



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**  
**held at 10am on Thursday 8<sup>th</sup> March 2018 at**  
**Jackie's**

		<b>Action</b>
<b>2267</b>	<p><b>Present</b>            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).</p>	
<b>2268</b>	<p><b>Welcome</b>            The Chairman welcomed everyone.</p>	
<b>2269</b>	<p><b>Minutes of the Meeting held on 4<sup>th</sup> January 2018</b>            These, having previously been agreed by email, were signed as a true record.</p>	
<b>2270</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• It was agreed that we would not pursue Direct Debits as it was too expensive. Members should pay subscriptions by Standing Order.</li> <li>• The Coffee Morning for new members would go ahead on 9<sup>th</sup> March.</li> <li>• Susan and Pamela were elected EC members in 2014.</li> </ul>	
<b>2271</b>	<p><b>Chair Report</b></p> <ul style="list-style-type: none"> <li>• As a result of communications from the National Office requesting that all U3As formalise the 'Object Clause' in their Constitution: it was agreed that we maintain the wording currently used in our Constitution.</li> <li>• <i>"The charitable purposes of the U3A are to advance education and in particular the education of people not in full time gainful employment who are in their third age (being the period of time after the first age of childhood dependence and the second age of full time employment) residing in Sevenoaks and its surrounding locality. For this purpose, education includes the development of mental and physical powers".</i></li> </ul> <p>Subsequent to the EC Meeting The Third Age Trust have been advised as above. However, they have come back to say that they do not recognise our 2014 wording and furthermore it does not specifically include "associated activities conducive to learning and personal development" ie social events.</p> <p>On the basis of the response from TAT the EC has agreed to accept their "Object" wording as follows:  <i>"The advancement of education and, in particular, the education of older people and those who have retired from full time work by all means including associated activities conducive to learning and personal development".</i></p>	

	<p>The insertion of this new clause will require approval from the membership at the AGM in June.</p> <ul style="list-style-type: none"> <li>• Committee vacancies:</li> <li>• Susan agreed to continue in her role as Group Development Organiser for another year, with the backup of Sue Christy who has agreed to undertake the responsibility for the annual Handbook. Richard Baxter has agreed to manage front-of-house requirements at Monthly Meetings, and Freda Parker has been approached to book the speakers.</li> <li>• Jim would welcome suggestions from the Committee for someone, who had committee experience, to take on the role of Vice Chairman. Jim's Report was accepted.</li> </ul>	
<b>2272</b>	<p><b>Vice-Chair's/Monthly Meetings Report</b> Nick outlined the duties of Vice Chair at Monthly Meetings, which included liaising with the National Office and Kent Office and supporting the Chair as necessary. The February Monthly Meeting had to be cancelled due to snow conditions. A notice was placed on the website, but it would be helpful to have a backup for Chris Streets, who was on holiday and unable to circulate an email to the membership to advise them of the cancellation of the Meeting. The speaker booked for the cancelled meeting will be invited for a future date. Nick's Report was accepted.</p>	
<b>2273</b>	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>• John would contact those who had underpaid, duplicated or not paid their subscriptions. All Gift Aid forms will be given to John.</li> <li>• The Gift Aid cheque for 2017 has been received.</li> <li>• The money allocated for the U3A National Office fee would be paid within this financial Year.</li> <li>• Jim will help John to set up online banking.</li> <li>• Every 2 months the Treasurer of the Social, Arts and Drama, Science and Computer Committees should submit a financial report to the EC Treasurer 2 weeks prior to each EC Committee Meeting. John to liaise with Committee Treasurers to determine level of information required to be reported.</li> <li>• It was agreed that all Committee accounts would be included in the annual financial return. John's Report was accepted.</li> </ul>	<p><b>JF</b></p> <p><b>JF</b></p> <p><b>JP/JF</b></p>
<b>2274</b>	<p><b>Recruitment and Membership Report</b> The coffee morning, postponed because of bad weather, would be taking place on 9th March. Help with arrangements was needed. Jill's Report was accepted.</p>	
<b>2275</b>	<p><b>Group Development Report</b> Susan had submitted a report to the meeting advising on a number of groups that had closed during the year and the new groups that will be appearing in the Handbook for the first time. One of the Science Discussion Groups was still struggling, but most of the new groups were filling up well. Susan's Report was accepted.</p>	
<b>2276</b>	<p><b>Social Committee Report</b> The Minutes of the last Social Committee Meeting had been circulated prior</p>	

	<p>to the meeting. The Festive Luncheon at Wildernesse Golf Club was enjoyable and successful with 98 people attending. Trips are organiser for the next 6/7 months. Two new members had joined the Committee and were becoming involved. A coffee morning had been organised to take place at the Stag prior to the Northumbria Trip. Pam's Report was accepted.</p>	
2277	<p><b>Communications Chair Report</b> David has booked to attend the Kent Development Day on March 16 and will send a report following the meeting, with particular reference to GDPR and Beacon. The Web Team will ask all GOs to agree to the use of disguised emails for their Groups. The EC requested the Web Team not to post personal email addresses. In circumstances where this was difficult to avoid (ie flyer return info) the Web Team should gain specific approval from that member.</p> <p>Beacon: The Web Team is keen to go ahead with the system, but a decision will be made after David has attended the Development Day on March 16 and reported to the EC Meeting in May. It is suggested that if we proceed the system be developed in three stages, firstly Membership, secondly Finance and thirdly Enhancement following trials. A working party comprising Pat Rawlings (Database Organiser), Chris Streets (Web Team), Jill (Membership Secretary) and David would analyse the benefits or otherwise of moving forward with Beacon</p> <p>A request from Sevenoaks Lions had been received for space on our Website. U3A is a charity and it is not part of our remit to undertake promotion of other organisations and the EC agreed that only U3A related information should be posted. The same applies to the Newsletter although there is a "Members' Corner" where members may refer to non commercial outside organisations they are involved with. David's report was accepted.</p>	
2278	<p><b>Supporting Committee Reports</b> <b>Computer Group</b> Mike had sent in a report. <b>Technical Support Group</b> Bob had submitted a report. <b>Science Committee</b> Bob had submitted a report. It was agreed to include the Science Committee Account in the Annual Return. John would liaise with their Treasurer and it was agreed that an EC Trustee should be a signature on their account. <b>Web Team</b> Bob had submitted a report.</p>	
2279	<p><b>Newsletter</b> The Newsletter Team have requested the EC to encourage members to submit new items as they are short of articles.</p>	
2280	<p><b>GDPR</b> It was agreed to have a regular item on the Agenda at each EC Meeting for GDPR. A paper outlining details of our Membership Database and the rights of Members under the GDPR will be issued with the April Newsletter.</p>	

	<p>The following amendments/additions were accepted for the proposed paper.</p> <p>Item 1. A backup of the Membership Database is held on the Chair's password protected computer. Backup takes place on a monthly basis and <b>Backup</b> records are deleted after 6 months.</p> <p>Item 2, 2.3 Our agreement with AJ&amp;T Mailing requires deletion of the mailing list after each monthly distribution (<b>Newsletter</b>) or <b>annual distribution (Handbook)</b>.</p> <p>Item 4. Members <b>will be reminded</b> on each subscription anniversary to ensure that personal information held on our Membership Database is up-to-date.</p> <p>New members will be required on joining to give written consent for their personal details to be kept on the Membership Database and the use of such data on restricted databases such as the TAM and the Newsletter.</p> <p>There is no requirement for us to gather consent retrospectively from current members.</p>	
	<p><b>Dates of future meetings</b>  <b>Thursday 3<sup>rd</sup> May 2018:</b> Jim's,</p>	

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