



HAMPSHIRE SOUTH CENTRAL NETWORK of U3As

SCN Chair Persons Meeting - Executive Summary

Thursday 27th October 2016 at Warsash Sailing Club commencing at 1.30 p.m.

PRESENT: Sally Ingledew (SI) - SCN Manager & Gosport U3A; Graham Woodbridge (GW) - SCN Secretary & Waterlooville U3A; Kevin Stock (SK) - Waterlooville U3A; Bob Duckmanton (BD) - Warsash U3A; Richard Ryan (RR) - Solent U3A; Jackie Watson (JW) - Stubbington U3A; John West (JW) - Havant U3A; Jan Almond (JA) - Gosport U3A; Stephen Kirby (SK) - Locks Heath U3A; Beryl Shepherd (BS) - Portsdown U3A; Paul Chapman (PC) - Hayling Island U3A; Tony Harrison (TH) - Horndean U3A; Kevin Connell (KC) - Rowlands Castle U3A; Maureen Wealleans (MW) - Chichester U3A.

APOLOGIES: Meon Valley, Portsmouth, IOW, Emsworth, Ems Valley

Agenda Items	Actions
<p>1. Welcome & Introductions:</p> <ul style="list-style-type: none"> a. Warsash U3A chairman welcomed attendees and provided a short overview and history of the Warsash area. He then handed over to Sally Ingledew (SI), Manager of the SCN, who chaired the meeting. b. SI thanked Warsash U3A for hosting the event and all the chairmen and representatives for attending. 	
<p>2. NEC and the Future</p> <ul style="list-style-type: none"> a. Following request within SE Region Trustee's report SI led a discussion on the future governance of the U3A: The following issues were raised: <ul style="list-style-type: none"> i. There was concern that only the larger U3A networks would benefit from NEC working party presentations. <i>Post meeting note:</i> A separate combined presentation/ workshop for Southampton & District, Hants South Central and New Forest U3A Networks will take place on 26th January 2017, details to follow. It was noted that a Governance Consultation Questionnaire has been sent out to all U3A chairman. (attached as an annex) ii. SCN chairs agreed that the NEC provided a useful function in facilitating communication from the grass roots to themselves and also promoting and encouraging member U3As to adhere to the ethos of the Third Age Trust. However the SCN was unanimous that overall governance should remain as a bottom up approach and not start to drift into top down. SI emphasised that all governance ideas from the SCN should be fed up to the NEC via SE Area Trustee. Individual U3As/members can of course also submit their own ideas directly. b. Additional issues discussed concerning NEC administration issues: <ul style="list-style-type: none"> i. Constitution amendments. JA (Gosport U3A) raised the difficulty they had experienced getting some amendments to their constitution through the Charity Commission (CC). These had been submitted to Lin Jonas for comment before she retired who saw no issues with the changes. However, the CC had repeatedly rejected them when submitted and this had now been on-going for several months with no resolution. ii. Blue committee file. It was suggested that where new pages are issued, changes be highlighted as it is difficult and time consuming for whoever has to find the change by comparison with the older version. It would also be helpful for the pages to be numbered and to have a more detailed index. Since the meeting the following answers have been given: "Pages are not numbered as some may be may be added at a later date. A way of noting changes is being developed." Finally, it was requested that answers to issues raised by individual U3As not covered or included in the Blue File be promulgated to all U3As for information. 	

