

**RRC Meeting on Wednesday 5th November 2014 at 10:30:
Nottingham Trent University, Clifton Campus, Room 102, Ada Byron Building, NG11 8NS**

Agenda Item	Note	Action
1. Attendance & Welcome:	Hilary Wells (Chairman); Michaela Moody (Regional Trustee) Mary Cearns (Treasurer), Margaret Potter (Secretary) Rod Brennan & Geoff Belk (Derbyshire) Lynne Cox & John Redshaw (Leicestershire & Rutland); Mike Benthall & Elaine Lovell (Lincolnshire) Pat Reeve, Phil Grace & Glyn Hill (Northamptonshire); Karen Highfield-Taylor; Mary Mitchell & Jane Pavier (Nottinghamshire); Mandy Topp (shared learning Contact); The chairman welcomed all the new members of the committee	
1. Apologies	Tony Cook (L&R); Gill Childs (Ass Secretary)	
2.i Arrangements for conference 7 AGM 2015	<p>VENUE: The notes of the conference working party held on 21st October had been circulated prior to the meeting. Since then Michaela & Mike had visited the alternative venue & presented a new comparison report which had also been circulated. They were now recommending the Bishop Grosseteste University option. (<i>See docs 'BG OB Comparison.pdf' and 'Cost Sheet for 2015 Conference.pdf'</i>) We will have entire use of the building. Mike and/or Michaela will try and obtain a floor plan and also check the accommodation details and costs</p> <p>Michaela will arrange for a flyer (<i>See document 'EM Conference 2015 Poster.pdf'</i>) to be put on the web site. We should also circulate to all U3As as quickly as possible. The meeting agreed unanimously with this venue for 29th July 2015. We will try and have a meeting of the working party on site in the spring.</p> <p>PROGRAMME: (<i>see doc 2015 Conference Programme.pdf'</i>) Hilary wanted adequate time for the AGM. Final timings on the programme will be decided at a future meeting. Because of having breakout groups we should restrict attendance initially to 100 with a maximum of 120 nearer the time. Each breakout group will have a facilitator. I.e.2 speakers, Lynne. Mandy and A. N. Other. Michaela will do a rough draft of the conference schedule and send to Margaret to circulate.</p> <p>APPLICATION FORMS: These should be put on the web site when available. It was agreed that 2 delegates could attend from each U3A and any applications over that would be allocated after the cut off date which has still to be agreed.</p> <p>TITLE: To sleep, perchance to remember AGREED</p> <p>LOCATION: The mileage and map will be put on the web site</p>	<p>MIKE & MICHAELA</p> <p>MICHAELA</p> <p>MICHAELA & MARGARET</p> <p>MICHAELA</p>
2.ii Conference & summer School 2016	<p>Michaela brought a paper to the meeting (<i>see doc 'Proposal for JEM Summer School August 2016.pdf'</i>). It will be held at the Brackenhurst campus of Nottingham Trent University (outside Southwell) with Conf & AGM on day 1, dinner in evening and then the 3 day summer school. Michaela asked for volunteers for a summer school subcommittee as the 2 elements will be kept separate. This committee would have total control of the venue. We are being offered an inclusive rate of £51 per delegate which is highly competitive. Volunteers were: Karen Highfield-Taylor, Geoff Belk, Lynne Cox, Pat Reeves or Glyn Hill and Elaine Lovell. The frequency of meetings will be discussed under item 5.iii</p> <p>DATE: The weeks of 8th, 15th or 22nd August are available. We could hold</p>	

