

Minutes of the Regional Representative Council Meeting held on 5th February 2014

Item,		Action
Present	Chair Hilary Wells; Gill Childs Secretary; Michaela Moody Regional Trustee; Regional Liz Wilson EDO; Margaret Potter Assistant Secretary; Carol Lockwood and Pat Mangwana Derbyshire; Barry Hillyard & Lynne Cox Leicestershire & Rutland; Mike Benthall Lincolnshire; Pat Reeve & Cyril Young Northamptonshire; Christine Baxter, Jane Pavier & Karen Highfield-Taylor Nottinghamshire.	
1 Welcome Apologies:	Hilary welcomed Jane Pavier, new representative for Nottinghamshire, and mentioned Phillip Arrandale, Alternate for Derbyshire, and Tony Cook, Alternate for Leicestershire & Rutland, neither of whom was able to attend. Treasurer David Kyle, Annie Curtis, Elaine Lovell, Philip Arrandale	
2 Minutes: To Confirm: Matters Arising:	The minutes of the meeting held on 18 th September were agreed subject to the following amendments: - Item 11 - date of regional planning meeting was incorrect. Should have read 3 rd December. - Item 3 - The proposal from Mike Benthall was incomplete. See 18 th September Minutes for amended minutes They were then Proposed for Approval by Barry Hillyard, Seconded by Karen Highfield-Taylor and Agreed by all to be a correct record. The Chair signed the Minutes. - Hilary then stated that she no longer wished to check the draft minutes before circulation. She feels that it is the responsibility of the meeting to comment on them and then approve Format of Minutes – That in future the format should be 3 columns.	Gill & Margaret
3. Chairs Report:	This had been circulated before the meeting. Hilary asked for suggestions as to what she should be doing as Chair. Suggestions included: - using the development plans to update her on activities; all Networks should invite her to their meetings; - Regional Development team needs to reconvene as a separate body as they have been subsumed into the conference team. It was suggested that it should be a standing committee, and that Hilary should join the Derbyshire Development team. - The secretary raised the issue of communication. She felt that she was not being used as the hub of the communication system and was therefore unable to keep a full record of activities as her role required. Examples were highlighted throughout the meeting. It was stressed that unless the Secretary was copied into the circulation of various key documents, they couldn't be relayed to the Council ahead of meetings. Verbal reports do not suffice, nor can they be archived. In the event of especial	Hilary & County Reps. Michaela, Liz & Hilary

