## MINUTES OF THE EXECUTIVE COMMITTEE MEETING

## held at 10.00am on Thursday 1 September 2022 at Marchings, Linden Chase, Sevenoaks

		Action
2715	<b>Present:</b> Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer); Sue Christy (Secretary); David Taylor (Communications); Joyce Allen (Social Committee).	
2716	Apologies for absence: none	
2717	Minutes of the Meeting held on 7 <sup>th</sup> July 2022	
	These had been agreed by email.	
2718	Actions and Matters Arising	
	Actions that had not been discharged and matters arising were dealt with under the appropriate agenda items.	
2719	Chairman's introduction	
	<i>TAT electronic newsletter:</i> It was felt to be a good idea to bring this to the attention of our members. Ken suggested a short item in the newsletter with the link to access the newsletter should anyone wish. Sue agreed to write a short article.	SC
	<i>Kent Network:</i> Ken reported that he had not been able to attend the Chairman's peer- to-peer group meeting but had read the minutes. Ideas from that included a WhatsApp group.	
	Sue was puzzled that she had received an email from Eleanor Brooks at Kent Network and would forward it to Beryl. Sue will also email Eleanor to request she puts Beryl as the lead contact for Sevenoaks and deletes Sue from her contact list.	SC
	<i>30<sup>th</sup> Anniversary in 2024:</i> Ken reminded us that we will set up a Sub-Committee at the beginning of 2023 to start planning the 30 <sup>th</sup> Anniversary celebratory programme.	
2720	Membership and Recruitment	
	Jenny Ruffles report was noted.	
	<i>Potential new member with Alzheimer's.</i> Jenny reported that she had been contacted by the son of someone who had early onset Alzheimer's and had been recommended u3a by her GP. Ken and Jenny had agreed that mother and son would meet Ken at the October Open Meeting as a 'taster' and to discuss the situation.	KB
	Jenny asked if we had guidelines for potential members who may have significant health/mobility issues. It was agreed that there was a difference between existing members who develop dementia and potential new members joining with health or mobility issues. We agreed that:	SC
	<ul> <li>Su3a is unable to take responsibility for the person.</li> <li>They have to be able to operate independently and safely for themselves and other people.</li> <li>If they can't get to a meeting by themselves, someone will need to bring them to the venue and collect them and if necessary stay with them the entire time.</li> </ul>	

	Sue will look for guidelines, including our safeguarding guidelines, write some if need be and circulate a short document to EC members and Membership Secretary for review.	SC
2721	Vice-Chair report	
	Beryl's report was noted. Beryl queried whether it was worth analysing trends in groups that had closed and those that had opened recently.	
	She mentioned the list of workshops that had been circulated by Kent Network. It was felt that it would be useful if all of the workshops were attended by one or more EC members who then produced a summary of the key points for other EC members.	EC
2722	Computer Group.	
	Mike's report was noted. There are meetings planned for October-December for which Su3a is paying the hall hire.	
2723	Strategy Implementation	
	<i>Learning from our past successes:</i> There was a general discussion about this, which identified a few recent cases where people had joined and got involved straight away. Sue agreed to contact the Membership team to learn from their recent experiences.	SC
	<i>Outcome: 90% of new members are involved a group or in a volunteering role with 3 months or joining:</i> there was a discussion about how challenging/optimistic this figure was and also whether we wanted to be a u3a which is open to all or whether we wish to enrol those who want to participate and get involved, in line with the Third Age Principles.	
	<i>Publicity:</i> the idea of contacting big local employers' HR departments to spread the word about Sevenoaks u3a pre-retirement was positively received. Sevenoaks DC and Conwy on the Vestry Estate were two large local organisation that came to mind.	SC
	It was decided to take this discussion forward in another meeting.	
2724	Finance	
	<i>Financial Position:</i> David L.'s report was noted. Most subscriptions come in on 20/21 September.	
	<i>Riviera Travel:</i> it is hereby minuted that the money received from Riviera Travel must be treated as a charitable donation and for this reason, in future we will not be sharing this money with the member who has triggered it.	
	<i>TAT proposal to link capitation fee to state pension increase:</i> it is hereby minuted that EC has agreed that Sevenoaks u3a will support the Amendment proposed by the Canterbury and District u3a to limit increases to TAT and to have increases approved at the TAT AGM.	
	<i>Change of CAF bank mandate:</i> Sue Christy has been added to the account as a signatory and will try to use internet banking.	SC
2725	Group Development	
	<i>GDC:</i> The situation is unchanged in that we have no Group Development Coordinator (GDC). Ken will approach one of our new members who expressed an interest in the	КВ

