



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 5th January 2017**

		Action
2168	<p>Present Jim Purves (Chairman), Nick White, (Vice Chairman and Monthly Meetings), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Sue Henson (Groups' Organiser), Pam Walshe (Social Committee)</p> <p>Apologies: Brian Cairnie (Treasurer).</p> <p>In attendance: Mike Davies (Chairman Computer Group)</p>	
2169	<p>Welcome The Chairman welcomed everyone and Mike Davies.</p>	
2170	<p>Minutes of the Meeting held on 3rd November 2016 These, having previously been agreed by email, were signed as a true record.</p>	
2171	<p>Matters Arising The gazebos have been disposed of for free. Beryl's Report on the 2016 Annual Conference has been received,</p>	
2172	<p>Computer Chairman's Report Numbers attending meetings remained steady. The provision of teas may be abandoned if volunteers were not forthcoming. It was hoped a dishwasher may be installed in the smaller kitchen of the Otford Village Hall, the use of paper cups was to be considered. Speakers had been booked until May, and planning was in hand for next year.</p>	
2173	<p>Chairman's Report There had been no further movement in the search for External Affairs or Communications Committee Chairmen. Sue is prepared to continue as Group Development Organiser if she is relieved of the responsible of producing the Handbook. Elaine Knight-Elston may be prepared to undertake this responsibility and will be approached to accepted this role on a job-share basis. Jim has approached several people regarding the position of Treasurer from June and will report back. The Committee approved the sum of £50 for the website team to purchase an external hard drive. The S E Region Conference invitation will be declined.</p>	<p>SH</p> <p>JP</p>

	<p>Kent U3A Network meeting to discuss National Governance will be declined as we do not have an External Affairs Representative and no other Committee Member was interested in attending.</p> <p>The Physical Activity and Older People Grant Scheme would not be applied for as it was felt it was not within our remit to provide care and support.</p> <p>The invitation from West Kent Communities to the Social Lunch at Hollybush Court would be declined.</p> <p>Pam undertook to obtain a list of the locations for defibrillators with particular reference to the halls used by U3A members.</p> <p>Details of the S E UK Forum Summer School in Chichester in June will be put in the Newsletter and are on the website.</p> <p>The Chairman's Report was accepted.</p>	
2174	<p>Vice-Chairman's Report & Monthly Meetings</p> <p>Monthly meetings are booked until October.</p> <p>A phone call had been received from Select Legal Solutions offering their services. They were advised that we were not interested as we do not have speakers from commercial organisations.</p> <p>It was suggested that Di Latter should have a Deputy Organiser who could take over when problems arose.</p> <p>The Vice Chairman's Report was accepted.</p>	
2175	<p>Treasurer's Report</p> <p>Brian had submitted a report prior to the meeting. Jim will claim the Gift Aid for 2016 once the outstanding subscription payments are received.</p> <p>Brain's report was accepted</p>	JP
2176	<p>Recruitment and Membership Report</p> <p>Application forms for membership will be placed online. These consist of seven pages and include the Data Protection details. It was agreed that new members joining mid-year would be asked to pay the first year of their subscription by cheque and complete the Standing Order form for subsequent subscriptions from September.</p> <p>Jill's Report was accepted.</p>	
2177	<p>Group Development Report</p> <p>The next coffee morning for new members will be held in March. There would be a short meeting for EC members present along with helpers at the end of the morning to discuss any matters arising.</p> <p>The GO's lunch would be held in the smaller room at Salomons based on a maximum of 90 guests. The programme would be:</p> <p>Invitations for guests to arrive 12.00 to 12.30 when the bar would be open for drinks. 12.30 Sue, as Group Development Organiser would open the meeting, followed by Hilvary who would be asked to speak for 15/20 minutes to include time for questions. A 2-course Buffet Luncheon would be served from 1.00 and it was requested that coffee be added. Sue would draft an invitation and forward to Jim for approval; replies would need to be received by mid-April. If a Group Organiser was unable to attend, a replacement from within the group would not be acceptable.</p> <p>Sue's Report was accepted.</p>	SH/JD

2178	<p>Social Committee Report</p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. The recent trips went well. The luncheon at Wildernesse Golf Club on 10 February was booking well and so far 85 tickets had been sold.</p> <p>Trips and the luncheon were being subsidised by the Social Committee to reduce the surplus funds.</p> <p>Pam's Report was accepted.</p>	
2179	<p>Publications/Newsletter Report</p>	
2180	<p>Supporting Committee Reports</p> <p>Science Committee Bob Ruffles had submitted a report.</p> <p>Computer Group Mike Davies had submitted a report, which he had enlarged upon at the Meeting.</p> <p>Web Team Jeff Lee had submitted a report.</p> <p>Technical Support Group & Communications Bob Ruffles had submitted a Report. The Beacon System is a national system which has been taken over by the National Office with a charge of £500 per U3A. The Sevenoaks U3A could see no benefit from this System at this time.</p> <p>All Reports were accepted.</p>	
2181	<p>AOB</p> <p>External - Beryl's Report on the Annual Conference held in August had been received.</p> <p>Social Events - Jackie asked if UK holidays would be reintroduced. John Esler had been brought on to the Social Committee to explore this possibility, but in view of his illness the matter was on hold. It was hoped that possibly something could be offered members by the end of the year.</p> <p>Art & Drama - Approval was given to Pamela Murphy to place an advert. in the Chronicle for the Art Exhibition in April at a cost of up to £30.</p> <p>General - In view of the GO's luncheon on 3rd May it was agreed to postpone the May EC Meeting and pot-luck lunch by one week to Thursday 11th May.</p>	PW
2182	<p>Dates of future meetings</p> <p>Thursday 2nd March:</p> <p>Thursday 11th May: ,</p>	

Distribution: Jim Purves, Brian Cairnie, Jackie Bradforth, Jill Davies, Nick White, Pam Walshe, Sue Henson, Mike Davies