<p>iii. SE Region Trustee. BD declared an interest in the role and asked if there was a job specification. Role description documents are attached in the annexes.</p>																												
<p>3. Programme for next 12 months</p> <p>a. A programme of workshop meetings for individual U3A committee roles were agreed as follows:</p> <table border="1" data-bbox="245 315 1155 633"> <thead> <tr> <th><u>Month</u></th> <th><u>Meeting/ Event</u></th> <th><u>U3A Host</u></th> </tr> </thead> <tbody> <tr> <td>February</td> <td>Membership Secretaries</td> <td>TBC</td> </tr> <tr> <td>March (p.m. Thursday 9th)</td> <td>Chairs</td> <td>Gosport</td> </tr> <tr> <td>April</td> <td>Treasurers</td> <td>Stubbington</td> </tr> <tr> <td>May</td> <td>Group Liaison Officers</td> <td>Waterlooville</td> </tr> <tr> <td>June</td> <td>Web masters/Editors</td> <td>Rowlands Castle</td> </tr> <tr> <td>July</td> <td>Secretaries</td> <td>Portsdown</td> </tr> <tr> <td>October</td> <td>Chairs</td> <td>Solent</td> </tr> <tr> <td>October</td> <td>Speaker Secretaries</td> <td>Havant</td> </tr> </tbody> </table> <p>SCN Manager encouraged Chairs to advertise date, time and venue for these meetings as early as possible (at least 2 months) to allow attendees to ink it into their diaries. We are all busy people.</p> <p>b. Study days. It was intended to plan in two per year in October/November and March/April</p> <p>c. U3A Local publicity. GW reported that the SCN had either attended or assisted individual U3As to exhibit at 3 Hampshire events. He emphasised that the aim of the SCN was to raise awareness of U3A in the community. It was not the intention to prevent individual U3A from advertising themselves within their local community.</p>	<u>Month</u>	<u>Meeting/ Event</u>	<u>U3A Host</u>	February	Membership Secretaries	TBC	March (p.m. Thursday 9th)	Chairs	Gosport	April	Treasurers	Stubbington	May	Group Liaison Officers	Waterlooville	June	Web masters/Editors	Rowlands Castle	July	Secretaries	Portsdown	October	Chairs	Solent	October	Speaker Secretaries	Havant	<p>GW</p>
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<p>4. Social Events</p> <p>a. After the successful SCN Quiz Night organised by Waterlooville U3A this month, Stubbington U3A kindly volunteered to host the next one in March 2017 after the clocks change to BST.</p> <p>b. There were several ideas for other SCN events including:</p> <ol style="list-style-type: none"> An SCN combined photographic exhibition where individual U3As would run their own competitions to submit 3 or 4 photos on a number of themes. U3A “Has Got Talent” show, although this will require further discussion A Bridge tournament (mentioned at previous chair meeting) A network open day for all members with a varied programme of events to promote the network and its activities. (mentioned at previous chair meeting) <p>However, all these would require a degree of planning and a lead person to move the idea forward. If Chairs have a possible candidate to take on the role of Social Rep to the SCN please contact GW.</p>	<p>JW</p> <p>All</p>																											
<p>5. Arranging dates for meeting</p> <p>a. Solent U3A put forward a suggestion that several dates be proposed for all SCN meetings to give more flexibility. It was generally thought this would increase the admin load on the already hard pressed SCN management team.</p> <p>b. GW distributed a listing of when all U3As held their monthly meetings which indicated that the 2nd Thursday (p.m.) or p.m. on a Monday were the best dates. There are always individuals who will not be able to attend on a particular date but U3As are strongly encouraged to send a representative.</p>																												
<p>6. Workshop requests for managing your U3A</p> <p>MW (Chichester U3A) is currently negotiating with National Office to run a “Managing Your U3A” workshop aimed at committee members and prospective committee members. Attendees will discover what it means to be a trustee and how committees can be run effectively, and get to grips with your constitution. You would be learning from each other in a supportive environment. The day includes presentations, sharing best practice from other U3As, discussion and problem-solving sessions. MW will push out an invitation to the SCN in due course. It is currently planned for mid-February 2017 either on a Monday or a Wednesday and will hopefully take place in the Chichester Assembly Rooms.</p>	<p>MW</p>																											

