

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 5th Mar 2020**

		Action
2445	<p>Present Nick White (Chairman), Richard Baxter (Vice-Chair), Chris Dance (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>	
2446	Apologies for absence: Barbara Coleyshaw	
2447	<p>Minutes of the Meeting held on 9th Jan 2020 These, having previously been agreed by email, were signed as a true record.</p>	
2448	<p>Matters Arising Matters and actions arising from the previous meeting were dealt with under the relevant Agenda item.</p>	
2449	<p>National U3A Day, 3rd June</p> <ul style="list-style-type: none"> • This will be celebrated in the morning by the Science Seminar on Plastics, and in the afternoon by an Open Meeting at the Bowls Club, Hollybush Lane, for which a booking has been made. • David T. will continue to encourage the Bowls Club to avoid a fixture that afternoon so that the event could include some use of the bowling court. • David T. will discuss with Pam Murphy the possibility of using Art and Drama Group funds for the purchase of five collapsible screen systems, at an approximate cost of £600, and will make a proposal for EC approval. • Following acquisition, Richard would arrange for one of the screens to be printed with a permanent image at an expected cost of £80. • Nick offered to provide storage space for the screens. • Elaine will, at a suitable date, invite GOs to take a space in the bar area. Rob had drafted a possible layout, which assigned areas for similar subjects. Responding GOs will be asked to commit to occupying a space if they have requested it. 	<p>DT</p> <p>RB</p> <p>EE</p>
2050	<p>Monthly Meetings</p> <ul style="list-style-type: none"> • Richard had explored possible use of Otford Methodist Church Hall, but car parking limitations made this an unattractive option. • Bookings have been made for St Nic's until, and including, Nov. 2020. • The refurbished Community Centre is expected to be available from Jan. 2021, and for preliminary visits from 9th Dec, which should give the TSG time to become familiar with the a/v facilities. Richard will make bookings for Monthly Meetings when booking opens. • Barbara had reported on speaker bookings, which are well in hand. 	RB

	<ul style="list-style-type: none"> Two offers of stand-by talks by members had been gratefully received. 	
2451	Members' Handbook <ul style="list-style-type: none"> DT would investigate how an output for a membership card can be generated from Beacon, with a view to printing as a detachable 'credit card sized' card in the Handbook. He will propose a draft design for the card. A meeting for Nick, David T. Elaine and Rob to discuss the design and production of the Handbook had been arranged for April 23rd. 	DT
2452	Beacon <ul style="list-style-type: none"> David T.'s report was noted. The use of Beacon to check and record membership status and group membership has been going well, revealing disparities between recorded U3A membership, subscription receipts and group membership. David T. will attempt to extract a figure for suspected group attendance by non-members outside the formal Shared Group agreement with Knole, to gauge the scale of the issue. A policy statement needs to be prepared for the revised GOs' Guide, in line with any agreement on Clusters that may be established with neighbouring U3As. A demonstration of Beacon for EC Members was arranged for 23rd April at 3pm, following the meeting to discuss the Handbook. 	DT NW All
2453	Finance <ul style="list-style-type: none"> The Treasurer's report was noted. The financial position for 2019/20 was satisfactory. Cash payments of subscriptions will not, in future, be accepted. Richard will convene a Finance sub-committee with David L, Elaine and Rob, to develop the Finance Policy, in particular, policies for groups holding small funds. It was agreed that EC Members may incur costs up to £50 without authorisation. TAT is expected shortly to supply a form for the submission of our membership numbers, from which the capitation fee will be calculated. Chris will check with TAT the timing of the submission and invoicing in relation to the FY ending. 	RB CD
2454	TAT Insurance Policy <ul style="list-style-type: none"> There had been difficulty obtaining full details of the TAT insurance policy. Nick will check that the advice on insurance cover in the GOs' Guide is consistent with such information as is provided on the TAT website. The web team will be asked to provide a link to the TAT information from the Governance page. 	NW CD
2455	Membership and Recruitment <ul style="list-style-type: none"> Jill's report was noted. The coffee morning for new members will be held on 20th Mar. The next Miller & Carter coffee morning date is 27th April. Jill will liaise with David L. on expected subscription payments close to the FY ending. 	JD/DL

	<ul style="list-style-type: none"> • TAT advice on the Corona virus had been posted on the website. Nick will draft a version for the Newsletter. • A notice on Knole U3A's screening of a Gresham College lecture on The Plague will be drafted for the web site and the Newsletter. • Rob will suggest to Knole U3A that the ECs have a get-together over a coffee or lunch. • Chris and David L. will liaise to establish the feasibility of holding the AGM on 24th June. 	NW RW CD/DL
2462	Dates of future meetings Thursday 7th May Thursday 2nd July	