



MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 5th May 2016 at
Jim's, 9 Avenue Road, TN13 3UR

		Action
2108	<p>Present Jim Purves (Chairman), Brian Cairnie (Treasurer), Judy Hebert (Secretary), Linda Gilbert (Membership Secretary), Sue Henson (Groups' Organiser), Pam Walshe (Social Committee), Nick White (Monthly Meetings).</p> <p>Apologies Beryl Mansell (Vice-Chair), Jill Davies</p> <p>In Attendance Jackie Bradforth</p>	
2109	<p>Welcome The Chairman welcomed everyone, especially Jackie Bradforth.</p>	
2110	<p>Minutes of the Meeting held on 3rd March 2016 These, having previously been agreed by email, were signed as a true record.</p>	
2111	<p>Matters Arising Jim confirmed with Nick that a speaker had been booked to follow the AGM.</p> <p>Jim asked Brian if he had contacted Sue Christy about the level of funds held by the Social Committee. Jim reported that on a previous occasion when the SC funds were high, he had agreed with Mike Dudding (the then-Treasurer) that the appropriate level of reserves for SC expenditure was £2,300 i.e. half their turnover. This issue is to be kept under review.</p>	JP/BC
2112	<p>Chairman's Report Jim had submitted a report prior to the meeting; each item was discussed. Printing and distribution of the Newsletter: Jim's proposal that the trial period be 3 months from September rather than one month was accepted. If at the end of this period the distribution system is deemed a success, it will be adopted, saving much time in its production and over £1000 in costs.</p> <p>Data Protection Policy: the proposed wording of the policy had been circulated. Jim further proposed that the EC adopt the policy; that it should be issued to all new members, and that the current membership be advised of its adoption via the Newsletter; it should also be published on the website. Each proposal was agreed.</p> <p>Coffee Morning 8/4/16: a very enjoyable event but only 5 of the 100 invited had come along. It was decided to run another in about 6 months' time, ensuring it did not fall in any school holiday; Jim would put a short note in the Newsletter to report its having taken place and that the event would be repeated.</p> <p>Communications Committee</p>	JP JP

	<p>Jim proposed that since this committee was now responsible for the Newsletter, the old Publications Committee should be disbanded. Bob Ruffles is too busy with other committees to be able to continue chairing the Communications Committee so a chair needs to be sought. The Chair should become a Trustee and sit on the EC. The above points were agreed.</p> <p>The EC approved the proposal that an Arts Exhibition be held in 2017.</p> <p>Vacancies still to be filled: Computer Group chair, Communications chair.</p> <p>The Chairman's Report was accepted</p>	
2113	<p>Vice-Chairman's Report</p> <p>Beryl had submitted a Report prior to the meeting. She asked if Sevenoaks U3A wanted to participate in Pam Jones' consultation to look into the governance of U3A. Judy felt that since Sevenoaks is much larger than the average U3A, it should be represented, and offered to join a working party if Beryl is able to set one up. Beryl said she would be willing to attend the annual U3A Conference if her expenses (approx. £400) were met. After some discussion, this was agreed.</p> <p>Surprise was expressed that Jim might stand down at the 2017 AGM; the EC expressed their confidence in his chairmanship and asked him to reconsider.</p> <p>The Vice-Chairman's Report was accepted</p>	<p>BM</p> <p>BM</p>
2114	<p>Treasurer's Report</p> <p>Brian had submitted a report prior to the meeting. Further to this, he reported that the annual accounts had been inspected and signed by the Examiner and were ready for the AGM. They showed a deficit of a little less than £2000, as had been planned. Jim and Brian agreed that in 2016/17, the reserves should not be run down any further so the budget should be drawn in line with this policy (see AOB).</p> <p>Brian's report as accepted</p>	<p>BC</p>
2115	<p>Recruitment and Membership Report</p> <p>Linda had submitted a Report prior to the meeting. She had redrafted the Welcome letter and was proposing to redraft the questionnaire new members complete, with help from Jill and Beryl. Jim suggested that the Welcome letter refer new members to the Data protection policy, which should be attached to the letter.</p> <p>Nick was keen to hold more coffee mornings for members more frequently than twice a year but this was felt to be too much work for the membership team.</p> <p>Linda's Report was accepted</p>	<p>LG</p>
2116	<p>Group Development Report</p> <p>Susan had submitted a report to the meeting. She needed the deadline dates for the production of the Handbook; this will be posted with the Newsletter on 23rd August so Susan needs to have the Handbook ready for printing by the end of July. Susan asked if it was necessary to get three quotes for the printing; the EC agreed that Sally</p>	

