

**RRC Meeting on Wednesday 2 September 2015**  
**Room 010, Ada Byron Building, Nottingham Trent University, Clifton Campus, NG11 8NS**

<b>Agenda Item</b>	<b>Notes</b>	<b>Action</b>
<b>1. Attendance &amp; Welcome:</b>	The Chair welcomed all present, especially John Lamb, the new representative for Leicestershire & Rutland. Present: Hilary Well, (Chair); Michaela Moody (National Vice Chair and former Regional Trustee); Jane Pavier (Secretary); Mandy Topp (Shared Learning Contact); Geoff Belk (Derbyshire); John Lamb (Leicestershire & Rutland); Richard Johnston and Sue Hewson (Lincolnshire); Karen Highfield Taylor (Nottinghamshire).	
<b>2. Apologies</b>	Apologies were received from Mary Mitchell (Nottinghamshire); John Redshaw (Leicestershire & Rutland); Phil Grace (Northamptonshire); Chris Shaw (Treasurer); Elaine Lovell (Lincolnshire); Rod Brennan (Derbyshire).	
<b>3. Minutes of the previous meeting</b>	The minutes of the meeting held on 13 May 2015 were agreed as a true record of the meeting and signed by the Chair.   There were no matters arising.	
<b>4. Conference 2015</b>	Results of the evaluation sheets had been circulated. It was agreed that most of the comments had been favourable. Comments regarding food service to be noted for next conference. It was noted some delegates thought the feedback from breakout groups should be shorter. The comments regarding speakers very favourable. Proposals to the AGM to be proposed by RRC, the Proposer to speak for one minute – to be on agenda for next Conference.	<b>JANE</b>
<b>5. Conference 2016</b>	NTU to be asked for cost of Conference day. Costs should be as low as possible to make it available to everyone. Discussion on costs on the Agenda for next meeting. Venue and catering have been arranged with NTU Brackenhurst. RRC to decide topic for the day – consider suggestions from the evaluation sheets. Nottinghamshire to host. Conference sub-committee meetings to commence in February 2016.	<b>JANE</b> <b>ALL</b> <b>Conference Sub-Comm.</b>
<b>6. Summer School 2016</b>	Michaela has done the initial work and expects that the new Regional Trustee will take over. Southwell U3A to host for registration, etc - Peter James of Southwell U3A is discussing this with Southwell Committee. It was suggested that Summer School be held every other year, depending on success of 2016. Subjects have been agreed and the brochure is available on the East Midlands website and U3A members have been asked to register interest by 31 October. Also publicised at the Regional Conference. Michaela reported that many people had registered interest.	<b>Summer School Sub-Comm.</b>
<b>7. Development (i)</b>	Regional Workshop for Treasurers and Groups Co-ordinators. Eighty-five people have applied for places. Sub-committee meeting to be held on 7 September and joining instructions to be sent out shortly after. Morning session to be on treasurers and responsibilities; the afternoon is for a treasurers' breakout session and groups co-ordinators' group.	<b>Workshop Sub-Comm.</b>
<b>Development (ii)</b>	Science Day. It was agreed that this would be postponed until 2017 due to the Summer School in 2016. Consideration to be given on how to finance. Ask U3As/Networks to suggest theme. It was suggested that Phil Grace to be asked to take the lead as he had produced ideas, but more time is needed to consider.	<b>ALL</b>
<b>Development (iii)</b>	Regional Workshop 2016. Consider feedback after 2015 Workshop for possible theme for 2016 workshop. Consider new Beacon system and invite people involved in running and using	<b>JANE</b>

