



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 3rd March 2016 at
Eaves, Solefields Road, TN13 1PF**

		Action
2092	Present Jim Purves (Chairman), Beryl Mansell (Vice-Chair), Brian Cairnie (Treasurer), Judy Hebert (Secretary), Linda Gilbert (Membership Secretary), Sue Henson (Groups' Organiser), Pam Walshe (Social Committee), Nick White (Monthly Meetings).	
2093	Welcome The Chairman welcomed everyone. There were no apologies.	
2094	Minutes of the Meeting held on 7th January 2016 These, having previously been agreed by email, were signed as a true record.	
2095	Matters Arising These would be covered under Agenda items to follow	
2096	Chairman's Report Jim had submitted a report prior to the meeting; each item was discussed. 1 OVMH donation: JH to email OVMH to say EC donation of £400 would be sent in April; to email Science and Computer Groups to ask them to send their donations of £200 each independently. 2 Printing and Postage estimates: a quote of 49p per Newsletter had been received from AJ&T Mailing, Maidstone, which would save U3A £1000 p.a. The committee unanimously agreed that (i) Jim should consult the Butsons to see if they would agree to U3A trialling this option, and (ii) that September would be the ideal month in which to conduct a trial if so. 3 AGM preparation: the admin side of this is in hand (ie placing Notices in the May/June Newsletters). AGM papers would be included electronically for the eNewsletter and paper copies in the posted Newsletters. Minutes for the 2015 AGM would be distributed on chairs on the day as usual. The committee decided that a speaker following the AGM business would be easier to manage than running a cream tea and that Bob Ogley might be approached to give another talk. 4 Coffee Morning, 8 th April: Linda has the names of all who've joined since 2013. It was decided to invite all, in the hope of 50 accepting. Replies would go to Linda. All members of the EC are invited to attend, plus Ann Matthews and Jill Davies. As Pam will be on holiday, she would find someone from the Social Committee to represent her. Jim stressed that there should not be more than one EC member per table; Beryl was keen that the new members should be fully involved in the discussion rather than EC members. The EC role would be to make a note of ideas from the tables, and note anyone who might later be approached to join a committee. Beryl suggested that the event be written up in the N/L, listing actions to be taken to address issues raised.	JH JP JP/JH NW LG BM

	<p>Resolved issues would be reported in later N/Ls.</p> <p>5 EC Job Descriptions: the document drafted by JH is be used for reference by EC members in trying to recruit to vacant roles. Pam wanted to make a slight change to her job description; Judy wanted to make some small editorial changes. The document would then be re-sent to the EC.</p> <p>6 Candidates for EC roles. Linda reported that Jill Davies had agreed to take on her role and Ann Matthews would consider acting as back up to Jill; Jim suggested that Jill be formally proposed and voted to the role at the AGM.</p> <p>Judy had not yet found anyone to take on the Secretary role although 6 people had been approached. Bob has 3 further names from his Study Groups to ask. Jim will include a request for a new Sec to come forward in the May N/L</p> <p>7 Subscription increase Sept 2016: the procedure outlined by Jim was accepted.</p> <p>The Chairman's Report was accepted</p>	<p>JH</p> <p>JP</p>
2097	<p>Vice-Chairman's Report</p> <p>Beryl had submitted a Report prior to the meeting. She had received notification from NO of various courses they are offering to help EC members and supporting committee chairmen fulfil their roles. Jim requested that the invitation be forwarded to those concerned, stressing that this is an invitation they might like to take up rather than a requirement on them; Brian said he'd be interested in attending a session.</p> <p>Communication with New Members: Beryl said the initial questionnaire should be about the new members themselves and not about what they might offer U3A. She proposed that those concerned should decide what the primary aim of any questionnaire to new members was and how it is best worded to achieve that aim. It was agreed that the letter from Tunbridge Wells Membership Sec was good though too long. Linda would reduce it for our use. Jim proposed that at the May EC meeting there should be a plan of action for a welcome pack.</p> <p>The Vice-Chairman's Report was accepted</p>	<p>BM</p> <p>LG/BM</p>
2098	<p>Treasurer's Report</p> <p>Brian had submitted a report prior to the meeting. He added that the finances are in good order but wondered if the Social Committee account was holding too high a reserve. It was decided that he would contact Sue Christy direct to find out what is reserve and what is money-in-hand ahead of planned trips. Jim said the capitation fee should be paid to NO in this financial year; Beryl passed Brian the papers relating to this. Brian reported that he'd recently bought 1000 stamps. Brian asked for Richard Baxter's contact details; JH to send him these.</p> <p>Brain's report as accepted</p>	<p>BC</p> <p>JH</p>
2099	<p>Recruitment and Membership Report</p> <p>The points for discussion in Linda's report had already been covered. Jim asked that the database recently sent to all EC members by Pat Rawlins</p>	

