MINUTES OF THE EXECUTIVE COMMITTEE MEETING held at 10am on Thursday 5th Sept 2019

		Action
2394	Present Nick White (Chairman), Richard Baxter (Vice-Chair), Chris Dance (Secretary), Jill Davies (Membership Secretary), Pam Walshe (Social Committee) Apologies David Lowe; Barbara Coleyshaw; David Taylor; Elaine Knight-Elston	Action
2395	Minutes of the Meeting held on 4 th July 2019 These, having previously been agreed by email, were signed as a true record.	
2396	 2383: In the absence of a volunteer catering organiser for Monthly Meetings, EC members would continue to assist with refreshments, but the meeting convener would ask for other members to lend a hand, with a view to encouraging someone to take this role. 2383: Chris had suggested to the web team how a link might be provided to the Code of Conduct from a page more likely to be seen by members, but there had been no response. Elaine would be asked to look at the structure of web pages giving information on Groups with a view to making improvements that could be proposed to the web team. 2386: As members opting to view TAM online appear not to get an email alerting them to a new issue, the proposed note for the Newsletter reminding them of this option would not now be produced. 2392: Nick will arrange for a note in the Newsletter asking for a volunteer for the External Communications responsibility. Other matters and actions arising from the previous meeting were dealt with under the relevant Agenda item. 	CD/EE
2397	 25th Anniversary Celebration Elaine and Barbara had reported that preparations for the Anniversary Celebration are well in hand. Tickets for 103 members had been issued and there are 4 on a waiting list. As there is limited car parking, RB would provide a note for the Newsletter advising members, where possible, to avoid coming by car or to car share. Any attending EC Member without a name badge could ask Elaine for a sticky label. Chris and Nick would arrive early (from 1 o'clock) to lend a hand if necessary. 	RB AII CD/NW
2398	 Reconvened AGM, 23rd Oct. 2019 As it is not expected that 10% of members will be present, the reconvened AGM will be held after the talk so that the required half an hour will have passed, after which a quorum is not required. 	

ĺ	Group Development Report	
	 The next coffee morning for new members had been arranged for March 2020. Chris offered to come and talk about the Galleries Group. 	CD
	that the decline in membership could be arrested by some publicity.	
2403	 Recruitment and Membership Report The Recruitment and Membership Report was noted. It was expected 	
0.400	satisfactory.	
2402	 Treasurer's Report David had provided a report. The current position seemed to be very 	
2402	Monthly Meetings up to October 2020.	
	Barbara had provided a report. Speakers had been booked for all	
2401	Speakers' Secretary Report	
	 The dining groups organised by Knole U3A seemed to serve a similar purpose to the Sevenoaks U3A social events programme. Pam would obtain the views of the Social Events sub-committee. 	PW
	 Richard would attend one of the Gresham College Lectures arranged by Knole U3A and report back to the EC. 	RB
	 A coffee morning at Miller and Carter (Riverhead) on the lines of those held by Knole U3A would be arranged for November. 	RB
2400	Vice-Chair Report on Joint Meeting with Knole U3A	D.C.
	 The Jazz Study Day on 31st Oct. would be mentioned in the <u>Newsletter</u>. 	NW
	 Jill would ask for a place to be provided for Sevenoaks U3A at the Sevenoaks District Senior Action Forum 'Silver Week' coffee morning on 7th Oct., and Nick and Jill would attend. 	JD/NW
	new members when mentioning the U3A to them. Victoria Baxter would be asked to work up a design. A print run of 100 for each EC member was envisaged.	N.D
	 had to be dealt with by the group itself. Nick had made a 'contact card' which could be handed to prospective 	RB
	 Nick would advise the Group Organiser of the singing group that, although the EC is sympathetic to the group's problem, the difficulty 	
	They could be distributed to members with the Handbook. Further consideration was deferred to an EC meeting next year prior to production of the 2020 Handbook.	CD
	It was felt that Membership Cards would be useful as proof of membership for members attending group meetings and other events. These and the distributed to group here with the Headle and Furthern. The second the distributed to group here with the Headle Furthern.	
2399	hands, so that tellers will not be needed. Chairman's Report	
	 It was assumed that the required two thirds of those present voting for the motion to change the constitution could be gauged by a show of 	
	adjourned AGM, and the minutes of the 2018 AGMs to which they refer. It was not felt to be necessary to reprint the Trustees' report or the Accounts.	
	 Chris will provide 50 copies of the Agenda, to be put on seats before the meeting, and to which will be attached copies of the minutes of the 	CD

2407	 Chris thought that the document listing various EC role descriptions would help new EC members understand how their role related to those of other Committee members. The document covered all EC roles except for the Communications role. Nick would ask David (T.) whether a description of this role could be provided. Chris said that the TAT assumes that the Secretary is its primary contact with each U3A. Jackie had taken this role, at least for the provision of information to TAT and the dissemination of news and documents sent from TAT, and Chris thought this could be made explicit in the Secretary's role description. 	NW CD
2407	Supporting Committee Reports Reports submitted by the Science, Computer, Web Team and Technical Support Groups were noted.	
2406	 Social Committee Report The minutes of the most recent Social Events sub-committee meeting had been submitted in lieu of a report. The programme for the first half of 2020 had been worked out. Booking for the South Wales tour was going well. Jill had passed to Pam contact details of new members expressing an interest in the committee but none felt ready to play an active role. It was suggested that they be invited to attend initially as observers. A new treasurer, to take over from Sue Christy, had yet to be found. Pam would draft a note for the Newsletter to ask for someone prepared to take the role. 	PW PW
2405	 David (T.) had submitted a report on the Handbook and Beacon, which was noted. In view of the number of comments on the accuracy of group entries in the Handbook, it was suggested that once Group Organisers have submitted amendments for their group, they be sent a proof copy of relevant pages of the Handbook to verify that the entry for their group is correct. Ways of improving accuracy will be discussed at an EC meeting prior to production of next year's Handbook. Other aspects, for example an alternative arrangement of Group entries by subject, could be discussed at the same time. Access to the Beacon system is still causing problems for Nick and perhaps others, which are being pursued by David (T.) Other EC Members may benefit from access to Beacon once the capabilities of the system are more fully appreciated. It would be useful to provide EC Members with a demonstration of the system. 	CD DT
0.405	 Elaine had provided a report which included the detailed arrangements for the Anniversary Celebration. Elaine would be asked to contact Group Organisers to establish which groups had vacancies, with a view to listing these in the Newsletter. 	CD/EE

2408	AOB	
	Nick would ask David (T.) for that of Communications sub-committee, and Chris would ask for that of the Computer Group. David (T.) would be asked to make amendments to the GDPR Policy document so that it is consistent with the transfer of the database to Beacon. Victoria Baxter had asked for new EC Members to provide photos of themselves for the Newsletter.	PW CD NW CD/DT DL/EE/ BC/CD
2409	Dates of future meetings Thursday 7th November Thursday 9th January	