

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**  
**held at 10am on Thursday 1<sup>st</sup> July 2021, 'virtually'**

		<b>Action</b>
<b>2599</b>	<b>Present</b> Ken Brown (Chairman); Beryl Mansell (Vice Chair); Chris Dance (Secretary); David Lowe (Treasurer); Jill Davies (Recruitment and Membership); David Taylor (Communications); Elaine Knight-Elston (Group Development)	
<b>2600</b>	<b>Apologies for absence</b> Barbara Coleyshaw (Meetings Manager); Joyce Allen (Social Committee)	
<b>2601</b>	<b>Minutes of the Meeting held on 6th May 2021</b> These had been agreed by email. All relevant actions had been completed or were covered by agenda items.	
<b>2602</b>	<b>Matters Arising</b> There were no matters arising.	
<b>2603</b>	<b>EC Membership</b> Rob White had discussed his position with the Chairman which he had been considering for some time. He regretted that he had been unable to achieve what he had hoped to do. He offered his resignation which was accepted.	
<b>2604</b>	<b>Autumn launch of the upcoming 2021/22 season</b> Caroline Scales, Jenny Ruffles, Beryl Mansell and Ken Brown had volunteered to assist with Group Development, in particular to help plan an Open Day in early October. Details to be discussed were: <ul style="list-style-type: none"> <li>• The date.</li> <li>• The venue</li> <li>• Inviting the public as well as members and prospective members.</li> <li>• Focus on Groups with vacancies</li> <li>• Signing up new members.</li> <li>• Refreshments</li> </ul> Elaine will discuss the Bat & Ball Centre booking arrangements with Barbara with a view to one of them contacting Liz Hodgson (Town Council) to discuss our requirements and to make a booking. Event information will be needed for the Members' Handbook which was planned to be printed in early August.	<b>EE</b>
<b>2605</b>	<b>Planning Workshop, 30<sup>th</sup> July.</b> The Chair envisaged a meeting of two halves, the first taking a broad view of the issues (Bob's Ruffles had been invited to speak), the second, more specifically dealing with particular events (Open Day; GO event, etc.) and issues. Lunch will be on a 'bring and share' basis. Beryl agreed to contact attendees to coordinate the menu. Beryl will also bring a camera to take pictures for publicity (Newsletter, etc) and head-and-shoulder portraits of the new EC members for the Notice Board at members' meetings.	<b>BM</b>  <b>BM</b>

2606	<p><b>Meetings Management</b></p> <p>The Secretary had been continuing to substitute for Barbara who had provided the programme for the Monthly Meetings for 2021/22. The Secretary would ask Barbara to add lecturers' fees and email addresses to the list.</p> <p>The Committee confirmed its aim to hold the Monthly Meetings from October face-to-face in the Bat &amp; Ball Centre which had been booked for October and November. The Secretary would make further bookings for January to June 2022. Bookings would include the small hall and kitchen.</p> <p>Members of the Technical Support Group would be visiting the Bat &amp; Ball Centre on 15<sup>th</sup> July to investigate the interfacing of our equipment with the Hall's A/V systems to enable hybrid meetings.</p> <p>Further efforts would be made to find a tea organiser, for which a request would be made in the Newsletter.</p>	<p>CD</p> <p>CD</p> <p>DT</p>
2607	<p><b>Membership and Recruitment</b></p> <p>Jill's report was noted. Membership had declined slightly but there had been several new enquiries.</p> <p>The new membership form had been agreed.</p> <p>An Induction Meeting for new members was envisaged for November. A possible meeting for recent members was also discussed. Lists of potential invitees according to joining date could be drawn directly from Beacon, to which Jill would be given access. The Group Development team would meet with Jill to discuss options.</p>	<p>DT</p> <p>EE, JD</p>
2608	<p><b>Group Organisers' Handbook</b></p> <p>Bob Ruffles had distributed a draft. The Committee agreed to change the grant for new groups to £100, which would be in line with the grant available to established groups.</p> <p>Costs would be obtained from alternative printers for both 120 and 150 copies, to include postage.</p>	<p>DT</p>
2609	<p><b>Finance</b></p> <p>The Treasurer's monthly accounts were accepted.</p> <p>Ken would replace Nick as a bank mandate signatory in addition to the Treasurer and Secretary.</p>	<p>DL</p>
2610	<p><b>Communications</b></p> <p><i>Beacon:</i> Recently received information from the TAT Beacon team was not very informative. Details were not given of the significant software issues to be resolved or enhancements to be made, though information on the Beacon website referred to forthcoming changes to enable the more efficient processing of emails. David (T.) would consolidate the list of enhancements requested by Sevenoaks u3a and resubmit this to the Beacon team.</p> <p><i>Resources Website:</i> Only a few suggestions had been received for links to additional resources.</p> <p><i>Members' Handbook:</i> Responses for updating by GOs were coming in slowly. GOs would be sent a reminder shortly. A general statement about meetings for new members would be included, advising members to look out for the announcement of specific dates in the Newsletter.</p> <p><i>Newsletter:</i> An August issue was planned, perhaps just two pages, copy would be needed by 12<sup>th</sup> July. Various suggestions were made about possible</p>	<p>DT</p> <p>DT</p>

	<p>content, including news from groups, pictures from the photography group, and a subscriptions reminder.</p> <p><i>Membership cards:</i> Printing is complicated by the need to print multiple cards for households of more than one person (which receive just one Handbook copy). David (T.) would investigate the possibility of dividing the print run into two parts accordingly. The card would be dated for the year 1<sup>st</sup> Sept 2021 to 31<sup>st</sup> Aug 2022. Possible confusion caused to members renewing their subscriptions during September needed to be minimised.</p> <p><i>Social media:</i> Rob would be asked to transfer <i>Next Door</i> admin rights to the Chair, who would remove our presence from the site.</p>	<p><b>DT</b></p> <p><b>KB</b></p>
<b>2611</b>	<p><b>Other reports</b></p> <p>Reports from the <i>Social, Science, Computer and Technical Support</i> groups were noted.</p> <p><i>Computer Group:</i> Elaine emphasised the need for more support for the Computer sub-committee. Beryl suggested the possibility of getting help from the Knole members attending the group.</p> <p><i>Apple Group:</i> David (T.) would ask Dave Simmonds to provide some information about future meetings of the group, with the prospect of publicising the group events to members.</p> <p><i>Technical Support:</i> The proposal to replace the Zoom Business Plan with two Pro licences during the summer period was approved. The need for further Zoom licences would be reviewed in the Autumn. It was agreed to grant the request to spend £15 on equipment to assist with hybrid meetings.</p>	<p><b>DT</b></p>
<b>2612</b>	<p><b>Any Other Business</b></p> <p><i>Knole website:</i> Sevenoaks u3a members could not see which groups are available in Knole u3a because access is restricted to Knole members. The Chairman would raise the issue with the Chair of Knole u3a when an opportunity arises.</p>	<p><b>KB</b></p>
<b>2613</b>	<p><b>Date of next meeting</b></p> <p>Thursday 2<sup>nd</sup> Sept 10am</p>	