

**Association of East Midlands U3As**  
**RRC Meeting on Wednesday 13 May 2015 at 10.30am**  
**Nottingham Trent University, Clifton Campus,**  
**Room 103, Ada Byron Building, NG11 8NS**

Agenda Item	Notes	Action
<b>1. Attendance &amp; Welcome: (i)</b>	Hilary welcomed all present, especially Kath Oakley, the new representative for Nottinghamshire. Present: Hilary Wells (Chair); Michaela Moody (Regional Trustee); Jane Pavier (Secretary); Mary Cearns (Treasurer); Many Topp (Shared Learning Contact). Derbyshire Representative: Geoff Belk; Leicestershire & Rutland Representative: Tony Cook; Lincolnshire Representatives Sue Hewson & Elaine Lovell; Northamptonshire Representatives: Pat Reeve & Phil Grace; Nottinghamshire Representatives: Karen Highfield Taylor & Kath Oakley.	
<b>(ii) Apologies</b>	Apologies received from : Mary Mitchell (Nottinghamshire), John Redshaw and Lynne Cox (Leicestershire & Rutland), Rod Brennon (Derbyshire). This would have been Lynne Cox's final meeting and the Chair and members asked that an email be sent recording their thanks for her hard work as a member of the Network, the RRC and as the Regional Memory Course Contact.	<b>JANE</b>
<b>2. Minutes of the previous meeting.</b>	The minutes of the meeting held on 4 February were agreed as a true record of the meeting and were proposed by Phil Grace and seconded by Mary Cearns. There were no matters arising.	
<b>3. East Midlands Conference 2015</b>	Michaela reported that several meetings had been held at the venue and a scheme finalised for the layout of the conference room and display boards. To date 43 applications have been received, including 12 RRC members, with five additional names on the waiting list. The closing date for applications is 26 June. Karen suggested further publicity. Michaela to contact David Ling, Notts Development Team Publicity Officer, to do an item for all U3As on the benefits of attending the conference. Each network to be asked to send to Michaela comments on what has been gained from the conference. It was agreed that new U3As in the Region which had not yet received full membership should be invited to the conference as paying guests but unable to vote. Jane to contact Network contacts for names and send invitations. The topics for the breakout groups were agreed as (1) Taking part in Shared Learning Groups; (2) Growth; (3) What makes a successful U3A; (4) Publicity; (5) Encouraging men to join U3A and interest groups- Geoff to do a summary of research on the subject. The Formal Notice and Agenda were considered. Minor amendments were agreed and will be in the final documents.  <i>Since the meeting, Michaela has provided details of the speaker, Kate Porcheret, and the title of her talk:</i> <b><i>Sleep, The Clock and Mental Health</i></b>	<b>MICHAELA</b> <b>ALL</b>  <b>JANE</b>  <b>GEOFF</b>  <b>JANE</b>

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	<p><i>Biographical details</i></p> <p><i>Kate Porcheret completed her degree in biology at Imperial College, London and then came to the University of Oxford to complete her DPhil. Kate's DPhil focused on the role sleep plays in how we process emotional events, in particular traumatic events. She has stayed on at Oxford joining the Sleep and Circadian Neuroscience Institute to pursue her interest in sleep and emotional processing. Kate is currently investing the role sleep deprivation plays in how we remember traumatic events as well as being involved in research looking at the relationship between sleep and circadian rhythm disruptions in people with an increased risk for mental health problems.</i></p>	
<b>4. Development (i)</b>	<p>The notice for the Regional Workshop 13 October has been sent to all U3As and is on the East Midlands website, and should be filled in on-line. To date, no applications have been received. Each U3A can send four delegates, all to be entered on one form with the contact being one of the members attending.</p> <p>mid-June.</p>	<b>JANE/ MICHAELA</b>
<b>Development (ii)</b>	<p>It was suggested that a Science Day should be held at the end of April 2016 as an all-day event. Possible subjects/venues were discussed and it was agreed that initial investigations would be made by Phill for Waste Recycling/Environment and Breweries, by Kath for JCB and by Kath and Karen for the hospital. Investigations to include maximum number venue could accept (200?), is there a conference/meeting room available, can the venue put on a presentation, would there be catering facilities available? Any costs must be taken into consideration. To report back at next RRC Meeting.</p>	<b>PHIL/KATH/ KAREN</b>
<b>Development (iii)</b>	<p>Meetings have been held to discuss the Summer School, to be held at NTU Brackenhurst 16-19 August 2016. The maximum number of delegates is 80, including tutors. Contact has been made with possible tutors and the subjects agreed are: (a) Churches and Architecture; (b) Sustainability and the Environment; (c) Walking and Wildlife; (d) DH Lawrence and Heritage; (e) Below Stairs in Historic Houses; (f) Gardening – Downsizing;</p> <p>Sue and Geoff to put forward ideas for a programme on APPS and technology. We agreed on Digital Scrapbooking. Ideas for title by 1 June 2015 ready for the next SS meeting on 15 June.</p>	<b>SUE/GEOFF</b>
<b>5. Chair's Report</b>	<p>Hilary had nothing to report, as she had not been involved in any recent Regional activity. She suggested that the role of Chair should be given further consideration for the future and that job descriptions for the officers should be available.</p>	<b>HILARY</b>
<b>6. Treasurer's Report</b>	<p>The end-of-year accounts are on Dropbox and Mary handed Jane the signed copy of the accounts.</p> <p>Mary reported that the expense form was available on Dropbox with her new address. There are still some U3As on the defaulters list for 2014/15 and if these U3As apply for a place at conference, they are reminded of this.</p> <p>The invoices for 2015/16 will be sent out after the AGM and conference.</p>	<b>JANE/ TREASURER</b>
<b>7. Post of Treasurer</b>	<p>This was Mary's last meeting as Treasurer and Hilary thanked her for taking on the role for one year.</p> <p>A request has been sent to all U3As for a Treasurer and RRC members are asked to remind their Networks.</p>	<b>ALL / JANE</b>
<b>8. Regional Trustee's</b>	<p>Michaela reported that following the publication of 'Going Forward'</p>	

