

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 2pm on Monday 2nd Nov 2020, 'virtually'

		Action
2533	<p>Present Nick White (Chairman), Chris Dance (Secretary), David Lowe (Treasurer), Barbara Coleyshaw (Speakers' Secretary), Elaine Knight-Elston (Group Development); Rob White (External Communications), Pam Walshe (Social Committee)</p> <p>Lynton Jones attended for the first Agenda item</p>	
2534	<p>Welcome</p> <p>The Chair welcomed to the meeting Lynton Jones who introduced himself to the Committee. Lynton was invited to attend the EC Meeting in January, with a view to co-option to the Committee. Chris will provide Lynton with relevant documentation.</p>	CD
2535	<p>Apologies for absence Jill Davies (Recruitment and Membership), David Taylor (Communications),</p>	
2536	<p>Minutes of the Meeting held on 5th Oct 2020 These had been agreed by email. All relevant actions had been completed or are covered by agenda items.</p>	
2537	<p>Matters Arising Matters arising were dealt with under the relevant Agenda item.</p>	
2538	<p>AGM Feedback from members had been generally good, though it was recognised that some members had concerns that Beryl Mansell may have raised some important issues. Following the meeting, Nick and Chris had consolidated Beryl Mansell's questions and Committee member's responses in a document that can be made available to members. It was agreed that the responses were those of the Committee and that the document should be made available to members on request to the Secretary. A note will be included in the Newsletter to that effect.</p> <p>Chris said that, although the path had not been smooth, we should recognise the successes: all members had the opportunity to vote; the postal and online voting worked well; we had a quorum for both the voting and the AGM; and all the motions had been passed. The Annual Return to the Charity Commission had now been made. The Committee thanked Nick and Chris for the work they had done for the AGM.</p> <p>Chris will draft a proposal for the conduct of the June 2021 AGM for the March 2021 EC Meeting, taking account of the feedback received and including, if possible, an improved method of voting at the AGM.</p>	NW CD
2539	<p>EC Membership Possible roles for the new Committee Member need to be considered. The vice-chair role will, for the time being, be left vacant. It was felt that the vice-chair should have a particular role, and that there could be some rearrangement of existing roles. David L. suggested that Lynton Jones could initially be seconded to assist Elaine with Group Development, and that the Publicity and External Affairs roles could be separated, with External Affairs becoming the responsibility of the vice-chair.</p>	

2540	<p>Monthly Meetings</p> <p>Barbara had speakers lined up for Jan, Feb and Mar Monthly Meetings, including a replacement for January. All were prepared to use Zoom. One speaker wanted to have their welcome screen ready for display before the meeting and will be asked to join the meeting 20 mins early to get this working. Barbara was planning to contact speakers for the remainder of the season to find out if they were prepared to use Zoom.</p> <p>Notices for the Jan and Feb meetings were needed for the December Newsletter, though consideration will be given to having an extra Newsletter for January.</p> <p>Barbara was registering attendees for the Monthly Meeting on Beacon. Some members had registered with email addresses that were different from their address in Beacon. Barbara will contact those members and will request David T. or Jill Davies to make any changes needed. Chris will send out the meeting invitations via Beacon, and will refer to the meetings email address for queries.</p> <p>It was understood that the Community Centre will not open before December, but in any case, Barbara will cancel bookings for Jan, Feb and Mar. However, bookings made by Richard Baxter for April onwards will remain for the time being but will be kept under review.</p>	<p>BC/CD</p> <p>BC</p>
2541	<p>Membership and Recruitment</p> <p>Jill's report was noted as well as her related email. Membership renewals suggested that membership numbers were holding up fairly well. There had been 15 new members this year.</p>	DT
2542	<p>Group Development</p> <p><i>Handbook:</i> Far fewer errors had been reported than last year.</p> <p><i>Members' event:</i> Elaine was considering some possibilities, including a Zoom meeting for new members, or an outside meeting with social distancing in late Spring/Summer. Committee Members were invited to make further suggestions.</p> <p><i>Group Organisers' event:</i> An event would have been due to be held in 2021. It will need an educational element. A meeting using Zoom is a possibility.</p> <p><i>Group Organisers' Guide:</i> this was almost complete, but its publication was not considered urgent.</p>	All
2543	<p>Finance</p> <p>The Monthly accounts were noted. Membership renewals were in advance of this time last year. Some 60-70 subscriptions were outstanding.</p> <p>The Finance Sub-Committee awaits reconstitution, following Richard Baxter's resignation.</p> <p>The increase in CAF bank charges was noted.</p>	
2544	<p>Communications</p> <p><i>Website:</i> The Committee felt that the current front page did not portray well what Sevenoaks U3A has to offer. The prominence given to Covid information was felt now to be unnecessary. Content, including visual imagery, should demonstrate that Sevenoaks U3A is a lively and active organisation, even under Covid restrictions. Rob will raise again the ideas he had submitted earlier in the year and other Members were invited to make suggestions. Nick will take these forward and will work with the Communications team to ensure that the front page meets with these objectives.</p>	<p>All</p> <p>NW</p>

	<p>It was pointed out that giving the website an up-to-date 'look and feel' was as important as having the right content. However, it was recognised that the style of presentation was, to some extent, constrained by the software platform, and that it was not worth expending great effort on this if it is to be replaced by the new Beacon website platform. However, the capabilities of the new platform were still unknown. In the meantime, Rob would find some websites which demonstrate a lively and interesting style as examples of what can be done.</p> <p>The Knole U3A website still had hidden information on groups, though it was understood that Magda wanted to open up their website to our members. Nick will contact her again about this.</p> <p><i>Social media:</i> David T. had distributed a Social Media policy document. Rob had made some proposals for expanding the role of social media envisaged. Chris, in support of Rob's proposals, said that whilst reference from our Facebook page to the website was important, social media meant social networking: the making of posts and uploading of images by members and others, and a democratic forum for discussion, with minimal editorial intervention. It needed an approach different from that of the website in which the flow of information was mediated by the website management.</p> <p>The Committee agreed that the Social Media policy needed further development. Rob and David T. were understood to be already in discussion to this effect. Rob will mock up a working version of Facebook pages to show what can be done.</p>	RW NW RW
2545	<p>Publicity</p> <p>Calendar: 73 copies of the Calendar had been ordered so far. A print run of 100 was agreed, for which Rob will update costings. Rob will enquire whether the calendar could include public holidays.</p> <p>Pathfinder project: Rob said that this is generating a lot of useful information, which he could make available to Members. The results of the research study were particularly interesting. TAT have offered us a £75 grant. Rob will revise the details of costs that may arise out of the project.</p>	RW RW
2546	<p>Other reports</p> <p><i>Social Events:</i> The need to cancel the many planned events was unfortunate. Planning of further events was not expected to resume before February 2021.</p> <p><i>Technical Support:</i> Disposal of the two items was agreed (Kodak 35 mm projector and the Toshiba laptop purchased in 2007). They would be offered to members first.</p> <p>Reports had also been received from the <i>Computer and Science Groups</i>.</p>	
2547	<p><i>Diversity, Equality and Inclusion Policy</i></p> <p>The policy document had been amended following comments from David L. and Nick, including changes to clarify our commitment to making reasonable adjustments, where practicable, and the need to make members aware when an activity required a certain level of fitness and mobility. The amended policy was agreed by the Committee.</p>	
2548	<p>Any Other Business</p> <p>There was no other business.</p>	
2549	<p>Date of next meeting</p> <p>Thursday 7th January 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