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	the system. Include in next agenda.	
<b>8. Chair's Report.</b>	Hilary had nothing to report. She congratulated everyone on the success of the Regional Conference and said that she had been to the National Conference. Hilary thanked Michaela for her help as Regional Trustee and wished her good luck in her new role as National Vice Chair.	
<b>9. Treasurer's Report</b>	The Treasurer was not at the meeting but the financial report had been circulated. The bank account is £2,836.05 before the 2015/16 invoices have been sent out. Michaela explained that the Regional Trustee has an annual budget of £5,100 to cover regional conference and workshops, drawn down as required. There is £1,266.85 still available for 2015/16, which should be used by 31 March 2016. Any money remaining cannot be rolled over until the following financial year. In addition there is a separate budget of up to £200 to any U3As organising open days, publicity events, stands at county shows, etc.	
<b>10. Post of Treasurer</b>	Following Mary Cearns's resignation, the vacancy was circulated throughout the Region for a replacement. Only one applicant came forward. Chris Shaw is the Chair of Edwalton & Gamston U3A and has had experience as treasurer with other organisations. Her appointment was proposed by Hilary, seconded by Karen Taylor and agreed by all.	
<b>11. Trustee's Report</b>	Michaela's final report had been circulated. She reported that during her time in office she had tried to encourage the Networks to be more proactive, and to form their own development plans. More participation is need in some Networks and the need to encourage Networks to talk to each other was highlighted. Michaela has set up a Dropbox for information and this will be passed on to the new Regional Trustee. Seven members have been appointed to the National Training Team; they are being trained and will be in place to start in November, initially working in pairs. They will be involved in national workshops for all U3As. Regional Volunteers will continue with their roles in development plans and pre-launch work.	
<b>12. Shared Learning Report</b>	Projects are suggested by U3As. Mandy is meeting with Catherine Armstrong of Loughborough University on her project. She will work with U3As when she has been able to raise the necessary funding. Universities have a community group and funding to be of benefit to the community. This group should be the first contact point for working with universities.	
<b>13. Network Reports</b>	Jane requested that whoever writes the Network report and puts it on Dropbox should add their name at the bottom. Michaela raised points from the Derbyshire report: a) The Network was concerned that Michaela had appointed two assistants without consultation. It was pointed out that in the Three Year Plan Trustees can appoint assistants. Hilary commented that there appeared to be a mix-up and that the comments referred to lack of consultation on paid trainers. b) Clusters are not meant to be the whole county. They are small groups of U3As who work together, possibly to share interest groups. They are informal with no admin but could have a set of 'agreements' and could be across county and regional borders. c) Risk assessment for new premises for existing U3As is the responsibility of that U3A's committee. They should contact their Network development team for the checklist used when assessing venues for new U3As. The subject of non-U3A members in U3A groups and on outings was raised. It	<b>ALL</b>

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	was considered best not to allow non-members on outings as this could invalidate U3A insurance. Michaela to check on insurance for non-members and report back to the RRC .	<b>MICHAELA</b>
<b>14. A.O.B. (i)</b>	John Redshaw had emailed Hilary to say he thought comments about the microphones at the Conference were harsh. He recommended that in the future someone should be responsible for the audio equipment.	<b>Conference Sub-Comm.</b>
<b>A.O.B. (ii)</b>	Constitution Sub-committee. It was agreed that there would be an odd number of members on the committee. Members to be asked for volunteers.	<b>ALL</b>
<b>A.O.B. (iii)</b>	Karen Taylor suggested that Networks be allowed money from the RRC account in order to purchase such items as display boards, banners, laminators, etc. After discussion it was agreed that £200 would be available to each Network in the Region, although some Networks may not ask for it. Hilary proposed and Karen seconded the allocation of money. Applications to be made by the Network Chairman and presented to the RRC meeting for approval. Nottinghamshire Network will make an application.	<b>ALL</b>  <b>KAREN</b>
<b>A.O.B. (iv)</b>	Jane announced that she had put her name forward to be the Regional Trustee. Discussion took place on the process of choosing Regional Trustees and that this needs clarifying. The time allowed for nominations is too short to for people to respond. Michaela explained the difference between co-opting a Trustee and voting for a permanent one at the end of a Trustee's three-year term. Members of the RRC welcomed Jane's nomination, recognising that nominations do not close until 14 September 2015 and that other people may be considered suitable. However, the RRC is concerned about the process of election of a co-optee without reference to input from the RRC. Michaela will discuss this with officers of the NEC. If Jane were co-opted to the NEC, this would leave a vacancy for a secretary. One person had expressed an interest in being assistant secretary, and Jane will contact her to ask if she would be interested in taking over the role of secretary. This person is chair of her U3A and will be in post until March.	<b>MICHAELA</b>  <b>JANE</b>
<b>15. Date and venue of next meeting</b>	The next meeting is scheduled for Wednesday 4 November. However, in order to arrange a date to fit with the prospective secretary, Jane will investigate the possibility of changing the meeting to Monday 2 November. She will notify members as soon as possible.	<b>JANE</b>

The meeting closed at 3.30

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