

U3A

HAMPSHIRE SOUTH CENTRAL NETWORK

Notes of the SCN Chairman's Meeting

held on Monday 1st October 2018
at the Community Centre, Hayling Island at 2.00 p.m.

PRESENT:

Sally Ingledew (SI)	SCN Manager;
Paul Chapman (PC)	Hayling Island (Chairman)
Maura Chapman (MC)	Hayling Island (Secretary)
Andrew Walker (AW)	Chichester (Chairman)
Bob Beveridge (BB)	Horndean (Chairman)
Diane Stoner (DS)	Horndean (Vice Chairman)
John West (JW- Hav.)	Havant (Chairman)
Pat Humphris (PH)	Gosport (Chairman)
Jackie Watson (JW – Stub.)	Stubbington (Chairman)
Mike Young (MY)	Stubbington (Vice Chairman)
Stephen Kirby (SK)	Locks Heath (Chairman)
Linda Dorsett (LD)	Gosport (Secretary)
Mark Dancey (MD)	Waterlooville (Chairman)
Barbara Spiegelhalte (BS)	Portsmouth (Chairman)
Kevin Stock (KS)	SCN Administrator
Bunty Davidson	SCN Note/Secretary

- 1. Welcome/Introductions:** (a) Sally Ingledew welcomed the U3A representatives to the Meeting and gave a brief introduction reference the Agenda items.
(b) Paul Chapman (Hayling Island - Chairman) who was hosting the Meeting, welcomed everyone to the Hayling Island Community Centre and gave details of Hayling Island U3A's membership and their activities particularly relating to the U3A's success concerning their work during October 2013 to November 2014 on a project entitled "The Life & Times of Hayling Island during and immediately after the First World War". This project had been funded by a grant received from the Heritage Lottery Fund which had enabled booklets on the subject to be published. The U3A now was working on a similar style of project to cover the period – "Hayling Island 1900 Onwards".
(c) SI expressed her thanks to the members present for permitting her to attend the recent National Conference which she reported had been most interesting.
(d). KS explained the Register which was circulated was required to cover the distribution of meeting details sent to the U3A Chairmen and Secretaries.

2. How are SCN E-mails passed on to the relevant person or should they be sent direct to them? KS reported he circulates the various SCN meeting details to each U3A Chairman and Secretary and as a few U3As do not reply he wished to establish the reason for these 'no replies' as this would be most helpful. Comments received relating to this query were –
- MD – Waterloo – no problem as KS was a Waterloo Committee Member and the SCN Administrator.
- BS – Portsmouth – no problem and a new Chair was to be elected this November.
- PH – Gosport – Secretary and Chairman receive the e-mails and they are passed to the relevant Officer – no problem.
- SK – Locks Heath – Chairman receives details and the Liaison Officer then forwards the details to the appropriate Officer.
- MY – Stubbington - Secretary and Liaison Officer always chase up replies.
- PH – Gosport – no problem as the details are passed to the appropriate person or a representative.
- JW – Havant – no problem as Chairman and Secretary deal with all mail received.
- AW – Chichester – stated a new Executive Committee had been formed and although communication at present was not good now it was improving. He was pleased to be present at the meeting and supported the use of generic e-mail addresses.
- BB – Horndean – communication within the U3A was fine.
- It was noted that no replies had been received from the Ems Valley and Isle of Wight U3As for whatever role to be involved. It was generally felt that the officer who would be due to attend should reply.
- SI referred to the GDPR issues regarding U3A e-mails which were now considered as acceptable reference communications and she would appreciate any Agenda items for discussion at meetings to be sent to KS.
3. Question re Link Meetings. As SI was due to attend the Network Links Meeting on 12th October were there any suggestions for Agenda items and similarly for the proposed Meeting for all Networks in the South East Region?
- SI reported that a Link Meeting was due to be held in London and designed for the Networks to get together for informal discussions mainly concerning Constitution issues.

Report from Link Meeting

There was a presentation during the meeting which promoted the exact way in which SCN Meetings are run. Well done us !!

Other topics were how to promote the Learning not Lonely campaign

Identifying where to open new U3As

Reply from National Office re Updates.

We generally advise U3As of any updates to the Advice section in our mailings to the Secretary/Chairman. We do recommend all members register to access the information through the website and sign up for the Newsletter. We are also looking at ways to make any changes to the documents clearer on the website.

JW – Stub. pointed out a recent change in insurance cover whereby grandchildren (*not dogs, as stated at the meeting*) were no longer covered on walks.

It was stated that Sussex Network U3A (SUN) exchange ideas concerning Speakers and advice on the running of U3As with Ian McKenzie providing 'Powerpoint' presentations on various topics. Any views and comments to be circulated as feedback. SI would welcome comments on all such activities to feed back to the Link Meeting.

4. External Liaison Representative – BS (Portsmouth). It was proposed that the Network should have someone who could liaise with - eg. University of Portsmouth and other agencies. For information the proposed ELR Role description for this Officer had been circulated with the Agenda.

SI explained that this Post would be established to help and assist U3As regarding contacts with external agencies/services – an example given - being Portsmouth Age UK.

PH – Gosport – reported that the Gosport U3A already hold useful external links/meetings with the University of Portsmouth and QA Hospital. SI stated that this role was to promote initiatives and to raise U3A awareness for publicity purposes. An example given was the topic – 'Learning Not Lonely' which could offer newsworthy publicity. Other examples given could be the organisation of Retirement Seminars, Shared Learning Projects and 'Older Peoples' Forums. A decision regarding the proposal to appoint an SCN External Liaison Representative was agreed and accepted by a show of hands. It was confirmed that BS (Portsmouth) would take on ELR role but no financial costs would be involved. Discussion then took place whether each U3A might consider appointing their own ELRs to deal with their own research projects and this would receive further consideration at a later date.