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<p><b>Report (i)</b></p>	<p>action is being taken to improve communications. She also advised that the management of Networks should be in the hands of the Networks, all of which have development teams and Network contacts. There are two assistants to the Regional Trustee, Mary Mitchell who is responsible for Nottinghamshire and Derbyshire, and John Redshaw, who is responsible for Northamptonshire and Leicestershire &amp; Rutland, and attend their Network and Development Team meetings. Lincolnshire is slightly different as it has three neighbourhood groups.</p>	
<p><b>(ii)</b></p>	<p>Michaela asked for comments on the proposal to remove reference to the Regional Education and Development Officer from the East Midlands Region Constitution to be put forward at the AGM. The proposal would also include <i>“Consideration should also be given to renaming the Regional Representative Council to reflect its current role.”</i></p> <p>In response to a letter sent from National Office to all Regional Volunteers, Michaela explained that National Office is planning to enlarge the National Training and Development Team. The Trainers will be accountable to the NEC and will be paid, part-time roles, financed by the Third Age Trust. An advertisement will appear in the June issue of Third Age Matters.</p> <p>The meeting considered the role of paid Trainers and said this went against the ethos of U3A. Members were concerned that this was a <i>fait accompli</i> and that it should have gone out for consultation. Following a lengthy discussion on the implications of the new posts, it was agreed that Hilary would send an email and letter to Pam Jones containing the words: <i>“The East Midlands Regional Representative Council is concerned that the NEC has decided to employ additional paid Trainers without full consultation and an adequate timescale.”</i></p> <p>The meeting agreed that the Conference programme should be amended to have the AGM as the last item of the day.</p> <p><i>Following the meeting, Michaela had received a copy of the advertisement from the NEC which states: The positions will be on a part time basis, two days a week and will be paid. The contract period initially will be 12 months.</i></p>	<p><b>HILARY / JANE</b></p> <p><b>MICHAELA</b></p>
<p><b>9. A presentation on Dropbox</b></p>	<p>Michaela gave a demonstration of Dropbox how to access the folders. It should be used as a source of communication within the RRC. Each Network has its own folder and there are folders which RRC members and Development Teams can access.</p> <p>It was agreed that all documents for future RRC meetings would be put in the Dropbox under RRC – Meetings – the date of the meeting. Members have access and could put their reports into Dropbox without having to send them to the Secretary.</p> <p>There was discussion about Sitebuilder and the use of generic email addresses for Dropbox. <i>Following the meeting, Michaela obtained the following information:</i></p> <p><i>U3As with a website which is <b>not</b> a Sitebuilder site can set up generic email addresses using their web domain.</i></p> <p><i>U3As with Sitebuilder websites can set up a generic gmail address which owns the relevant Dropbox, i.e. <a href="mailto:U3AnameDropbox@gmail.com">U3AnameDropbox@gmail.com</a>.</i></p> <p><i>Someone in the U3A will be the owner of the email id. Dropbox folders are then set up by the owner and appropriate permissions given to committee members for access. The owner would be the holder of a Committee position and the password simply transferred to a new</i></p>	<p><b>ALL</b></p>

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	<i>committee member when committee positions change hands. Obviously any U3A committee position can be set up with an email address relating to that position i.e. <a href="mailto:ChairmanU3Aname@gmail.com">ChairmanU3Aname@gmail.com</a>. This is already happening quite widely.</i>	
<b>10. Shared Learning Contact's Report</b>	A report had been received. There were no comments.	
<b>11. Memory Co-ordinator's report</b>	A report had been received. There were no comments.	
<b>12. Network Reports</b>	Reports received and there were no comments. There was no report from Lincolnshire.	
<b>13. Website</b>	There was nothing to report and this item would be removed from future agendas.	
<b>14. Any Other Business</b> <b>(a)</b>	Phil reported that his request for information on finding suitable speakers for his U3A had been resolved. It was agreed that the list prepared after the Nottinghamshire Speaker Seekers Workshop would be available on the East Midlands website together with the feedback from the meeting.	<b>JANE</b>
<b>(b)</b>	Pat raised the question of the best ways to publicise U3As. Ideas put forward included posters in places where people have to queue and have time to look at posters, hairdressers and shops. Nottinghamshire Development Team has a publicity officer who has a media list, available on the Notts website, of all the local newspapers in newspapers in the county. This was very useful when planning where to send press releases for new U3As and other events.	
<b>(c)</b>	This was to be the last meeting when Tony and Pat would be part of the RRC. Hilary expressed thanks to Pat for her long service, help and commitment to the U3A movement. Pat expressed her thanks to everyone for the help and friendship she had received from the RRC.	
<b>15. Date and venue of next meeting</b>	This is planned for 2 September at NTU, but cannot be confirmed until July for the start of the academic year.	<b>JANE</b>

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