

**SCN Chairs & Vice-Chairs Meeting  
Tuesday March 26<sup>th</sup> 2024 10am**

**Attendees**

Kevin Stock	SCN Manager	
Sue Derrick	Chair	Botley HE & District
Jill Cook	Chair	Chichester
Tim Mathews	Chair	Ems Valley
George Cantrill	Chair	Gosport
Elizabeth Jorge	Chair	Havant
Kevin Connell	Chair	Rowlands Castle
Chris Williams	Chair	Solent
Jan Lee	Vice-Chair	Solent
Mark Dancey	Chair	Waterlooville
Lyn Moore	Vice-Chair	Waterlooville
Rob Stansbury	Vice-Chair	Waterlooville

**Apologies from:**

Emsworth, Horndean, IOW, Locks Heath, Portsmouth, Warsash

- 1. Welcome** by Kevin Stock, SCN Manager  
Permission was received to record the meeting for the purpose of producing this report.
- 2. Introductions** All attendees introduced themselves and said which role(s) they performed.
- 3. Clarity on Insurance for physical groups eg Line Dancing (Waterlooville u3a)**  
MD queried insurance with active groups like Line Dancing & Walking. EJ commented that risks should be added to Risk Assessment forms. LH, although absent, submitted a comment - The Insurance FAQs No.10.4 says professional qualifications are not

necessary for physical activity groups but the committee must assure itself that the person leading the group is sufficiently experienced and/or qualified before allowing the group to start. CW We should be responsible adults and be able to be responsible for our own actions.

**4. SiteWorks** Is anyone using it? Have you been asked yet? (Havant u3a)

KC Rowlands Castle is in the process of migrating. LH Locks Heath has been asked to sign the T & Cs and start the training programme. They have signed the T & Cs but have delayed starting the training till after their AGM in April as possible committee changes may affect who does the training. Stubbington have signed the T & Cs and will start training soon. TM Ems Valley have signed the T & Cs and done the initial training session and next is the pre-migration training. JC Chichester are happy with their own website and do not intend to migrate.

**5. Getting people to volunteer to help run the u3a and to join the committee**

Any hints and tips? (Waterlooville u3a) CW said talking to people on walks and in the pub is a good direct approach that works best. If people show an interest, then invite them to sit in at a committee meeting so they can see it's fun. JC has recruited people through sporting activities. Recruiting by attending committee meetings has been successful. GC says recruiting at an AGM needs to specify which roles have vacancies. LM has noticed that some u3as have a Welcome pack for new member that includes asking if they are able to volunteer and not just be a member. MD invites anybody that looks very useful to his house for a coffee and chat. He also talks to new members at coffee mornings to find out their background to see if they could be of use to the u3a. JC Chichester have a standard letter that is sent to all new members inviting them to a monthly new members meeting. Following letters ask if they can contribute to the u3a after they have settled in. (*Letters attached*).

**6. Selecting people with the right skills for roles** (Solent u3a) This item was covered in item 5.

**7. Do you have a dedicated Disability Officer and disability protocol** (Stubbington u3a)

EJ Havant have a Disability Officer, and were the only u3a present to have one. Stubbington have a Role Description for their Disability Officer, and an Accessibility Policy (*see attached*). LH Locks Heath don't have an officer, but they give some guidelines to their Meet & Greeters and Fire Marshalls.

**8. Risk management** - what are u3as doing in this regard? (Waterlooville u3a)

A show of hands showed that most u3a present have done RA's for groups that meet at venues, and three have done RA's for groups meeting at homes.

RS Waterlooville have started completing RA's for venues, and plan to start other one for walking, members' homes etc. LH have produced their own u3a versions of the TAT models and have asked all groups to complete them for their venues either hired or homes. EJ Havant have completed their RA's for their groups. SD for day trips, coach companies will have a RA. Botley ask for emergency contact details for each participant. For venues, they use the venues RA and point out anything additional for the group. For walking groups, a recce is done beforehand and anything with a risk is pointed out. JL Solent also ask for emergency contact details for coach trips. RS said the TAT FAQs items 6.8 says that our insurers ask that a RA is done for all activities.

TM Ems Valley have written seven different types of RA's – Online, Outdoor Sporting, Venue, Walking, Workshop, Day Trips, Members' Homes (*see attached*)

## 9. Any Other Business

TM pointed out that there is a Chairs Forum on Facebook that is very useful. (*On Facebook search for u3a Chairs' Forum*). GC Gosport are losing a valued committee member as they do not wish to be a trustee. MD suggested that this person's role be made a non-committee one and therefore not a trustee. SD Botley are new and not a separate charity so unsure if all committee members need to be official trustees. EJ mentioned the Chair Forum talked about asking for a delay to the new Council and she did not agree. JL Solent asked if large u3as fill their groups. MD said full groups have a waiting list controlled by the Group Liaison role, and when the list gets big enough another group starts. JC Chichester does similar.

## 10. Next meeting Tue 22<sup>nd</sup> Oct 10am

SCN Website: <https://u3asites.org.uk/hants-sc-network/home>

SE Region Website: <https://u3asites.org.uk/code/u3asite.php?site=465>

For the meeting, please have your name and your u3a showing:

- With a mouse, right click your own picture and select 'Rename'
- With a touch screen, tap your own picture, tap the 3 dots and select 'Rename'