

# ChesterU3A

Group Co-ordinators' Meeting held on Saturday 18th September 2010 at Quaker Meeting House, Chester, at 10 am.

Present                      Jenny Carley, Chairman, Chester U3A  
                                    Gordon Bowyer, Groups Co-ordinator  
                                    David Kent, Treasurer  
                                    Patricia Gifford, Membership Secretary  
                                    Nicolette Richardson, Business Secretary  
                                    Brian Holyoak, Speakers' Secretary  
                                    Sheila Young, Committee member  
                                    Andrew Cross, IT Liaison Officer  
                                    Sue Clarke, Committee Secretary  
                                    Ken Bramham, News Sheet Liaison Officer

Approximately 37 Group Co-ordinators

- 1. WELCOME:** The Chairman of Chester U3A, Jenny Carley, welcomed the co-ordinators and said that it was most encouraging to see so many attending. She thanked them for completing the questionnaire and Gordon and Myra for organizing the event.
- 2. APOLOGIES:** Avril Baxter, David Clewes, Yvonne Cross, Neil Fitton, June Hargreaves, Sue Holding, Winifred Laycock,, Janet Money, Pam Pleavin, Mary Pulsford, Valerie Quince, Mary Sherman, Ann and Michael, Wilkinson, Florence Williams, Pam Spencer, Tom Clarke, Beryl Parkinson, Eric Hutchinson, Mary Vives, Jean Brannan, Margaret Read, Kay Hall-Wilton, Hans Breukel, Alan Coulson, Judith Hobbs, Joy Yates, Harry and Val Ryder, Barbara Wright.
- 3. MINUTES:** Minutes of the meeting, 10th October 2009 were distributed. Minutes were presented and approved. Proposed by Hilary Watmough, seconded by Brian Holyoak
- 4. CHAIRMAN NOTES:** Request was made for an e-mail contact for each group, especially if the co-ordinator is not on e-mail. This was required for changes to venues, and up-to date information e.g. Flyer from Northumbrian U3A about a science conference with limited numbers  
Membership Lists Co-ordinators who have not submitted their membership lists were requested to do so ASAP

A request was made from the News Sheet Editor for Group News items as other members are interested in the activities of other groups. The co-ordinators were reminded to ensure that their members have access to the News Sheet.

Jenny informed members that Sheila Young has compiled instructions and set up a query link on the web site as to how to access the DVD Listings which are available from head office. The list we hope will enable the co-ordinators to use the excellent resource from National Office. Sheila agreed to be guardian of the DVD listing that she compiled and to help members access the Resource Centre should they wish to use the DVDs. The list is in subject order and if you want to access the list of DVD. In the first instance contact Sheila either by e-mail or telephone. She will be able to send you the appropriate list. If you then wish to order a DVD then you will need to log onto the National web site and subsequently the Resource Centre. If you are unsure how to do this Sheila has offered to help you.








An explanation of the Network guidelines was explained as follows 'Members of the Network U3A's can join interest groups which are not part of their own U3A'. A situation can arise by which A hosting U3A takes members from another U3A to fill up its group numbers. The group then declares that it is full, when members of the hosting U3A want to join. A guideline has been decided at the last Network meeting that 'A member from another U3A may only occupy that place in the group until the end of the membership year. If then a member of the hosting U3A wishes to join then the visiting U3A member will be told to leave. At which time they should have enough expertise and knowledge to set up their own group in their own U3A A Network web site designed by Jenny will be live shortly and there will be a list of FAQ' should you have any queries about the Network and its operation

