MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 7th January 2016 at
15 Highfield Road, Kemsing, TN15 6TN

		Action
2076	**Present** Jim Purves (Chairman), Beryl Mansell (Vice-Chair), Judy Hebert (Secretary), Linda Gilbert (Membership Secretary), Sue Henson (Groups' Organiser), Nick White (Monthly Meetings). **In attendance** Sheelagh Mayes (Web Team), Mike Bamforth (Computer Group) **Apologies** Brian Cairnie (Treasurer), Pam Walshe (Social Committee)	
2077	**Welcome** The Chairman welcomed everyone, especially Sheelagh and Mike, to the meeting; he reported that although Brian was recovering from his broken arm, he was not well enough to come to the meeting.	
2078	**Minutes of the Meeting held on 5th November 2015** These, having previously been agreed by email, were signed as a true record.	
2079	**Matters Arising** 1 Actions from 5/11/15 Minutes: Re Minute 2069, Jim said the N/L team have agreed deadline dates but that these have to be flexible as the team is so small; consequently, they do not feel able to publish their deadline dates for the year. 2 Re Minute 2072, Sue said she would print and display both editions of the N/L at Monthly Meetings	
2080	**Chairman's Report** In relation to his report submitted prior to the meeting, Jim said the new Database Manager, Pat Rawlins, had been inducted into the post. He proposed that only the Database Manager and Trustees should have access to the database. This was agreed. Jim reported that Gift Aid had been applied for. OVMH: Jim proposed that the Science and Computer Groups be asked to make a donation to the cost of installing a hearing loop as part of the refurbishing of OVMH, this aspect being of most benefit to our members, and that these donations should be matched by a donation from the General Fund. This was agreed. Nick asked if this would set a precedent eg for the development of the Community Centre. Jim agreed this was the case but that any donation would be relatively small. Judy was asked to contact Win and Mike to ask how much their groups would donate.	JH

	Point 5 of Jim's Report: Jim and Beryl had exchanged emails in December regarding future planning and communication. Beryl had proposed holding a meeting with Jim and Judy ahead of this EC meeting to brain-storm ideas regarding future planning. Jim had not agreed to the meeting; he said he had no objection to having brain-storming sessions but that these must involve any Trustees whose interests were being discussed. Nick said he saw nothing wrong with two or three committee members meeting at any time on an informal basis to discuss issues regarding EC business.

The Chairman's Report was accepted | |
| 2081 | **Vice-Chairman's Report**
Beryl had submitted a Report prior to the meeting. To this she added that at the recent West Kent Network meeting, it had been proposed that Trustees from local U3As with the same responsibilities should meet periodically to share experiences eg Membership Secretaries.

She said there is a possibility that members of Knole might try to set up a new U3A to cover the area north of Sevenoaks; Linda said there is already an Orpington U3A. Jim said he'd like our EC to support Amanda, Chair of Knole, in her responsibilities.

The Essential Trustee booklet: since this is 40 pages long and all Trustees should have a copy, Jim agreed that Judy should ask Sally at Welcome to quote for printing the necessary number of copies.

Beryl reported that Bob will not make a commitment to the new MIS till he's sure it will meet our needs. In its experimental form, it seems to be working well.

The Vice-Chairman's Report was accepted | **JH** |
| 2082 | **Treasurer's Report**
Brian had not been able to submit a report but Jim reported that the finances are in good order and that we are due approximately £2,000 from HMRC in Gift Aid. | |
| 2083 | **Recruitment and Membership Report**
Linda said she is liaising with Pat Rawlins, the new database manager. They have agreed that the 1st of each month is to be the cut-off date for all updates to the database. Linda holds the back-up of the database.

The date agreed for the New Members Coffee Morning is 26th February. The format is to remain as before.

Linda's Report was accepted | |
| 2084 | **Group Development Report**
Sue had submitted a report to the meeting.
In relation to producing the new Handbook, Jim said if Sue needs to do a Publisher course, U3A will pay for that.

