had been worked out. Booking for the South Wales tour was going well. Jill had passed to Pam contact details of new members expressing an interest in the committee but none felt ready to play an active role. It was suggested that they be invited to attend initially as observers. A new treasurer, to take over from Sue Christy, had yet to be found. Pam would draft a note for the <u>Newsletter</u> to ask for someone prepared to take the role. 	PW PW
2407	<p>Supporting Committee Reports Reports submitted by the Science, Computer, Web Team and Technical Support Groups were noted.</p>	
2407	<p>EC Role Descriptions</p> <ul style="list-style-type: none"> Chris thought that the document listing various EC role descriptions would help new EC members understand how their role related to those of other Committee members. The document covered all EC roles except for the Communications role. Nick would ask David (T.) whether a description of this role could be provided. Chris said that the TAT assumes that the Secretary is its primary contact with each U3A. Jackie had taken this role, at least for the provision of information to TAT and the dissemination of news and documents sent from TAT, and Chris thought this could be made explicit in the Secretary's role description. 	NW CD

2408	<p>AOB</p> <ul style="list-style-type: none"> • To provide new committee members with an overview of the various sub-committees, Chris would collect together their Terms of Reference. Those of the TSG, Web Team and Science sub-committees had already been provided. Pam would try to find that for Social Events, Nick would ask David (T.) for that of Communications sub-committee, and Chris would ask for that of the Computer Group. • David (T.) would be asked to make amendments to the GDPR Policy document so that it is consistent with the transfer of the database to Beacon. • Victoria Baxter had asked for new EC Members to provide photos of themselves for the Newsletter. 	<p>PW CD NW</p> <p>CD/DT</p> <p>DL/EE/ BC/CD</p>
2409	<p>Dates of future meetings Thursday 7th November Thursday 9th January</p>	