<p>7. Memory Matters</p> <p>KS (Waterlooville U3A) enquired whether SCN chairs were aware of the potential advantages of running the memory courses developed by Aughton & Ormskirk U3A (More information presented in the Annex to this Executive Summary). It transpired that Solent U3A were in the process of trialling the course. They agreed to provide feedback on progress at future SCN chair meetings</p>	RR
<p>8. Any Other Business</p> <p>a. The Beacon System is a method of managing membership, which has been devised by U3A members for U3A members, doing much more than just an Excel or Access database. After testing, it has been adopted by approximately 70 U3As and there is a waiting list of approximately 50. Discussions and an overview workshop have taken place at a number of SCN meetings over the past 18 months. SI, as SE Region Beacon Coordinator provided a short overview on current progress on waiting lists to join the system and potential future costs to U3As. There was much discussion at the meeting which indicated some concern on the slow progress in reducing the waiting list and possible financial implications. It was agreed that SI would look into organising a separate meeting and inviting the NEC Beacon representative to attend. Horndean U3A agreed to host the meeting. SI agreed to keep the SCN informed by promulgating information on the system as and when received.</p> <p>Post meeting Note on Beacon: SI has received the following information about waiting lists from the Beacon team contact for U3A regions:</p> <p><i>“From a U3A point of view it's hard to see any difference between a Waiting list and an Applied list - it still means 40 Waiting/Applied U3As. If these are being cleared at 2 a week there's a potential 20 weeks from submission of application to going Live This is where a misunderstanding has occurred. The actual situation is that U3As do not 'Apply to Use Beacon' when they are ready to migrate their data to Beacon. Most U3As have a 'Plan to Migrate to Beacon' and that plan might involve actual data transfer somewhere up to a year from now. This means that the (currently) 50-ish U3As on the 'Applied List' have 'preferred migration dates' spread across the whole of the next year. A lot of the time the migration team are waiting for the U3As rather than the other way around.”</i></p> <p>Funding and costs is still a grey area, but SI will do her best to keep you updated. Neil Stevens from the NEC has said he would be willing to speak at a meeting, SI will coordinate with Horndean U3A to make arrangements.</p> <p>b. Portsmouth U3A advertised two events. They have organised that are open to SCN members:</p> <ul style="list-style-type: none"> • Portsmouth Annual Lecture – The Knowledge: How to Build the World from Scratch. Dr Lewis Dartnell, Professor in Science Communication at University of Westminster. 2 p.m. Wed 30 Nov. at Cosham Baptist Church, 48 Havant Road, PO6 2QZ • “Battle of the Somme” a 1916 Silent Film with accompaniment by Johnathan Eyre. 2p.m. and 7 p.m. Friday 11 Nov. Portsmouth Cathedral. <p>Tickets are free for both events from Carole, Tel: 023 92 697009 Email: carolcpc99999@googlemail.com</p> <p>c. UoP Free lectures. GW reminded the meeting that University of Portsmouth offers free lectures to the public. Go the this link to see what they offer: http://www.port.ac.uk/events</p> <p>d. SCN contact details. GW asked all SCN chair to send him amendments to the SCN contact database. See attached file. If this was not kept up-to-date then communication around the network would not happen!</p> <p>e. UPAN. GW stated he liaised with University of Portsmouth Ageing Network on behalf of the SCN who were keen to engage with members of the public. They had introduced an initiative whereby SCN members can sign up to receive updates of opportunities for getting involved in Educational Activities (helping to create & shape learning and development), Informing and shaping research and taking part in research. A leaflet & application form can be found at the annex.</p> <p>f. SCN Study Day. There are still spaces available on the next SCN Study day, Free Will, on 17th November http://u3asites.org.uk/files/h/hants-sc-network/docs/freewillday.pdf</p> <p>g. Portable Noticeboards. Any U3A willing to lend portable noticeboards to other local U3As on a temporary basis please contact SCN Secretary</p>	<p>SI</p> <p>SI</p> <p>All</p> <p>All</p>

<p>9. Date of Next Meeting March 2017. Gosport U3A kindly volunteered to host the meeting. Exact date/time and venue to be decided.</p>	<p>JA</p>
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Meeting Closed at 3.35 p.m.

