



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 2nd March 2017**

		Action
2183	<p>Present Jim Purves (Chairman), Nick White, (Vice Chairman and Monthly Meetings), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Brian Cairnie (Treasurer), Susan Henson (Groups' Organiser), Pam Walshe (Social Committee) In attendance: Pamela Murphy (Arts and Drama Group)</p>	
2184	<p>Welcome The Chairman welcomed everyone and Pamela Murphy.</p>	
2185	<p>Minutes of the Meeting held on 5th January 2017 These, having previously been agreed by email, were signed as a true record.</p>	
	<p>Matters Arising</p> <p>Elaine Knight-Elston was still considering whether she would be able to help with the production of the Handbook; technical skills were needed. The TSC group had purchased the equipment requested for the Web team. There was a defibrillator available at the Community Centre and Nick would give instructions on its use at the next Monthly Meeting. Jim, Jill and Sue will attend the Coffee Morning for new members on 3rd March. John Esler was unwell and his plan to organise a UK Holiday for U3A members has had to be put on hold. In order to fill places Kings Hill U3A are offering a holiday to Holland to all local U3As.</p>	
2187	<p>Arts and Drama Group Report David Hill, Treasurer sends in a report every 2 months - funds are sufficient. Drama Group's next production will be a published play with a need to pay royalties; it will take place in Otford Village Hall on 27th October. This group has 14 members which includes backstage hands. The Painting Group is very successful with 20/21 members meeting in Seal Village Hall. Trips to London Mall Galleries, (exhibitions change every month) has about 6 participants. Arrangements for the Art Exhibition at Knole Academy April 25-28 are in hand. The Writing Group, called Sevenoaks Scribes is a small group of 6 persons who write full length novels as well as non-fiction books.</p>	

2188	<p>Chair's Report</p> <p>John Fry, an accountant, is liaising with Brian and a decision on his preparedness to accept the position of Treasurer is awaited.</p> <p>The position of a person to take on External Affairs is to be abandoned unless a volunteer comes forward; meetings of Kent Network and S E Forum are not considered to be of particular interest. Jim is conferring with David Taylor regarding the position of Communications Chair person. Sue is prepared to continue as Group Development Organiser either with Elaine Knight-Elston's help or someone with technical skills.</p> <p>Jim had prepared AGM papers, which were discussed with the Committee. The capitation fee of £3629.50 needs to be paid to Head Office before the financial year end (31 March 2017). This covers 1037 members. The statement of account for the direct mailing had been received, which included a small refund from the advance payment. Next year's invoice will be received in April and the credit adjustment will be deducted at that time.</p> <p>The Post Code of the Community Centre is TN14 5DN.</p> <p>There was no interest within the committee to apply for a position on the National Executive Committee. Our Regional Trustee Hilvary Robinson will be standing down. Jim will ask Bob Ruffles if he is interested.</p> <p>The Chair's Report was accepted.</p>	<p>BC</p> <p>JP</p> <p>BC</p>
2189	<p>Vice-Chair's Report & Monthly Meetings</p> <p>Monthly meetings are booked until October and bookings for 2018 are in hand. Following some confusion at the last meeting, Nick proposed that "events on or after 20th of the month are included in the next Newsletter". There is no further news on the redevelopment of the Community Centre, but there will be a Planning Meeting on 22nd March. The problems with the audio system will be sorted for the next Meeting.</p> <p>The Vice Chair's Report was accepted.</p>	
2190	<p>Treasurer's Report</p> <p>Gift Aid repayment has been received in the sum of £2576.76. Eight members had not increased their subscription and if this was not received by 31 March their membership will be terminated.</p> <p>Brain's report was accepted</p>	
2191	<p>Recruitment and Membership Report</p> <p>Jill had met with Jeff Lee and the IT Team and forms for membership application online had been reduced to 3 pages, these were approved by the Committee. We will not be providing Membership cards.</p> <p>Jill's Report was accepted.</p>	
2192	<p>Group Development Report</p> <p>Jim to organise a set-up meeting at the end of March for the new Birds Group (9 members have expressed interest). The English Folk Dancing Group has attracted interest from 25 members and is applying for a start-up grant; it is proposed that this new group will start in September in Otford Village Hall. The French Group had an initial meeting at the Stag and their first official meeting will be in March. Seven people are interest in the Table Tennis Group for whom there is currently no room. Bob</p>	

	<p>Ruffles was organising a second Science Group. The Board Games Group was being formed and a new Aviation Group has been advertised in the Newsletter.</p> <p>The Committee was shown the invitation to the GO's lunch on Wednesday 3 May at Salomons, which was amended with regard to replies. 131 people were on the invitation list.</p> <p>The deadline for inclusions in the Handbook was the end of June, and requests for entries will be made shortly.</p> <p>Susan's Report was accepted.</p>	
2193	<p>Social Committee Report</p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. The luncheon at Wildernesse Golf Club on 10 February was considered a great success with just under 100 people attending. The Brick Lane Music Hall was over-subscribed, a repeat visit would be planned later this year. UK holidays will not take place yet.</p> <p>Pam's Report was accepted.</p>	
2194	<p>Publications/Newsletter Report</p>	
2195	<p>Supporting Committee Reports</p> <p>Science Committee Bob Ruffles had submitted a report.</p> <p>Computer Group Mike Davies had submitted a report.</p> <p>Web Team Jeff Lee had submitted a report.</p> <p>Technical Support Group & Communications Bob Ruffles had submitted a Report. The Beacon system is making progress. If we were to adopt this system a cost of 50p per member for technical backup from National Office would be applied. The Committee needed to have more details on its benefits before any commitment was made. The Committee agreed to fund travel and other reasonable expenses for Bob or one member of his Team to attend the Beacon Conference in London. A full Report was requested following the Beacon meeting.</p> <p>All Reports were accepted.</p>	
2196	<p>AOB</p> <p>Jill asked about the questionnaire given to each new member. It was agreed that this be discontinued, but consideration be given to send a questionnaire to newer members after they had had experience of the U3A for a few years; to be considered by the EC at the May meeting.</p>	ALL
	<p>Dates of future meetings</p> <p>Thursday 11th May:</p> <p>Thursday 6th July:</p> <p>Thursday 7th September:</p>	

Distribution: Jim Purves, Brian Cairnie, Jackie Bradforth, Jill Davies, Nick White, Pam Walshe, Sue Henson, Pamela Murphy