

ASSOCIATION OF EAST MIDLANDS U3AS
REGIONAL REPRESENTATIVE COUNCIL (RRC)
MINUTES OF MEETING HELD ON WEDNESDAY 14TH SEPTEMBER 2011 AT 11AM
AT CLIFTON CAMPUS, NOTTINGHAM TRENT UNIVERSITY,
ROOM E121 – STUDENT SUPPORT CENTRE

<u>PRESENT:-</u>	Chairman, Alan Morris, Regional Trustee, Liz Wilson, Secretary, Margaret Taylor, Assistant Secretary, Annabelle Meek, Treasurer, David Kyle
	Derbyshire Representatives, a) Roger Watts b) Carol Lockwood
	Leicester & Rutland Representatives, a) Barry Hillyard, b) Richard Burdon
	Lincolnshire Representatives, a) Robin Gulliver
	Northamptonshire Representatives, Pat Reeve
	Alan, in his role of newly appointed Chair, welcomed everyone to the meeting which began with members introducing themselves.
<u>ITEM 1</u>	<u>APOLOGIES FOR ABSENCE</u> Regional Ed. & Dev. Contact, Joe White, Leicester Rep. Lynne Cox, Lincolnshire Rep. Mike Benthall, Nottinghamshire Rep. Jeremy Lloyd.
<u>ITEM 2</u>	<u>MINUTES OF THE LAST MEETING</u> The minutes of the last meeting dated 18.05.11. were taken as a true record. Proposed: David Kyle Seconded: Robin Gulliver. Signed: Alan Morris
<u>ITEM 3</u>	<u>MATTERS ARISING FROM LAST MEETING NOT ON THE AGENDA</u> Item 4 – David K. confirmed that the annual accounts had been properly audited and a copy sent to Terry Hardie at the Third Age Trust. Item 9 – Structural Review: Alan M. had raised the points listed with Helen Davison, who would take the comments on board.
<u>ITEM 4</u>	<u>CHAIR'S REPORT</u> Alan M. gave a verbal report, listing his expectations for the future, especially for the benefit of the newly elected members to the RRC. a) Reports – Although he understood that some items had to be sent at the last minute he felt that the majority of reports could be sent to the Secretary by the end of the month prior to the Meeting. He was aware that some of the Networks had not sent in a report for September and stressed that the representatives contact each other to confirm who was attending the meeting and who was submitting a report for their region. b) He asked that one person speak at a time with comments coming via the Chair. c) He looks on the RRC as a Facilitating Meeting and would like this Region to be known for doing things and enabling the U3As within the Region to do things. d) He informed Committee that as a member we automatically become Trustees but as the Third Age Trust had indemnified Committees only a small payment would be taken from each Trustee should any problems arise. e) He confirmed that this Committee has a Constitution and a Bank Account.
<u>ITEM 5</u>	<u>TO CONSIDER INTENTIONS & ACTIONS FOR THE RRC AND REGION</u> Alan had previously sent a list of his suggestions on what the RRC Committee would be doing over the next few months and a copy of those suggestions and written responses received is on file. The attending Committee Members discussed the points raised and some comments made were:- a) Information going upwards to the Third Age Trust is very important but information coming down should not be too overwhelming for the individual U3As. However it was confirmed that all information usually comes out of enquiries received by the Third Age Trust and although may not be relevant immediately may be useful in the future. Several Advice Sheets were available and much information can be downloaded from the National Web Site. It is up to the individual U3A on how much information their Committee wished to access and whose role it was to access this information.

