



HAMPSHIRE SOUTH CENTRAL NETWORK of U3As

SCN Chair Persons Meeting - Executive Summary

Thursday 1st October 2015 at the Purbrook Centre commencing at 2.00 p.m.

PRESENT: Sally Ingledew (SI) - SCN Manager & Gosport U3A; Graham Woodbridge (GW) - SCN Secretary; Jane Honeybourne (JH) -Chichester U3A; John Worley (JW) - Havant U3A; Lesley Hill (LH) - Locks Heath U3A ; Barbara Spiegelhalter (SP) - Portsmouth U3A; Richard Ryan (RR) - Solent U3A; Kevin Stock (KS) – Waterlooville U3A.

APOLOGIES: Received from the following U3As – Hayling Island, Meon Valley, Portsdown, Rowlands Castle and Stubbington

Agenda Items	Actions
<p>1. Welcome & Introductions:</p> <ul style="list-style-type: none"> a. Sally Ingledew welcomed Members to the meeting. b. She stated that the main focus of the meeting was to approve the principles of the previously distributed Hampshire South Central Network (SCN) of U3As Aims, Objectives & Administration Guidelines document. This would provide the network manager with a mandate to properly establish the new network and move it forward. c. Progress would be reviewed via 6 monthly network member chairmen meetings and the guidelines adjusted as required but with agreement by SCN U3A chairmen. 	
<p>2. Overall operation of SCN:</p> <ul style="list-style-type: none"> a. It was unanimously agreed that the SCN should operate as an informal network without a formal constitution. b. It was re-iterated that the network would not interfere with the operation of individual U3As. The main objective would be to provide “added value” via the opportunity to exchange information and explore best practices through better communication links between member U3As. 	
<p>3. Aims & Objectives. The following were unanimously approved without amendment:</p> <p>Aim: To widen the opportunities, both educational and wellbeing, of all the members of U3As in the Network by facilitating cooperation between U3As and to support and promote the aims and guiding principles of the U3A movement as a whole.</p> <p>Objectives:</p> <ul style="list-style-type: none"> a. To be a forum for exchange of news, information and best practice both between U3As within the network b. To communicate short notice offers sent from national office and SE Area trustee. c. To offer training workshops for e.g. new Committee members, Group leaders/ convenors/ coordinators etc. d. To encourage links between interest groups of individual member U3As for sharing information, skills and experience. e. To organise Network events f. Providing the opportunity for member U3As to advertise vacancies within their activity groups 	

<p>(in adjacent U3As) that are struggling to make numbers.</p> <p>g. To encourage U3As to share information about special events, excursions etc. which have spare spaces.</p> <p>h. To Increase awareness of U3A in the community.</p> <p>i. To help coordinate and initiate the development of new U3As in the County.</p>	
<p>4. Communication.</p> <p>a. It was agreed that the primary communication method shall be via email to individual member chairmen and/or their nominated point of contact.</p> <p>b. The SCN shall develop and maintain its own website. This will initially be designed by the SCN manager utilising “U3A Site Builder”. SI will publish a proposed outline version for approval by chairmen before going live.</p> <p>c. The aim is for individual U3As to advertise the SCN website to their members via their newsletters/bulletins and provide a URL from their own website.</p> <p>d. There shall be a link out from the South East U3A Area website.</p> <p>e. Chairmen are encouraged to seek a volunteer to act as a single point of contact for their U3A on SCN matters.</p> <p>f. To facilitate good communication the Secretary will maintain an SCN contact database and ask chairmen to check and update their entries on a regular basis.</p>	<p>SI/GW</p> <p>SI</p> <p>All Chairs JW</p> <p>All Chairs GW</p>
<p>5. Membership</p> <p>a. The following wording was approved:</p> <ul style="list-style-type: none"> • Shall be open to any local U3A group wishing to participate. • Participating U3As may belong to more than one network. 	
<p>6. Administration</p> <p>a. Due to its informal nature it was agreed that only a manager and secretary shall be elected to facilitate the SCN serving for a period of two years. There is currently no requirement for a treasurer (see separate finance section).</p> <p>Post meeting note: As SI & GW are already currently filling these positions as volunteers it is proposed they continue in their current posts with the elected start date of 1st October 2015. Any objections to be passed to the Secretary prior to next meeting.</p> <p>b. The role of the Manager shall be to chair meetings, act as a centre for communication including setting up and editing the website and to maintain a programme of meetings and other activities listed in the Guidelines. The role of the Secretary shall be to support the Manager, take minutes at meetings, and book venues.</p> <p>c. Rotation of officers shall occur after the last meeting of the calendar year they are due re-election</p> <p>d. The Secretary shall in due course publish a revised Hampshire SCN Aims, Objectives & Administration Guidelines document taking into account agreements at this meeting.</p>	<p>All Chairs</p> <p>GW</p>
<p>7. Network Chairmen meetings</p> <p>Guidelines wording amended as agreed:</p> <ul style="list-style-type: none"> • SCN chairmen meetings shall normally be held twice a year, on dates agreed among participating U3As but nominally within the months of March and September. • When required participating U3As shall nominate one or more individuals to represent them at SCN meetings when the chairman is unable to attend. • Nominated SCN representatives may or may not be Committee Members within their own U3A, but should be mandated to represent the views of their U3A. • Minutes shall be circulated to the nominated SCN representative, as well as to the Chairman, of each participating U3A and will be posted on the SCN web site. • The SE area Trustee shall be invited to attend SCN meetings where appropriate but without a voting right. • If there is an urgent situation that requires a collective decision, all Chairs shall be asked by email for their opinion and if necessary a decision made collectively by a vote. 	