	Secretary's role earlier in the year but it may be that she has now filled her time with other activities and would not be interested in this role.	
	<i>Group discussion with GOs:</i> Ken is planning to hold a round table discussion with a cross section of group organisers (GOs) (ca. 8-10) to explore the sort of support and help they would appreciate from a GDC. Do many GOs need support for example? EC members to suggest possible names to Ken.	EC
	Ken will then circulate a summary of his findings	КВ
	Setting up a new group: Sue suggested trying to see if early EC support (in the absence of a GDC) for the first six months would help to get a group established. She is willing to identify from new members someone who might make a good GO, take a topic they have expressed interest in, find other new members with a similar interest and try to get the group in motion with her support. Then, after about 6 months, assuming all goes well, she will hope to hand over to one or more group members to run the group themselves.	SC
2726	Communications	
	David T.'s report was noted.	
	<i>Membership Cards:</i> David L and David T talked through the options for cards and letters. It was agreed to get quotes from AJT, Lakeside Printers and one or two other printers. It was agreed that the Membership Card could be plastic like a bank card, stiff card or laminated card, depending on costs and practicalities as long as it was robust enough to last a year.	DL/DT
	<i>Leaflet and welcome pack:</i> both were positively received, it being felt that the grid in the leaflet was really useful and some of the wording of the welcome pack could be incorporated into the leaflet. We would remain with the current leaflet format as we have holders for these. EC members to contact David T. with ideas for amended text for the leaflet.	EC
	<i>David T's role and replacement after 6 years on EC:</i> David T would be happy to carry on doing the newsletter and flyers for the Social Committee when he leaves EC.	
	There is currently no-one identified to take over the Beacon role. David T will give David L admin rights on Beacon as a short term solution but it is felt to be important to have someone sit on EC with the responsibility for Beacon and for Communications in general.	DT All EC
	Alternative to Sitebuilder and Net Objects Fusion (NOF): David T and the webteam are looking for an alternative for NOF for our website. NOF is longer supported and is somewhat cumbersome to use. Sitebuilder is old software used by many other u3a's. One option would be WordPress as it is said to link to Beacon. David T plans to ask the u3a WordPress Forum whether and how WordPress links to Beacon and whether this offers any specific benefits.	DT
	<i>Scams:</i> in view of the increasing number of scams it has been suggested that the Webteam have a slot on the website for the latest scams. This will be publicised in the newsletter.	DT/BR

2727	Social Committee	
	Joyce's report was noted.	
	Joyce is still looking for more people for the Social Committee.	JA
	She noted the high percentage of people walking with sticks on the Frogmore outing by coach. There is still a shortage of people to go on trips. Given that the Social Committee has recently offered to transfer £1000 of excess funds to the main account, the Treasurer encouraged the Social Committee to run trips at a loss, if need be, while numbers build up again post-Covid.	
2728	TSG	
	Bob Ruffles report was noted, as was the document relating to the problems at the Bat and Ball Centre (BBC).	
	Ken will be attending the BBC User Group Meeting. He has sent the Town Clerk at Sevenoaks Town Council information on the tech problems and also listed in his email the issues in the kitchen. The majority of EC members felt that it was up to STC to resolve the issues, rather than users, given the money invested in the new building.	КВ
2729	Science Open Group	
	Bob Ruffles report was noted.	
2730	Any Other Business	
	Sevenoaks District Council Initiative for Silver Sunday: EC confirmed that the Science open meeting on 10 <sup>th</sup> October and the monthly meeting on the 26 <sup>th</sup> October will be open to non-members as part of SDC's Silver Sunday programme of activities.	
	<i>Flyers and advertising for non Sevenoaks u3a activities:</i> EC reiterated that the policy is that only u3a activities will be advertised or promoted by us.	
2731	Date of next meeting	
	Thursday, 3rd November at 10.00 at Marchings, Linden Chase .	
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Distribution: Ken Brown, Beryl Mansell, David Lowe, David Taylor, Joyce Allen, Sue Christy