SE Region Trustee report to South Central Network Chairmen’s Meeting 27th October 2016

1. My Replacement – the search is now on as I come to the end of my 3 years as Trustee in August 2017. If you know someone who would like to be put forward for the role please let me know.
2. As you will know from recent articles in Third Age Matters and from presentations at the national conference, also reported in TAM, the Third Age trust has initiated a consultation process regarding the governance of the Trust. Networks have been asked to get involved in the ‘Consultation on the Future Structure of Third Age Trust’. I have written to each Network inviting them to take part. A suggestion has been made that Networks might join together to assist the Working Party of Ian McCannah, Graham Clark and Michaela Moody to cover the whole of the UK within 6 months. A print version of the Survey Questionnaire is available now. We want ALL members involved in this process. Your co-operation is sought.
3. Ideas for the new Committee Reference File – if you have any, please let me know. A postcard: ‘Handy Hints for new Chairmen’ was released at the National Conference [available from National Office on request]. We are now working on a series of these:- Vice Chairmen, Secretaries, Treasurers, Membership Secretaries and Group Co-ordinators. The idea is that when you take over a new role you are not sure what your priorities should be and this Postcard guides you. Please ask the people in these roles to email any tips they have directly to me. Thanks.
4. National Workshops are now on an ‘On Request’ basis. So you can ask for one in your area – you need to find three or four other U3As and to guarantee 30-40 delegates then find a venue. The Third Age Trust will fund it. The choices are ‘Participative Learning’, ‘Managing your U3A’ and ‘Planning for the Future’.
5. Research – a lot of work has gone on to make sure that U3A Members can be involved in Research if they wish. A new Leaflet called ‘Get Inspired do some research’ is being printed and a new Booklet ‘Getting Involved in Research’ is about to be published. Do have a look at the ‘Citizens’ Project.
6. A Research Conference for the S E Region to encourage U3As to take part in Research projects is currently being organised for 5th July 2017 at Royal Holloway College, University of London, at Egham. Further details as and when available.

Hilvary Robinson
S E Region Trustee
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The Role of the Regional Volunteer in 2016

Introduction

RV roles vary from Region to Region. RVs are sometimes assigned to locations, or U3As, linked to where they live and participate in setting up new U3As. This may not meet the longer term needs of a Region if RVs are too remote from areas where new U3As are required. RVs may also be involved in Regional workshops, networks and seminars.

All Volunteers have been asked to sign a document each year which states that they are expected to:

- Further the ethos and the practice of the U3A movement in the UK as described in the Aims and Guiding Principles
- Perform such duties as their agreed role requires
- As far as possible attend all appropriate meetings
- Claim expenses in accordance with the guidance provided

The recent situation

At the NEC meeting in March 2015, a proposal was made by the DSC to recruit up to 8 part-time paid employees to join the existing Training & Development team. This team would manage the steering committee phase of new U3A development up to the first AGM. It would thus ensure a consistent approach to setting up new U3As across the UK and relieve Regional Trustees of a very time consuming part of their role.

In March 2015, a proposal was put forward for agreement on the basis of a 12 month pilot scheme. The vote was 11 For, 3 Against and 1 Abstention.

An advert was placed in the April issue of TAM for people to work closely with Regional Volunteers. The Training & Development team members have been appointed and trained and took up their roles in November 2015.

A letter was sent in October 2015 to all RVs outlining the situation and asking them if they wished to continue in their role of helping to start new U3As or if they wished to be involved in some other way. The opportunity was also given to continue in both roles should RVs so wish.

Starting new U3As

For many RVs, their primary function had been to help set up new U3As and provide early support for them. They can continue in this role by setting up pre-Launch and Launch meetings, and then working with a T&D team member, as mentor to the new U3A.

