

# GUIDELINES FOR HAVANT U3A ACTIVITY GROUP CONVENERS MAY 2022

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## INTRODUCTION

This document provides general guidance for Havant U3A Activity Group Conveners. Although the running of a group and its administration will vary according to the group's activity, some guidance is necessary to address some basic issues. Group Conveners are vitally important. Being a Convener always involves a certain amount of organisational and administrative work, but also quite a lot of satisfaction and enjoyment. This guidance is intended to help address day-to-day issues, taking over the leadership of an existing group or starting a new one. If you find they are not sufficient for your needs or there are omissions or errors, then do not hesitate to speak to Havant U3A Groups' Convener Co-ordinator.

### 1. RUNNING YOUR GROUP

A group may be run as you and your members wish, within the scope of Havant U3A constitution. However, the following advice may be useful.

#### *Role of group Convener*

The role of the group Conveners will vary according to the type of group. In some groups, Conveners follow a structured plan that might involve some degree of guidance and tuition, e.g. languages or canasta, whilst in others the role is that of co-ordinating events and people, e.g. outings, walks, theatre visits. Group Conveners are responsible for the content, duration, and administration of the group's meetings. The venue, frequency and timing of meetings, and other housekeeping details should be discussed and agreed by your group.

Do not feel that you have to do everything yourself. Group members should be willing to share the tasks of organising and running aspects of the group's functions such as venue set up, administration, refreshments, etc.

You are asked to make an attempt to find a Deputy Convener. Deputy Conveners may be willing to run meetings when the Group Convener cannot attend, thus ensuring meetings are not cancelled. This practice would also help other members gaining leadership experience and may help with Group Conveners succession. Please pass on the name and contact details of the group's deputy to the Co-ordinator(s) of Interest Groups before November.

#### *Membership of group*

The group Conveners should ensure that all members of the Group are members of Havant U3A (or Emsworth U3A), alternatively members of other U3As should have an associate membership with Havant U3A. This is an insurance requirement as U3A insurance does not cover non-U3A people attending U3A group meetings, activities or outings. It is acceptable for potential members to sample a group for one session but after that

they and potentially you would not be insured if they do not pay a subscription and join the U3A.

The most straightforward way is to ask members of the group to show proof of membership at the beginning of each membership year and when new members join the group (current membership card) or to send a list of your members to the Membership Secretary. Please note that Havant U3A runs joint groups with Emsworth U3A, e.g. Environment and Technology and one of the Family History groups. It is hoped that soon Conveners will have access to membership lists through the Beacon management system.

Copies of the sign-up sheets should have been given to the Groups' Coordinator at the AGM as a basis for the making of group lists on the Beacon system, please keep the Information Officer/membership secretary informed of additions and removals during the year.

### ***Attendance Register***

Keep a register of people who attend each meeting or outing and make sure you ask them for contact details i.e. telephone numbers/email addresses, membership number. These personal details should be deleted from the register when they leave the group. However, keep a record of their name as a historical archive. Soon after the beginning of each membership year, it is important that new membership cards are seen by group Conveners and membership numbers noted.

### ***Communicating with group members and GDPR***

E-mail is the preferred method of communication with group members. It should be normal practice to use BCC (Blind Carbon Copy) to communicate to group members in order to protect privacy unless explicit permission within the group is given for use of CC. Where, this is not possible, agree with the member the best alternative method of communication, e.g. telephone, SAE. Additionally, Conveners may post notices on the Havant U3A website, General Meetings Notice Boards and Rolling Screen. .

Personal details of your activity group members must be kept safe and not be passed on to other members of the group or outside agencies unless individuals have given express permission for you to do so.

### ***Attendance at meetings***

Members unable to attend a group meeting should advise the group Convener.

A member who decides to leave the group should advise the group Convener accordingly, and this passed on to the information officer/membership secretary, so that their place can be given to someone else.

Repeated non-attenders can be removed from a group's list at the Convener's discretion

### ***Vacancies and Oversized Groups***

New and existing members are always looking for groups to join. Please keep the Groups Convener Coordinator informed of vacancies so they can be advertised at General Meetings Notice Boards, Rolling Screen and Newsletters.

