

ASSOCIATION OF EAST MIDLANDS U3AS REGIONAL REPRESENTATIVE COUNCIL (RRC)
MINUTES OF MEETING HELD ON WEDNESDAY 11th JANUARY 2012 AT 11AM
AT CLIFTON CAMPUS, NOTTINGHAM TRENT UNIVERSITY,
ROOM E121 – STUDENT SUPPORT CENTRE

<u>PRESENT:-</u>	Chairman, Alan Morris, Regional Ed. & Dev. Contact, Joe White Regional Trustee, Liz Wilson, Treasurer, David Kyle, Secretary, Margaret Taylor and Assistant Secretary, Annabelle Meek
	Derbyshire Representatives - a) Roger Watts b) Carol Lockwood
	Leicester & Rutland Representatives - a) Barry Hillyard, b) Lynn Cox
	Lincolnshire Representatives - a) Robin Gulliver b) Mike Benthall
	Northamptonshire Representatives - a) Pat Reeve b) Cyril Young
	Nottinghamshire Representatives - a) Jeremy Lloyd b) Christine Baxter
	Invited, Annie Curtis, Northamptonshire – Member of the Review Group
	Alan welcomed everyone to the meeting including the new Representative for Northamptonshire Cyril Young and Annie Curtis who would be presenting the report on the 3 year Review of the East Midlands Structure. Alan M. reminded all the representatives that they were on the RRC representing the County and not their individual U3As. He also paid tribute to the late Edith Senior who was very active within the U3A movement and had sent a condolence card on behalf of the Region to her brother. David Kyle also passed on the best wishes to the Committee from the retired Treasurer Bob Carter.
<u>ITEM 1</u>	There were no <u>APOLOGIES FOR ABSENCE</u>
<u>ITEM 2</u>	<u>MINUTES OF THE LAST MEETING</u> The minutes of the last meeting dated 14.09.11. were taken as a true record. Proposed: Mike Benthall Seconded: David Kyle. Signed: Alan Morris
<u>ITEM 3</u>	<u>MATTERS ARISING FROM LAST MEETING NOT ON THE AGENDA</u> Item 6 – David K. confirmed that Richard Burdon had agreed to act on David’s behalf in an emergency situation. Barry Hillyard said that his name had not been included in the Conference/AGM Sub-Committee names.
<u>ITEM 4</u>	<u>CHAIR’S REPORT</u> a) Alan informed the Committee that Peter Edge who had re-designed other Websites in the Region had now started to upgrade the Region’s Website, making it more attractive and giving more information. Later in the day Alan showed the Committee the work in progress and how far it has developed. As soon as it is up and running, hopefully by the end of January, the Committee would be informed. Alan said that only the Chair or the Secretary would be able to ask the Web Master to change or add information. The RRC thanked Richard Thompson for his work on the previous Regional Website. b) Following the National Conference in September Alan M. is arranging a meeting with John Benyon. c) Alan had also contacted Alex McMinn, with a view to finding out what research can be carried out in the Region’s U3As. d) Alan reported that he had sent in the Region’s response to the BIS Consultation Document “New Challenges, New Changes”. He had received an acknowledgment and there will be a Policy Statement in the Spring. A copy of our response had also been sent to the Third Age Trust.
<u>ITEM 5</u>	<u>TREASURER’S REPORT</u> David K. had already supplied a breakdown for Income & Expenditure Account as at 19.12.11. He reported that:- a) He had now finally received a letter from Barclays Bank dated 28.12.11. re the changes to the

