

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 7th May 2020, 'virtually'**

		Action
2463	<p>Present Nick White (Chairman), Richard Baxter (Vice-Chair), Chris Dance (Secretary), Barbara Coleyshaw (Speakers' Secretary), Jill Davies (Recruitment and Membership), Elaine Knight-Elston (Group Development), David Lowe (Treasurer), David Taylor (Communications), Pam Walshe (Social Committee), Rob White (External Communications)</p>	
2464	<p>Apologies for absence There were no apologies for absence.</p>	
2465	<p>Minutes of the Meeting held on 5th Mar 2020 These had been agreed by email.</p>	
2466	<p>Matters Arising Item 2548 should have referred to links not working in the E-newsletter (not a website issue). Other matters arising were dealt with under the relevant Agenda item.</p>	
2467	<p>Associate Membership</p> <ul style="list-style-type: none"> • The proposed agreement would initially include Sevenoaks, Knole and Westerham. Edenbridge U3A did not want to participate because they did not wish to use Beacon (which was irrelevant) and because they were concerned that their own members would be disadvantaged. Nick has asked them to think again. • Several groups, e.g. Circle Dancing, already have members from a range of U3As. It was suggested that we should respect the status quo for existing group members but not admit additional members once the agreement is in place. • The Edenbridge website had been found to display inaccurate information about our groups. • Nick had received a proposed Memorandum of Agreement from the chair of Westerham U3A. The MoA needs to make clear that Associate Membership of a group is at the discretion of the Group Organiser. A version of the MoA will need to be submitted for agreement by members at the next AGM. • It was envisaged that when the MoA has been agreed, existing members of groups that are not from U3As that are party to the Agreement will be allowed to remain members of those groups, but additional members from those U3As will not be admitted unless their U3A becomes party to the Agreement. Nick will write to the chairs of those U3As to give notice of this policy. • It is envisaged that GOs would be responsible for checking the eligibility of associate members (membership cards), and for collecting and holding information about associate members. A general registration process is not envisaged, though David T. pointed out that Beacon has a facility for recording associate members (and a payment should that 	NW

	<p>be decided on) and its use would facilitate the monitoring of the agreement.</p> <ul style="list-style-type: none"> • An additional clause in the Constitution will be proposed to members at the next AGM. Chris suggested that this should refer specifically to participation in groups and activities at the discretion of the group/activity organiser, and should avoid implying that associate members have the same entitlements as members of Sevenoaks U3A. • Nick will indicate to the chair of Knole U3A that for the Agreement to work, Sevenoaks members will need to be able see on its website group information, which is currently hidden from non-members. • The Committee agreed that Nick should take forward the proposal with the other U3As, with due regard to the issues raised by EC members, and subject to final agreement by the EC and by members at the AGM. 	NW
2468	<p>National U3A Day, 23rd Sept</p> <ul style="list-style-type: none"> • Discussion with the Bowls Club has taken place on the assumption that this will go ahead. Planning will be put on hold subject to review at the July EC meeting. • David T. will invite the craft groups to participate if it is decided to go ahead with the event. • The postponed Science Seminar will not be included in the event. 	DT
2069	<p>Monthly Meetings</p> <ul style="list-style-type: none"> • Richard reported that it is still expected that the refurbished Community Centre will be available from Jan. 2021. • It is uncertain whether St Nic's will be available for meetings in the autumn. The need for an alternative venue will be reviewed at the July EC meeting. • Barbara will provide David L. with cost estimates for the harpist and the remaining speaker. 	BC
2470	<p>Annual Reports</p> <ul style="list-style-type: none"> • Nick will draft an Annual Report for approval by the EC (by email) with view to distribution to members with the July Newsletter (copy needed by mid-June). The Annual Accounts will be distributed to members with the same Newsletter. 	NW CD
2471	<p>Members' Handbook</p> <ul style="list-style-type: none"> • Group information is awaited from 32 GOs, who will be sent a further reminder. Information is being shared with the website team. • As we have lost about 6 groups (and gained 1) there is space to include additional information, e.g. about the Open Day and Coffee Mornings. • Other content is almost complete. Information on Shared Groups is being coordinated with Knole. • A note will be included to the effect that activities are subject to review in the light of measures to avoid the spread of Covid-19. • The Handbook will go to press in July with a view to issue in August. • David T. will ask Jim Purves about the previous printing arrangements • Elaine said it would be useful if in future the GOs form could include a button to send an email to the Handbook Team. She will contact Bob Ruffles or John Davies for their help in this. 	DT EE