If a group becomes too big, discuss with Groups Convener Coordinator the possibility of setting up a new group. A waiting list would be helpful.

### ***Taster sessions***

Havant U3A members, by agreement with Group Conveners, can attend one free taster session to any group that has vacancies. If they wish to join the group thereafter they will have to pay the pro-rata costs (if any) incurred by the group. The Group Convener should inform the member that attendance at a taster session does not guarantee a place within the group.

Non U3A members may attend an activity group taster session by agreement with the Group Convener, but can only join the group after payment of Havant U3A subscription. Membership application forms are available at [www.havantu3a.org.uk](http://www.havantu3a.org.uk) "Welcome" page under Links or direct from the Membership Secretary. You must confirm they have joined at a subsequent group meeting.

### ***Website Update and ‘Read All About It’***

Each group should ideally have its own web page within the “Groups” section of Havant U3A website and this should be kept up-to-date on a regular basis. Conveners can receive from the Havant U3A Webmaster a password and instructions on how to help keep their group page up to date or they can ask the webmaster to make changes on their behalf at [webmaster@havantu3a.org.uk](mailto:webmaster@havantu3a.org.uk).

When starting a new group, provide a short description of the group’s activities, meeting venue, day, time and frequency and name and contact details of Convener. Photographs may also be included.

The Publicity Group is contactable through the webmaster. They will invite Group Conveners to provide relevant news and notices about their groups, plus proposed events/outings, on a regular basis for inclusion in local newspapers, local shows and /c‘Read All About It’.

### ***Health and Safety***

Conveners need to consider the safety and wellbeing of group members by amongst other things looking at potential venues for use by their groups with a critical eye. Use the checklist (Appendix C) to access :

- Accessibility for less mobile members
- Trip hazards
- Safety equipment needs e.g. first aid kit
- Fire exits

*etc*

### ***In the event of an accident***

Conveners should try and prevent accidents by accessing the suitability of premises and activities by carrying out risk assessments. These can be very simple or more involved depending on the nature of the activity. (See Annex. C+E)

Group Conveners should encourage members to have an ‘**in case of emergency**’ contact number with them. This could either be in their mobile phone contacts list under ‘ICE’ or in the ICE card provided by Havant U3A. (It’s a good idea to have ICE details against names on the group register)

If, during a group meeting or outing, an incident occurs which results in an injury to a member or damage to property an Accident Report Form (**Annex A**) must be completed and returned to the Secretary. This will ensure that an accurate record is kept should there be further consequences, either medical or legal.

If an incident occurs in premises other than a member’s home the appropriate official, e.g. landlord or safety officer, must also be informed. Members are covered by public liability and insurance through the National Office whilst engaged in any U3A activity.

### ***Licenses***

If appropriate to your activity be aware of **National Office Advice Sheet 10 on Licenses** which covers photocopying, recorded music, DVDs/videos and performance. This can be found at [www.u3a.org.uk](http://www.u3a.org.uk) in the members’ area (Document Downloads – Advice Sheets).

### ***Car Sharing***

Conveners should encourage group members to car share whenever appropriate. The current agreed contribution to those accepting lifts is 15pence per mile per passenger.

## 2 FINANCIAL MATTERS

- a. Make sure group members are aware they will be asked to share all costs levied on the group amongst themselves.
- b. If any cheques are collected for U3A activities they need to be made out to "Havant U3A" (not to you personally) or via bank transfer direct to Havant U3A bank account. Make contact with the Treasurer about raising cheques to pay for deposits, advance tickets, hire of coaches etc.
- c. Due to insurance cover limits, moneys raised by the group in excess of £500 should not be held by any individual but must be forwarded to the Treasurer who will pay the sum into the bank and "ring fence" it for the sole use of your group. **Never** put members' money into your personal account.
- d. Where venues are hired Group Conveners must ensure that sufficient funds are collected from group members to cover the cost of the hire charge, speaker and any other charges.
- e. Where infrequent meetings are held monies may be collected from group members on the day, but you must ensure that all costs are fully covered.
- f. Where a venue is pre-booked in advance for a regular number of sessions you are advised to share the cost equally between the group members who should pay in advance for e.g. a block of 4 to 8 sessions. These advance payments should not be refunded if a member is unable to attend a specific meeting for e.g. sickness or holidays as all the costs still need to be covered irrespective of attendance numbers. This appears to be the best method of ensuring that individual groups remain solvent and do not run into financial difficulties from an unexpected drop in attendance.