	<p>account and everything is now in place.</p> <p>b) He drew attention to the Regional Support budget of £3,600 from TAT and informed Committee that the net costs of the East Midlands Conference/AGM must come out of our budget whereas it had been assumed that TAT would stand the costs. This revelation has had an immediate impact upon our available bank balance as noted in d) below</p> <p>c) David also confirmed that money intended to support meetings, newsletters etc. would now come out of the Regional Support Administration pot.</p> <p>d) David then confirmed that the bank balance was £1,262.38p (which included the £500 that originally sat in the Deposit Account and is now being used as a “buffer”). He said that the whole TAT funding system will be changing from the new financial year and because of the implications of b) and c) above it may mean that the Committee has to consider re-introducing the Affiliation Fee. This will be an Agenda Item for the next meeting. MT TO ACTION.</p> <p>e) Liz W. confirmed that some funding will come out of the Trustee’s budget towards the cost of the Conference/AGM. She confirmed that she had been working on the budget and produced a copy for the Committee. She explained some of the items in the budget and why although the figure was high it did not mean that she would get the full amount. This budget request had to be sent by in 12th January 2012 as the new budget would start on the 1st April 2012. She will report back as soon as any decision has been made on the amount to be received and how it will be paid. The RRC endorsed the Trustee’s proposed budget. (A copy of the budget can be obtained from the Secretary).</p> <p>f) Discussion took place on what the TAT would contribute towards a Network. Alan and Liz agreed to contact the Chair of the TAT and Lin Jonas and explain about the Networks in the Region and ask if TAT is able to support with the Administration Costs. ALAN/LIZ W. TO ACTION.</p>
<p>ITEM 6</p>	<p><u>REGIONAL EDUCATION & DEVELOPMENT CONTACT REPORT & REPORTS FROM THE REGIONAL EDUCATIONAL DEVELOPMENT SUB-COMMITTEE</u></p> <p>Following on from the above reports which had been sent out previously to the Meeting Joe updated the Committee on the various activities for 2012.</p> <p>a) The memory Workshop was provisionally booked for Wednesday 7th March 2012 at the Notts. County Football Club (Masson Suite) at a cost of £240. Lunch would be £5.50 + VAT and Refreshments would be £1.50 + VAT which would be paid by the person attending. Joe had now been in touch with Ormskirk who agreed to come down, only charging their travel expenses, on the 7th. Lunch would be provided by the Region. He distributed leaflets on Memory and agreed to co-ordinate this event. He asked that 2 Administrators and 2 technical people – possibly Graduates - be available on the day. A flyer would be sent to all U3As by Region and Head Office (Lin Jonas) but a limit of 2 members only from each U3A, not necessarily the Committee, would be able to attend although a Reserve List would be kept. The RRC endorsed the Sub-Committee’s action.</p> <p>b) Music Leaders Workso in October would include bands, choirs etc. The workshop would be in the morning from 10am to 1pm with a break for lunch 1-2 pm. Then the choirs, bands etc. would perform in the afternoon from 2-4pm and the U3As would be asked to come along to the concert celebrating 30 years of the U3A movement. Suggested price for tickets would be £5. The venue was discussed whether to go to the Albert Hall or the Royal Concert Hall at Nottingham. As the Albert Hall could cost £2,000 (seat 700) it would seem appropriate to find out if members were interested not only in participating but also coming to the Concert before a firm decision to book is made by the Sub-Committee.</p> <p>c) Creative Writing Workshop in May will coincide with Adult Learner’s Week and Maggie Smith is prepared to come and run the Workshop. She will only charge travel expenses and after discussion it was decided to try and get the event booked at the Notts. County Football Club (cost £240) during the week commencing 21st May 2012.</p> <p>d) Committee Members’ Workshop in April to be aimed at Chairs, Secretaries and Group Co-ordinators. After discussion it was decided to try and get the event booked at the Notts. County Football Club (cost £240) during the week commencing 18th or 25th of April 2012. It was noted that a Workshop for Treasurers could be arranged in the future.</p>

	<p>e) Art Appreciation Workshop to be looked at by the Sub-Committee.</p>
ITEM 7	<p><u>A.NATIONAL EXECUTIVE COMMITTEE OF THE THIRD AGE TRUST REPORT</u> Having sent out her report previously Liz just highlighted some of the items:-</p> <ul style="list-style-type: none"> a) Development Teams had been set up in all of the Networks. The idea is that these teams help to set up new U3As and mentor the Committee members. More volunteers are still required but Liz was congratulated on getting these up and working. b) Liz confirmed that only National Volunteers are serving on the Sub-Committees at the present time. c) She confirmed that most of the staff vacancies at Head Office had been filled and she would be requesting a list of who did what which may be able to be put onto the Web site. d) She advised that asking the Queen to be Patron had been withdrawn. e) The newsletter will in future be called “Third Age Matters” and will be offered for sale at local book shops as well as being available to members who could subscribe direct. <p><u>B.REGIONAL NEWSLETTER REPORT</u> Liz apologised that circumstances had prevented the Newsletter from being issued. It was suggested that she had an assistant and Liz informed the Committee that once she had completed her term of office as Trustee she would be able to give her full attention to producing the newsletter.</p>
ITEM 8	<p><u>REPORT ON THE 3 YEAR REVIEW OF THE EAST MIDLANDS STRUCTURE</u> Alan M. gave a brief outline on how the Region had expanded from 25 U3As originally to 72 by 2008 and that 20 years ago those 25 U3As had sent 2 representatives each to the meeting. Obviously as the number of U3As grew it was impossible to hold a meeting with 2 representatives from each U3A and therefore a structure based on 5 Networks representing the Counties in the East Midlands Region was set up and the Counties agreed to send 2 representatives to support the Regional Trustee in the RRC. As the structure of the Region had changed fundamentally it was agreed that a review would take place after 3 years and a working party was set up. Annie Curtis, part of the working party, came to the meeting to answer any questions on the report which had been previously circulated. She explained that the working party had met 6 times during 2011 and that many hours of work had been spent by members putting this report together. Thanks were given to the Secretary Lynne Cox for collating the information into this report. Alan said that the report would be discussed with 1. Questions for Clarification of the Report, 2. Discussion on the Report and 3. Discussion on the Constitution. Several questions were raised and dealt with by Annie and other members of the working party to the satisfaction of the Committee. A comment was raised that the working party did not actually look at structural issues and should not be constitutionally driven. Alan M. said that this document was well-presented and as the basic structure for the East Midlands Region was “sound” that basically this report was on “Effect and Effectiveness of the Region” rather than on changing the structure. The Region’s mainstay has been transparency and members would complain if they felt that they had not been fully informed of what was happening. The question of County Reports was raised and it was stressed that written reports were better than oral reports and that Good Practices and Ideas could be “shared” by the Counties and then passed onto the individual U3As to broaden their horizons. They did not have to be large reports and half an A4 was the recommended size of a County Report. Discussion took place on the period of office for Representatives to go from 2 years to 3 years. It was felt that as there are only 3 meetings per year a representative would take a couple of meetings to get used to the Regional Committee and that 3 years seemed a better option with continuity. This did not mean that members could not resign before their term of office was completed. It was decided that there should be a 3 year plan for activities and resources so that members can see what is happening in the future. When looking at the Constitution several amendments were asked to be made by the Committee and notes were taken of them by Margaret and Annabelle. These amendments will be sent to Alan for him to discuss with the Chair of the Working Party. Once the final report is ready a copy will be sent out to the Committee Members in the first instance to check the amendments, then to all U3As with a view that the amended Constitution can be adopted at the AGM.</p>