5. **BEST PRACTICE:** Details of the Copyright Phonographic license was explained. Discussion took place on the rules about charitable donations. David Kent explained the necessity for groups whose income exceeds £100 to submit details of their income and expenditure for inclusion in the financial report which is presented at the A.G. M. in November. A scenario of 'Difficult Situations' which can occur in groups was discussed. Slides are attached; Appendix A to these minutes and are available on Chester web site
6. **THURSDAY MEETINGS:** Gordon reported that the Thursday meetings were growing in popularity. Myra is organising the Thursday meetings and would welcomed any groups that would be able to give an approx 30 min presentation to open up their activities to a wider audience so encouraging participation of group activity, which is what the U3A is all about. Some ideas put forward were presentation of rocks /samples, photos of trips exciting social outings, series of slides or a little taster of what's on offer.
7. **MEMBERS QUESTIONS**
  - Q1. Why do people join U3A?  
A1 Gordon explained that they joined for a variety of reasons, social or educational. Whatever the reason - whether they are active members or not - they are all valued members of the U3A.
  - Q2. A criticism was that we don't do enough to encourage those members who don't have transport to participate in the activities and attend Tues and Thurs meetings.  
A2 Barbara Ginty, News Sheet Editor was to make changes to the instructions on the News Sheet and the committee would consider other methods of assisting members to attend groups
  - Q3. At the Tuesday meeting there was not enough time to book social events before the commencement of meetings because of queues.  
A3. Committee have already discussed this and it was decided that there would be a separate booking for each trip and a table for queries.
  - Q4. A members asked if we enough speakers.  
A4 Brian replied that he had recommendations and had booked up a year in advance.
8. **MAGAZINE** - A short on line presentation was given of the Houghton and Ormsirk News Letter, which was 17pages long. A discussion followed as to whether we Chester U3A could produce a smaller magazine yearly. It was unanimously agreed that we should go ahead with the idea
9. **GROUP FAIR:** 11th November 2010  
Carol Ferris as organiser of this event requested participation of the groups in this event which is designed to recruit and inform new members of our activities. Volunteers were requested to give displays. Andrew has acquired 12 Display boards for the meeting. Groups are asked to submit a request to Carol if they need the use of a display
10. **ON-LINE COURSES:** Gordon gave a short presentation of the on-line courses many of which are free and requested that they inform their members of the facility. Courses are both tutored and non tutored. Availability and information is available from National Office
11. **QUESTIONNAIRE:** Nicolette produced a draft summary of the question that members had completed earlier in the meeting and thanked everyone for participating. A full summary of the results is attached, Appendix B.
12. **A.O.B.** Gordon showed some of the new equipment that has been purchased. He explained that this equipment is available for all groups and can be collected from his home, but he does need advance notice. The 35 mm projector is in St Columba's and Brian would need to be contacted should you need to borrow it.  
A short video was shown of Stratford on Avon U3A Steel Band

The meeting closed at 12 noon, and was followed by a buffet lunch

Approved 8<sup>th</sup> October 2011 by J.M Carley (Chair)

APPENDIX A

 <p><b>BEST PRACTICE - Copyright Licence</b></p> <p>The CLA "blanket" licence permits the blanket copying and scanning of copyrighted print material for educational purposes without having to approach the individual rights holder on each occasion.</p> <p>The Licence offers the following rights:</p> <ul style="list-style-type: none"> <li>§ Right to photocopy from any publication (book, journal or magazine) published in the UK (and other countries)</li> <li>§ Extract up to 5%, one chapter, or one article</li> <li>§ Right to copy onto acetate or enlarge copies</li> <li>§ Right to digitally copy (scan or retype) and to use with digital whiteboards, (VLEs), email etc</li> <li>§ Right to store copies for one year</li> <li>§ Copying entire works for visually-impaired students</li> <li>§ No records to maintain</li> </ul> <p>Note: It does not allow sheet music to be copied</p>	  <p><b>BEST PRACTICE</b></p> <p><u>The Phonographic licence is necessary If you use music regularly</u></p> <p>Phonographic Licence allows you to:</p> <ol style="list-style-type: none"> <li>1. Use music in any physical activity groups e.g. keep fit, aerobics, yoga, line dancing etc</li> <li>2. At monthly meetings (background or otherwise).</li> <li>3. For music appreciation classes which just involve listening to music and then talking about it afterwards i.e. nobody leading the group with prior knowledge or no advance preparation or planned programme of study.</li> </ol>
 <p><b>BEST PRACTICE</b></p> <p>CHARITABLE DONATIONS</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>THE GOLDEN RULE</b></p> <p>Charities cannot give to another charity unless for a service</p> </div> <p>From Lin Jonas</p> <p>Support for a charity cannot come out of membership funds. However, it is acceptable to hold a raffle in support of a charity provided the money does not go through the bank accounts.</p>	 <p><b>BEST PRACTICE</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>Bank Accounts</b></p> </div> <p>The committee are ultimately responsible for any accounts that come under the umbrella of Chester U3A</p> <p>Any group whose income exceeds £100 is required to submit details of their income and expenditure each year for inclusion in the financial report which is presented at the A.G.M. in November.</p> <p>This is to protect the Group co-ordinator and Chester U3A</p> <p>Currently this is known to apply to:</p> <ul style="list-style-type: none"> <li>Ballroom Dancing</li> <li>Bridge</li> </ul>
 <p><b>BEST PRACTICE</b></p> <p><b>Difficult Situations that can arise within Groups</b></p> <ul style="list-style-type: none"> <li>•One or two people involved - should be kept confidential not discussed with other members of the Group.</li> <li>•The whole group is involved - a Group meeting should be arranged - to hopefully resolve the problem</li> <li>•Face to face contact is recommended to discuss the situation or difficulty. If not possible contact by telephone.</li> <li>•<b>Not acceptable by e-mail or by letter - this can often make the situation worse</b></li> <li>•If you are uncomfortable in handling a problem within your Group pass it on to the Groups Liaison Officer</li> </ul> <p>Most coordinators will assume that a member who does not attend 3 consecutive meetings, without explanation, is no longer a member of that group. The place in that group can then be offered to someone on the waiting list'. – Welcome Pack</p>	 <p><b>BEST PRACTICE</b></p> <p><b>Difficult Situations that can arise within Groups</b></p> <p><b>Being a Co-ordinator should be a pleasurable and not fraught experience</b></p>

