

**RRC Meeting on Wednesday 4th November 2015 at:
Nottingham Trent University, Clifton Campus, Room 026 Pavilion Building, NG11 8NS**

Agenda Item	Note	Action
1. Present:	<p>Hilary Wells (Chairman) Chris Shaw (Treasurer) Jane Pavier (Regional Trustee) Phil Grace, Pat Reeve (Northants) John Redshaw, John Lamb (L&R) Mary Mitchell, Karen Highfield-Taylor, Kath Oakley (Notts) Richard Johnson (Lincs) Rod Brennan, Geoff Belk (Derbyshire) Mandy Topp (Shared Learning Contact)</p>	
Apologies	<p>Sue Hewson (Lincs), Elaine Lovell (Lincs), Judith Hodges (Derbyshire)</p>	
2. Minutes of Previous Meeting 2nd Sept 2015 & Matters Arising	<p>These had been circulated prior to the meeting. Proposed, seconded, agreed and signed by the Chair. PG raised issue of visitors attending trips and outings. Commented that guidance on Walking Groups was on National website. Agreed this was an area that needed careful monitoring. No matters arising that were not on Agenda.</p>	
3 Conference	<p>Discussed: Still need to decide upon a theme and keynote speaker. KT had contact with British Geological Society, which she would pass to JP. Food waste thought to be a possible contender. JP to research possible speakers. Sub-committee formed with JP to lead, Karen Taylor, Chris Shaw, Kath Oakley, Rod Brennand and Hilary Wells. Meeting to be arranged. <i>(KT has now dropped out from this)</i></p>	<p>HW/JP KT JP JP</p>
4. Summer Shool	<p>Expressions of Interest: 81 received to date. Group interest: Churches 21 (max 20), Below Stairs 20, DH Lawrence 7, Digital Scrap booking 14, Walking & Wildlife 7, Gardening 3, Participative Learning 1, Environmental nil. Some people has listed a second choice. Deadline for confirmation: End May Deadline for Acceptances: currently set as early March Breakeven attendance: around 50-60 Maximum capacity: 70 – determined by lunching arrangements Discussed: whether to re-advertise as some groups were not filled. It was agreed that the date for receipt of applications would be 29 January 2016. After receipt of applications, decision to be taken on whether to re-advertise and which groups to drop to be taken at next meeting. Level of (non-refundable) deposit to be £75.00 by 29 January. Sub-committee formed with JP to lead, Elaine Lovell, Many Topp, Karen Taylor, Lynne Cox, Geoff Belk and Hilary Wells. <i>(Lynne Cox has now dropped out). (Mike Benthall has decided not to be on the committee but asked to be kept informed)</i> Meeting to be arranged. Applications and cheque to be sent to Treasurer.</p>	<p>JP CS</p>

5. Development	<p>5 i: Development Sub-committee: Established – members to include John Redshaw to lead, Karen Taylor, Chris Shaw, Kath Oakley, Richard Johnston.</p> <p>5 ii: Regional Workshop Mar 2015: Discussed – mixed feedback, including some concerns/criticism regarding keynote speaker. Thought that balance between Treasurers content and that for Groups Co-ords was not good. Catering also an issue. Loughborough Town Hall also queried as a suitable venue – importance of checking with local Groups stressed for future venue.</p> <p>5 iii: Regional Workshop 2016: To be deferred until National timetable of dates/topics is available. RRC ideas to be considered in readiness. Possible venue and date to be considered. Funded from Regional fund.</p> <p>5 iv: Science Day 2017: Discussed. PG to lead work on developing the idea in conjunction with the Development sub Committee. To be self-funding.</p>	<p>JR</p> <p>ALL</p> <p>PG/JR</p>
6. Chair's Report	HW reminded members that she had only 2 meetings before she stood down. JR had agreed to become Vice Chair.	
7. Treasurer's Report	<p>Poor response/support from U3As across the Region. Only 40 of total of 107 had paid up. Discussion on difficulties regarding correct email addresses.</p> <p>Members agreed that coffee and biscuits be provided at RRC Meetings. Discussed and agreed that all U3As should be reminded of the role/purpose/function of the RRC. Agreed what was needed was a “sales pitch” or promotional type document. Previous documents to be reviewed and amended/updated as required.</p> <p>Michaela Moody had prepared a document on Regional Finance which had previously been distributed. JP to send RRC members a copy.</p> <p>Regional budget of £5,100 per annum to fund annual conference/AGM and regional workshops.</p>	<p>JR</p> <p>JP</p>
8. Trustee's Report	<p>JP apologised for short report but this was inevitable due to recent appointment.</p> <p>NEC Meeting attended 21/22 October.</p> <p>TAM is always looking for content. Networks encouraged to spread the message to all U3As and especially Group Leaders that copy is welcome. And not just cake cutting/birthdays!</p>	ALL
9. Secretary	<p>Discussed: Proposed that it would be possible to establish two roles: Business Secretary to support RRC and to manage AGMs, Summer Schools etc via another route.</p> <p>PG agreed to take on role of Business Secretary.</p>	
10. Appointment of Constitution Sub-Committee	<p>Discussed:</p> <p>Sub-Committee to include John R and Geoff B.</p> <p>All to read the constitution (available on East Midlands Website) and let them have comments on items they consider need altering.</p> <p>To be ready for consideration at February RRC and then sent out to U3As in readiness for AGM in August.</p>	<p>JR/GB</p> <p>ALL</p>
11 Shared Learning	Nothing major to report.	

12 Network Reports	<p>Discussed.</p> <p>In view of variety of styles it was thought there would be advantages from drafting and distributing guidance regarding format and content - what has been done, what is being done and what is planned.</p> <p>Reserves: In light of Derbyshire, report there was discussion regarding the amount of reserves that should be held. (<i>The National Office suggests six months running costs.</i>)</p> <p>Bolsover, Stapleford and Daventry U3As to receive membership certificates this month.</p>	ALL
13. AOB	<p>Following on from previous discussion and the response from Lin Jonas it was agreed that we would hold a "Communication" Workshop.</p> <p>As this is to be organised using funds from National Office, JP to be financially responsible and should be organised in her name via John Redshaw.</p> <p>Attendees: RRC reps plus Alternates, County Contacts, Peter Edge, Reg Trustee</p> <p>1 Day event – 1030 – 1530</p> <p>Date: Wednesday March 16th proposed</p>	JR/PG
14. Date of Next Meeting	<p>Wednesday 3rd February 2016 at Nottingham Trent University Clifton Campus.</p> <p>Room to be confirmed.</p>	PG