However, established groups that already have a contract with a venue that is working well should continue to operate as usual, till the end of the existing arrangement.

g. Every group whatever size **must keep accurate records of income and expenditure**. Annex B is an example of a record sheet that can be adapted as necessary.

### *Incidentals Allowance*

- a. Virtually all groups may incur incidental expenses such as printing, postage, study materials, etc. Each convener may claim up to £20 per annum to help with these expenses, no receipts are required for this.
- b. The committee will also consider bids for additional grants for more expensive items such as study books, other training items, study days, etc. Contact the Treasurer for further information.
- c. Grants from central Havant U3A funds for health and safety equipment for groups where this is particularly relevant will be considered. These will be listed centrally and should be returned if the group closes.

### 3 MEETING VENUES

As far as possible ensure your venue fulfils the following criteria :-

- Served by public transport
- Adequate car parking facilities onsite or at least close at hand including disabled parking bays
- Ramp for building access
- Ground floor accommodation or upper floor with lift
- Accessible and usable disabled toilet facilities
- Good disabled access for all types of impairments
- A loop within the sound system
- Spacious enough to cope with wheelchairs/mobility scooters
- Good lighting
- Access to heating/air conditioning controls

In addition consider the following :-

- Making a map and directions available for new members

- Having a designated person at general meetings who is easily identifiable, to ensure disabled members are provided with appropriate seating e.g. at the front for those who are partially sighted and at the end of a row for those with mobility problems etc.

#### Hiring ?

- a. If you decide to hire an outside venue (i.e. not at a members' house) then for insurance purposes, the bookings must be made under the name of "Havant U3A" and invoices sent to the Treasurer for payment.
- b. The Executive Committee must check all venue hire contracts/terms and conditions to confirm insurance liability issues. Do not sign it yourself – pass it to HAVANT U3A Secretary to deal with.
- c. If the venue asks for a copy of U3A liability insurance, a copy can be obtained from HAVANT U3A Secretary.
- d. Complete and retain the Hired Venue Risk Assessment checklists (**Annex C**) and consult the Third Age Trust Accessibility for Disabled Members advice sheet (**Annex D**).
- e. There is no need for a qualified first aider but always makes sure a landline or mobile phone is available and the post code of the venue is available in case you need to summon the emergency services.
- f. Ensure members are advised of emergency evacuation procedures.
- g. Walk leaders can use the Walk Leader Checklist (**Annex E**).

#### 4 GROUPS WITH TUTORS CHARGING A FEE

It is normally against the U3A ethos to use tutors on a regular fee paying basis, so we keep these to a minimum. The formation of these groups can only be authorised by the Executive Committee so as to ensure that legal and financial arrangements do not put Havant U3A at risk.

Guidance for groups using paid tutors on a regular basis:

- a. The Group Convener must ensure that the code of practice covering the use of paid tutors is met consulting with the Groups Convener Coordinator and Secretary as required.
- b. Tutors must be paid in advance for a **group** of sessions under agreed terms (typically 4 - 8 sessions). Normally, payment from members must also be collected in advance over the same period. There can be no refunds for missed sessions for whatever reason.

However, if an established group is operating a different system that is operating well, this should continue, till the end of the contract.

- c. Liability insurance provided by the Third Age Trust does not cover U3A activities involving paid tutors – they must carry their own liability insurance. An up-to-date copy of this insurance must be forwarded to HAVANT U3A Secretary who will arrange to check that it has been renewed on an annual basis.
- d. A written agreement must be signed annually by both the external tutor and the Group Convener and then forwarded to the HAVANT U3A Secretary.

#### 5 ACCESSIBILITY FOR DISABLED MEMBERS

Members who cannot manage to participate in their chosen U3A activities without help, should be given the opportunity to bring a companion/carer with them, who for the time that they are in attendance, will be covered by the liability insurance provided by The Third Age Trust. The only exception to this is a ‘professional’ carer who would have to be covered by an individual liability policy.

