

ASSOCIATION OF EAST MIDLANDS U3AS REGIONAL REPRESENTATIVE COUNCIL (RRC)

MINUTES OF MEETING HELD ON WEDNESDAY 9TH MAY 2012 AT 11AM

AT CLIFTON CAMPUS, NOTTINGHAM TRENT UNIVERSITY, ROOM E121 – STUDENT SUPPORT CENTRE

<u>PRESENT:-</u>	Chairman, Alan Morris, Treasurer, David Kyle, Secretary, Margaret Taylor and Assistant Secretary, Annabelle Meek
	Derbyshire Representative - Roger Watts
	Leicester & Rutland Representatives - a) Barry Hillyard, b) Lynn Cox
	Lincolnshire Representative - Mike Benthall
	Northamptonshire Representatives - a) Pat Reeve b) Cyril Young
	Nottinghamshire Representative - Jeremy Lloyd
	Alan welcomed everyone to the meeting including Gill Childs from Leicester U3A who had shown an interest in becoming the Secretary and wished to observe proceedings.
<u>ITEM 1</u>	<u>APOLOGIES FOR ABSENCE</u> Regional Ed. & Dev. Officer, Joe White Regional Trustee, Liz Wilson, Derbyshire Representative - Carol Lockwood Lincolnshire Representative - Robin Gulliver Nottinghamshire Representative - Christine Baxter
<u>ITEM 2</u>	<u>MINUTES OF THE LAST MEETING</u> The minutes of the last meeting dated 11.01.12. were taken as a true record. Proposed: Jeremy Lloyd Seconded: David Kyle. Signed: Alan Morris
<u>ITEM 3</u>	<u>MATTERS ARISING FROM LAST MEETING NOT ON THE AGENDA</u> Item 5 f) – Alan M. apologised that he had not yet contacted the Chair of TAT & Lin Jonas re Networks in the Region and support with Administration costs. ALAN M. TO ACTION
<u>ITEM 4</u>	<u>CHAIR'S REPORT</u> Alan M. had circulated his report together with the report on a) "A Review of Regional Structure" and b) "Amended Constitution". A full discussion took place on Report a) and it was agreed that there had been some success in achieving goals but there was still some way to go. Points raised to be taken on board in the future:- Saving on the amount of paper that is sent out to RRC and U3As. Putting more information on the Web Site, provided that all information is accurate and up-to-date. The Secretaries to send information direct to all U3As. Consider restricting the amount of words used in a report and certainly avoid duplication of information in reports. Having a Lap Top at the Committee Meetings to show the various reports to be discussed on a large screen. More workshops could be organised by Networks with Region in a supporting role. To get more involvement from the Network membership who can be asked to serve on Sub-Committees of the Region. Continue the setting up of Area Development Teams. Committee had received a copy of Len Street's article "When Studying Gets Serious", concerning in-depth study groups. Agreed that the D.H. Lawrence Project should be undertaken which could be the beginning of an "Inter U3A Interest Group". More publicity needs to be given to this project. It can be mentioned at the "Creative Writing" Workshop. The Committee "agreed" the document and Alan M. will now send out to all U3As. ALAN M. TO ACTION Discussion took place on Report b) A lot of time had already been spent on the Constitution and the Committee felt that the majority of the content was acceptable. However after discussion it was decided to amend:- 2.5 – Remove "Who comply with the terms of that Network" 2.6 – Add "See Para. 5.4." 5.2 – Remove "of" and put capital letters from Officers and Representatives 5.3 – Insert extra line. "If a network Representative becomes an Officer the Network may provide a replacement". 6.2 – replace "following the AGM" to "following each AGM". 6.3 – Add "Co-opted" between non-voting and appointments. It should be noted that "alternates do have the right to vote" if they have come to a meeting in place of the Representative. 11.1 – remove "only by" and insert "following a national - decision of the Third Age Trust - on Regional Structures. Alan M. will amend the Constitution before it is sent out to all U3As. A copy will be sent to TAT.