2472	<p>GOs Handbook</p> <ul style="list-style-type: none"> • Bob Ruffles is assembling the content, some of which is being provided by EC members. • Advice to GOs on admitting to their groups members of other U3As will need to be included, so finalisation of content will have to await the AGM decision on associate membership. • Richard will supply Elaine with information about the printing services of Silver Pines. • Elaine will provide David L. with an estimate of costs. The print run of 170 copies of the previous issue seemed excessive. 	<p>RB EE</p>
2473	<p>Finance</p> <ul style="list-style-type: none"> • The auditor had accepted that the accounts examination could be completed without the examination of original documents, which was not possible because of the corona virus restrictions. • The decision to include income from Gift Aid related to 2019/20 subscriptions which was not received by 31/03/20 had been approved by the accounts examiner and endorsed by Nick and Richard. • The Treasurer's Report and Annual Accounts were approved by the Committee. • The 2020/21 budget is based on an assumption of 1000 members. • A budget of £2000 will be allocated for GOs workshop/lunch, an additional £500 for printing and distribution of the GOs Handbook, and £80 for the banner for U3A Day. • Richard will provide an estimate of the costs of hall hire. • It is expected that after the Arts and Drama Group account has been used to buy exhibition stands, the account can be closed and the balance transferred to the general account. 	<p>RB</p>
2474	<p>Membership and Recruitment</p> <ul style="list-style-type: none"> • There have been no recent enquiries about membership. • The member of another U3A attending a Sevenoaks group, who has paid a subscription, will not be offered a refund • The next coffee morning for new members has been tentatively planned for November. It is desirable to avoid having this too close in the month to the Miller & Carter coffee morning. • Copies of the tri-fold leaflet are available from Richard. Rob can provide a leaflet display stand when needed. 	
2475	<p>Group Development</p> <ul style="list-style-type: none"> • Some GOs have responded well to requests to provide interesting copy for the Newsletter. • Returns from GOs are revealing more groups that have vacancies, which can be advertised when they resume activity. • Requests for help with Group Development Team have so far met with no response. 	
2476	<p>Beacon <i>Additional data:</i></p> <ul style="list-style-type: none"> • Updating of member and group information is continuing. 	

	<ul style="list-style-type: none"> The Newsletter Team will be asked to include a request to members to ensure that we have their up-to-date email address. <p><i>Membership cards:</i></p> <ul style="list-style-type: none"> David T. had successfully printed credit-card sized membership cards, but they will need laminating, for which he will obtain a cost estimate. The cards include a membership number and bar code and can be printed with an end-August expiry date. The Committee agreed in principle to the introduction of membership cards. David will draw up an implementation plan. A way of excluding non-payers from the print selection needs to be investigated. Account needs to be taken of members who have technically lapsed because of late payment of subscriptions. <p><i>New System:</i></p> <ul style="list-style-type: none"> David T. had produced a paper on desirable improvements to be included in the new Beacon system which he will make available to the EC for comment prior to submission to the Beacon Management Team. <p><i>Social media:</i></p> <ul style="list-style-type: none"> Though it is questionable whether Facebook is used sufficiently by the U3A generation, the Committee felt the pages should continue to be maintained for the time being. Rob was concerned that the U3As presence on Social Media should be lively, appealing to prospective members and promptly updated. The proposal that an E-Communications Team be formed from the existing Web Team was endorsed by the Committee, to include responsibility for the management of Beacon and the updating of Social Media from content supplied by Rob for publicity and from other sources in parallel with maintenance of the website. 	DT DT DT DT DT
2477	<p>External Communications</p> <ul style="list-style-type: none"> Rob had attended a meeting of the U3A Kent Network which he found quite useful. There were wide differences in their approach to U3A Day. The email containing the new South-East Region magazine 'Catch-up' could usefully be forwarded to members using Beacon and placed on the website. 	RW/DT
2478	<p>Social Events</p> <ul style="list-style-type: none"> It was unfortunate that had been necessary to cancel all the planned events, though this had been done without cost. Members had lost their deposits on the planned holiday. 	
2479	<p>Supporting Committee Reports</p> <ul style="list-style-type: none"> Reports submitted by the Science, Computer and Technical Support Groups were noted. Chris will ask the Apple Group to provide a report for the next EC Meeting. 	CD
2480	<p>Any Other Business</p> <p>Richard will be asked to set up an initial meeting of the Finance Sub-Committee using zoom.</p>	CD/RB

2481	Date of next meeting Thursday 2nd July at 10.00.	