

RRC Meeting on Wednesday 4 February 2105 at 10.30am
Nottingham Trent University, Clifton Campus,
Room 102, Ada Byron Building, NG11 8NS

Agenda Item	Note	Action
1. Attendance & Welcome:	Hilary Wells (Chair), Mary Cearns (Treasurer,) Michaela Moody (Regional Trustee), Mandy Topp (Shared Learning Contact), Geoff Belk & Rod Brennan (Derbyshire), Lynne Cox & John Redshaw (Leicestershire & Rutland), Elaine Lovell & R Johnston (Lincolnshire), Pat Reeve, Glyn Hill & Phil Grace (Northamptonshire), Mary Mitchell & Jane Pavier (Nottinghamshire) The Chairman welcomed all those present.	
1. Apologies	Susan Hewson (Lincolnshire), Tony Cook (Leicestershire & Rutland), Karen Highfield Taylor (Nottinghamshire).	
2. Secretary & Assistant Secretary	Margaret Potter had resigned from the role of Secretary to the RRC. Jane Pavier, a representative from Nottinghamshire, offered to take on the post as a co-optee. Proposed by Hilary Wells, seconded by Pat Reeve and approved by all present. She would be confirmed at the AGM. Hilary proposed a vote of thanks from the committee to Margaret for taking over the role when Gill became ill and for all her hard work. This was seconded by all present. The role of Assistant Secretary to be left in abeyance.	
3.i Minutes of the previous meeting	The minutes of the meeting held on 5 November 2014 were proposed by Phil Grace, seconded by Elaine Lovell and agreed by all present. Hilary signed the minutes.	
3.ii Matters Arising	<ul style="list-style-type: none"> • Item 4. Agreed that it would not be possible for all Networks to submit reports prior to the RRC meetings due to the timings of their Network Meetings. A brief report could be made at the RRC meetings of events that had happened in the counties. • Michaela to contact national office for copies of all national office mailings and letters to chairmen to be sent to RRC members. • Number of documents / amendments sent out for RRC meetings to be investigated. Michaela proposed use of Dropbox and will demonstrate this at next meeting. • Layout of room to be modified to allow use of projector/screen at next meeting. 	<p style="text-align: center;">MICHAELA</p> <p style="text-align: center;">MICHAELA</p> <p style="text-align: center;">JANE</p>
4.i Conference 2015	<ul style="list-style-type: none"> • Michaela tabled a layout of the conference facilities available. • Arrangements made for the conference area and for overnight accommodation. Accommodation requirements to be booked and paid direct. • The cost per delegate to be £10 from U3As who have paid annual subscription and £20 for those from U3As who have not paid. • There would be 100 places with five breakout groups but could be increased to 120 with six breakout groups. • Two places available per U3A. If they require more names will go on a waiting list with vacant places for first-come-first-served. • One person from each U3A to have voting rights. • Michaela to check through all the documents and amend where necessary before putting on website. • Applications to Secretary to send cheques to Treasurer. Pay by cheque with name of U3A on the reverse. • A meeting of the Conference Sub-committee to take place on site on 11 February. 	<p style="text-align: center;">MICHAELA</p> <p style="text-align: center;">JANE / MARY C</p> <p style="text-align: center;">SUB-COMMITTEE</p>

