



MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 6th July 2017 at
Nick's, 29 Main Road Sundridge TN14 6EF

		Action
2211	<p>Present Jim Purves (Chair), Nick White (Vice Chair), John Fry (Treasurer), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Susan Henson (Groups' Organiser), Pam Walshe (Social Committee), David Taylor (Communications Chair).</p> <p>In attendance Pat Rawlins</p> <p>Apologies Chris Streets</p>	
2212	<p>Welcome The Chairman welcomed John Fry and David Taylor who had been appointed to the EC at the AGM, also Pat Rawlins.</p>	
2213	<p>Minutes of the Meeting held on 11th May 2017 These, having previously been agreed by email, were signed as a true record.</p>	
2214	<p>Matters Arising There were no matters arising.</p>	
2215	<p>Chair's Report</p> <ol style="list-style-type: none"> 1. The AGM proceeded satisfactorily with 110 members in attendance. 2. The following appointments were confirmed at the AGM: For 2 years: Jim Purves – Chair Nick White – Vice Chair/Meetings John Fry – Treasurer Pam Walshe – Social Committee David Taylor – Communications For 1 year: Susan Henson – Group Development Continuing – having been appointed at 2016 AGM For a further year: Jackie Bradforth- Secretary Jill Davies – Membership Secretary Jim personally thanked everyone for their support. 3. Trustees Workshop would take place on Wednesday 16th August - no one was interested in attending. 4. National AGM would take place from Tuesday 29th August to Friday 31st August in the East Midlands Conference Centre – it was agreed that the benefits of sending a representative did not merit the expenses involved. 5. The Open Afternoon would take place on Wednesday 27 September. 6. Jim had been in touch with the Chair of Knole U3A with a view to organising a joint committee lunch sometime in August/September – he would pick a date and arrange accordingly with all who were able to attend. 	JP

	The Chair's Report was accepted.	
2216	<p>Vice-Chair's/Monthly Meetings Report</p> <p>Nick advised that the booking for speakers was going well and were complete for listing in the new Handbook; the October and November 2018 bookings were in hand.</p> <p>As cakes and biscuits were now to be purchased instead of baked by members for the Monthly Meetings no helpers would be booked in advance, but nominated on the day. This scheme would start with the Open Day.</p> <p>Defibrillators – Dr Steve Plater had offered to give a lecture on their use, it was discussed as to whether a special session at Otford Village Hall would be preferable to a demonstration hourly at the Open Afternoon.</p> <p>Nick's Report was accepted.</p>	
2217	<p>Treasurer's Report</p> <p>Jim wished his thanks to Brian Cairnie to be recorded. The error in the Social Committee account had been noted at the AGM, which John would look into and liaise with the Social Committee Treasurer for its correction.</p>	JF
2218	<p>Recruitment and Membership Report</p> <p>Membership was relatively steady at over 1000 members.</p> <p>Jill did not have Word on her computer, which was inconvenient. It was agreed U3A would purchase and install the software for her.</p> <p>Jill's Report was accepted</p>	
2219	<p>Group Development Report</p> <p>Sue had submitted a report to the meeting. She reported that the Handbook was ready for printing.</p> <p>The Second Table Tennis Group would be set up.</p> <p>A suggestion had been made by a member that we expand the number of study days. This was discussed against the background of the 2 study days put on annually, namely one on Science and one on Jazz. The EC felt this was a sufficient number particularly as attendance depended on support from other U3As.</p> <p>It was noted that if a study group or member wished to promote an additional study day on a one-off basis this would be supported by the EC if it was considered to be viable.</p> <p>Susan would like more help with arrangements at the Open Day on 27 September, particularly on the door to prevent members who arrive early entering the main hall. Teas to be served in the Bar area.</p> <p>Defibrillator demonstrations to take place in a small area of the stage.</p> <p>Susan's Report was accepted.</p>	NW
2220	<p>Social Committee Report</p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. The outings and theatre visits had gone well. The outings had been set up for the remainder of the year with a visit to the Sonning Theatre booked for 9th December to see My Fair Lady.</p> <p>Tesco's had advised that they would no longer allow cars to be parked in their rear car park. Baker's Yard had been cooperative and agreed that for our Christmas outing cars could be parked at their premises. We may be able to use them on odd</p>	

	<p>occasions but there was no certainty. There was a need to find alternative parking facilities for our outings.</p> <p>A trip to Northumberland had been arranged instead of the suggested visit to Dublin in May 2018.</p> <p>The Festive Lunch at Wildernesse Golf Club had been booked for Friday 9th February 2018.</p> <p>Pam's Report was accepted</p>	
2221	<p>Communications Chair Report</p> <p>The new Data Protection Act which comes into force in May 2018 will put more restrictions on us. National Office are aware and will be sending out instructions. David gave a comprehensive computer presentation on the new Beacon System. The pros and cons of the System were discussed, which the EC would consider and return to at a later meeting. In the meantime David, Jill, Pat Rawlins, and Chris Streets would form a team to meet with other user groups, and to see a demonstration of the system in operation. Jim thanked David for the presentation and said for the time being we would carry on with our present system, but hoped a decision could be reached within the next 12 months..</p>	
2222	<p>Supporting Committee Groups</p> <p>Computer Group Mike Davies had sent in a Report</p> <p>Science, TSG and Web Teams Bob had sent reports for each group. The Science Study Day had gone well. The TSG Team are looking for volunteers. The Web Team had sorted out the payment problems.</p>	
2223	<p>Correspondence There was no correspondence.</p>	
2224	<p>AOB The Treasurer's Report from the Social Committee laying out their operating procedures was accepted by the EC. The questionnaire for new members was to be circulated for comments to be made at the next meeting. The new Handbook will be circulated by post with the next Newsletter. It was agreed that 100 extra handbooks would be printed. Invitations to the next EC Meeting would be extended by the Chairman.</p>	<p>JD JP</p>
	<p>Dates of future meetinngs: Wednesday 13th September: Jim's, 9 Avenue Road, Sevenoaks TN13 3UR Thursday 4th November: John's, 22B Witches Lane Sevenoaks TN13 2AX</p>	

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