



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 8th May 2018**

		Action
2281	Present Jim Purves (Chairman), Nick White (Vice Chairman), John Fry (Treasurer), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Pam Walshe (Social Committee), David Taylor (Communications). Susan Henson (Groups' Organiser).	
2282	Welcome The Chairman welcomed everyone.	
2283	Minutes of the Meeting held on 1st March 2018 These, having previously been agreed by email, were signed as a true record.	
2284	Matters Arising <ul style="list-style-type: none"> • Banking Online had to be sorted out • GDPR to be placed on the Agenda for all future EC Meetings as a formality. • 	JF JB
2285	Chair Report <ul style="list-style-type: none"> • Jim presented the papers for the AGM. The Agenda for the AGM should show the former and revised wording for the amendment to the Constitution Clause 3. The 2017 Minutes, Report to the Trustees and Report & Accounts for 2017-2018, which were being audited, were approved by the EC for presentation at the AGM. • No nominations had been received for the vacancies of Vice Chair and External Affairs, which Jim explained could be a combined position. • Richard Baxter had agreed to undertake the role of Front-of-House at Monthly Meetings, but there was a vacancy for a Speaker's Secretary, which Jim was pursuing, Jim's Report was accepted. 	JP
2286	Vice-Chair's/Monthly Meetings Report <ul style="list-style-type: none"> • The Town Council can no longer afford to build to the original design for the new Community Centre. They now plan to replace the present building on the same site, which means that an alternative venue for Monthly Meetings will need to be found. Otford Village Hall or Darenth Valley Golf Club were suggested. It was agreed to make a provisional booking for Otford, and if necessary pay a deposit, from September 2019. To cope with possible car parking problems the entire Centre would be booked to include 3 halls and 2 kitchens. • Two speakers cancelled in January and April but have been rebooked for future meetings. 	NW

	<ul style="list-style-type: none"> Nick has agreed to book speakers until May 2019, which will complete the schedule for next Season's Handbook. In future it will be ascertained whether there will be questions placed before the Speaker at the end of the lecture; this will enable the tea-making team to allow sufficient time to prepare the tea so that it is available promptly at the end of the lecture. It was agreed to pay £5 for each cake provided at the teas, whether bought or home-made. <p>Nick's Report was accepted.</p>	
2287	<p>Treasurer's Report</p> <ul style="list-style-type: none"> John presented his reports. For the first time sub-committee accounts were shown for the Science, Computer, Arts & Crafts Groups and Social Committee. John was continuing to pursue duplicated subscription payments and would issue a cheque refund where necessary. John's Report was accepted. 	JF
2288	<p>Recruitment and Membership Report</p> <ul style="list-style-type: none"> The March Coffee Morning was successful with 56 invitations issued and 27 attendees. It was agreed that all future Reports should show the current total number of members. New members application form to include new GDPR regulations. Pat Rawlings was advised if new members required a hard copy of the Newsletter with attachments by post, and Chris Street advised if email was selected. <p>Jill's Report was accepted</p>	JD
2289	<p>Group Development Report</p> <p>Susan presented a report. Sue Christy is going ahead with updating the Handbook and would liaise with David regarding disguised email addresses for all Group Organisers, the lay-out and font size. There was still difficulty in finding a permanent, and possibly larger venue for the Snooker Group.</p> <p>Susan's Report was accepted.</p>	SH
2290	<p>Social Committee Report</p> <ul style="list-style-type: none"> The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. There were 37 members on the Northumberland trip. All outings had been booked for the remainder of 2018. Pam would liaise with Bob Ruffles and any other GO planning an outing or seminar to ensure there was no clash in dates. All application forms for trips or outings, which are signed by the applicant, would include details assuring members that our database is secure and will have no issues. A GDPR Report would be submitted to the EC every two months. Photographs of members taken on outings and trips, which may appear in the Newsletter or a photo carousel, should have the approval of individuals before they are taken. The best solution would be for the outing organiser to announce on the coach beforehand that 	

	<p>if anyone objected to make sure they are not included in any photo-shoot. Pam's Report was accepted.</p>	
2091	<p>Communications Chair Report David had had a very successful meeting at Aylesford, and everyone present who had trialled the Beacon System was pleased with the results. He suggested a 6/12-month trial. It was a web-based system and selected members would control access; the initial load up of the membership database would be by a third party (SE Beacon Representative) and then Pat Rawlings would take control. It would be stated in the Newsletter that a third party had loaded their personal data into Beacon, explaining that is was a system for the future and we will trial Membership which, if successful, can be extended into finance. We can withdraw at any time. The members involved would be David, Chris Streets, Pat Rawlings and Jill Davies. The EC unanimously agreed to trial Beacon based on one year until May 2019. This agreement was subject to David ascertaining the following:</p> <ol style="list-style-type: none"> 1. The cost – was the trial free or would there be a charge of 50p per member 2. How can we avoid dual input? 3. How long would trial normally last 4. How long does it take to set up? 5. Can we pull out at any time if we do not like it <p>David's Report was accepted.</p>	
2292	<p>Supporting Committee Reports Computer Group Mike had sent in a report. Technical Support Group Bob had submitted a report. The EC wished to record their appreciation of the valuable work that this Group does. Science Committee Bob had submitted a report. The Science Group does not hold a database. Web Team Bob had submitted a report. The Team will go ahead with disguised email addresses for all GO's and members of the Social Committee who issue flyers for outings/trips. These addresses need to be confirmed as acceptable by everyone.</p>	
2293	<p>GDPR In future this item would appear on EC Agendas</p>	JB
2294	<p>AOB The Charity Commission and TAT would be advised of the change to Clause 3 of our Constitution after approval at the AGM. Nick offered to undertake this task.</p>	NW
	<p>Dates of future meetings Thursday 5th July: Thursday 6th September 2018:</p>	

Distribution: Jim Purves, Nick White, John Fry, Jackie Bradforth, Jill Davies, Pam Walshe, Susan Henson, David Taylor