	<p>should not be passed to anyone outside the EC.</p> <p>Linda's Report was accepted</p>	
2100	<p>Group Development Report</p> <p>Sue had submitted a report to the meeting. Further to that, she reported that she had had requests for more language groups but had not managed to find any teachers for these, and Singing for Fun, which is currently full. Brian suggested that Danny Kingshill might be contacted and asked if he'd be willing to run a Singing Group for U3A, assisted by Brian. Brian said he might run a taster session with guitar accompaniment.</p> <p>Sue reported that the new Psychology course is proving popular; and that she would contact Fran Bird who had expressed interest in setting up a running group.</p> <p>Various ideas had been expressed as to how U3A might discuss the In-Out EU Referendum but it was thought there isn't enough time now to set up a session.</p> <p>Sue's Report was accepted.</p>	
2101	<p>Publications/Newsletter Report</p> <p>No report had been received</p>	
2102	<p>Monthly Meetings Report</p> <p>Nick had submitted a report prior to the meeting. In relation to the new CC, Pam reported that STC had still not received planning permission to develop the Raleys Gym site so no progress on the new CC could be made for now. Nick said he'd arranged speakers till the end of 2016 apart from the AGM. Beryl agreed to send Nick Amanda's contact details so he could ask for the list of Knole speakers.</p> <p>Nick's Report was accepted</p>	
2103	<p>Social Committee Report</p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. Pam reported that Ann Matthews had decided not to join the Social Committee; the committee has a list of 10 possible members they will approach and will update the EC in due course.</p> <p>Jim said he'd been disappointed in the service at the Festive Lunch and suggested it be held at a different venue next year. St Julian's and Wilderness GC were suggested.</p> <p>Nick said Dale Penfold had offered to organise a U3A visit to the Cook kitchen at Sittingbourne; Pam noted this as a possible future SC trip.</p> <p>Pam's Report was accepted</p>	
2104	<p>Supporting Committee Reports</p> <p>Science and Computing Committees</p> <p>Win and Mike had submitted reports, the contents of which were noted.</p> <p>The Web Team</p> <p>Sheelagh had emailed to say there was nothing of significance to report from the web team.</p>	

	<p>Communications Bob had submitted a report. All items on it were noted; a full discussion of the distribution of the N/L by post resulted in decisions noted elsewhere in the Minutes. Beryl pointed out that the Comms group will see how TW U3A fares with the Beacon System before recommending to switch to it.</p>	
2105	<p>Correspondence All correspondence received from NO is forwarded to Beryl to disseminate appropriately.</p>	JH
2106	<p>AOB Sue asked for guidance on the procedure for putting the Handbook together. It was agreed that Sue should draft a letter to all GOs saying that the same details would go into the next Handbook unless they submit a new description by a given deadline. The Handbook is distributed in August; Sally at Welcome Printing prints it. JH to send Sally's contact details to Sue. It was suggested that Elaine might be a useful proof-reader to help Sue.</p> <p>There was some discussion of the Open Afternoon; this would be continued at the May EC meeting.</p> <p>A grant application had been received from the Bridge Club; the EC turned this down on the grounds that it would set a precedent for other groups to claim for non-permanent items used by the group.</p> <p>Judy distributed copies of The Essential Trustee The Essential Trustee</p>	JH
2107	<p>Dates of future meetings Thursday 5th May: Jim's, 9 Avenue Road, TN13 3UR Thursday 7th July: venue tba Thursday 1st September: venue tba</p>	

Distribution: Jim Purves, Beryl Mansell, Brian Cairnie, Judy Hebert, Linda Gilbert, Nick White, Pam Walshe, Sue Henson.