3. Cont....	<p>difficulty in producing a written report, this can be waived. It was felt that the role of the Regional Trustee should emphasise her contribution to the activities of the Region, not the control. After a full and frank discussion it was agreed that all development plans should be kept up to date and circulated to/by the secretary.</p> <p>This council would like to have an overview of everything that is going on in the counties. There was disagreement about where the responsibility for development teams rests, Third Age Trust or the Region. It was Agreed that the Secretary should be a member of the Regional Development Team and would therefore be fully involved. It was agreed that:</p> <p>The Development sub-Committee will be reconvened, and will have a mission statement. It will comprise: The Officers, and the following County representatives –</p> <table border="0" data-bbox="496 779 1182 969"> <tr> <td>Northamptonshire</td> <td>Cyril Young</td> </tr> <tr> <td>Leicestershire & Rutland</td> <td>Lynn Cox</td> </tr> <tr> <td>Nottinghamshire</td> <td>Karen Highfield-Taylor</td> </tr> <tr> <td>Derbyshire</td> <td>Carol Lockwood</td> </tr> <tr> <td>Lincolnshire</td> <td>Mike Benthall</td> </tr> </table> <p>- The EDO will send a written report of changes since the last meeting for prior circulation</p> <p>- NETWORK reports are sent out but are not discussed at this meeting unless an item is brought up for addition to the agenda.</p> <p>- It had previously been agreed that normally only 2 REGIONAL events would be planned each year. Those for this year will be:</p> <ol style="list-style-type: none"> 1. The Conference & AGM 15th July 2014 2. Workshop on Constitution and Committees in Grantham on Friday 24th October 2014, for development teams and U3A committees. Will be sent out via national mailings. 3. In addition, a Memory course workshop probably 10th October in GRANTHAM. <p>We need to be able to separate the 3 types of workshops.</p> <ul style="list-style-type: none"> Those fully funded by TAT and suggested by NEC Those under Region supported to a maximum of £500 Those run by Networks and supported by Region <p>It was proposed that any information from networks or regional bodies should be circulated via the secretary in future. AGREED unanimously.</p>	Northamptonshire	Cyril Young	Leicestershire & Rutland	Lynn Cox	Nottinghamshire	Karen Highfield-Taylor	Derbyshire	Carol Lockwood	Lincolnshire	Mike Benthall	<p>Gill & Reg.</p> <p>Dev. Team</p> <p>Michaela/Liz</p> <p>Liz</p> <p>All</p> <p>All</p>
Northamptonshire	Cyril Young											
Leicestershire & Rutland	Lynn Cox											
Nottinghamshire	Karen Highfield-Taylor											
Derbyshire	Carol Lockwood											
Lincolnshire	Mike Benthall											
4. Secretary's Report	As previously discussed the secretary has had little to do and is concerned about the lack of communication (see item 3)											
5. Treasurer's Report	The treasurer was unable to attend and has indicated that he is standing down at the AGM due to ill health. It was agreed that a request for a new treasurer be sent to all U3As and also put on the regional web site.	Gill										

	<p>His written report which had been circulated prior to the meeting. The split of funds was queried for the conference & AGM. Third Age Trust pay for conference but not AGM, so a nominal split is made by custom and practice, 85% and 15%, respectively.</p>	
<p>6. EDO's Report</p>	<p>The memory workshop will be called 'Wow it was wonderful' and will be open to all members throughout the region. A representative from each Network will be involved with the EDO and Lynne Cox. The aim is to publicise how it is/has been done, in order to encourage further memory courses within the networks. Admin will be done via the secretary.</p> <ul style="list-style-type: none"> - Region – All development teams have met in the last month and there are various initiatives in place: - NOTTS. Will Start new U3As in Eastwood and possibly Hyson Green in the autumn. They are developing a leaflet to promote all U3As in their County to wider audience - NORTHANTS. A new U3A will be started in Rothwell & Desborough, They had a workshop for group leaders and another one is planned. They are holding a communications outing event at Cottesbrooke Hall. - DERBYS. A new U3A planned for Hope Valley /Hathersage and a group leaders workshop in Belper - LEIC. & Rutland. A new U3A at Newbold Verdon. A group leaders workshop (top 8 groups). They are considering a Science study day at Snibson. Also designing a page for their network on the East Midlands Web site. - LINCS Is very involved with next year's conference. Venue still under discussion. Discussions will recommence when new Trustee is in place after the Regional AGM. <p>GILL will send out the Regional Development Plan after this meeting. ALL Regional & County development plans should be circulated at this meeting in future.</p>	<p>Gill Gill/Dev Teams</p>
<p>7. Regional Trustee's Report</p>	<p>Michaela's Report had been circulated to Council Representatives ahead of the day.</p> <ul style="list-style-type: none"> -There is now a DVD of the 2013 National conference which can be requested from TAT by any U3A. -The conference for 2014 is under planning. -She stated that Development teams should not only start up new U3As but also run workshops etc. -The NEC have started developing a 3 year plan. -April Third Age Matters. Plan to publish a new document with a brief history and the 3 guiding principles rather than the full aims that are currently in circulation. Also a Q&A document to assist U3As. -Michaela tabled her forward planning document which she 	<p>Michaela</p>