	<p>Following the amendments, reports a) and b) will be sent to all U3As together with a covering letter from Alan M. for any comments to go to the Secretary before 25th June 2012. These documents will then be presented to the Annual General Meeting for approval.</p> <p>Membership of U3As in the Region was discussed as some U3As feel that they do not want to “belong” and do not wish to “pay any affiliation fee” to support the Region.</p> <p>Alan M. had circulated the article “Time to rethink the way we organise” by Len Street. Committee felt that there should be a “strong, professional” centre at the head of the U3A Organisation as it was felt that there will be incredible growth in the next 4/5 years. TAT need to be fully aware of this growth especially as fees will increase and they should now be considering employing more professional staff and not being left to one person or the Trustees who change every three years. Alan M. is to draft a letter to this effect to TAT and send out to Committee members for approval. ALAN M. TO ACTION</p> <p>Alan M. concluded by saying he was happy to continue as Chair for another two years.</p> <p>The Council reviewed progress on items identified in September 2011. Good progress had been made on some but other items required attention.</p>
ITEM 5	<p><u>TREASURER’S REPORT</u></p> <p>David K. had circulated a report for Income & Expenditure Account as at 31.03.12.</p> <p>He reported that he had received £375 and £300 respectively for two workshops and £3,000 towards the Conference/AGM from TAT.</p> <p>David K. was very concerned on the amount of money coming from Bromley. The figures are not in line with the budget that Liz Wilson had applied for and it is a case of “use the funding” or “lose the funding” within the financial year.</p> <p>He said that at the end of the year there was only £150 approximately available cash in the account and he had had to use the funds from Deposit Account to cover cheques etc. to avoid bank charges. He confirmed the “buffer” of £596.45p had been returned to the deposit account but he was extremely concerned that there were insufficient funds to cover the everyday expenditure. He asked that the Committee agree to the re-introduction of an Affiliation Fee for 2012/2013 of say 5p per member per U3A. Working on 22,000 members this would give a figure of £1,200. This would be reviewed annually.</p> <p>Discussion took place on whether all U3As would be supportive of these contributions and that as it was TAT that had set up the Regions they should be supporting it financially with a “float”. Unfortunately TAT had “changed the goal posts” and would only fund certain expenditure.</p> <p>The proposal on whether an affiliation fee could be levied on all U3As in 2012/13 was taken to the vote but Pat Reeve did not support this as she was of the opinion that some “member” U3As would not pay. After further discussion the Chair asked that members now vote on:-</p> <ol style="list-style-type: none"> 1. Should a “fee” be charged to U3As? By a show of hands 9 voted for and 1 against. 2. How the figure for the fee could be reached. <ol style="list-style-type: none"> a) Flat rate of e.g. £15 per U3A. This was totally rejected by the Committee. b) A Capita rate per head. (Went to the vote). c) A Band rate per U3A, one price for membership of 200 less e.g. £10 200+ £20. Figures to be based on the Annual Return to TAT. (Went to the vote). <p>A vote took place and c) was accepted on a vote of 6 to 4. David K. will look at the figures and decide on the amounts to be charged within each band to raise approximately £1200. DAVID K. TO ACTION.</p> <p>During this vote Alan M. told Annabelle M. that she had “no vote” at the meeting. (See Minutes under Any Other Business).</p> <p>David K. informed the Committee that if the rate of mileage was increased from 45p to 46p this would have tax implications.</p> <p>He had also looked into:-</p> <ol style="list-style-type: none"> a) The question of U3A members “speaking” at meetings and confirmed that only travel expenses can be claimed, although a one-off donation could be made to a charity of their choice. b) “Employing” Group Leaders. As the U3A would become an “Employer” this was not recommended. However if the trainer was self-employed it was left to individuals to check their credentials and insurance cover.
ITEM 6	<p><u>REGIONAL EDUCATION & DEVELOPMENT OFFICER’S REPORT</u></p> <p>Unfortunately Joe White had been unable to attend due to illness but had circulated his report. The Committee wished to thank Joe for organising two workshops which were well attended and well run although it was felt that another venue is booked for future workshops.</p> <p>Alan M. reported that Joe will be standing down at the Annual General Meeting. However to keep Liz Wilson’s expertise on the Committee she has been asked if she would be interested in taking over this role, which she has agreed to.</p> <p>Lynne Cox (Regional Co-ordinator for Memory Courses) reported on her involvement with members who had</p>

