

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 2nd July 2020, 'virtually'**

		Action
2482	Present Nick White (Chairman), Richard Baxter (Vice-Chair), Chris Dance (Secretary), Barbara Coleyshaw (Speakers' Secretary), Jill Davies (Recruitment and Membership), David Lowe (Treasurer), David Taylor (Communications), Pam Walshe (Social Committee)	
2483	Apologies for absence Elaine Knight-Elston (Group Development), Rob White (External Communications)	
2484	Minutes of the Meeting held on 5th Mar 2020 These had been agreed by email.	
2485	Matters Arising <ul style="list-style-type: none"> Nick had not received a reply from either Knole or Westerham U3A regarding admitting members to another U3As Groups, at the discretion of the GO, without payment of an additional membership subscription. Our policy is not, in general, to give refunds to those who have already paid more than one subscription. Other matters arising were dealt with under the relevant Agenda item. 	
2486	Open Afternoon, 23rd Sept <ul style="list-style-type: none"> It was assumed, for the present, that the event will go ahead. A decision will be needed by early August in time for a notice in the September Newsletter. There may be a limit on numbers attending. DT had invited the craft groups to display some of their work, and he will extend an invitation to all the Camera Groups. 	DT
2487	Monthly Meetings <ul style="list-style-type: none"> The latest information from St Nic's was that they are expecting their autumn programme to ahead, with social distancing and subject to an attendance limit of 120. The prospects for St Nic's being available for the meeting on 28th October were therefore good. A decision will be needed in early September for a notice in the October Newsletter. It was suggested that Richard Rawlings be asked whether he could deliver his talk using Zoom, as an alternative. 	BC
2488	AGM <ul style="list-style-type: none"> The current advice from the Charity Commission on holding AGMs virtually allowed for some flexibility in the application of the requirements of the Constitution. Chris was concerned that holding the AGM by video (Zoom) would exclude some members from participating, though they could be offered some form of proxy voting. Should a real meeting not be possible, offering postal (or email) voting to all members would be inclusive, and would avoid the need for a video meeting which could be difficult to manage if many members should join the meeting. It was agreed that the option of postal (and email voting) should be available as a contingency, and Chris will plan accordingly. A decision 	CD

	on the form of the meeting will be needed in early September for inclusion of a notice in the October Newsletter.	
2489	Group Meetings <ul style="list-style-type: none"> Some groups with outdoor activities had started real meetings with social distancing (walking and garden visiting). GOs need to make risk assessments. Following further information from TAT, expected 4th July, Nick will draft a note for email distribution to GOs, giving advice on resuming group meetings again, and encouraging them to consider ways of meeting virtually until such time as they feel able to resume real meetings. 	NW
2490	Members' Handbook <ul style="list-style-type: none"> Considerable effort had gone into getting up-to-date information from GOs with a view to providing accurate entries in the Handbook. Nick will draft a note on access to Groups by members of other U3As (and vice-versa?) (also for the GOs Handbook). David (T.) will ask Jim Purves about the printing arrangements for previous issues of the Handbook and will obtain costs. A stiffer cover was preferred (150gsm) 	NW DT
2491	GOs Handbook <ul style="list-style-type: none"> David (T.) will ask Elaine for an estimate of the number of pages and the expected date for sending copy to the printers. A print run of 120 seemed suitable. It would be useful to include a reference to information on the conduct of risk assessments. Nick will draft advice on insurance cover for non-members attending group meetings. 	DT NW
2492	Newsletter Team <ul style="list-style-type: none"> Chloe Witchell's offer was appreciated. Beryl Mansell had also offered to help. David (T.) will convene a meeting with them and the existing Team. 	DT
2493	Finance <ul style="list-style-type: none"> Two members making payments for the next subscription year had been asked to defer their payments next year to September 2021 (one, a member of another U3A, to be refunded). The Monthly Accounts were accepted. The Committee was happy with the form in which the reports were presented David (L.) will send a note to Jill on a change to the method of handing membership subscriptions (membership account). Minutes of a Finance Sub-committee meeting had been received. The Sub-committee was arranging for a note to be sent to GOs reminding them of the TAT rules for financial management, in particular the opening of bank accounts and the holding of members' payments. All the Sub-committees known to have bank accounts had now provided information for the Treasurer's report. 	DL
2494	Membership and Recruitment <ul style="list-style-type: none"> There had been little activity in the present circumstances. There had been two resignations (one a GO). There was one prospective new member. 	

2495	<p>Communications</p> <p><i>New Beacon System:</i></p> <ul style="list-style-type: none"> • David T. had submitted to the Beacon Team a paper on desirable improvements to be included in the new Beacon system, including features that would facilitate the production of a credit-sized membership card. • A feature had also been requested for the automatic production of emails to members alerting them to relevant changes to the website. • There had been no information of the timing of the release of the new system. <p><i>Website</i></p> <ul style="list-style-type: none"> • David's report included information on work on website changes and maintenance, mainly being carried out Bob Ruffles. • Website usage by members remained low, but it was accepted that its greater value may be for publicity. <p><i>Social media:</i></p> <ul style="list-style-type: none"> • The previous Facebook pages had been withdrawn. Bob Ruffles was understood to be looking at what might be done to provide information for Facebook. 	DT DT DT
2496	<p>Publicity</p> <ul style="list-style-type: none"> • Rob had submitted a report. 	
2497	<p>Social Events</p> <ul style="list-style-type: none"> • The Social Sub-committee will be meeting later in July to decide what kind of event might be held in the autumn and to plan its programme for next year. 	
2498	<p>Supporting Committee Reports</p> <ul style="list-style-type: none"> • Reports submitted by the Science, Computer and Technical Support Groups were noted. 	
2499	<p>Any Other Business</p> <ul style="list-style-type: none"> • Nick proposed to submit to the TAT AGM (29th Sept) a motion on the co-operation of U3As in allowing members of other U3A to participate in some of their activities • Nick will forward to Chris the letter from the SDC Chair regarding attendance at the Open Afternoon. 	NC NC
2500	<p>Date of next meeting Thursday 3rd September at 10.00, by Zoom (unless notified otherwise)</p>	