

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 7th Nov 2019**

		Action
2410	<p>Present Nick White (Chairman), Richard Baxter (Vice-Chair), Chris Dance (Secretary), Barbara Coleyshaw (Speakers' Secretary), Elaine Knight-Elston (Group Development), David Lowe (Treasurer), Pam Walshe (Social Committee), <i>By invitation:</i> Bob Ruffles, Rob White.</p> <p>Apologies Jill Davies; David Taylor</p>	
2411	<p>Minutes of the Meeting held on 5th Sept 2019 These, having previously been agreed by email, were signed as a true record.</p>	
2412	<p>Amended Constitution This, having been agreed by members at the General Meeting on 23rd Oct. 2019, was signed as a true copy by the Chairman. Copies have been deposited with TAT and the Charities Commission, which has accepted the change.</p>	
2413	<p>Matters Arising</p> <ul style="list-style-type: none"> • 2399: The design and production of Membership Cards as evidence of membership would be considered at the EC Meeting in March 2020. It was envisaged that they would include a Member Number derived from the Beacon system. • 2400: All EC Members were invited to attend the Gresham College Lecture showings arranged by Knole U3A with a view to reporting back on their experience. • 2407: Nick would ask David (T) whether a description of the Communications role could be provided. • 2408: Attempts to locate the Terms of Reference for the various sub-committees had been only partially successful. Chris suggested that it would be better to approach this from a risk management point of view, beginning by setting out the sub-committees' responsibilities for financial management and reporting. This should stem from the new Finance Policy which the EC would be discussing at the January 2020 Meeting. • 2408: The updated GDPR Policy, reflecting the transfer of data to the Beacon System, was accepted. <p>Other matters and actions arising from the previous meeting were dealt with under the relevant Agenda item.</p>	NW
2414	<p>Coffee Morning, Monday Dec. 2nd It was agreed that those attending this first meeting would have free coffee. As payment is normally made with each purchase, Nick would ask Miller and Carter to set up a tab for this. The need for separate coffee mornings for new members at the Hollybush Indoor Bowls Club would be reviewed by the EC at its meeting in January.</p>	NW

2415	<p>Hydration Project</p> <p>Bob Ruffles explained the purposes of the project and how the 12 Science Group volunteers will be involved. The potential benefits of the project would be widespread, but there would be particular benefits in the knowledge and experience which the volunteers would gain, and which could be fed back to the Science Group and other members. The Committee approved funding of up to £1000 over three years for volunteers' travel expenses and possible hall hire.</p>	
2416	<p>Publicity</p> <p>Nick expressed concern that there were not sufficient new members joining to replace the numbers of members not renewing, and felt that there was a pool of new members, especially amongst the newly retired, who could be attracted by publicity.</p> <p>Rob White presented some ideas for publicity to the Committee: possible messages and communication channels. In the past, the most productive method seemed to have been by 'word of mouth', but other channels need to be considered. The following were discussed:</p> <p><i>Leaflet:</i> Knole U3A's leaflet provided one example. Leaflets already given to our new members contain similar information.</p> <p><i>'Business Cards':</i> Nick is working on a possible design with Victoria Baxter.</p> <p><i>Local free magazines (InShape and Sevenoaks Community Ad):</i> These welcome written articles, for which they make no charge.</p> <p><i>Retirement information provided to employees:</i> TAT could be encouraged to pursue this at a national level, but there was scope for Sevenoaks U3A to provide information to local employers for inclusion in 'retirement packs'.</p> <p><i>Publicity Sub-committee:</i> initially Rob and Nick, who would try to obtain help from other members. Chris offered to take a secretary role.</p>	
2417	<p>Chairman's Report</p> <p><i>Apple Group accounts:</i> Nick would advise the group leader of the required procedures for the purchase, recording and maintenance of assets, and the group's responsibilities for financial reporting. He would point out that in return for compliance, the Group benefits from the publicity, insurance, etc. provided by Sevenoaks U3A.</p> <p><i>Expenses:</i> Group Organisers would be advised that Groups should decide the most suitable method of recovering costs of refreshments in their particular circumstances. The charge must be on a 'cost recovery' basis (no profit) and should not exceed 50p per member.</p> <p>EC Members were entitled to make claims for expenses for printing, etc. (accompanied by invoices).</p>	<p>NW</p> <p>EE</p>
2418	<p>Speakers' Secretary Report</p> <ul style="list-style-type: none"> • Barbara had provided a report. The Committee agreed that commitments could be made for speakers' fees in 2020/21 that envisaged a budget larger than that for the current year. • Cheques need to be made ready for speakers who did not want a bank transfer. • St Nicholas Church was not proving a good venue and fewer members were attending. The audio had been poor at the last meeting. The Hollybush Indoor Bowls Club could be a promising alternative but was not available on Wednesday afternoons. Otford Village Hall worked well 	

	for Science Group meetings and Richard would investigate its suitability for the Monthly Meeting. The social function of the Meeting was felt to be at least as important as the lecture.	RB
2419	Treasurer's Report <ul style="list-style-type: none"> David had provided a report. Some 100 subscriptions (standing orders) had not been renewed. Payments are being recorded in the Beacon system which can be used to send reminders to members who appeared not have paid their subscriptions. There had been difficulties identifying the payee for some payments received. The possibility of paying subscriptions by direct debit would be re-examined. 	DL
2420	Recruitment and Membership Report <ul style="list-style-type: none"> The Recruitment and Membership Report was noted. 	
2421	Group Development Report <ul style="list-style-type: none"> Elaine had provided a report. The Silver Anniversary celebration was considered a success, with good food in ample quantity, excellent service and fine entertainment. Thanks were due to Elaine and Barbara, in particular, for arranging the event. Group Organisers were notifying Elaine of vacancies in their groups, with a view to listing these in the Newsletter. Vacancies could also be indicated on the Website and in future issues of the Members' Handbook. Elaine is looking at ways of including in the GO's Guide the particular paragraphs in the GDPR Policy relating to Groups' responsibilities for data protection. 	EE
2422	Communications Report <ul style="list-style-type: none"> David (T) had submitted a report on the Beacon system, which was noted. David would be asked to give all EC Members access to the Beacon system. Concerns were expressed about using the Beacon system for email (use of real addresses not enabling the direction of emails to different computers; non-awareness of other recipients; non-retention of sent emails on sender's computer). More investigation and testing were felt to be needed before regular use is made of this facility. 	DT
2422	Social Committee Report <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. Jim Purves had filled the vacant Treasurer's role. Booking for the two Xmas events was good, and an attractive programme had been drawn up for 2020. 	
2423	Supporting Committee Reports Reports submitted by the Science, Computer, Web Team and Technical Support Groups were noted. <ul style="list-style-type: none"> <i>Science</i>: meetings were attracting attendances of 40-50 members. Planning for the programme for 2020, which will include a seminar on Plastic Pollution, is well in hand. For logistical reasons it has been necessary to place a limit of 150 members attending seminars. 	

	<ul style="list-style-type: none"> • <i>Website</i>: Bob had analysed usage of the Website, which is not much used by members. There is a need to review the structure of the site, with a view to making it easier to find information, particularly about forthcoming events, and possibly removing little used pages. It would be useful to be able to download booking forms for events. The Calendar should be removed if it cannot be made to work. Chris felt that the website could be made more attractive with the use of more images. • <i>TSG</i>: This year's PAT testing had been completed (except for equipment held by the Apple Group). Two members were qualified to do this testing. 	
2424	Dates of future meetings Thursday 9th January Thursday 5th March	