RRC Meeting on Wednesday 7th May 2014 13:30 at: Nottingham Trent University, Clifton Campus, Room 112, Ada Byron Building, NG11 8NS

	ham Trent University, Clifton Campus, Room 112, Ada Byron Bui	
Agenda Item	Note	Action
1. Present:	Hilary Wells (Chair); Michaela Moody (Reg Trustee); Liz Wilson (Reg EDO); Margaret Potter (Assistant Secretary); David Kyle	
	(Treasurer); Pat reeve & Cyril Young (Northants) Carol	
	Lockwood (Derbys). Elaine Lovell (Lincs); Barry is standing	
	down and he was thanked for his contribution to this body.	
1. Apologies	Gill Childs (Reg Secretary; Mandy Topp (Shared Learning	
	contact);) Mike Benthall (Lincs); Karen Highfield-Taylor (Notts);	
	Lynne Cox (L&R); Tony Cook (L&R); Annie Curtis (Northants);	
	Christine Baxter (Notts)	
2. Minutes of	These had been circulated prior to the meeting. Proposed Jane	
Previous	Pavier; Seconded Cyril Young & signed by the chair.	
Meeting 5	Item 3.3 Memory Course now confirmed as Friday 3 rd October	
February 2014	Item 8. Jane still has to forward the network constitution	
•	Item 11.2 Reinforced need to check full communication re	JANE
	cross border items.	
3. Chair's	This had been circulated prior to the meeting. Taken as read	
Report		
4. Secretary's	This had been circulated prior to the meeting. Margaret)
Report	reminded all of the need to follow up action points prior to the	
	meeting.	ALL
5. Treasurers	This had been circulated prior to the meeting. David has	
Report	received a cheque from National Office for £525.35 which he is	
	unable to allocate. Michaela will find out and let him know.	MICHAELA
	Contributions from U3As. David explained the background to	
	the decision taken at last year's AGM. 71 of the 95 contributed	
	to a total of £1160. Any U3A in first year does not receive a	
	request. David will put a proposal to the AGM this year to	
	produce a formal request for payment which has been	
	expressed as most helpful to U3A Treasurers in conversations	
	with them. The following did not contribute. Derby, New	
	Mills, Boston, Horncastle, Skellingthore, Sleaford, Welland,	
	West Wolds, Witham, Towcester, Ashfield, Dukeries,	
	Ravenshead, Newark, Sutton in Ashfield, Sherwood.	
	Hilary made reference to this being David's last meeting as	
	treasurer and thanked him for all his work over the years. He	
	is happy to continue until we find a replacement. Hilary has a	
	possible candidate and will put them in touch with David to	HILARY
	discuss the role and make a decision. There have been no	
	other nominations.	
	The need to claim all expenses was noted. Margaret will	
	circulate a Third age Trust form to all, and relevant expenses	
	should be claimed form either them or the region. Request	8/5
	advice if not sure.	MICHAELA/MARGARET
6. Education &	This had been circulated prior to the meeting. There were no	-
development	questions.	
report		
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7. Shared	This had been circulated prior to the meeting. Mandy was	
learning Report	unable to attend. There were no questions.	
8. Regional	This had been circulated prior to the meeting to. Together with	
trustee report	Advice sheet 11.	
	i. Michaela has become involved in a sleep memory course	
	proposed by the University of Lincoln. A document relating to	
	this had been previously circulated. Details can be found in the	
	notes of the Development sub-committee 7 May 2014.	
	ii. Induction of Trustees. A document had been	
	Circulated prior to the meeting. Together with a form of	
	eligibility which ALL U3A Committee members should sign, and	
	all should be listed on the Charity Commission web site as	
	Trustees.	
	iii. Publicity event and start up grants have been	
	increased to £200 from £100. Publicity event must be FREE	
	and open to the public. This document.	
	iv. Bids for public money are being requested for vulnerable	
	adults policy. Michaela tabled a document devised by one	
	U3A with assistance from national Office. See appendix A	
	appended to these minutes. Michaela will send Margaret an	
	email to circulate to all U3As send with ADVICE SHEET 1	MICHAELA/MARGARET
	v. 4 new U3As in progress. Hope Valley (Derbys) Newbold	8/5
	Verdon (L&R), Eastwood (Notts) and Collingham (Notts)	
9. Network	These had been circulated prior to the meeting	
Reports	Derbyshire: No questions.	
_	Leicestershire & Rutland: See Snibson Flyer already circulated.	
	Open first to L&R U3As. If any spaces will be opened to others	
	at the AGM and Conference.	
	Lincolnshire: No questions.	
	Northamptonshire: Asked to report back on multi ethnic	
	initiative as other networks and U3As have similar problems	CYRIL
	Nottinghamshire: No questions.	• · · · · · · · · · · · · · · · · · · ·
10. Conference	The notes from the last meeting together with additional AGM	
& AGM report	draft documents had been circulated prior to the meeting.	
a Admireport	i. Formal Notice of AGM amended address and deadline.	
	ii. Draft Agenda for AGM: This was amended in various places	
	and will be issued as soon as possible to all U3As with a	
	deadline for proposals and nomination of 15 th June.	MARGARET
	Item 5 -Nominations for Treasurer will be asked for a short	IVIANGARET
	statement for the RRC.	
	Item 3. Affiliation fee will be called 'contribution to the	
	Region'.	
	INSERT any formal proposals received after item 4.	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
	Item 4. Reports to be submitted by 15 th June to Margaret)CHAIR – Hilary
	iii. STEWARDS. TO BE GIVEN THE BUFFET LUNCH FREE unless)TRUSTEE – Michaela
	a delegate. (see numbers below) Michaela will arrange yellow)TREASURER – David
	sashes, and Margaret Badges. Margaret will supply)SECRETARY –
	requirements for Stewards to Carol & Hilary for them to find)Gill/Margaret
	someone to recruit and manage on the day.)EDO – Liz