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Date _____

	<ul style="list-style-type: none"> • Notification to Network Representatives to go out in February. • All necessary documents including annual accounts to be sent to delegates 21 days before the AGM. • It is suggested that a member of the RRC and a rep from the host county assist with conference admin. • Planning checklist to be prepared for May meeting. 	<p>JANE</p> <p>JANE JANE/MICHAELA</p> <p>SUB-COMMITTEE</p>
4.ii Summer School 2016	A sub-committee meeting has been arranged for 12 February, to report back at the next meeting.	MICHAELA
5. DEVELOPMENT	<ul style="list-style-type: none"> • Michaela proposed that Networks be empowered to create their own development plans can be flexible. Involvement of U3As essential in formulating development plans. It is essential they involve U3As in formulating these plans. Each Network is different, therefore the resulting plans may be different for each Network. • A generic Development Strategy document prepared by John Redshaw will go out with the minutes. • Regional Development Plans should reflect network requirement and will include RV refresher course each year. • Michaela will send the above generic document on development to all networks with the request that it is put on the agenda for Network Meetings. • Discussion took place on the constitutions and Charity Commission requirements. CC does not allow long services on committees. • The Science Study Day in the current Regional Development Plan was discussed. Networks to be asked for ideas and the item to go on the agenda for next RRC. • Regional Workshop for Treasurers and Groups Co-ordinators to include grants and funding. Autumn 2015. • Running Interest Groups Workshop for Group Co-ordinators and Group Leaders (aka Workshop for Group Co-ordinators and Group Leaders) will be run as a pilot with RVs from all Networks to be invited with members from U3As in each Network to be invited. Michaela to contact Blaby U3A to ask if they could arrange a suitable venue. Late May / early June? • Discussion on finances of interest groups. Trustees are accountable for members' money not group leaders. 	<p>MICHAELA</p> <p>MICHAELA</p> <p>JANE</p> <p>MICHAELA</p> <p>MICHAELA</p>
6. Chair's Report	The Chair's report had previously been circulated and was accepted.	
7. Treasurer's Report	<p>The financial pages were circulated prior to the meeting.</p> <ul style="list-style-type: none"> • Future invoices to be sent out by Treasurer. Jane to provide contact list to Mary. • Subscriptions are down for the year. Mary to send letters to defaulters. Some U3As do not want to be members of Region. • Jane to be a signatory on the bank account. 	<p>MARY C / JANE</p> <p>MARY C</p> <p>MARY C / JANE</p>
8. Trustee's Report	National Conference Wednesday and Thursday 26 and 27 August at East Midlands Conference Centre.	
9. Shared Learning Contact	<ul style="list-style-type: none"> • Projects mostly Leicestershire and Lincolnshire. It is open to all U3As and Networks to propose suitable subjects. Most U3As do not know about Shared Learning Projects (SLPs). • SLPs must be self-funded. • NEC looking at possible putting items on the reverse of the address page of TAM. • Mandy offered to speak at Network meetings. Members to suggest 	<p>MICHAELA</p> <p>MANDY / ALL</p>

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Date _____

	this to their Networks.	
10. Memory Co-ordinator	<ul style="list-style-type: none"> Ormskirk no longer supply the book, but will give details for it to be individually printed. Some U3As will not run the course without a 'real' book. Some U3As have taken short-cuts on running the course and some are not doing it correctly. Members who have done the course have found it useful and fun. The courses need two instructors and two administrators and 12 members with four weeks commitment to the course. Consider possibility of a 'travelling group' with possibly funding from communities to promote the course. Possible joint project after AGM for Sleep and Memory? Lynne to come off the committee but will make reports to RRC and attend one meeting a year. 	<p>LYNNE</p> <p>LYNNE/MANDY</p>
11. Network Reports	No further reports tabled. If report not sent, should be noted 'nothing to report'.	
12. Website	Peter to be asked to arrange an email address for the Treasurer.	MARY C / PETER
13. Any Other Business	<ul style="list-style-type: none"> It was suggested that the RRC might change its name to East Midlands Regional Committee when the Constitution is re-written. This was accepted. It was suggested that we leave the role of Education and Development Officer vacant until the AGM. All Networks to be encouraged to take over these roles and create their own development plans. At the 2015 AGM a proposal to be put forward that the reference to EDO is removed from the Constitution. Reasons for this change to be given with the proposal. Delegates to be asked to vote. The Constitution to be re-written and put forward to the 2016 AGM. To be considered at a later meeting. 	<p>MICHAELA / HILARY / JANE</p> <p>MICHAELA / HILARY / JANE</p>
14. Date and Venue of Next Meeting.	The next meeting to be held on Wednesday 13 May 2015 in Room 103 of Ada Byron King Building , NTU Clifton Campus. It was agreed that the secretary would arrange the dates for future meetings and inform members.	<p>ALL</p> <p>JANE</p>

Signed _____

Date _____