However, this is not meant to suggest that U3As should not do all they can to be as accessible as possible both to their existing members and to third agers in their local communities who may wish to join. U3As must take all reasonable steps to ensure that people with disabilities can attend the interest groups of their choice, without necessarily needing a companion/carer with them and it is important to reassure them that you will do all you can to support them and make their attendance as easy and stress-free as possible.

**COMMUNICATION** Ensure that a member of the committee is responsible for maintaining contact with all disabled members to discover whether anything can reasonably be done by the committee to make life easier for them whilst they are participating in U3A activities e.g. organising a car share scheme.

Don't assume you know the problems/difficulties they face. Talk to them.

## 6 RESOURCES

### *Third Age Trust resources*

You are encouraged to use the resources available from the Third Age Trust [www.u3a.org.uk](http://www.u3a.org.uk) (note that you have to register on their website to access resources. It is free):

- b. The Resource Centre – 020 8315 0199/ <https://www.u3a.org.uk/resources>
- c. Sources – a U3A educational journal included with the direct mailing of some issues of ‘Third Age Matters’ with back copies in the members’ area of [www.u3a.org.uk](http://www.u3a.org.uk) (document downloads – publications).
- d. National Subject Advisers – see website for details – <https://www.u3a.org.uk/advice>

### *Resources available online:*

- a. Open learn – free Open University short courses and resources [www.open.edu/openlearn](http://www.open.edu/openlearn)
- b. MOOCs – massive open online courses provided by universities all over the world. These are free online short courses on all types of subjects. The main providers are:
  - FutureLearn – [www.futurelearn.com](http://www.futurelearn.com)
  - Coursera – [www.coursera.org](http://www.coursera.org)
  - edX – [www.edx.org](http://www.edx.org)
  - Udacity – [www.udacity.com](http://www.udacity.com)
- c. iTunes U – wide range of videos on all subjects
- d. YouTube Education - ditto
- e. Ted.com – ditto

### *Other Resources*

- a. Neighboring U3As Group Conveners – it will cost nothing to pick their brains from time to time
- b. And off course, the Groups Convener Coordinator and other Havant U3A Executive Members will be happy to advise as necessary.

### *Equipment*

Display boards, laptops, digital projector and screen are available from Havant U3A. **Annex F** details what is available and how to access it.

## 7. THE GROUPS CONVENER COORDINATOR

The Groups Convener Coordinator(s) is/are the first person a group Convener should consult about group matters and is the person who helps new groups to get started. The Co-ordinator will provide advice and help on group matters or will refer the Convener to someone who can help. In turn, the Convener must keep the Co-ordinator informed of changes made in the running of the group, i.e. whether the group has vacancies or is full, changes of venue or meeting dates. It is particularly important to let the Co-ordinator know if the group Conveners plans to step down or if the group is being wound up.

*Drafted by: Elizabeth Jorge, Gillian Peskett and Jan Jenkins. July 2015*

*Revised by: Judith Worley Oct 2015*

*Revised by: John Meacham Oct 2018*

*Revised by: John Meacham & Sandra Howells July 2019*

*Revised by: Robert Child (travel contribution 15p was 10p/mile) May 2022*

**ANNEX A**

**HAVANT U3A ACCIDENT REPORT FORM**

<b>Name and Contact details of member(s) involved in an accident</b>	
<b>Names of other members involved:</b>	
<b>Date of Accident / Incident :</b>	<b>Time of Accident/ Incident:</b>
<b>Location</b>	
<b>Nature of Accident / Incident:</b>	
<b>Details of Injury / Property Damage</b>	
<b>Name and Contact details of Witness(es):</b>	
<b>Action Taken:</b>	
<b>Was any specialised assistance required at the scene? If so – give details</b>	
<b>Was medical advice sought afterwards? If so give details.</b>	
<b>Signed ( Group Leader)</b>	<b>Date</b>
<b>Telephone Number</b>	



