



## HAMPSHIRE SOUTH CENTRAL NETWORK SCN Secretaries Meeting Agenda

Hosted by Portsdown U3A.  
Mon Jul 10<sup>th</sup> 10.30am to 12.30

**Church of the Resurrection, Penrhyn Avenue, Drayton, Portsmouth PO6 2AP**

### Attendees

Carole	Chapman	<a href="mailto:carolecpc99999@googlemail.com">carolecpc99999@googlemail.com</a>	Portsdown
Bill	Dawes	<a href="mailto:billdawes@talktalk.net">billdawes@talktalk.net</a>	Emsworth
Judith	Foster	<a href="mailto:website@gosportu3a.org.uk">website@gosportu3a.org.uk</a>	Gosport
Ian	Greenwood	<a href="mailto:sec.warsashu3a@gmail.com">sec.warsashu3a@gmail.com</a>	Warsash
Linda	Guy	<a href="mailto:rlindaguy@gmail.com">rlindaguy@gmail.com</a>	Waterlooville
Sally	Ingledeu	<a href="mailto:scnmanager@gmail.com">scnmanager@gmail.com</a>	Manager
Beryl	Shepherd	<a href="mailto:beryl@berylshepherd.co.uk">beryl@berylshepherd.co.uk</a>	Portsdown
Geoff	Southgate	<a href="mailto:Geoffsouthgate@btinternet.com">Geoffsouthgate@btinternet.com</a>	Horndean & District
Caryn	Sparrow	<a href="mailto:caryn-s@hotmail.co.uk">caryn-s@hotmail.co.uk</a>	Portsmouth
Sue	Tinney	<a href="mailto:sue.tinney@ntlworld.com">sue.tinney@ntlworld.com</a>	Havant
Shirley	Varnish	<a href="mailto:shirleyvarnish@btinternet.com">shirleyvarnish@btinternet.com</a>	Rowlands Castle
Mike	Young	<a href="mailto:u3a@mike-young.co.uk">u3a@mike-young.co.uk</a>	Stubbington
Sue	Young	<a href="mailto:mike@mike-young.co.uk">mike@mike-young.co.uk</a>	Stubbington

1. Beryl Shepherd, chair of Portsdown U3A welcomed everyone to the meeting and handed over to Sally Ingledeu; manager of SCN
2. Sally thanked everyone for attending and outlined the purpose of the meeting
3. She then asked all present to introduce themselves and then to give a short report on how they actually fulfilled the role within their U3A. It was soon clear that there were many different ways in which this role was performed. It may or may not include taking minutes, dealing with the website, keeping records, acting as archivist, dealing with correspondence including Third Age Trust, booking rooms etc. and organising the AGM. Much depended on how the other roles within that U3A were organised. It was agreed that those with Job Descriptions would send them to Beryl so that she and Sally would be able to see the differences and maybe make a list of those activities that were common to all.  
There were also diverse methods of dealing with communication between members within a U3A eg Havant use Dropbox whilst most used email.
4. About half thought that a minute secretary was a good idea or even a must as it was thought easier to concentrate in a meeting if not also taking the minutes. Some U3A's only recorded actual decisions within their minutes whereas others included lots of detail.

5. Although Sally pointed out that there were other membership systems, the debate was mostly about Beacon. Only one or two of those present actually used the system, and they thought that it was helpful to Secretaries. There was concern from **Portsmouth** as to who could see what. Sally said she would send a copy of the Beacon Guide Lines to anyone who wanted them.
6. Communication within and with the outside world varied greatly and all U3A's used more than one method. eg Facebook, website, newsletter, email and even virgin media (via TV Package). Mike **Stubbington** to send details to Sally. Some U3A's did not communicate directly with any member who did not have an email address. Some websites were used to communicate to "Groups" as they had their own individual pages within the website.
7. Record keeping was mostly done by the secretary although most did not have a Policy Book as such but a series of separate documents (document folder) which served the same purpose. There were concerns about security and safekeeping of records and the ability to restore in the event of a crash or cyber attack. Some options were Google Drive, Drop Box, individual back up systems, memory stick and external hard drives. Judy **Gosport** was worried about using Google Drive as it had to be "owned" and she did not want to own it personally and she had concerns about the ease in which it could be handed over to a new secretary. The question of how long to keep paper records was raised, and Sally said she would ask the TAT.
8. Carole from **Portsmouth** took the opportunity to announce the Research Initiative through Royal Holloway which any member of the SCN was welcome to join in. She also said there would be further information about their Annual Lecture by The Right Honourable Nicholas Jellicoe to take place in November.

Sally thanked everyone for coming and Portsmouth for their hospitality.

The meeting closed at 12.30pm