	<p>b) It was important that individual U3As know that there is support from the Third Age Trust and part of the RRC's role would be to ensure that this message gets through to them.</p> <p>c) Finding a replacement for the Regional Trustee should be on all Network Meeting's Agenda as Liz W. will be concluding her term of office next year and it is important that a suitable successor to her is found before the AGM.</p> <p>The Committee endorsed the points raised on Alan's list and felt that if most of the items listed could be achieved it would certainly raise the profile of the East Midlands Region. Alan said that members can add any short term or long term actions to his list which would be an action point for future agendas.</p>
<p>ITEM 6</p>	<p><u>ROLES OF THE OFFICERS ON THE RRC</u></p> <p>Alan felt it was important that the Officers of the Committee should have a clear understanding of their individual roles and Role Descriptions could be used in the future as guidance to new members taking over these roles. Each role description had been sent out prior to the meeting and Alan asked if there were any comments prior to the Committee agreeing to accept them.</p> <p>Regional Trustee This role description had been agreed by the National Executive Committee on 4th February 2010 and Committee felt that we should not impose any changes to that role.</p> <p>Regional Education & Development Officer The title of EDC's are to be known as Regional Volunteers (RVs) in the future and these should be amended in the Role Description. Each of the Regions have differences on how this RV role is developed, some officers being more prepared to travel and become more involved in setting up new U3As etc. than others. However the Committee felt that apart from "EDC" being replaced by "RV" that they accept this role description.</p> <p>The Chair This role description was accepted by the Committee.</p> <p>The Secretary & Assistant Secretary Alan explained the role of Secretary is very important but now it tends to be too big for just one person. So for this reason and to cover any emergency situation this role had now been expanded to include an "Assistant Secretary".</p> <p>Changes to the description:- Banking Arrangements – To act as a signatory for the bank account/s where appropriate. Contacts – The Secretary will act as liaison between the Committee Members, County Contacts and the U3As (remove Groups) within the East Midlands remove area and replace with Region. Meetings – The Secretary to send a copy of the previous "Confirmed" Minutes to the County Contacts and the individual U3As. Annual General Meeting – The Secretary will receive and check nominations to the RRC. Venues -for Committee meetings at Nottingham Trent University etc. Subject to the above changes the Committee accepted this Role Description.</p> <p>Treasurer The Role – To now include extra point – To produce an annual Financial Report to the AGM. Subject to the above addition the Committee agreed this Role Description. Although the Treasurer does not have a recognised deputy it was suggested that in the event of the Treasurer being unable to fulfil his duty in an emergency situation that a name be given at the next Meeting of someone who would be willing to take over.</p> <p>DK TO ACTION.</p> <p>It was also noted that any two of three signatories can sign the cheques. However due to the geographical distances of the principal officers David K. and A.N. Other would sign the cheques. For the present A.N. Other is Geoff Moth, former Chair of the RRC who lives close to David. This was endorsed.</p>

