



THE UNIVERSITY OF THE THIRD AGE

South Central Network

MINUTES OF A HAMPSHIRE SOUTH CENTRAL NETWORK (SCN) GROUP ORGANISERS/ LIAISON/ COORDINATORS (GLOs) MEETING

Thursday 18th June 2015 11th March 2015 at Asda (Havant) Community Room commencing at 2.00 p.m.

Attendees:

<i>Name</i>	<i>U3A</i>	<i>Email address</i>
Hilvary Robinson	SE Region trustee	trusteeseregion@gmail.com
Sheila Liggins	Stubbington	shelig39@ntlworld.com
Penny Bissell		penny@bissellg.globalnet.co.uk
Sue Humphrey	Hayling Island	susanbrack@hotmail.com
Nel Cork		tacbythesea@yahoo.co.uk
Karen Walker		kywalker100@hotmail.com
Judy Foster	Gosport	website@gosportu3a.org.uk
Sally Ingledew		grpldrsco-ord@gosport.org.uk
Jacqui Geethurst	Rowlands Castle	rcu3agroups@gmail.com
Barbara Barrell		
Katherine Lovering	Chichester	kathryn.lovering@btinternet.com
John Cannon	Solent	johncannon1936@btinternet.com
Drew Gurney	Waterlooville	groups@waterloovilleu3a.org.uk
Graham Woodbridge		mail@grahamwoodbridge.com
Beryl Shepherd	Portsdown	beryl@berylshepherd.co.uk
Carole Chapman		carolecpc99999@googlemail.com
Joan Clarke	Locks Heath	
Kathy Page		kathypage.u3a@gmail.com

Apologies were received from the following U3As:

Horndean, Ems Valley, Meon Valley, Portsmouth

1. INTRODUCTION

The meeting was chaired by Sally Ingledew as the Chairperson for Gosport U3A was unavailable. After welcoming all attendees Sally introduced Hilvary Robinson, Trustee for the South Region, the speaker for the meeting.

PRESENTATION BY SE REGION TRUSTEE

Hilvary opened by thanking everyone for volunteering for the U3A, and made the point that this was not only good for the organisation, but for the individual - as it gives social interaction, learning and a sense of wellbeing.

She then discussed:

a. The role of the GLOs.

She emphasised they are not trouble shooters, but facilitators, i.e, assist group leaders to sort out their own problems. They do not control individual activity group leaders, but may influence/persuade to e.g. update record keeping.

b. Ideal qualities for a GLO

People person who is a good listener and mediator. Approachable and easy to contact, with contact details well circulated. An email address for each group. Change only if appropriate.

c. National Conference/AGM

This event is very invigorating and good for networking. She encouraged attendance by GLOs.

New members. Coffee morning for every >10 new members to meet some of the committee, and for the skill sets to be identified. Ideally approach them again at the point at which they feel they are able to make a commitment.[When they first join they may not be ready to do something – if they are newly retired they want to enjoy the freedom! So you have to time it right to ask them to ‘do’ something for your U3A – after they have had some time to settle in and join groups, but still have initial enthusiasm to want to contribute]

d. Administering groups

Keep a good record of all groups. Advertise information about possible venues in local area. Actively promote Group activities for both current and possible future groups.

e. Support

Should say ‘thank you’ to Group Leaders without whom the U3A does not exist. Organise annual meetings for GLs these meetings may/may not need a focus with an agenda that allows GLs/convenors to air views on their key issues. Maybe use a workshop format splitting GLs into 2 or 3 groups as this seems to generate more feedback and ideas. If GLs cannot attend encourage deputies to represent them. It’s up to each U3A to decide the format of the meeting but it should take place – afternoon tea or lunch provided - paid for from the main U3A account.

f. New Groups

GLO collects names of members interested in a topic, and organises a meeting, at which a volunteer is asked to take a register, and often this will result in a leader for that new group.

If one U3A doesn’t have enough members to start then it would be possible to set up a group with another U3A. This would need to be agreed by both committees.

Sharing Best Practice.

g. Resources

Anthony Hughes on the national communication committee started an iPad group, and they researched Dylan Thomas, produced an ebook.

TED- website - 20min talks on a wide range of subjects. Philosophy from website justiceharvard.

Main National website - members’ area – Top row of squares - right hand side ‘Subject Advice’.

June 2015

'10 things that all members should know' about U3A.

1. Objects and Principles of U3A – these are set out in the 'Mission Statement'
2. Discussion papers - 4 —Keeping your U3A Vibrant, The Challenge of finding Group Leaders, The Challenge of finding Committee Members, Making Communication a Priority.
3. Advice Leaflets – these are available from your Secretary or Chairman or National Office – there about 20 of them: – Accessibility for Disabled Members, Helping Members who are Hard of Hearing, First Aid, Applying for Gift Aid, Organising your AGM, Data Protection, Sorting out Problems/Grievances, Organising Residential Schools, Social Events and Travel, Use of U3A Trademark, Licences, Introduction of New U3A Trustees (Committee Members), Waiting Lists, Standing Orders, Group Leaders/ Co-ordinators/Facilitators, Shared Learning Projects and Food Handling and Preparation, Cloud Computing, Memberships Systems, Paid Tutors, plus 'Legal Helpline' available to members 24 hours a day, 'Grants' available to U3As from NO
4. National Website – Third Age Trust – www.u3a.org
5. 'More Time to Learn' – this is an A4 book which is a Guide to Facilitating non-formal adult learning aimed at Group Leaders and Co-ordinators.
6. On-line Courses – these are available free of charge – www.u3a.org for more information. Also MOOCs, TED, RI, BBC etc.
7. Sources – an Educational Magazine based on U3A Activities - this comes with 'Third Age Matters' three times a year and
8. Third Age Matters – is the name of the U3A Magazine, currently comes five times a year direct to you.
9. Publicity – refers to items from National Office in Mailings direct to the Secretary
10. Regional Volunteers – these are concerned with Education and Development and are trained to open new U3As

h. Advice sheets from national website

Login to the members area.