It was noted that SI had received feedback from the Portsdown U3A on the subject suggesting that the ELR role would be reviewed next year. A suggestion was made that U3A's Publicity Officers should be made aware of the SCN - ELR's new role and SI stated she would always welcome project feedback from U3A's. By a majority show of 'hands' it was agreed the ELR role would be reviewed at a future meeting next year. It was agreed that KS should update the SCN web-page to provide information and details relating to the ELR role - ie the e-mail address for the new initiatives which was to be covered by BS (Portsmouth). It was felt U3A members then would be able to make with regular contact BS (Portsmouth) and this ELR role would become an Agenda item for future meetings.

5. Study Days – Possible Subjects and Speakers.

SI reported that at the Conference she met Anthony Hughes who would be willing to present a workshop on how to use and improve computing skills working with different subject groups within a U3A, eg with a history group to produce an online account of a local stately home.

JW (Havant) felt such matters and topics could be publicised and advertised on individual U3A's web-sites.

6. SCN Travel Expenses – Should the Manager and the Network Administrator be able to claim expenses?

(a) A discussion took place relating to such travel claims regarding attendance at SCN Meetings and SI reported her 2018 SCN costs had amounted to approximately £47.

00. Although there was no wish for anyone to experience out of pocket expenses this matter of incidental costs concerning mileage claims was felt to be an agenda item for discussion and decisions by U3A Committees. A suggestion put forward was for the U3A Committee hosting the meeting could cover the travel claim involved on that occasion. It was pointed out and noted that it had been agreed that there would be no financial support required or provided when the SCN structure was first formed. It was agreed this matter should be considered again and placed as an agenda item for the next SCN Meeting for Chairs to be held in March 2019.

(b) Should the SCN send a representative to the National Conference?

The financial implications relating to expenses reference a representative attending the National Conference was discussed. SI stated that the cost involved for such attendance was approximately £300.00. It was agreed to await feedback from the various U3A's to identify whether the Constitutions would cover this issue and accept the need to send one SCN representative to the National Conference.

7. Making Decisions re the SCN. To confirm that decisions by the Chairs is decided by a show of hands.

This matter was discussed and agreed. KS to amend the SCN web-site details accordingly. It was noted that the SCN aims and objectives could be viewed on the web-site.

8. Chichester U3A would welcome input on the following matters:

(a) A new Constitution. It was noted that a new Constitution would require approval by the Trust and should be in line with the Trust's model. Details of this could be obtained through – the Trust's U3A Constitution web page – and copies of U3A Constitutions were available and could be viewed through individual U3A's web-sites.

FYI there is a new constitution available on request, to be rolled out in 2019.

(b) Proxy Voting. This matter would be resolved in the future as information had been received that the Trust would be issuing a new Constitution next year to cover this query.

The concern regarding a quorum not having been achieved at the first Chichester AGM was noted and had resulted in a second AGM being arranged which then was well attended by members. Further discussion took place regarding proxy voting and calling notices for extra-ordinary general meetings. Reference future quorum issues and proxy voting, a suggestion had been made to lower the quorum figure to 7 ½ per cent membership but this directive was awaiting further details and confirmation of this recommendation was necessary.

(c) Health & Safety Issues: It was confirmed that guidelines relating to H & S Policies could be obtained from the Trust's web-site. Meetings at home venues were discussed and assurance given that members attending such meetings were covered by the Trust's insurance. When considering wording contents of policies or procedures MD felt that the use of the word – 'should' - could be replaced by the use of the word 'recommend' since advice given by the Trust was always to keep the U3A U3As operating legally.

- (d) Safeguarding. Any changes made could have legal implications and information could be obtained on the Trust's web-site pages.
- (e) Getting more helpers and Committee members. SI expressed a view that It should be remembered that all members are volunteers and if Committee membership becomes a problem Sophie Wellings says that a threat to close the U3A often persuades people to volunteer!!

9. Hosts for 2019 SCN Meetings: Eight Meeting were due to take place and the following host venues were volunteered and agreed:

February	Membership Secretaries.	TBD
March	Chairmen	Gosport
April	Treasurers	Locks Heath
May	Liaison U3As	Waterlooville
June	Web Masters	Chichester
July	Secretaries	TBD
September/October	Speakers	Solent
October	Chairmen	Stubbington

- 10.** Any Other Business: Queries and concerns were received from -
- (a) Warsash. A Safeguarding Policy on their web page to be noted
 - (b) Training Issues. A Training Policy could be viewed on the Trust's web site.
 - (c) Gosport – Query. Reference Mr Bob Duckmanton's attendance at Meetings and his feed-back from the Regional Meeting was requested.
 - (d) Use of Beacon System. The majority of U3As were happy to use the system although the charge of 50p. per head relating to a U3A's membership was noted. SI to contact the Horndean U3A reference their use of the system.
 - (e) Hayling Island questioned GDPR reports reference the Trust's guide-lines and the Finance Manager's advice which differed from the John Ellison Work Shop procedures. It was reported that John Ellison has stood down and the new Treasurer has a more relaxed approach, and advice existed relating to financial problems and issues.

SI thanked all members for their valuable support and comments received during the meeting which closed at 4.15 p.m.