	<p>attended the Memory Course and of the on-going training that she was organising. When this training was completed it could be cascaded down to the networks and individual U3As. She had also circulated newsletters to all U3As and copies were on the Web site. Further information and literature can be obtained from memory@aughton-ormskirk-u3a.co.uk (Wendy Craddock).</p> <p>Suggestions were put forward for future workshops:- Training for Treasurers; Training for smaller U3As under 200; For Rapid Growth Groups; and for Large U3As.</p>
ITEM 7	<p><u>SECRETARY'S REPORT</u></p> <p>The Conference/AGM report had been circulated and Margaret Taylor confirmed that equipment had now been booked; Pack 1 had been circulated to all U3As with some cheques starting to "trickle" through. Pack 2 which will include the full programme of the day, agenda for the AGM and other information will be sent out to the individual members who have submitted their application, ordered lunch and paid £8.</p> <p>She also read out the names of Representatives who were still willing to stand on the RRC and will be writing to everyone individually to inform them of their new Term of Office, subject to the amended Constitution being approved at the AGM.</p> <p>Alan M. now confirmed that three of the speakers had been booked. Titles and times of their talks are still to be organised. He did mention that if a speaker was unable to come, he would speak about "Communication To and From the Region".</p>
ITEM 8	<p><u>RECIPROCAL ARRANGEMENTS BETWEEN U3As</u></p> <p>Pat Reeve wanted advice from other areas on what happens when an interest group of one U3A has vacancies and members of another U3A attend. Discussions took place from members paying a reduced fee to join the second U3A which would entitle them entry to the Group to members not being allowed to join from other U3As. The Chair summarised the situation by saying that we could only "swap" experiences; it was not the role of Region to legislate on "local" arrangements.</p>
ITEM 9	<p><u>NETWORK REPORTS FROM:-</u></p>
a)	Derbyshire – a Report had been circulated. A Training Course had been arranged for 19 th June on setting up a new U3A which will be used as a template for the future.
b)	Leicestershire & Rutland – a Report had been circulated.
c)	Lincolnshire - a Report had been circulated and the RRC were sorry to hear of the death of Charles Moody, the Chair of Woodhall Spa U3A and our condolences go out to his widow, Michaela.
d)	Northamptonshire – a Report had been circulated. A network workshop had been organised which was well attended. They have also been approached by a Museum in Kettering for a contribution to their "Community Corner". Some U3As are also using empty shop windows to advertise.
e)	Nottinghamshire – a Report had been circulated. It was noted that new U3As continue to be set up in the area and it was commented on that smaller U3As keep their own identities and are successful in obtaining grants.
	A suggestion was made that all the County Reports contain "future" events to which other local U3As could be invited.
ITEM 10	<p><u>REGIONAL TRUSTEE'S REPORT</u></p> <p>A very full report was circulated and it was noted that Liz Wilson had certainly been busy throughout her three years as Regional Trustee. She had started to set up Development Teams throughout the Region and this would certainly help the new Trustee when appointed. The Committee wished to thank her for all her efforts.</p>
ITEM 11	<p><u>UPDATE ON BIS CONSULTATION DOCUMENT "NEW CHALLENGES, NEW CHANGES"</u></p> <p>Alan M. not having received any information concerning the Policy Statement which was due to be issued in Spring had found out that the statement had been issued on 11th April and that "pilot" bids for the Community Learning Trust Grants had to be in by 25th May. Unfortunately U3As could not make a bid for any funding for informal training groups but could "link" with other organisations that were able to claim.</p>
ITEM 12	<p><u>ANY OTHER BUSINESS</u></p> <p>a) The question of the venue and refreshments at Nottingham Trent University was raised and future Committee Members will look at moving to a more convenient venue. NEW SECRETARY TO PUT ON AGENDA</p> <p>b) Margaret Taylor asked for permission from the RRC for the copies of "Agreed" Minutes to go onto the Web Site as previously only "Approved" Minutes had been put on. This meant that sometimes information was very much out of date. Obviously once the Minutes were "Confirmed" their status would change on the Web. The Committee agreed that this could happen and Margaret Taylor will inform Peter Edge, the Web Master of this.</p> <p>It was also confirmed that only the Secretary and Chair can ask Peter Edge to put items onto the Web Site.</p> <p>c) A holiday list had been circulated but there were several additions. The Secretary will re-circulate this document.</p>

	<p>d) During lunch a discussion had taken place on why Annabelle Meeke, the Assistant Secretary, had been excluded from “voting” on an earlier matter on the Agenda. This question was raised under “Any Other Business” as when asked most of the Committee members, apart from Alan M. thought that the role of Assistant Secretary was included on the Regional Committee and that the Assistant Secretary had full voting rights. Annabelle questioned that if she was unable to vote what was her role on the Committee? Alan M. explained that this role had started when the previous Treasurer was ill and could not continue and a replacement had to be found. The Committee at that time felt that a “named” replacement could be co-opted. It was also agreed that this should happen with the Secretary.</p> <p>Unfortunately the previous Secretary, Margaret Potter, had informed Annabelle that Assistant Secretary was a new role, and that the Assistant Secretary would be expected to attend four meetings a year and take minutes in the absence of the Secretary. The post of Assistant Secretary was proposed, seconded and voted on at the Annual General Meeting and Annabelle Meeke took up the role of Assistant Secretary. A role description had been agreed at the September meeting.</p> <p>Unfortunately the post of Assistant Secretary and voting rights had not been included in the Constitution. After discussion the Committee decided that the Assistant Secretary needed to attend Meetings to keep continuity if the Secretary was unable to attend. The Committee also agreed that the Assistant Secretary should have full voting rights but emphasised that this would only apply to this particular role. Alan Morris said that a further amendment would need to go into the Constitution which he agreed to do.</p> <p>ALAN M. TO ACTION</p> <p>Annabelle Meeke indicated that she would be willing to continue in her role as Assistant Secretary.</p> <p>e) The question of whether a Vice-Chairman is needed on the Committee will be discussed at the next meeting. NEW SECRETARY TO PUT ON AGENDA</p> <p>f) Alan Morris said that as this was the last Committee Meeting before the Annual General Meeting he wished to thank the members who would be “retiring” and thank the members who will be remaining on the Committee.</p> <p>He wished to give special thanks to Liz Wilson as she had done an amazing and wonderful job. A more formal “thank you” will be extended to her at the AGM.</p> <p>He also wished to take the opportunity of thanking Joe White for although only holding the post of Regional Education & Development Officer for 12 months, he had organised some good workshops. Another thank you was extended to the Secretary who also will be “retiring” at the AGM due to personal circumstances and who had done a phenomenal job with effectiveness and efficiency.</p>
ITEM 13	DATE OF THE NEXT MEETING at the Clifton Campus, Nottingham Trent University, Room E121 –Student Support Centre – Wednesday 12th September 2012

Agreed as a true record.

PROPOSED.....SECONDED.....

CHAIR..... 12.09.2012.