<p><u>ITEM 7</u></p>	<p><u>TREASURER'S REPORT</u></p> <p>David K. had already supplied a breakdown for Income & Expenditure Account as at 19.08.11. He reported that:-</p> <ol style="list-style-type: none"> a) The Subs. Holiday advised at the AGM had been well received. b) The Business Saver Account had been left open for possible future use and £500 had been transferred to the main account. c) He had applied to the Third Age Trust Treasurer for another portion of the bid. This contained 5 headings, 1. Regional Support - £3,600, 2. Development Team - £100, 3. Regional Volunteer Training - £1,000, 4. Research - £400 and 5. Development Support - £800. <p>The Treasurer confirmed that £1,450 had already been received.</p> <p>Liz W. talked the Committee through the various stages and explained that (see headings above):-</p> <ol style="list-style-type: none"> 1. Was under the control of the Regional Treasurer and would go towards Website, Newsletters etc. 2. Also under the control of the Regional Treasurer and would go towards starting new U3As and developing growth. 3. Also under the control of the Regional Treasurer and would go towards the training of Regional Volunteers starting up new U3As. Liz W. explained that £4,000 had been put to one side to employ 1 individual but as the Third Age Trust had not yet moved forward on this, a programme of having Development Teams with Regional Volunteers had been started. This means that there are potentially two "pots of money", the Region's & The Third Age Trust, from which expenses could be claimed. In future, therefore, all expenses should be sent to Liz W. for her decision on whether it comes from the Regional Budget or the Third Age Trust Budget. 4. This budget is not directly under the control of the Regional Treasurer but under that of the Research Committee. If a U3A has a shared learning project expenses can be claimed through Liz W. 5. This budget again is not directly under the control of the Regional Treasurer but under that of the Development Support Committee. This is in the main to help in the setting up of new U3As, paying for venues and advertising.
<p><u>ITEM 8</u></p>	<p><u>REGIONAL EDUCATION & DEVELOPMENT CONTACT REPORT</u></p> <p>Following on from Joe White's written report and in his absence Alan updated the Committee on the various Study Days which had already taken place. It was decided that a sub-committee be formed to look at future events with notes being passed to the Secretary. The Sub-Committee called the Regional Educational Development Committee will consist of Alan Morris, David Kyle, Liz Wilson, Joe White, Pat Reeve and Carol Lockwood. A date (3rd November 2011 at 10am) was later confirmed with the members who will meet at Alan's home.</p>
<p><u>ITEM 9</u></p>	<p><u>A.NATIONAL EXECUTIVE COMMITTEE OF THE THIRD AGE TRUST REPORT</u></p> <p>Liz W. apologised for the lateness of her reports. This Agenda Item was dealt with before and after lunch.</p> <ol style="list-style-type: none"> 1) Liz advised that there were several new U3As being launched in the near future and overall the U3A is growing. 2) Liz also produced the results of the National Survey 2010. 3) Liz produced a copy of the newly structured NEC, Committees and Management with brief outlines of what each Committee did and who was responsible for implementing and monitoring each Committee. This is to be ratified in October. Liz will provide further information for further discussion at the next RRC Meeting. LW TO ACTION 4) Liz was asked if there is a process of contacting the various Committees as Lin Jonas may not be the one who is to be contacted in future. Liz will ask if a list of emails and/or contacts for Senior Officers of each Committee could be raised. She reiterated that if any U3A or individual was not happy with contacting Bromley themselves they could direct their enquiry through the Regional Trustee. LW TO ACTION

	<p>5) Liz confirmed that a new lease had now been taken by the Third Age Trust and they would be remaining at Bromley.</p> <p>6) Liz confirmed that there are grants of between £100 and £500 available for organising workshops and events which will be outside the Regional Budget. This may be particularly helpful to Networks.</p> <p>7) Although the July meeting Minutes had not been confirmed Liz gave a brief summary. A Walkathon 2012 – a walk alongside rivers. The Third Age Trust had consulted with the Charity Commission and a Model Constitution will be agreed at the AGM. A copy will then be sent to all U3As to make any relevant changes within their own Constitutions. It was stressed that the Logo supplied by the Third Age Trust should be not altered in any way i.e. colour or font size.</p> <p>Copies of documents/papers supplied by Liz are on file. Liz advised that she is now serving on the Development, Communication and Finance Committees.</p> <p><u>B.REGIONAL NEWSLETTER REPORT</u> Overtaken by personal issues and holidays Liz assured Committee that the next Newsletter would be issued before Christmas. The Committee thanked Liz for continuing to do a splendid job in her role as Regional Trustee and said she would be a very hard act to follow when she retires next year.</p>
<u>ITEM 10</u>	<u>REGIONAL REPORTS FROM:-</u>
a)	<p>Derbyshire As no report had been received the representatives attending reported that they had identified a problem with communication and were progressing with a Web Site. A Development Team had now been formed and 3 new U3As were due to be launched in their area.</p>
b)	<p>Leicestershire & Rutland The representatives confirmed their report which had been attached to the Agenda and confirmed that the Network was working well with all U3As getting to know more about each other.</p>
c)	<p>Lincolnshire As no report had been received the representatives confirmed that there would be a Network meeting in October. It was stated that 4/5 U3As did not want to join the Network but it was stressed that all U3As should be sent information by the County Contacts.</p>
d)	<p>Northamptonshire The representative confirmed her report which had been attached to the Agenda and confirmed how well they were working with Northampton University having already held their first Study Day. However Pat Reeve was rather disappointed that no other members were coming forward to serve on the RRC. She suspects that Northamptonshire members see the Region as not doing anything and/or no-one knowing about it. To highlight the Region's profile she intends to make more personal appeals to members. The Chair would try to help.</p>
e)	<p>Nottinghamshire As no report had been received and there were no representatives either attending this meeting Liz said that following the Group Leaders' Workshop in the Nottinghamshire area the Web Masters had now formed a group, meeting on a monthly basis and have agreed to mentor new webmasters. She advised that the first meeting of the Notts. Development Group had now taken place and possibly 12 new U3As would be formed. The Notts. Network is at present looking to replace members on their Committee.</p>
	<p>Liz W. informed the meeting that a new U3A becomes recognized after running for three months. It is important to note that it is up to new U3As and Regional Representatives to let the Secretary and Assistant Secretary know who the contacts were for the new U3As to enable the current lists to be updated.</p>