**VENUE RISK ASSESSMENT CHECKLIST**

<b>U3A Name:</b>					
<b>Location/Postcode:</b>					
<b>Date:</b>					
<b>U3A Interest Group</b>					
<b>Description of Activity:</b>					
HAZARD		Yes	No	N/A	COMMENTS
1	Is the access suitable for the group attending the activity?				
2	Is wheelchair access adequate?				
3	Is the area free from obstructions & trip hazards?				
4	Is adequate means of escape in an emergency provided?				
5	Are there appropriate direction signs to aid escape?				
6	Is there a Fire Alarm?				
7	Is there Emergency Lighting?				
8	Is there designated assembly point? Where is it?				
9	Is there an emergency procedure for the building? Do you have a copy?				
10	Is seating always laid out?				
	Is it a U3A responsibility to before and after the activity to lay out seating				
11	Is food being provided / prepared?				
	Is the kitchen adequate and hygienic?				
	Are food safe cleaning materials available?				
	Visual safety check on Kettles etc				
12	Are the Toilets facilities adequate & accessible?				
13	Is equipment being brought to the venue?				
	Has it been safety checked?				
14	Is there a First Aid box or is the U3A to provide				
15	Other (define)				
16	Other (define)				
Additional information:					

Signature

Position

Date

### VENUE CHECKLIST - DAY OF USE

<b>U3A Name:</b>	
<b>U3A Interest Group:</b>	
<b>Location/Postcode:</b>	
<b>Date:</b>	
<b>Description of Activity:</b>	

CHECK		Yes (✓)
1	Emergency Exits unobstructed	
2	Emergency Exits unlocked	
3	Fire Extinguishers in place	
4	Toilet facilities open, clean, paper available etc	
5	Walkways free from trip hazards	
6	Kitchen facilities accessible & clean	
7	Kettle leads in good condition, free from wear and fraying, plug securely attached	
8	Refreshment materials available	
9	First Aid equipment accessible	
10	<b>Safety Briefing given</b> a. Emergency exits b. Assembly point c. What to do if fire discovered d. What to do if the alarm sounds e. Accident / injury reporting f. Toilet and washing facility location	
11	Other(specify)	
12	Other(specify)	

**NOTES**

Signature

Position

Date

**WORKSHOP ACTIVITY RISK ASSESSMENT CHECKLIST**

<b>U3A Name:</b>	
<b>U3A Interest Group</b>	
<b>Location:</b>	
<b>Date:</b>	
<b>Description of Activity:</b>	

HAZARD		Yes	No	N/A	COMMENTS
<b>Use of Hand Tools</b>					
1	Are tools sharp and in good condition? (e.g. no damage, splitting of handles etc)				
<b>Electrical Power Tools</b>					
1	Portable Appliance tested?				
2	Double insulated?				
3	Visual inspection of leads and connections made?				
<b>Fixed Machinery (lathes etc.)</b>					
1	Are electrical connections & wiring in good condition?				
2	Is the equipment suitably earthed?				
3	Are appropriate guards fitted and in good condition?				
<b>Personal Protective Equipment (PPE)</b>					
1	Does the activity require the following: a. Eye Protection b. Hearing Protection c. Dust Mask d. Gloves e. Safety shoes				
<b>Hazardous Materials</b>					
1	Are the materials used hazardous? (Toxic, Harmful, Irritant, Dusty etc. see container label)				
2	Does the material require special precautions in use? (e.g. the wearing of PPE)				
<b>Workplace Hazards</b>					
1	Are the floors free from trip hazards & escape routes clear?				
2	Are precautions in place to prevent or respond to fire?				
3	Does the activity require special precautions? (e.g. removal of jewellery, tying back long hair)				

Signature

Position

Date

### WALK LEADER CHECKLIST

<b>U3A Name:</b>	
<b>U3A Interest Group:</b>	
<b>Walk Name:</b>	
<b>Distance:</b>	
<b>Terrain Type:</b>	
<b>Date:</b>	