Click on Documents downloads → click on advice sheets → go to advice sheet 14

Click on Documentsdownloads → click on reference documents → More Time to Learn download (free)

There are lots of interesting advice sheets and reference documents – Discussion Papers (see item 2 just above these instructions) e.g. Mission statement, code of practice,

“More Time to Learn” booklets are free to order from the shop – Handbooks - but you pay postage – £2.75 0-1kg. You can download it free of charge.

i. Ways of learning

You could explore different ways to engage the group

Verbal Listening Reading Solitary Social Logic Physical

Recommended “iPad for the Older and Wiser” (from Amazon or wiley.com or their customer service dept 01243843291 or order from a bookshop))

j. Shared Learning Projects

Can ask museums, art galleries, universities if they have a suitable project to share with.

Leaflets available from TAT. One Shared Learning Group produced a booklet which is now on sale.

k. In Case of Emergency numbers

Members of activity groups should be encouraged to provide GLs with an ICE contact telephone number.

l. National Regional Trustee organisation

The SE Region has many more U3As than any other region. She would be grateful for any suggestions to Reorganise TAT

GLO FORUM

The chairman asked each U3A to illustrate a best practice within their U3A GLO area:

• **Gosport**

A survey had been done of all groups Name, Leader, Venue, When and where, and how many members. Each group has an internet contact. This does not need to be the GL, so it is easy to contact all groups. Meetings are held for GLs twice a year, there must be a focus for each meeting to help encourage attendance.

- **Waterlooville**

Have 2 x GLOs - one looks after setting up new groups and the other provides support to existing groups and to monitor their progress. At general meetings or coffee mornings there is a groups table with a wish list for ideas for new groups. If a member suggests something then the GLO will ask them to research whether it's a viable idea.

The GLOs also look at other U3A websites, and the national website for ideas, contacting other U3As for information about how their group had been set up.

Waiting lists are managed by making the GLO the only point of contact. This works well.

Each group are encouraged to have at least 2 leaders, ideally 4/5 to share the load and to cover for holidays, sickness etc.

Waterlooville U3A has a group coordinators (Leaders) code of practice as well as a Group Leaders Handbook. The latter is used as a more in depth reference document.

- **Solent**

Have done a survey of groups to create an up to date list.

On a notice board a sheet of A4 listing when groups meet to help prevent overlap if possible.

- **Portsdown U3A**

Beryl Shepherd told us about Abseiling down the Spinnaker Tower. She raised £1998.61 for movember. Congratulations were given.

The hand book produced for GLs gives practical information, but is not too long. Also on the website.

A social meeting for GLs can be put on the Agenda.

They hold an appreciation lunch to which the committee are also invited together with members interested in becoming GLs or committee members. Although this costs money it was felt worth it as it raised the profile of GLs and committee and encourages people to come forward.

- **Stubbington**

Found the meeting helpful so far. They have only been going since February. There are 2 GLOs, and they are working very hard. They had a list of members and their topic preferences. They then made lists from these, but do not intend to always do this. They are still helping new groups where there are problems.

There is a print newspaper on line for French groups.

Their website is being developed. Currently GLs give items to GLOs to put in Newsletters.

They will step back when the groups are more established.

- **Hayling Island**

Feel that they do a good job fulfilling the needs of the predominantly 70+ age group in their area.

Many groups were involved in a project concerning the WW1, which resulted in a book and exhibition.

They had a lottery grant for this, but said it was a lot of work to obtain this.

Their website is to be developed.

When a group gets full, where possible the current leader starts a second group, and a member of the original group takes that over.

At the AGM the groups do displays, and the public are allowed in. There are also talks at the general meetings to promote groups.

- **Rowlands Castle**

Have 110 members and 24 groups. They ran for a year since starting to troubleshoot any problems. There are problems with holidays, so it is left to groups to decide.

They also have a thank you lunch for their GLs to which the committee go. This is entirely social, but is very good for informal feedback from GLs.

At the beginning of general meeting the GLO has a 5min chat to give group news and updates. Age group 60 – 70

- **Chichester**

850 members and 100 groups they have a problem keeping younger people who join, as they seem to feel they have little in common with older members, and breaking into groups is hard (cliquey) Also they have no definitive lists of groups.

- **Locks Heath**

23 Activity Groups. A board has been created by the GLO with information about all the groups and an information slip to take away. This is displayed at general meetings. They also have photos of the committee on display.

2. ANY OTHER BUSINESS

- a. The topic of paid tutors was raised, and Hilvary explained that the TAT consider employing a tutor is against the ethos of the U3A movement.
- b. It was agreed that communication was an ongoing problem, and those present agreed that this topic should go on the agenda for the Chairman's meeting Oct 1st. In the meantime Graham Woodbridge volunteered to produce a contacts spreadsheet of U3As that have shown an interest in joining or being associated with SCN. It would include contact details for the following:
Chairman, Secretary, Group liaison Officer, Treasurer, Speaker Secretary
- c. Graham Woodbridge recommended GLO's have a look at Sharing Best Practice section in the members area of our national Website:
NEC U3A > Communications > Sharing Best Practice.

The meeting closed at 4.10