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Date _____

	<p>conference on Tuesday followed by the summer school meaning that delegates could stay a maximum of 4 nights and go home on the Saturday. Michaela will check dates of the National Conference and Summer Schools that year with National Office so that we do not clash with those. <i>(Since the meeting it has been confirmed that 15th AUGUST is free and the preferred date)</i></p> <p>Karen suggested we send out options to U3As for them to comment on preferences. This will be down to the subcommittee to decide.</p>	<p>MICHAELA</p>
<p>3.i The Role of an EDO</p>	<p>The Third Age Trust (TAT) document 'Going Forward' had been circulated prior to the meeting. Michaela has based her proposal on the 3 year plan. The organisation is still growing with no signs of slowing down. Trustees have been given permission to appoint assistants. Michaela has invited 2 RRC members to act in this capacity, Mary Mitchell and John Redshaw, with a view to their eventually taking over some responsibilities to spread the load. She wants individual development teams within networks to be responsible for taking development forward. i.e. the formation of new U3As and education initiatives. The chair felt the 3 year plan was well overdue and she congratulated TAT for its publication.</p> <p>If we dispose of the role of EDO we will need to change our constitution to reflect this. Mike & Pat felt that the role of EDO was principally in developing workshops and supporting existing U3As via education. Karen felt that an EDO in the individual networks would be more effective than having a Regional post. She also said the overlap of duties between this role and the trustee was a major issue. Ideally the networks will report development to the RRC through their representatives and EDOs or development teams in cooperation. Nottinghamshire already does this. Northamptonshire as a much smaller organisation would still require support from the Region as they do not have the facilities to work as some of the larger networks do. Karen suggested that cross border support and spreading the knowledge and responsibility was a positive initiative and a way to support smaller networks. Mary Mitchell supported the bottom up rather than top down process which this proposal would encourage. Mike reported that their development team is actually their executive committee. Leicestershire & Rutland currently works with a small development team which reports to their network meeting. There is a lack of continuity due to their loose organisation and rotating chair. It was agreed that each network should arrange itself. Michaela reminded the meeting that if they decide to appoint a Regional EDO then they must fund it as she cannot afford to out of her budget. She then proposed that we do not appoint a Regional EDO at this stage but leave the networks to run development until we can decide what we wish to do. We would then need to propose a constitutional change. Details of how the Region will support development will be defined when Michaela, Mary & John have met to discuss their roles. The results will be reported back to the next RRC. It was noted that we would be replacing a democratically elected post with appointed ones. However it was also pointed out that the 2 assistants, Mary Mitchell and John Redshaw, are also members of this Regional Council and are subject to its constitution</p>	<p>MICHAELA, MARY & JOHN</p>

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Date _____

	<p>in that role. Mike wanted the appointments to be ratified by this council and to have this reflected in any constitutional change. He also reported that he believed that our National Chair's stated aim is to have Regional Trustees 'manage' their Regions.</p> <p>PROPOSAL – that we operate as Michaela proposes until the AGM in July. Meanwhile we agree that the appointment and roles of the 2 assistants should also be ratified by this Council. They should proceed meanwhile and report back to the February RRC for a final decision. AGREED by all.</p>	
3.ii Report on other development.	<p>Michaela circulated the updated regional development plan as a paper document. The details are in the paper which will be sent out after this meeting with the minutes. She asked that everyone give some thought to the proposals and send her their suggestions. The plan is a working/rolling programme subject to change as required.</p>	MARGARET ALL
4 Minuts of the previous meeting	<p>The minutes of the RRC held on 6th August 2014 had been circulated prior to the meeting. Proposed Michaela, Seconded Lynne. Agreed subject to the following change. Item 3. Keren should read Karen, and Chair of... should read Development Team Leader.</p>	
Matters Arising	<p>Item 6 The secretary reported that no one had complied with this item which requested representatives to submit relevant reports at least 14 days prior to each RRC. A network not holding an appropriate meeting should not preclude this.</p>	
5.i vacancies on committee	<p>Annie Curtis had resigned, but Northampton now had full representation. An updated list had been circulated. Margaret reported her intention to finish at the next AGM and said that Gill had also indicated she might do the same due to family commitments. Everyone was asked to look for replacements. Anyone identified would then be invited as an observer to an RRC meeting.</p>	
5.ii Role & responsibility of Region and its relationship with TAT	<p>Michaela suggested that everyone read the document 'Going Forward' in order to understand our role and relationship. If necessary we can then consider again at the February RRC meeting. Margaret will put it on the agenda.</p>	MARGARET
5.iii RRC Meetings	<p>It was agreed that today's format had worked well despite a full agenda. Margaret will therefore cancel the 2nd room for the next 2 RRC meetings and arrange the agenda accordingly. Additional working party meetings will then be arranged as required. It was stated that August is not a good month for meetings so we will reconsider frequency and timing for next year at the May meeting.</p>	MARGARET MARGARET
6 Chairs Report	<p>The report was circulated prior to meeting. The chair stressed her request that more time be allocated to the AGM to allow for questions and audience participation next year. Also that we keep speakers on message and on time. The conference working party to consider in their deliberations.</p>	CONF WORKING PARTY
7. Treasurers Report	<p>We have a budget via Michaela of £4850. We need to start using a better system to account for the detail of all expenditure. Balance as at October is as circulated in her report. Mary has not yet had access to online banking but it has been promised for later this week. Members' annual subscriptions. Mary handed out analysis of network contributions for representatives from each county to pursue arrears.</p>	

