MINUTES OF THE EXECUTIVE COMMITTEE MEETING

held at 10am on Thursday 5th May 2022

		Action
2680	Present	
	Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer); Chris Dance (Secretary); David Taylor (Communications); Jill Davies (Recruitment and Membership; Joyce Allen (Social Committee); Sue Christy (as observer)	
2681	Apologies for absence	
	There were no apologies for absence.	
2682	Minutes of the Meeting held on 3 rd Mar. 2022	
	These had been agreed by email.	
2683	Actions and Matters Arising	
	Actions that had not been discharged and matters arising were dealt with under the appropriate agenda items.	
2684	Chairman's introduction	
	Ken welcomed Sue Christy to the meeting, and thanked Jill and Chris, who were attending their last EC meeting, for their excellent contributions.	
2685	Membership and Recruitment	
	Jill's report was noted.	
	Jill offered to join a Membership and Recruitment supporting group (sub-committee), led by Jenny Ruffles, with Caroline Scales and Ann Matthews.	
	New Members' Meeting (NMM). Beryl reported on the successful meeting held on 25 th March. A follow-up email had been sent to attendees to obtain feedback and Ken had written to those who had not attended with a view to finding out their interests and skills.	
	Coffee morning: The Committee supported the proposal to hold a coffee morning for new members in the autumn. This would be an informal/social occasion, to which some GOs could also be invited, perhaps those whose groups catered for subject interests expressed by those new members attending.	вм
2686	Group Development	
	Group activities: Beryl reported on new initiatives.	
	Group Development Organiser: the vacancy remained to be filled. It was thought that volunteers might be more easily found if the work were divided up into two or more elements. EC Members will consider what personal approaches might be made.	AII
2687	Celebratory Event	
	Ken will ask Barbara Coleyshaw to cancel the hall booking for 18 th Oct. Instead, the Committee agreed to focus on an event in 2024 to celebrate the 30 th anniversary of Sevenoaks u3a. A sub-committee will be formed to start planning the event from the beginning of 2023. It was suggested that this might include an exhibition of art and a photographic competition.	КВ
	Events for small numbers of related groups were still in the frame, as an alternative to the Open Afternoon. It was suggested that members with larger gardens might provide attractive venues (in fine weather).	

2688	Strategy Implementation	
	Little progress could be made without a Group Development organiser and team. Beryl will produce a more straight-forward task list from the table in the Strategic Plan.	вм
2689	Trustees Report 2022	
	Ken will add a section for external affairs and public interest, to show that Sevenoaks u3a is not insular in its outlook. He will also restructure the Report to bring together those sections dealing with aspects of membership and recruitment, and also those dealing with aspects of group development.	КВ
	Ken will send a draft revised version to EC members with a view to obtain sign-off by 9th May.	
2690	Finance	
	Group Accounts: David L. reported on the difficulties of obtaining financial information from those groups required to do so by the Finance Policy (and according to the recommendations of TAT). Deficiencies in the accounts will be noted in the Trustees & Accounts Examiner's Report - Accounts 2021-2022 for distribution with the June Newsletter, but it was hoped that these can be eliminated by the date of the AGM.	DL
	Financial Position and Budget 2022-23: David L.'s reports were noted. Adjustments will be made for the postponement of the Celebratory Event and for reduced printing and distribution costs resulting from the envisaged change in distribution policy.	
2691	Communications	
	David T.'s report was noted	
	Websites: Replacement software was being sought. The front-runner was WordPress which was commonly used by small organisations. It was expected to be easier to use than the current software.	
	Newsletter Distribution Policy: The EC agreed that if any member with email felt they needed to receive the Newsletter as printed copy by post they would just have to request to do so (without the need to give a reason). Chris will draft a new version of the AGM Motion accordingly. There was felt to be no need for a supporting statement, but if members asked for an explanation the relevant factors were reduced expenditure, sustainability, and equal treatment of existing and new members (who don't have the option).	CD
	Handbook and Membership Cards: David L. and David T. had been working out what could be left out of the Handbook to reduce its length, relying more on the website to provide information for members. The EC agreed in principle to this approach. A more detailed proposal will be submitted to the EC. It was envisaged that a membership card would be issued by attaching it to the last page of the Handbook.	DT/DL
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2692	AGM June 2022	
	5 documents were to be distributed with the June Newsletter: Agenda; Draft Minutes of June 2021 AGM; Sevenoaks U3A Trustees Report 2022; Trustees & Accounts Examiner's Report - Accounts 2021-2022; and Postal voting form.	CD/DT
	The meeting will be held face-to-face at the Bat & Ball Centre, not as a hybrid meeting. It will be followed by a lecture. It was not envisaged that any part of the meeting will be streamed.	
	Bob Ruffles and Charles Hebert had agreed to be tellers. A proposed voting procedure will be distributed to EC Members for approval.	
2693	Computer Group	
	Mike Davies' report was noted. It was agreed to support the group's finances by paying for their hall hire from the general fund for the remainder of the 2021-22 season. As groups should be self-funding, this is to be treated as a loan. David L. will suggest to Mike Davies that they should contact former committee members of the defunct Apple Group to expand the Computer Group by including Apple products & software in its range of interests.	DL
2694	Other Reports	
	Reports had also been received from the Social Events sub-committee, from the Monthly Meetings secretary and from the Computer, Science and Technical Support groups.	
2695	Any Other Business	
	Paying tutors: In line with TAT recommendations, permission will not be given to groups to employ tutors. Instead, to avoid the onerous employment issues falling on Sevenoaks u3a, groups will be told to operate independently if they wish to employ a tutor.	
2696	Date of next meeting	
	Thursday, 7 th July at 10.00.	