



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10.00 on Thursday 5th July 2018**

		Action
2295	<p>Present Jim Purves (Chairman), Sue Christy (Vice Chairman), John Fry (Treasurer), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Pam Walshe (Social Committee), Richard Baxter (Meetings Manager). Apologies of Absence: Susan Henson (Groups' Organiser), Barbara Coleyshaw (Speaker's Secretary). In attendance: Nick White</p>	
2296	<p>Welcome The Chairman welcomed everyone especially Sue Christy and Richard Baxter as new members of the EC. Jim thanked Pam for hosting the Meeting at short notice in view of Susan's absence.</p>	
2297	<p>Minutes of the Meeting held on 3rd May 2018 These, having previously been agreed by email, were signed as a true record.</p>	
2298	<p>Matters Arising</p> <ul style="list-style-type: none"> • Banking Online had to be sorted out • The chasing of unpaid subscriptions was complete. • New membership application forms showing GDPR regulations were now in use • There will be a statement in the New Handbook with the revised wording for Clause 3 of our Constitution and GDPR. • The Change in Constitution will not be sent to Third Age Trust or the Charity Commission until the AGM has been ratified at the October Meeting of members. 	<p>JF</p> <p>JP</p>
2299	<p>Chair Report</p> <ul style="list-style-type: none"> • Under clause 6 vii of the Constitution the following were co-opted on to the EC: Barbara Coleyshaw, Speaker's Secretary and Richard Baxter, Meetings' Manager. These appointments will be effective until the 2019 AGM when they may stand for election to the EC. The EC voted unanimously in favour. • A quorum of a minimum of 105 members was not attained at the AGM. The Constitution requires the 2018 AGM Minutes to be circulated 21 days in advance of the next Monthly Meeting. It will be necessary to have 5% of the Membership present to ratify the AGM. Notice of the special meeting and AGM Minutes will be circulated with the October Newsletter, which will be issued in September. • Michael Harwood has agreed to be our Independent Examiner. • It was agreed to grant £60 from U3A Funds as a one-off payment to the Snooker Group to enable them to host a match against Watford. <p>Jim's Report was accepted.</p>	JP

2300	<p>Vice-Chair's/Monthly Meetings Report</p> <p>Sue had agreed to look at the duties and responsibilities of External Affairs Coordinator and to assess the value of the role.</p> <p>The timing of the new development at the Community Centre was uncertain but it was agreed that contingency planning should be put in place. It was agreed to book St Nicholas Church for Meetings from September 2019 to June 2020. No deposits were required. The additional costs involved were considered acceptable.</p> <p>Nick said Di Latter had overseen providing teas for 5 years and would like someone else to take over. The EC were asked for suggestions.</p> <p>Jim thanked Nick for his work on the EC over the last 6 years. Nick left the Meeting.</p> <p>Nick's Report was accepted.</p> <p>Jim had issued a resume of the roles of Monthly Meetings Manager and Speaker's Secretary.</p>	<p>SC</p> <p>NW</p> <p>RB</p>
2301	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • John presented his report. Jim asked that future reports showed Sub-committee accounts for the Science, Computer, Arts & Crafts Groups and Social Committee. • It was agreed to close the Gold Account and keep to one account, being the current account. • John was asked to prepare a budget for the 2019/2020 Season to be presented in advance of the next EC Meeting. <p>John's Report was accepted.</p>	<p>JF</p> <p>JF</p>
2302	<p>Recruitment and Membership Report</p> <ul style="list-style-type: none"> • New members' application forms to include new GDPR regulations and privacy statement were in use. A copy would be sent to Sue. <p>Jill's Report was accepted</p>	<p>m</p> <p>JD</p>
2303	<p>Group Development Report</p> <p>Susan had sent in a report. The GD Committee is rather depleted with only Susan and Elaine remaining. Sue Christy said the Handbook had been reformatted and updated and was ready for publication.</p> <p>It was felt simplification of Open Day arrangements was needed, with only those groups with vacancies participating, possibly with GO leaders wearing a red badge and tables placed alphabetically with a folded card indicating Group name. There would be a meeting in August with Susan, Elaine, Jim and Richard.</p> <p>Arrangements for the GO luncheon in 2019 would be discussed at the September EC Meeting.</p> <p>Susan's Report was accepted.</p>	<p>SH</p> <p>SC</p>
2304	<p>Social Committee Report</p> <ul style="list-style-type: none"> • Two sets of Minutes of the last Social Committee Meetings had been circulated prior to the meeting. The Northumberland trip was excellent with a good Blue Badge Guide, good weather hotels and coach. Taylor Travel were keen to organise another trip within the UK, possibly autumn 2019. It was felt a trip abroad would not attract a sufficient number 	

	<ul style="list-style-type: none"> Jim thanked Sue Christy for sorting out the medical issue on the Wicken Fen trip and the whole team for their interesting programme. Pam's Report was accepted. 	
2305	Communications Chair Report There was no Report from David	
	Supporting Committee Reports Computer Group As no meetings had taken place since May Mike did not send in a report. Technical Support Group Bob had submitted a report. Science Committee Bob had submitted a report. Jim and Sue wished to congratulate the Committee on the excellent Science Seminar. Web Team Bob had submitted a report.	
2307	GDPR Jim reported all databases remainder secure and there had been no known breaches. New members must confirm that they agreed to the GDPR regulations, existing members did not need to give their approval.	
2308	AOB <ul style="list-style-type: none"> Sue reported the details of the incident on the Wicken Fen outing. A written medical form had been completed and would be filed by the Secretary pending any future insurance claim. It was agreed it was not a notifiable event. The costs involved would be met by the Social Committee. Statements of account activity should be submitted to John prior to each EC Meeting by 4 groups: Science, Social, Computer and Drama Groups. Sue asked for clarification on the contents required. The status of accounts held by the Apple Group (if any) to be established. It was agreed the date for the January EC Meeting be put forward a week to Thursday 10th January 2019. 	NW JF/JP
	Dates of future meetings Thursday 6th September 2018: Thursday 1st November 2018:	

Distribution: Jim Purves, Sue Christy, John Fry, Jackie Bradforth, Jill Davies, Pam Walshe, Susan Henson, David Taylor, Richard Baxter, Barbara Coleyshaw, Nick White