Sue said she would try again to get the second Singing for Fun group launched in September. | **SH** |

	Sue said she had tried to follow up The Hayloft Learning Centre but had had no response to her calls/emails Sue's Report was accepted.	
2085	**Publications/Newsletter Report** Jim reported that no new members of the Publications Team were needed; the Communications Team will take over responsibility for all forms of communication within our U3A and that the chair will join the EC as a Trustee in due course.	
2086	**Monthly Meetings Report** Nick had submitted a report prior to the meeting. He added that he would be chairing the January Monthly Meeting as both Jim and Beryl would be away. At this, he would announce the exchange of speakers for the February/March meetings; he had also put a notice in the N/L to this effect. Sue was asked to contact Win and Mike and ask them to announce this at their next open meetings. Nick would attend the next STC meeting to discuss the redevelopment of the CC. Jim suggested that nearer the time, it would be sensible for the EC to make contingency plans in case there was a period in which neither the old nor the new CC buildings were operational. Nick's Report was accepted	**SH** **NW**
2087	**Social Committee Report** The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. Due to her absence from the meeting, Pam had phoned with three other points: She is optimistic that one new member is on course to join the committee; one more is needed. The Festive Lunch is now fully booked. The trip to the Mill Theatre at Sonning in December was a great success and might be repeated. Pam's Report was accepted	
2088	**Supporting Committee Reports** **Science** Win had submitted a report. Its contents were noted. Two new committee members are needed. **Communications** The Technical Support Group may need to invest in a new lamp assembly for the projector; Jim authorised Bob to spend up to £500 on a new projector if the repair to the old one would be more than 50% of the cost of a new one. **The Web Team** Sheelagh said since the Minutes for this EC meeting would be going on the web site, she would send Judy the email addresses that should be used to send them to the Web Team.	**BR** **SM**

	She reported recent copyright issues with photos used by some U3As on their web sites and said that our Web Team had taken down all photos except those they knew were not in copyright.	
	The issue of GOs who have not given permission for a protected email address to be used on the web site was discussed. It was agreed that the default link would be to Sue who would then forward enquiries to the relevant GO.	
	Sheelagh said new members of the Web Team are urgently needed since she would be moving from the area and Celia is standing down in June. Jim asked Sheelagh if she could provide a note describing the necessary skills for members of the Web Team. It was suggested that a Web Team member might run a short course on the general use of the web, which might result in finding suitable committee members, as John Cox had run a Publisher course.	**SM** **Web Team**
	The Computer Group Mike said the Computer Group is keen to support the refurbishment of OVMH. Age UK are speaking in January, Nat West bank in February; Mike is keen to publicise these talks both in the N/L and on the website. Speakers from within the group or from outside are always difficult to find. Requests for specific training skills are always referred to Age UK. Mike reported that Elaine Knight-Elston is in better health again.	**MB**
2089	**Correspondence** All correspondence received from NO is forwarded to Beryl to disseminate appropriately.	**JH**
2090	**AOB** Jim thanked Sheelagh and Mike for coming to the meeting. Linda asked the web site should give her email address for potential new members to contact in the first place; application forms should not be placed on the web site. Giving contact details for GOs risks non-members asking GOs if they can join groups without taking out membership.	
2091	**Dates of future meetings** **Thursday 3rd March**: Judy's, Eaves, Solefields Road, TN13 1PF **Thursday 5th May**: Jim's, 9 Avenue Road, TN13 3UR **Thursday 7th July:** venue tba **Thursday 1st September:** venue tba	

Distribution: Jim Purves, Beryl Mansell, Brian Cairnie, Judy Hebert, Linda Gilbert, Nick White, Pam Walshe,

       Sue Henson, Mike Bamforth, Win Gutteridge, Sheelagh Mayes, Bob Ruffles, Colin Butson.