

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
held at 10am on Thursday 3rd Sept 2020**

		<b>Action</b>
<b>2501</b>	<b>Present</b> Nick White (Chairman), Richard Baxter (Vice-Chair), Chris Dance (Secretary), Barbara Coleyshaw (Speakers' Secretary), Jill Davies (Recruitment and Membership), David Lowe (Treasurer), Elaine Knight-Elston (Group Development), Rob White (External Communications), Pam Walshe (Social Committee)	
<b>2502</b>	<b>Apologies for absence</b> David Taylor (Communications)	
<b>2503</b>	<b>Minutes of the Meeting held on 2nd July 2020</b> These had been agreed by email. All relevant actions had been completed or are covered by agenda items.	
<b>2504</b>	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• Nick had met with the chairman of Knole U3A, who had confirmed that Sevenoaks U3A will be allowed to join its groups without the payment of an additional payment subscription.</li> <li>• Other matters arising were dealt with under the relevant Agenda item.</li> </ul>	
<b>2505</b>	<b>Monthly Meetings</b> <ul style="list-style-type: none"> <li>• The speakers for October and November had requested dry runs with Zoom. Members who wished to attend offered some alternative dates.</li> <li>• The Meeting on 28<sup>th</sup> Oct. will precede the AGM. This will be made clear in the October Newsletter. Barbara will provide Chris with text to include in the AGM Notice. A separate Newsletter item to publicise the lecture with a picture is also a possibility.</li> <li>• It was reported that bookings can now be made for the hire of the refurbished Community Centre. Richard will find out what conditions apply to the hiring of the Centre during the Coved situation, with a view to establishing whether it will be feasible to have Meetings there again, possibly from January 2021.</li> </ul>	<b>BC</b>  <b>BC</b>  <b>RB</b>
<b>2506</b>	<b>Coffee Mornings</b> <ul style="list-style-type: none"> <li>• Richard will ask Miller and Carter how many people we could have for a coffee morning, with a view to restarting in November. The event could be publicised in the November Newsletter and by email using Beacon.</li> </ul>	<b>RB</b>
<b>2507</b>	<b>AGM</b> <ul style="list-style-type: none"> <li>• The Committee approved the holding of the AGM virtually, using Zoom, preceded by email and postal voting on the motions.</li> <li>• The October Newsletter will contain a formal Notice of the AGM on 28<sup>th</sup> Oct. and an enclosed postal voting form.</li> <li>• An email will be sent to members for whom there is an email address on Beacon, with a link to an online voting form on SurveyMonkey (to arrive before the postal voting form). Members will be advised to use this in preference to the postal voting form.</li> <li>• In early October, an email will be sent to members via Beacon (with an attached agenda) asking them whether they wish to attend the combined October lecture and AGM. Those who do will be flagged in Beacon and will be sent an email in the week prior to the meeting containing a link to the Zoom meeting. They will also be asked to notify</li> </ul>	<b>CD</b>

	<p>the Secretary of any matters which they wish to raise at the AGM relating to the Trustee Report or Annual Accounts.</p> <ul style="list-style-type: none"> <li>Members will be advised that the AGM will not start before 3 pm, should they only wish to attend the AGM.</li> </ul>	
2508	<p><b>Group Development</b></p> <ul style="list-style-type: none"> <li>Elaine's report was noted.</li> <li>The Committee appreciated the work that Elaine, David T. and others had put into the <i>Members' Handbook</i>.</li> <li>Beryl Mansell is forming a new group, London villages.</li> <li>It had been necessary to postpone the <i>Open Afternoon</i> again. It was not considered useful to set another date until the Covid situation becomes clearer. The possibility of an event in Spring 2021 will be reviewed by the EC in January.</li> </ul> <p><i>GOs Guide:</i></p> <ul style="list-style-type: none"> <li>The advice on Shared Groups, for which there is a formal agreement with Knole U3A, can remain. Nick will draft text on the admission of non-members to Sevenoaks U3A Groups, including advice on possible solutions when a request is made by a member to join a group that is full (and that may contain non-members).</li> <li>Text is also needed on Money Matters to make clear that charges can only be levied to defray expenses, such as hall hire and consumables, not to pay an additional subscription for joining a group.</li> <li>Clarification is also needed on members' money passing through a GOs bank account to pay for a booking which they have made on behalf of the group.</li> </ul> <p><i>Advice to GOs on meetings:</i></p> <ul style="list-style-type: none"> <li>Elaine and Nick had been responding to GOs' questions about groups meeting again. Those that meet in halls are advised to obtain information from the hall manager about the conditions for hiring the hall. It is the GOs responsibility to decide the feasibility of meeting those conditions, depending on the nature of the group's activity.</li> </ul>	<p>NW</p> <p>DL</p> <p>DL</p>
2509	<p><b>Newsletter Team</b></p> <ul style="list-style-type: none"> <li>Chloe Witchell will act as editor and Sheila Golden had volunteered for proofreading. A meeting had been held with Elizabeth Purves to discuss the transfer of responsibilities.</li> <li>Quotes for setting out had been obtained but were felt to be expensive. Nick will look for less expensive options. Efforts were being made to find a member willing to do this 'in house'.</li> </ul>	NW
2510	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>The Monthly Accounts were accepted.</li> <li>Richard had raised several matters of financial policy for which the Committee gave the following advice: <ol style="list-style-type: none"> <li><i>revised procedures for controlling group funds:</i> see GOs Guide above on legitimate charges levied by groups.</li> <li><i>(a) proposed retention of financial records for six years from the end of the accounting date:</i> accepted.</li> <li><i>(b) speaker fees mandated to charity of speaker's choice where speaker is a member:</i> the charity must have a purpose comparable to that of Sevenoaks U3A.</li> <li><i>(c) fees for membership where attendee is a member of another U3A:</i> not required to be paid if evidence of membership.</li> <li><i>(d) forbearance of request for transfer of group's reserves eg Science group c £3,000:</i> specify limit of 50% of a group's annual turnover.</li> </ol> </li> </ul>	RB

