

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 2pm on Monday 5th Oct 2020, 'virtually'**

		Action
2518	<p>Present Nick White (Chairman), Chris Dance (Secretary), Barbara Coleyshaw (Speakers' Secretary), David Lowe (Treasurer), David Taylor (Communications), Rob White (External Communications), Pam Walshe (Social Committee)</p>	
2519	<p>Apologies for absence Jill Davies (Recruitment and Membership), Elaine Knight-Elston (Group Development)</p>	
2520	<p>Minutes of the Meeting held on 3rd Sept 2020 These had been agreed by email. All relevant actions had been completed or are covered by agenda items.</p>	
2521	<p>Matters Arising Matters arising were dealt with under the relevant Agenda item.</p>	
2522	<p>Comments from Bob Ruffles and Beryl Mansell with regards to Trustees Report Comments had been received in respect of statements on the number of Trustees, and on the fall in membership numbers. Nick will clarify the Report at the AGM.</p>	NW
2523	<p>AGM</p> <ul style="list-style-type: none"> • David (T.) expressed concern that nominations had been invited for the External Affairs and Publicity role without a job description, and that members had been asked to vote without information on the nominee for the role. These were especially needed when the role is new and when there is no opportunity for the nominee to present themselves at a live AGM. The Committee agreed that more information would be provided to members in future. • Comments had been received in respect of the procedure for the AGM. Chris said that the TAT guidelines would be applicable to a virtual AGM in which the same business is conducted as at a normal AGM. TAT had not provided guidance for an AGM in which the voting takes place in advance of the AGM, which must necessarily take a different form. • Comments had been received in respect of voting taking place without the usual opportunity for discussion before the vote. Chris said that members had been invited to ask questions and make comments when the Annual Reports were distributed, but it is accepted that this is not a full replacement for the discussion that would normally take place before voting. Some compromises had to be made when voting takes place before the AGM, but the merits of including all members in the voting process should be considered to outweigh the disadvantages. • Nick referred to statements by the Charity Commission allowing members' meetings to be held by video, and for a charity to require voting 'to be done electronically, or by other means (such as by post)', which confirmed our approach. • David (T) and David (L) were in favour of postponing the AGM until November, giving time for the voting process to be run again, enabling the various issues that had been raised to be addressed. However, there was a majority decision by the Committee to keep to the October date for the AGM. There will be an opportunity at the AGM to inform 	

	<p>members of clarification in the wording of the Trustees' Report and other issues raised. It will then be for those attending to decide whether to reject the voting result on these or other grounds.</p> <ul style="list-style-type: none"> Chris will set up a process for the scrutiny of votes. 	CD
2524	<p>Vice-chairman role</p> <p>Nick will announce the vacancy at the AGM and invite interested members to make themselves known to the Committee with a view to making a temporary appointment, prior to giving more consideration to the role. David (L) suggested splitting the External Affairs and Publicity roles, and giving the External Affairs role to the vice-chairman. Pam advised that she had joined the EC as vice chair to Bill Taylor with a view to learning the role and taking over as chairman the following year, which she did. The constitution does not allow any EC Officer to hold more one Officer post, which means that the secretary and treasurer cannot be appointed vice chairman.</p>	NW
2526	<p>Members' Survey</p> <p>Beryl Mansell, who has one of the SurveyMonkey accounts, will be asked to take responsibility for running the members' survey.</p>	DT
2527	<p>Newsletter Team</p> <ul style="list-style-type: none"> Unfortunately, it had been found that Chloe Witchell did not have the requisite skills to edit the newsletter and she had withdrawn her offer. For the present Nick has taken over the role of editor, David (T) will do the setting out and Sheila Golden will do the proofreading. We will continue to use AJ&T for printing and distribution and there will therefore be no additional costs. Costs are expected to fall as more members elect to receive newsletter electronically. It was pointed out that there were alternatives to using specialised software like Publisher. David (T) will liaise with Jim Purves to clarify the process for sending copy to the printers. 	DT
2528	<p>Bank Mandate</p> <ul style="list-style-type: none"> David (L) said that there are two sides to this: the official bank mandate for signatures, and online banking. Currently both have DL, NW and Richard Baxter assigned. The Committee formally approved adding the Secretary to the bank mandate. David (L) will remove RB and start the process for adding Chris to the bank mandate and online banking. 	DL
2529	<p>Monthly Meetings</p> <ul style="list-style-type: none"> It was agreed that, for consistency, members should have to register for the Monthly Meetings, in line with the Science Group and other open meetings. David (T) will set up a special mailbox to receive requests to attend. It was envisaged that the flag in Beacon being used for the October meeting and AGM registration can be used subsequently for future meetings, to facilitate issue of the Zoom link. Barbara is contacting speakers about use of Zoom. The Community Centre's requirements in respect of Covid-19 are awaited. It will need to be decided from which date to make provisional bookings. 	DT BC BC

2530	<p>GO Guide</p> <ul style="list-style-type: none"> • David Lowe will be issuing a revised Appendix “Money Matters” once we have finalised the Finance Policy on which the Appendix is based. • As a result of the questionnaire circulated by Richard B & Elaine K, a number of issues regarding the processing of money via GOs’ personal bank accounts have arisen. The Finance sub-committee were due to meet to agree a suitable form of words for the policy. However, as a result of RB’s resignation this awaits reconstitution of the sub-committee. 	
2531	<p>Any Other Business</p> <p><i>Calendar:</i> Rob indicated that the number of copies sold is not critical. The price of £10 is expected to cover our costs. Only the number ordered, plus a few spares for publicity, will be printed. Rob will hold on to the cheques and pass to David (L) as a batch.</p> <p><i>TAT AGM:</i> It was agreed that, in future, the Chairman will cast a consolidated vote.</p>	
2532	<p>Date of next meeting</p> <p>Monday 2nd November at 2pm, using Zoom</p>	