	agreed to send to send Gill each time she updates it. She drops the first month each time. Gill will send the latest copy to RRC with meeting documents but not the ones in between. If Gill is unable to attend a development meeting Margaret will be invited in her place.	Gill
8. Network Reports	<p>These had all been circulated prior to the meeting. Additional verbal reports as follows: - Lincs needs to be a shorter précis. Mike will discuss with the secretary. It missed out a report on 2 county workshops a) Fundraising b) Recruitment & Development of group leaders. Both very well attended.</p> <p>Notts: Jane Pavier was recently appointed as chair of the network. They are developing a constitution. It was suggested that this is sent to those networks without one, as a useful guide. Agreed that it will be circulated to all RRC members.</p>	Mike Jane/Gill
9. Memory Course Update	Lynn's Report had been circulated to Council Representatives ahead of the day. There were no questions or comments. Lynn is concerned that the information about the courses is not being circulated down to U3A members. She has offered to do a short presentation to any network that requires this. The question was raised as to the routing of information through county contacts or direct. Maintaining up to date contact details is difficult even at a local level.	
10. Payment/Donations to Speakers	<p>Chair raised this issue. One U3A speaker offered to speak and charged a fee which they would then pass on to a charity. The charity commission does not allow one charity to fund raise for another charity but a donation can be made in lieu of a fee. However, as U3A Members CANNOT request a fee in any form, and they cannot be paid out of U3A funds. They can ask to put a collection box out at the meeting by agreement with their own U3A committee. Non-U3A members can request payment to them or direct to a charity. This issue will be covered in the Q&A document referred to in item 3 for publication in Third Age Matters. This document should also be sent direct to U3As. Michaela will arrange for it to be included with April mailings</p> <p>The charitable status of TAT and U3As might be compromised if the charity rules are not followed.</p>	Michaela
11/12 AOB	<p>1. Mandy Topps has kindly volunteered to fill the vacant position as Regional Contact for Shared Learning Services. There was no discussion as to inviting her to future meetings. This needs to be decided before the next meeting and a letter of welcome is to be sent to her.</p> <p>2. Discussed the formation of new U3As near to county borders. We must contact all nearby U3As regardless of county, and via Regional Trustee if it also crosses regional border. Development team will consider cross boundary U3As.</p> <p>3. Vice Chair – Constitution allows for a temporary chair to be elected at any meeting, if the Chair is absent. It was proposed by</p>	Hilary, Gill, Michaela, Liz ? Gill Reg. Dev Team

	<p>Mike Benthall and seconded Karen Highfield-Taylor that Pat Reeve would fill this role if Hilary absent.</p> <p>4. Regional Conference & AGM – MB said that TAT should not have overall control of the event via the National Trustee. It should be run by the Region as the democratic body. There was fundamental disagreement between RRC members over this.</p> <p>RRC should make the proposal and TAT should fund if they agree the Region’s proposals. The RRC should be fully involved and not led by National interests. There was considerable discussion about the responsibility of the National Trustee as opposed to her overall control of the event. There was a meeting in November re the 2015 conference but some disagreement about who had been invited. The Committee comprises:</p> <ul style="list-style-type: none"> - Chair; Reg. Trustee, ; EDO; Secretary; Treasurer - 1 RRC member from each County - Additional members from hosting county as a working party. <p>The formation of the standing sub-committee changes each year with the hosting county and the changes to the RRC representatives.</p> <p>It was suggested and agreed that there should be a 1 page report from that sub-committee for circulation to RRC</p>	<p>Sub. Comm. & Gill</p>
<p>13. Date of next Meeting</p>	<p>Wednesday 7th May to be followed by a conference planning meeting. Nottingham Trent University Room 207 TBC</p> <p>Regional Development team meeting Monday 31 march. 10:30 & visit to Trent College. TBC</p>	<p>Gill</p> <p>Hilary/Gill</p>
<p>The meeting closed at 13:00. It was followed after lunch by a Conference Planning Meeting – see separate notes.</p>		