2511	<p><b>Membership and Recruitment</b></p> <ul style="list-style-type: none"> <li>• There had been several resignations, all of which related to personal circumstances. There was one prospective new member.</li> <li>• Jill pointed out that a significant number of enquiries did not lead to membership. Jill would pass the details to Rob who will try to follow up the enquiries with a view to finding out why.</li> </ul>	
2512	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• David T. had submitted a detailed report which was noted. <i>Membership card</i></li> <li>• It was understood that as little use can be made of membership cards under present circumstances, David T. envisaged producing a membership card when times returned to relative normality. It was noted that aside from having the means to extract and format the data, decisions will need to be taken regarding the physical form of the membership card and the means for its production. It was also noted that the timing of the production of the card needed to be planned carefully to take account of the extended period over which subscriptions are normally paid.</li> <li>• <i>Members' survey</i>: Rob expressed disappointment that the survey did not include questions about use of the website, but it was pointed out that the purpose of survey was to find out why we have so many non-active members, and there was a desire to keep this focus and to avoid making the survey too long. A further survey could be held at a later date to include any questions which were left out this time.</li> <li>• Members would send further observations on the layout and wording of the survey to David T., but there was agreement, in principle, to its scope and content.</li> </ul>	All
2513	<p><b>Publicity</b></p> <ul style="list-style-type: none"> <li>• Rob had submitted a report which was noted.</li> <li>• Rob had been writing and submitting articles on Sevenoaks U3A activities to local magazines, with some limited success. An article on one of the Digital Camera groups with an intriguing image had been published in the Community Ad magazine. He plans to continue to pursue this form of publicity to raise the profile of Sevenoaks U3A locally.</li> <li>• Rob outlined the TAT Recruitment Campaign to which he and David T. had recently signed up, and which aimed to produce a toolkit which could be used by U3As in support of its recruitment activities.</li> <li>• Rob reported on a Kent Area meeting at which a high profile was given to reviewing and developing the online footprint of U3As.</li> <li>• There was some uncertainty whether the Comms Team had carried out the agreed action to replace the Facebook pages.</li> </ul>	DT/RW
2514	<p><b>Equality, Diversity and Inclusion Policy</b></p> <ul style="list-style-type: none"> <li>• A policy document had been drafted, based on the TAT template. This focusses on raising awareness of the issues, encouraging adoption of the principles of inclusivity and equality, and enabling the reporting and resolution of problems.</li> <li>• It was agreed that Sevenoaks U3A should have a written policy. Chris will distribute a version of the draft document for members comment and approval.</li> <li>• The GOs' Guide should refer to the particular responsibility GOs have for ensuring inclusivity and equality of treatment in their group activities.</li> </ul>	CD EE

2515	<b>Supporting Committee Reports</b> <ul style="list-style-type: none"><li>• Reports submitted by the <b>Social, Science, Computer and Technical Support Groups</b> were noted.</li></ul>	
2516	<b>Any Other Business</b> <ul style="list-style-type: none"><li>• There was no further business.</li></ul>	
2517	<b>Date of next meeting</b> Thursday 5 <sup>th</sup> November at 10.00	