	<p>should do the work this year but that this situation will be reviewed before the Handbook printing in summer 2017.</p> <p>Susan reported that there's to be a trial Table Tennis session at the Leisure Centre on Wed 11th May. This will be free and all members are invited to go along. First Aid procedure: Nick was asked to draft a notice for the Notice Board at Monthly Meetings with the procedure to follow should a member be taken ill. It is essential it gives the post code of the Community Centre.</p> <p>Open Afternoon: Susan outlined the plans so far. Nick and she will have a meeting with the caretaker ahead of the day to ensure Martin or Kevin know where and how many tables are to be put up.</p> <p>GOs lunch 2017: Susan said she'd had a good quote from Aylesford Priory which would be an attractive venue. Jim felt it was too far away; The Plough at Leigh was also suggested. Judy said the purpose of the GOs' lunch should be identified before further plans can be made – i.e. is it simply a thank you to GOs or will there be an agenda too? Jim asked for this to be put on the Agenda for the July EC meeting.</p> <p>Sue's Report was accepted.</p>	<p>NW</p> <p>SH/ NW</p> <p>JH</p>
<p>2117</p>	<p>Monthly Meetings Report</p> <p>Nick had submitted a report prior to the meeting. He further reported that he had approached 6 speakers for 2017 of whom 5 had accepted. He was hopeful of getting the full list together in time to be included in the Handbook. He agreed to book the CC for all 2017 dates including the AGM on 28th June and the Open Afternoon on 27th September.</p> <p>It was suggested that it would be helpful for our members if the EC wore their badges at Monthly Meetings.</p> <p>Nick's Report was accepted</p>	<p>NW NW</p>
<p>2118</p>	<p>Social Committee Report</p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. Pam reported two new members are needed on the Social Committee although no requests had been received to run short breaks within the UK. Jackie recommended asking people personally when trying to find volunteers for committees. Pam agreed with this approach. The EC commended the SC on the wide range of interesting trips planned for the coming year.</p> <p>Pam's Report was accepted</p>	
<p>2119</p>	<p>Supporting Committee Reports Science and Computing Committees</p> <p>Win and Mike had submitted reports, the contents of which were noted. A new chair is still being sought for the Computer Committee. Nick asked if it would be possible to combine the Apple and the Computer groups. This suggestion is to be passed to the two groups for consideration.</p>	<p>JP</p>

	<p>The Web Team Sheelagh had emailed to say 3 new members of the web team had been found; two are resigning. She reported on the formatting problems being experienced by members of the web team when handing over responsibility for its updating from month to month.</p> <p>Communications Bob had submitted a report. The Communications Committee are asking for two new laptops; one would be a dedicated web team laptop to resolve the formatting issues they are experiencing. The EC felt this was a reasonable idea given that the website is going to become more and more central in running our U3A. However, Jim asked that 3 quotes for a laptop and any necessary software should be obtained, expressly including an on-line quote, before the EC can agree. Brian to report this to Bob. The second laptop would replace one of the outdated media kits used by our U3A. The EC asked that before they can sanction the purchase of a second laptop, they need to be informed of the current state of all media kits/laptops, how much they are used and by which groups. Judy to write to the custodians to request this information.</p>	<p>BC</p> <p>JH</p>
<p>2120</p>	<p>Correspondence All correspondence received from NO is forwarded to Beryl to disseminate appropriately.</p>	<p>JH</p>
<p>2121</p>	<p>AOB Jim outlined how the U3A accounts might be balanced in the next financial year to avoid another deficit: over £1,000 will be saved on N/L printing and distribution, assuming the proposed postal service is deemed satisfactory; the increase in subs will bring in an extra £2,000, totalling over £3,000 above our current income. Planned outgoings: 2 new laptops; £400 to fund Beryl to go to the NO Conference; plus approx. £1,500 for the GOs' lunch in 2017.</p> <p>Snooker: the new Snooker Group had requested a grant of £160 to buy 4 cues since the ones provided at the venue are in poor shape. It was agreed the group should receive a £75 set-up grant and an £85 continuation grant on condition that they understand that these cues would be the property of U3A and should be well looked after. Brian to email Liz Lucy to report this decision.</p>	<p>BC</p>
<p>2122</p>	<p>Dates of future meetings Thursday 7th July: Nick's, 29 Main Road, Sundridge TN14 6EF Thursday 1st September: Pam's, 8 Crownfields, Sevenoaks TN13 1EF Thursday 3rd November: Brian's, Riverside, High Street, Otford TN14 5PH</p>	

Distribution: Jim Purves, Beryl Mansell, Brian Cairnie, Judy Hebert, Linda Gilbert, Nick White, Pam Walshe, Sue Henson, Jackie Bradforth.