



SCN Secretaries Meeting
Tuesday July 25th 2023 10am via Zoom.

Attendees

Kevin Stock	SCN Manager	
Susie Berry	SER Trustee	
Sally Ingledew	Consultant	
Anne Warden	Secretary & Groups	Botley HE & District
Sue Derrick	Chair	Botley HE & District
Jill Cook	Chair	Chichester
Tim Mathews	Chair	Ems Valley
Maggie Gavin	Secretary	Gosport
Ian Daish	Vice-Chair	Guernsey
Peter Newman	Secretary	Havant
Avril Adams	Secretary	Horndean & District
Sally Forster	Treas & Groups	IOW
Ann Riglin	Secretary	Portsdown
Pat Janiec	Secretary	Portsmouth
Prue Amner	Web & Min Sec	Rowlands Castle
Gilli Smith	Secretary	Solent
Keith Randall	Secretary	Stubbington

Apologies from: Emsworth & District, Meon Valley, Waterlooville

- 1. Welcome** by Kevin Stock, SCN Manager
 Permission to record the meeting for the purpose of producing a report.
- 2. Introductions** by attendees

- 3. Running your AGM** Any tips for a first term Secretary? (Portsmouth u3a)
PJ has been Secretary of Portsmouth u3a for 6 months and would like some tips on running her first AGM. SB You will need the minutes of the last AGM and your constitution, as that tells you what you need to do. JC said the secretary of Chichester u3a did a Timeline for their AGM which meant it went like clockwork. JC will send it to KS to distribute when he receives it.
- 4. Risk Assessments** Has your u3a completed one for each venue where your groups meet?
KS Waterlooville has just completed RA's for each hired venue that groups meet and they will be retained by the Secretary. PN Havant have RA's for each venue and also for each members homes that are used for meetings and for Walking groups etc. TM Ems Valley have not done any but will look into it. Most other u3as at the meeting have done RA's. SD Botley have advised that meeting in members' homes should point out any trip hazards but nothing formal. SF IOW have given RA's form to all group leaders and said it highlights things that you may not have thought about. MG Gosport asked about coach trips for members with a wheelchair over 20lb that coach companies can't take. SB will investigate but feels that there is nothing the u3a can do. SB also said that a list of members on a coach trip must be held by someone not on the coach.
- 5. Information from the SCN or TAT** How is it decided what to share with your members? SF IOW publish a newsletter that contains a summary of items from TAT and SCN. TM Ems Valley have links on their website to that information. JC Chichester has a fortnightly bulletin with it in. SB pointed out that any member can subscribe to the National Newsletter (the one from Sam Mauger) from the National website. KS suggested that your Newsletters have a small item pointing that out.
- 6. Committee Member Details** Who is responsible for updating this via the Trust portal? PN has been using the portal for 3 years to update details of Havant's committee. SI pointed out that the portal is on the National website near the bottom of the home page. SB It can be used by Secretaries to update their Chair, Vice Chair, Treasurer and Secretary.
- 7. Your Responsibilities** Are they the same or different to those on the TAT website? / your u3a ? TM Ems Valley wrote their own Role Descriptions that are viewable on their website. SF IOW used the National ones and have tweaked them. PA Rowlands Castle wrote their own. KS pointed out that they are called Role Descriptions and not Job Descriptions.

SF asked if one person can be Secretary and Vice Chair. PN said he is both for Havant. SB said check your constitution to see if that can be done. The National model

constitution is being changed to say having a Vice Chair is optional. SD thought that having a Vice Chair is invaluable.

8. Any Other Business

JC Chichester run coach trips and wondered if they could be advertised to other local u3as via the Network. KS said yes that is something the SCN could do.

SF asked if there was a procedure for holding an appeal panel and SB said yes there was.

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

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