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Date _____

	<p>Before Michaela became Trustee the budget was formed of a flat rate + 12p for every member of the Region which was sent in tranches to the Region. TAT decided that they needed to know more about how the money was spent so changed to allocate a budget for Trustee to draw down. (appendix 6) Michaela anticipated that her budget this year should cover Conference and 2 regional workshops. Study days have to be self funding. Costs associated with Regional meetings run between £1600 and £2500 per annum which she cannot fund, plus accommodation for regional meetings (Appendix 5) The matter of expenses for all 3 representatives to attend is 2200 which we may not be able to afford. Agreed to continue but encourage people to car share and review at each meeting. Margaret suggested that we ask for the full costs for any event by adding to application forms 2 charges. One for members of U3As that have paid the subscription and one for those who have not. Margaret will draft a statement for the chairs approval to send out to all U3As.</p> <p>Michaela & Hilary will draft an amended statement from the document 'regional finances' for distribution to all U3As and adding something about the above charges.</p> <p>Everyone was reminded that we should carry out a financial risk assessment for any regional event.</p>	<p>ALL</p> <p>MARGARET</p> <p>MICHAELA & HILARY</p>
8 Regional Trustees Report	This had been circulated before the meeting. Michaela reminded us that the 2 documents 'Going Forward' and 'More Time to Learn' can be found on the National web site.	
9. Shared learning Contact	<p>The report had been circulated prior to the meeting. The Grantham Hall Book project is the minute book of the corporation from 1600s. They have been asked to extend the project to continue into later years. The initial meeting at Heckington Mill for all members interested in joining this Shared Learning Project is Sunday Nov 30th at 2.30 pm. The Chairman of the Windmill Trust will take people round and talk about the project. Mandy asked that everyone alert her or give her name to any group considering a new project. Karen will send details of a possible project in Burton Joyce to Mandy. National Advice Sheet 15 sets out the criteria for a shared learning project.</p> <p>The Council formally adopted the role of the Shared learning Projects Regional Contact s as defined by the Third Age Trust.</p>	<p>ALL</p> <p>KAREN</p>
10. Memory Coordinator	<p>The paper issued in 2012 was circulated prior to the meeting. Lynne was asked to develop a document showing her role to table for the next meeting.</p> <p>Lynne asked that everyone goes back and asks their network/U3a if they have had an email from her mid October requesting what they are doing in their U3A, and if so ask them to respond. If not to contact her. The information is required for the Memory Newsletter which she issues periodically.</p>	<p>Lynne</p> <p>ALL</p>
11. Network Reports	<p>These had been circulated prior to the meeting.</p> <p>Nothing to report DERBYSHIRE, L&R, Northants, Notts</p> <p>Leicestershire highlighted that Snibston was the first time the network had run an event and it was very successful.</p> <p>Lincs – added that Sleaford ran a showcase event opened by Michaela. It highlighted the activities of various U3A groups.</p>	
12 AOB	Mike reported that he stepping down from Council now that conference	

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Date _____

	venue has been agreed. Mike was thanked for his time and efforts on the committee. He will arrange for his replacement to be notified to Margaret ASAP Michaela reported the revamping of the U3A advertising literature. She also reported that all the papers from the national Conference were on the web site soon after the meeting.	MIKE
13. Next meeting	Wednesday 4 th February 2015 – NTU Clifton Campus, Ada Byron King Building, Room 102 10:30 - Pat will bring the biscuits.	

The meeting closed at 2:30

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