<b>BEFORE WALK</b>		<b>Yes (✓)</b>
<b>1</b>	<b>Provision of information to prospective walkers:</b> <ul style="list-style-type: none"> <li>a) Location</li> <li>b) Distance</li> <li>c) Timing</li> <li>d) Linear / Circular Route</li> <li>e) Terrain</li> <li>f) Height and climbs involved</li> <li>g) Level of fitness required</li> <li>h) Appropriate Footwear &amp; Clothing</li> <li>i) Toilet / refreshment facilities en route</li> <li>j) What to bring – Food / Drink / Compass / Map / Mobile Phone</li> <li>k) Dogs permitted?</li> <li>l) Meeting point</li> <li>m) Public transport options</li> <li>n) Car parking facilities</li> <li>o) Need of walkers to bring an emergency telephone number and relevant Medical details</li> </ul>	
<b>ON THE DAY</b>		
<b>1</b>	<b>Check first aid kit &amp; emergency blanket</b>	
<b>2</b>	<b>Briefing before starting out:</b> <ul style="list-style-type: none"> <li>a. Route</li> <li>b. Duration</li> <li>c. Terrain</li> <li>d. Known Hazards</li> <li>e. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group</li> <li>f. Be prepared to advise inadequately equipped walkers not to go</li> </ul>	
<b>3</b>	<b>Appoint a backmarker</b>	
<b>DURING THE WALK</b>		
<b>1</b>	<b>Stay at the front but make sure you can always see the backmarker</b>	
<b>2</b>	<b>Set an appropriate pace for the level of walk</b>	
<b>3</b>	<b>Check the route frequently</b>	
<b>10</b>	<b>Periodically count the number in the group</b>	
<b>11</b>	<b>Other(specify)</b>	

## HAVANT U3A

## EQUIPMENT AVAILABLE TO GROUP CONVENORS 24/06/2018

ITEMS/EQUIPMENT AVAILABLE TO HAVANT U3A GROUPS				
ITEM	CUSTODIAN	CONTACT	TELEPHONE	E-MAIL
<b>ViewSonic media projector</b>	Philippa Gray	Philippa Gray	07764 624 565	<a href="mailto:secretary@havantu3aorg.uk">secretary@havantu3aorg.uk</a>
<b>InFocus short throw media projector</b>	Philippa Gray	Philippa Gray	07764 624 565	<a href="mailto:secretary@havantu3aorg.uk">secretary@havantu3aorg.uk</a>
<b>Portable PA system</b>	Philippa Gray	Philippa Gray	07764 624 565	<a href="mailto:secretary@havantu3aorg.uk">secretary@havantu3aorg.uk</a>
<b>Kensington wireless presenter with laser pointer</b>	Philippa Gray	Philippa Gray	07764 624 565	<a href="mailto:secretary@havantu3aorg.uk">secretary@havantu3aorg.uk</a>
<b>5litre "Airpot" – hot drinks dispenser</b>	John Meacham	John Meacham	02392264676	<a href="mailto:johnmeacham@gmail.com">johnmeacham@gmail.com</a>
<b>Chair Trolley*</b>	Bedhampton Community Centre	John Worley / Geoff Worthington	02392483217 / 02392413277	<a href="mailto:secretary@havantu3aorg.uk">secretary@havantu3aorg.uk</a>
<b>Projection Screens:</b>  - Owned by BCC - Owned by J.Worley	BCC John Worley	BCC John Worley	023 9248 0654 02392483217	<a href="mailto:office@bedhamptoncommunity.org">office@bedhamptoncommunity.org</a> <a href="mailto:johnAworley@aol.com">johnAworley@aol.com</a>
<b>Lenovo Laptop</b>	Philippa Gray	Philippa Gray	07764 624 565	<a href="mailto:secretary@havantu3aorg.uk">secretary@havantu3aorg.uk</a>
<b>JW's Laptop used with Bar Code Reader</b>	Philippa Gray	Philippa Gray	07764 624 565	<a href="mailto:secretary@havantu3aorg.uk">secretary@havantu3aorg.uk</a>
<b>Bar Code Reader</b>	Philippa Gray	Philippa Gray	07764 624 565	<a href="mailto:secretary@havantu3aorg.uk">secretary@havantu3aorg.uk</a>
<b>Extension Lead</b>	Philippa Gray	Philippa Gray	07764 624 565	<a href="mailto:secretary@havantu3aorg.uk">secretary@havantu3aorg.uk</a>
<b>First aid kit +10 reflective vests</b>	Lyn Hutchins		92644485	<a href="mailto:hutchinslyn@gmail.com">hutchinslyn@gmail.com</a>