	Alan thanked Annie and her colleagues from the working party for all their hard work on presenting this report.
ITEM 9	<u>ANNUAL GENERAL MEETING & CONFERENCE 2012 SUB-COMMITTEE REPORT</u> Margaret gave the following information:- The Conference will be held on Tuesday 10 th July 2012 at the Charter Suite Meeting Room, Link Hotel, Loughborough, Leicestershire. The Post Code would be required for people travelling with Sat Navs. The theme of the day will be "Communication". The booking form had been signed and sent to Imago. 100 delegates were provisionally booked with refreshments upon arrival and a 2 course lunch. Discussion had taken place earlier re increasing the cost from £5 which had been charged to the delegates last year. Committee agreed that it should be increased to a maximum of £10 but that the actual figure should be left to the Sub-Committee to make the final decision. Speakers had still to be confirmed. A flyer would be sent to all U3As in the next few weeks to announce the event. The date for the next meeting was arranged for Monday 23 rd January 2012 at 10am Alan's home.
ITEM 10	<u>INSURANCE & THE IMPLICATIONS FOR U3As</u> Pat Reeve informed the meeting of accidental damage to a chair at a member's home during one of the Group sessions. Apparently when she had contacted Lin Jonas at Head Office she had been informed that unless the claim was over £250 it would not be worth claiming as the excess of the insurance is for this amount. She had brought this matter to the attention of the Committee as she felt that U3As were perhaps not aware of this excess and what would other U3As do in similar circumstances. Perhaps it should be advised that all U3As keep a "reserve" to pay out should there be a claim on them if the householder was unable to claim through their own insurance company.
ITEM 11	<u>NETWORK REPORTS FROM:-</u>
	The Chair opined that the Reports showed a great level of co-operative activity in all five Networks.
a)	Derbyshire – there was nothing to add to the Report which had been circulated.
b)	Leicestershire & Rutland – there was nothing to add to the Report which had been circulated.
c)	Lincolnshire - there was nothing to add to the Report which had been circulated except to say that the Fun Day was still going ahead.
d)	Northamptonshire – there was nothing to add to the Report which had been circulated except to say that they had been given the thumbs up for a grant.
e)	Nottinghamshire – there was nothing to add to the Report which had been circulated. Some members said that they had not received a copy of this report and the Secretary was asked to resend. MT TO ACTION – Done.
ITEM 12	<u>ANY OTHER BUSINESS</u> a) Alan had to remind the County Representatives that a report, about half a page of A4, should be sent to the Secretary. All reports should reach the Secretary at least 10 days before the actual meeting. He did not want in general verbal reports be given at meetings. b) Margaret announced that she was resigning as Secretary. She did however say that if anyone knew of a replacement she would be more than willing to mentor that person at the May meeting and at the AGM. But she stressed that the AGM would be the last time she would attend meetings.
ITEM 13	<u>DATE OF THE NEXT MEETING</u> at the Clifton Campus, Nottingham Trent University, Room E121 –Student Support Centre - 9th May 2012. Annabelle to confirm car parking arrangements at the Campus in line with the changes in April.

Agreed as a true record.

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

CHAIR..... 09.05.2012.