Other opportunities for RVs

Apart from helping to start new U3As and providing support for them in their early stages, there is a wide range of opportunities where RVs can assist the Regional Trustee.

- Help start new Networks
- Assist with Publicity Days or Awareness projects to publicise the U3A movement
- Assist with Study Days, seminars and workshops
- Assist in establishing and running Shared Learning Projects
- Help with Regional Summer schools
- Act as the eyes and ears of their geography in bringing ideas and problems to the attention of the Trustee

Support for RVs

The most significant challenge for RVs is to attain (and maintain) the right levels of knowledge and experience to enable them to carry out their tasks. Regular RV and Refresher training will be provided to consolidate skill levels and experience and to network with RVs across the UK.

RV roles

RVs will now have 2 roles, either or both of which, they can choose to fill:

- **New U3A start-ups where they are responsible for Pre-Launch and Launch meetings**
 - Research suitable venues for a proposed new U3A
 - Recruit a small local team for the Pre-Launch meetings
 - Provide publicity material for distribution before the Launch meeting
 - Provide a team of volunteers to help manage the Launch meeting
 - Assist the T&D team member in providing support to the new U3A
- **Support for the Regional Trustee in Regional activities**
 - Links with Universities
 - Promotional and publicity events
 - Regional Conferences
 - Shared Learning projects
 - Study Days
 - Summer Schools
 - Workshops / Seminars

Following up a request for a new U3A

A request for a new U3A could come from an RV, from a member of the public to National Office, from people on regional and network teams but requests should be forwarded to National office who will get in touch with the relevant RV or Regional Trustee to start the ball rolling. The Regional Trustee will always be kept informed as part of the communication process.

The tasks to be undertaken at this stage are outlined above. It will be impossible to define one method of handling requests from various sources. Regions vary significantly in size and organisation and the most appropriate route will be chosen by the RV in question. The most important considerations will be good communication between those involved in the process and the building of a team spirit for the development of each new U3A.

The way forward

To support RVs in their roles, there will be a series of training courses, developed to a national standard, to ensure that they acquire the necessary skills and competence and can put them into practice quickly before the knowledge dissipates. Some RVs have no desire to extend their responsibilities but those who do so may become Regional Trustees of the future.

Our biggest challenge is to find those who wish to volunteer and provide them with the relevant support. To be successful, we will provide an agreed standard against which RVs will be trained, supported and encouraged carry out their chosen range of activities.

Signing off new U3As for Full Membership

The task of approving new U3As for Full membership has been the province of the Regional Trustee who took Steering committees to Temporary and then Full membership of the Third Age Trust. Training & Development team advisors will now undertake this role and will be responsible for approving new U3As for Full Membership of the Trust. The Trustee will then present the new U3A with its Certificate.

SCN U3As Monthly Open Meeting dates/times

Chichester	3rd Thursday at 1.30 p.m.
Ems Valley	4th Thursday at 2 p.m.
Emsworth	3rd Friday at 9.30 a.m.
Gosport	1st Wednesday at 10.30 a.m.
Havant	3rd Thursday at 2.30 p.m.
Hayling Island	3rd Thursday at 2 p.m.
Horndean and District	1st Friday at 2 p.m.
Isle of Wight	Friday at 2.30 p.m. (no specific week each month)
Locks Heath	last Friday at 2 p.m.
Meon Valley	1st & 3rd Tuesdays (except September 2nd & 4th Tuesday) at 2 pm
Portsdown	3rd Wednesday at 2 p.m.
Portsmouth	Tuesdays at 2 p.m. (no specific week each month)
Rowlands Castle	3rd Monday at 2p.m.
Solent	2nd Wednesday & 4th Thursday at 2.15 p.m.
Stubbington	1st Thursday at 2 p.m.
Warsash	2nd Friday at 2 p.m.
Waterlooville	4th Wednesday at 2 p.m