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	iv. PERFORMERS. We are still waiting for lists. Margaret to chase up John and advise discussion re parking & lunches. Confirm delegate requirement if they wish to stay. Free lunch for Ise Valley (18); Market Harborough Handbells (12) Melton Mowbray Guitars (12); Worksop Steel Band (10) and Grantham Ukulele (25) Budget for 100 max total to include stewards v. SPEAKERS. Main speaker free delegates lunch - Peter Bingham form Swanland U3A. + 3. Speakers vi. Officers should register as delegates and pay, but can reclaim from Region as RRC officers on normal expenses if REQUIRED to be there for AGM. vii. 2015 Lincolnshire conference for next year will be discussed at Conference sub-committee meeting on 20 th May. Suggested we have a debrief meeting after the conference. Date to be agreed at meeting on 20 th as soon after conference	MICHAELA/MARGARET CAROL/HILARY MARGARET
	as possible.	
11. Memory	No updated document had been received and Lynne was	
Course Update	unable to attend. We send her our best wishes.	
12. Roles &	Various documents relating to RRC posts had been circulated.	
Responsibilities	Most had been agreed at previous RRC meetings. 2 were still	
	in draft form and will be deferred to a future meeting when	
	those affected will be present. Meanwhile Margaret will send	
	copies for comment to them	MARGARET 8/5
	i. Role of the Memory Co-ordinator – Lynne Cox	
	ii. Role of Shared Learning Contact - Mandy Topp	
13. AOB	1. PUBLICITY - Michaela suggested buying a gazebo (2 x 2	
	metres) for future publicise U3A. She had been quoted £350	
	including printing (heavy duty) It was felt this was too	
	expensive. Standard versions are available but are less robust.	
	Costs are about £60 + extras but cannot have printing. We	
	should get at least 1 other quote before making a decision and	
	then refer to RRC. We also need to consider storage	
	(size/who/where?), ease of erection, travel to required	MICHAELA
	locations, and ease of use. Treasurer confirmed that we do	
	have the funds. Suggested 3. 1 for Leic. & Rutland/Northants;	
	1 for Derbyshire/Nottinghamshire; 1 for Lincolnshire. Initially	
	buy 1 for Region. Asses the usage and benefits before buying	
	more. We may be able to call on Publicity funds from Third	
	Age Trust but event must be open to public and free for grant	
	to apply.	
	<i>ii. Ratification by email in an emergency</i> . Agreed by all that chair should be able to make a decision and consult if she feels	
	it is appropriate.	
	iii. Third Age Matters Q&A section was very helpful. A list of	
	relevant documents relating to these would have been good.	
	Michaela reported that a ring binder is being compiled for	
	each U3A containing all the documents available on the web	
	site to download. Updating is the responsibility of the	
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	individual U3A and will be key to its success. Suggest to Third Age Trust that a pdf file on the web available to download as well would be helpful.	MICHAELA
14.date of next	A proposal had been tabled by the Development team to the	
Meeting	effect that: That the RRC should meet quarterly in August,	
	November, February and May. The AGM & conference to be	
	in July as now. Both the conference and Development	
	subcommittees should meet on the same days as the RRC in	
	the morning from 10:30 – 12:30, followed by full RRC after	
	<i>lunch from 1:30 – 3:30.</i> This would cut down on travelling	
	expenses and also allow for the possible ratification by RRC of	
	morning discussions by the sub committees. The composition	
	of the 2 committees was discussed and agreed as follows:	
	- 1 of the 2 RRC representatives from each County on each	
	sub-committee (Development and Conference Planning).	
	DEVELOPMENT + Reg EDO; Chair to chair; Shared Learning	
	Contact; Assistant Secretary	
	CONFERENCE PLANNING + Reg Trustee ; Pat Reeve to Chair;	
	Treasurer; Secretary	
	AGREED By ALL as above. Format to be quarterly meetings	
	with subcommittee meetings in morning – 10:30 – 12:30 and	
	full RRC in the afternoon – 13:30 – 15:30	
	Alternates to be invited to full RRC.	· · · - /
	Venue. NOT Use NTU again. David Suggested Best Western,	DAVID/MARGARET
	Yew Lodge Hotel at Kegworth. He will send any details he has	BAIOLIAELA
	from previous enquiry to Margaret for circulation. Michaela will look at costs.	MICHAELA
	Provisional dates for 2014/15 were agreed as: WED 6 TH August	
	2014; Wed 5 th November 2014; Wed 4 th Feb 2015; Wed 6 th	
	May 2015. Margaret will advise all.	MARGARET 8/5
	The meeting finished at 15:30	

Appendix A

April 2014.

VULNERABLE ADULTS POLICY

All adults who may be vulnerable have a right to protection. Each U3A in the East Midlands Region will value, listen to and respect all adults who may be vulnerable and ensure that everybody feel s welcomed, accepted and safe.

In addition we will encourage vulnerable adults to be as active as possible and contribute as much as they can to any U3A to which they belong.

U3As are self-help learning organisations for people in their third age who are no longer in full time employment.

Vulnerable adults who require assistance for their needs and wish to attend any U3A meetings and/or Interest Groups must be accompanied by an adult carer of their choice who is capable of assisting them with their needs, thereby ensuring their safety, comfort and well-being.

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A carer accompanying a vulnerable adult to meetings does not have to be a U3A member and will not be charged for attending U3A meetings.

This policy document should be read in conjunction with Advice sheet 1: Accessibility for Disabled members.



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