8. SCN Activities

Guidelines wording amended as agreed:

- Shall provide the opportunity for various forums (workshops) for the discussion of issues of importance to SCN U3As in order to explore best practices and to provide updates on national policy. Examples of specific areas of interest to include meetings once a year for:
 - Group Coordinators/Liaison Officers
 - Membership secretaries
 - Treasurers
 - Web masters/Editors
 - Speaker secretaries
- In order to advance the education of members of U3As in the region the SCN will help to facilitate a small programme of special interest events, including Educational Study Days and Training Workshops (e.g. for new U3A Trustees, Group Leaders etc.).
- At meetings, workshops etc. the Secretary, when available, will take notes and compile a report to be sent to all Chairs, and attendees.

9. Administration of SCN Chairmen meetings and SCN Activities

- a. It was agreed that each SCN meeting/workshop shall be sponsored and organised by individual U3As on a rotational basis. The nominated U3A shall organise and pay for the venue hire and provide refreshments (a small charge to attendees can be levied for refreshments to cover costs). This negates the need to nominate a Network Treasurer.
- b. Individual U3As shall be encouraged to volunteer to organise an Educational Study Day open to all SCN U3A members. It is anticipated that only one or two SCN study days would be organised per annum. These shall be run on a break even basis.

10. Finance

Following discussion the following wording is proposed:

- All Network meetings/workshops shall be sponsored and hosted by individual U3As on a rotational basis.
- Special events such as Educational Study days shall be self-financing on a break even basis and incur a charge to individual members attending.
- A separate SCN Treasurer is not required.

11. Programme

The following initial outline programme for the SCN was agreed:

Month	Activity	U3A Sponsor
February 2016	Membership Secretary workshop	Havant
March 2016	Network Chair Persons Meeting	Portsmouth
March 2016	Educational Study Day	Waterlooville

12. Update from U3A South East Region Trustee.

SI read out a report (attached) for the SCN from Hilvary Robinson

Report S E Region Trustee report to Hampshire South Central Network of U3A's

The AGM and Conference went well in Nottingham and Pam Jones was elected as our new Chairman. Michaela Moody is a Vice Chairman with Marion Clements. We have two new Trustees – one from Northern Ireland and one from Wales.

We have been continuing to expand the range of publicity materials. At the Conference there were Coasters designed to encourage more people to volunteer and 4 new Postcards. I have attached a copy of each to my report. Please order these from National Office or they will be discontinued if they are not valued. The new 'Committee Reference File' is due out to all U3As imminently.

Training and Development Assistants responsible for new U3As are being trained, as we speak. The role of Regional Volunteers will be to work with them. The grant for new U3As has been increased to £250.

A National Workshop called 'Participative Learning' based on 'More Time to Learn' has started I have requested a session for the S E Region.

Do try to go to the 'Constitutions & Committees – what are their responsibilities?' Day being run by Carole Millin & Pam Jones for the Thames Valley Network (see their website – can go through SE Region website) but open to all U3As in the S E Region being held on 4th November at Benson.

The 'S E Region Support Team' meeting on 28th September included chairmen of the Networks in the S E Region for the first time. I feel they each have a lot to offer and others could learn from Networking experiences.

Please let me know about waiting lists. If we refuse to recruit new members we jeopardise our position with the Charity Commission. I am happy to open new U3As where they are needed.

Please review your U3A's Constitution regularly and update it. The New Model Constitution is available from the 'Downloads' in the 'Members Area' on the National Website*.

Please get all Trustees to **sign** the 'Trustees Code of Conduct'* (also available as above). You may not feel it is necessary but you never know what may happen in the future.

Hilvary Robinson, S E Region Trustee
October 2015