



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 4th January 2018 at
Jim's, 9 Avenue Road Sevenoaks TN13 3UR**

		Action
2253	<p>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). Apologies for Absence: Susan Henson (Groups' Organiser)</p> <p>In attendance: Chris Streets Richard Teare (Treasurer, Knole U3A) from 11.00am</p>	
2254	<p>Welcome The Chairman welcomed everyone and wished all a Happy New Year.</p>	
2255	<p>Minutes of the Meeting held on 2nd November 2017 These, having previously been agreed by email, were signed as a true record.</p>	
2256	<p>Matters Arising</p> <ul style="list-style-type: none"> • John was checking with the Bank regarding the relative costs between Standing Orders and Direct Debits. • In view of Susan's absence her wishes regarding her decision of her role on the Committee would be carried forward to the next meeting. • Coffee Morning will be arranged for New Members on 2nd March. • The results of Susan's contact with Edenbridge U3A regarding the possibility of increasing numbers for the second Science Group would be carried forward to the next meeting. 	<p>JF</p> <p>SH</p>
2257	<p>Chair Report</p> <ul style="list-style-type: none"> • Committee succession planning – Nick had agreed to take over as Chairman from June 2019, but as he would have already served on the Committee for 6 years and to adhere to the Constitution rules he would retire from the Committee at the next AGM for one year. • Jim would welcome suggestions from the Committee for someone, who had committee experience, to take on the role of Vice Chairman and someone, who need not be a member of the Committee, to organise Monthly Meetings, both roles to commence in June 2018. Nick outlined the duties of the position of Monthly Meetings Organizer and an announcement will be made at the Monthly Meeting and in the Newsletter. • Jackie was asked to check on length of service on the Committee of Pam and Susan. • There had been no further contact with Westerham or Edenbridge U3As since our last meeting. Jim's Report was accepted. 	<p>ALL</p> <p>JB</p>

2258	<p>Vice-Chair's/Monthly Meetings Report Attendance at the Monthly Meetings had been poor. There was usually a hard core of about 100, but now numbers are down. Chris was asked to circulate a reminder to members by electronic mail a week beforehand, and to mention that teas following the meeting were free. Nick's Report was accepted.</p>	
2259	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • John would be sent a copy of the database to enable him to contact those who had underpaid, duplicated or not paid their subscriptions. • Jim will liaise with John over the submission of the Gift Aid claim to ensure that it is included in the 2017/2018 accounts. • There was a query on the Jazz Study Day income. John's Report was accepted. 	JF
2260	<p>Recruitment and Membership Report There was little movement in membership numbers. A coffee morning for new members would be confired for 2nd March, and the only Committee Members who needed to be present were, Jim, Jill and Susan. Jill's Report was accepted</p>	JD
2261	<p>Group Development Report Susan had submitted a report to the meeting indicating that things were going well within the groups.</p>	
2262	<p>Social Committee Report The Minutes of the last Social Committee Meeting had been circulated prior to the meeting and Pam had submitted an updated Report. Three new members had joined the Committee and were becoming involved. One hundred people had signed up for the FebruaryFestive luncheon. Pam's Report was accepted.</p>	
2263	<p>Communications Chair Report The SSL certificate, which adds another layer of security to the website, had been received. David's Report was accepted.</p>	
2264	<p>Supporting Committee Reports</p> <p>Computer Group Mike had sent in a report. It was suggested that teas no longer be provided at meetings as there was lack of volunteers to provide them.</p> <p>Technical Support Group Bob had submitted a report.</p> <p>Science Committee Bob had submitted a report.</p> <p>Web Team Bob had submitted a report.</p>	
2265	<p>Beacon System Chris Streets gave a report on the communications aspect of the systemcurrently in use in Sevenoaks U3A. Group email had been purchased which enabled up to 500 emails to be circulated. Chris sends out blocks of 50, which is acceptable to AOL. There are currently 324 members with email addresses. The current database on Excel with filters, managed by Pat Rawlins, works well.</p>	

	<p>Richard Teare from Knole U3A gave an explanation of the Beacon system, which they are introducing to develop a membership database.</p> <p>The question was asked where is the Beacon system taking us, and how much training and commitment would be needed from members. It was agreed that David would continue to liaise with Knole and monitor developments so that the EC could determine the benefits or otherwise of adopting the Beacon system.</p> <p>Beacon would continue under EC review.</p>	
2266	<p>AOB</p> <p>Jackie said the Charity Commission Return would be submitted before the end of January.</p> <p>Jim asked for all Committee Reports to be submitted by the Sunday prior to meetings.</p>	
	<p>Dates of future meetings</p> <p>Thursday 1st March: Sue's 5 Quarry Cottages London Road Sevenoaks TN13 2JB</p> <p>Thursday 3rd May 2018: Jim's, 9 Avenue Road, Sevenoaks, TN13 3UR</p>	

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