APPENDIX B - Questionnaire. Results

- 1. Has your group a deputy co-ordinator?**  
*Chair -Just over 50% of the groups have a deputy. It is really useful to have a deputy – it's someone to take over if you decide to resign or if you are ill. It's the last thing you want to be worrying about if you do become ill*
- 2. Do you give members of your group contact details of fellow members?**  
*Chair – Many members use the groups to socialise, an important part of U3A. It is also necessary if you need to contact someone urgently, maybe timings are changed, maybe an accident on the way to a group meeting. Data*

protection if anyone objects to having their details distributed among the group (their friends!) then their wishes must be upheld. They could be the loser in the long run!

**3. Do you know that committee meeting minutes are available for you to read (but not take away) on the notice board of each meeting?**

Chair – over 60% knew this – The rest of you do now!

**4. Would you like to receive the minutes of committee meetings (by e-mail) so you can pass on the relevant information?**

Chair – many of you do, over 50% - therefore those that request it will have a copy sent to them by e-mail. If you are not on e-mail then it will be sent to the e-mail contact in your group

**5. Would your group be interested in hearing topics from committee meetings?**

Chair – There were more members who wanted to hear about topics from committee meetings than either the Region or Network. but significantly less wanted to know about Regional topics.

**6. What proportion (approx) of your members attends the monthly meetings?**

Chair – Around 50% was the reply. If this represented the whole membership then we would have over 350 at the monthly meetings. This is not the case. No matter how many members we have we only get approx. 200 at a monthly meeting. I have no explanation have you?

**7. Do you know why they don't attend?**

Chair – you don't really know. How about asking them!

**8. What can we do to encourage them to attend, Particularly the Thursday meetings when there is a more 'social' atmosphere?**

Chair - several suggestions, mostly about communication, advertising, talking, news sheet information. There were two interesting ones – arrange to go with someone, a great way to make friends and the other welcome people. I hope that we already do this but we could do it better. If you see a lost soul especially at the October to December meetings when many of our new members are sampling the meetings for the first time – go and talk to them there's no rule that you can't. Don't leave it to someone else

**9. Do you ever use the Chester web site to update yourself with news?**

Chair – This result was very encouraging - approx 75% of you do. Keep it up

**If no how do you get your news Sheet?**

Chair – most of you pick it up by e-mail but I suspect that you still like a hard copy – printers can be so naughty!

Note as a co-ordinator you may receive a paper copy of the News Sheet free of charge.

If members require a News Sheet they must provide Nicolette Richardson with prepaid SAEs

**10. Do you ever use the Third Age Trust web site?**

Chair – you don't **Reason** you don't see a need. Be careful your group does not get stale – are your numbers falling?

**Have you ever used The Resource Centre?**

Chair. – most of you haven't. This is one reason why we have made a DVD listing, to make it easier for you to view resources before you log onto the National web site, which you have just said you do not use (Q10) .Reason? see above

**11. Have you any suggestions how we can get more members involved with the running of Chester U3A?**

**12. Have you anything else you would like to add to the above**

Chair – **Q11 and 12 I have grouped together as there was some overlap.** They produced the most interesting answers – you are all so clever. Here is a selection of points made:

- Reinforce the ethos of the U3A – I've also thought about this but was concerned that the members would find it boring if I stand on the platform and preach –but I will get it across - not sure how yet! The News Sheet was suggested
- Lack of volunteers/breakdown of admin jobs – all organisations is having the same problem. They don't have an answer either BUT we are doing much better as more members are 'doing' small chunks of admin. Don't be put off we can always find something that suits you to 'do'.
- Transport is a problem now and could be more so in the future if we are required to re-sit the driving test. This needs more consideration. Car sharing could be the answer. The bus numbers and times of meetings issue has now been addressed
- Communication – from co-ordinators to members about their activities. Use a Thursday meeting to 'sell' your group. From the committee to the members we shall endeavour to inform the members especially new members 'What its all about'
- Put the ethos of the U3A into the 'Welcome pack' no problem
- Many not on-line – You don't need to be – appoint an e-mail contact in your group. Members are expected to participate

- *Rooms sourced & rent paid by committee – this is not how 'Chester U3A' is organised. By paying a small subscription with additional payments for groups allows members to decide how much they are able or willing to participate. If we had higher subscription charges which included venue hire some members would benefit, others would lose out. We, 'Chester U3A' regard the smaller subscription a fairer option for our members. It has sufficed since 1993, we see no reason to change*
- *Notice Board at each venue for members. If you wish to do it for your group at your venue then provided that the Hall custodians are agreeable there should be no problem*