ITEM 11	<p><u>TO CONSIDER THE BIS CONSULTATION DOCUMENT “NEW CHALLENGES, NEW CHANGES”</u></p> <p>Alan had already circulated a summary of the 19 questions raised in what was a difficult document to summarise and respond to. A lot of the content was not relevant to retired people but he had managed to put together a draft response from our Region which was circulated and discussed. Amendments were made to the original draft and (after the meeting) Alan re-circulated Draft 2 for comments back to him by 22nd September. It was noted that letters of response have to be in by 21st October. Copies of both drafts are on file.</p>
ITEM 12	<p><u>REGIONAL WEBSITE</u></p> <p>Alan feels that Communication is very important and in particular the Web Site should be up-to-date, attractive to view, informative with advice documents and publications being made available and easy to download. The Committee agreed and felt that steps be taken to up-grade the present site. Alan will approach the present Web Master to discuss these matters.</p>
ITEM 13	<p><u>MISC. ATTACHMENTS.</u></p> <p>It was confirmed that a copy of the Expenses Form would be attached to future agendas.</p>
ITEM 14	<p><u>ANNUAL GENERAL MEETING 22.07.11.</u></p> <p>The Minutes of the AGM dated 22.07.11. had been circulated for information only.</p>
ITEM 15	<p><u>ANNUAL GENERAL MEETING & CONFERENCE 2012</u></p> <p>Alan informed the Committee that the Chair has to be re-elected at each AGM but can serve up to 2 years. A Network Representative serves for 2 years but there is no barrier for them to come back for another 2 years so long as they go through the appropriate process.</p> <p>As the AMG/Conference in July at Loughborough University was very successful, it was proposed that the Officers deal with the matter on this basis:-</p> <ol style="list-style-type: none"> a) Loughborough be approached again for the 2012 AGM/Conference. Committee agreed but if Loughborough was unavailable then Northampton University be approached. b) The date was set for Friday 20th July. The Committee agreed but if this date was unavailable agreed then the Officers be given flexibility to change the date. Alan will contact the University and confirm the venue and date as soon as possible. AM TO ACTION <p>It was also proposed that this event rotates around the East Midlands Region and Northampton should be considered for 2013. Subject to review after this first non-central event then Lincoln and Derby could be potential hosts in the future years.</p> <p>It was decided that a sub-committee be formed to organise the AGM and Conference. Alan Morris, Margaret Taylor, Annabel Meek, Liz Wilson, Joe White and Mike Benthall were asked to serve on this Committee and a date for the first meeting was arranged for Friday 4th November 2011 at 2pm at Alan’s home.</p>
ITEM 16	<p><u>ANY OTHER BUSINESS</u></p> <ol style="list-style-type: none"> 1. Liz W. introduced the idea of the U3A Olympics for 2012 with all counties being encouraged to join with Lincoln in holding events throughout the year with a grand finale. The Development Committee will co-ordinate and develop this.
ITEM 17	<p><u>DATE OF THE NEXT MEETING</u> at the Clifton Campus, Nottingham Trent University, Room E121 –Student Support Centre - 11 January 2012, 9th May 2012.</p>

Agreed as a true record.

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

CHAIR.....DATE 11.01.2012.