

## MINUTES

Meeting Title: **DELEGATES MEETING**  
 Date/ Time: **21st April 2023, 2.00-4.30pm**  
 Venue: **Online via Zoom**

1.30 - 2.00	<b>Registration</b>
2.00 - 2.05	<b>Welcome</b> (Derek Harwood)
2.10 - 2.30	<b>Reports from Trustees &amp; Peer Support Groups:</b> <ul style="list-style-type: none"> <li>The big news was that London Region now had a new Regional Trustee, Stella Morris. She had just been recruited this week so will take a bit of time to get up to speed with national and regional issues.</li> <li>We still have vacancies on the LRU3A Executive Committee</li> <li>Comment arising re Zoom subscription through Charity Digital: yes you have to annually get a discount code (for the 50% reduction) from CD or otherwise Zoom will charge you the full amount.</li> <li>Vivek asked for feedback re if any u3a was using a system, other than Mailchimp or Beacon, for their mass mailing.</li> <li>The SE Network has closed (no one to keep it going forward)</li> <li>The SW Network is organising a study day on Education (further info will be added to the LRU3A Events page)</li> <li>Out of the 5 Peers Support Groups, currently the Public Relations and the Group Coordinators ones are suspended due to lack of someone to lead on them.</li> <li>Follow up meeting re Chairs Networking set for 24<sup>th</sup> May, 16.30</li> <li>Post Meeting Note: the Trust has recently launched its initiative of Future Lives. The recording of 12 October 2022 from Professor Janet Lord "What happens when we age, and ways in which we can all "age better" and stay healthier for longer" and other presentation recordings are available through the website: <a href="#">Future Lives</a></li> </ul>
<b>Topic 1 - News</b> (chaired by Liz Day)	
2.30 - 2.40	<b>News from the Trust:</b> Covered by Reports given below & comments as above. No particular questions arising.

2.40–3.10	<p><b>News from u3as:</b> A number of u3as reported their positives and negatives:</p> <ul style="list-style-type: none"> <li>• Sidcup: have seen their membership grow</li> <li>• Palmers Green &amp; District: ‘bite size’ initiative has worked extremely well. These short term groups or courses are a good way to get members joining; to shake up some longer term groups (that are full); and start some volunteers being willing to be Group Coordinators</li> <li>• Waltham Forest: membership increasing; new groups starting including Wellbeing, Walking Cricket and have organised a Games afternoon which could lead to a new group(s); partnering with their local Age UK; share some events with neighbouring Redbridge.</li> <li>• Ealing: new groups are attracting new members; Beacon has helped re managing data.</li> <li>• Dulwich &amp; District: still recovering from pandemic low membership/ activity; still not as many attending face to face meetings, including committee Members</li> <li>• Welling: moved venue as can’t afford previous venue with now higher rates; sharing with Sidcup; organised a musical bingo evening</li> <li>• Merton: approved a resolution at recent AGM to change the wording of Terms of Service for Committee members to make the duration of terms of service a maximum of 4 years, rather than a fixed term. This makes it easier for members to take on roles without feeling that they are committed to the full term of service. In addition, Merton have taken on board suggestions at the recent Chairs’ Lunch to introduce more buddying/team working to relieve the onus on single post-holders.</li> <li>• One u3a using a (1 month) trial period of membership &amp; then can join or leave</li> </ul>
There was then a 10 minute comfort break.	
<b>Topic 2 – Contingency Planning</b> (chaired by Vivek Nanda)	
3.20-3.50	<p>A presentation was given by Susannah Hodge from the u3a Office on Contingency Planning. Both the actual PowerPoint presentation and the Template for u3as will be posted to the LRU3A website. There are fuller, deeper, national workshops available on this topics. Details of these are on the national website:  <a href="https://www.u3a.org.uk/advice/workshops">https://www.u3a.org.uk/advice/workshops</a></p> <p>The two documents used during the presentation are on the LRU3A website, the ‘Delegates’ page here:  <a href="https://u3asites.org.uk/code/u3asite.php?site=368&amp;page=83122">https://u3asites.org.uk/code/u3asite.php?site=368&amp;page=83122</a></p>

<p>3.50-4.10 4.10-4.20</p>	<p><b>Breakout Rooms &amp; Plenary:</b> feedback from the breakout groups were:</p> <ul style="list-style-type: none"> <li>Room 1: Some contingency planning being done. But what if you just can't find volunteers for Committee positions? Consider a variety of options including merging with a neighbouring u3a; changing the roles of Committee members (to suit what volunteers are willing to do, or can do based on their competencies); pay an external (eg to keep the books)</li> <li>Room 2: quite a lot of information to absorb from the presentation – request to publish these soon to allow further review; challenged if 'shadowing' (for Committee roles) would actually work; sharing roles can be tricky/ difficult to organise; technology (eg Beacon) can put off some people from volunteering; though we should be determining what the problems were before trying to plan for solutions; some Committee members want to be indispensable.</li> <li>Room 3: recognised vulnerability of their Committee (old members); while the presentation stated the obvious (&amp; some being done already as good governance) it was an excellent reminder of all that needs to be covered; Beacon has helped ensure membership data is stored centrally and available as required; 'open' committee meeting has helped members then come forward and volunteer; need the culture of willing to share role (as a deputy or successor); written handover notes are very useful</li> <li>Room 4: storing &amp; access to key equipment can be a problem; access to minutes – a system for consistent storage and access required; technical capability varies per member.</li> </ul>
<p>4.20-4.30</p>	<p><b>AOB &amp; Wrap Up</b> (Derek Harwood)</p> <ol style="list-style-type: none"> <li>LRU3A keen to have an annual programme of Events (not just Talks and Summer School) but need ideas – and people willing to support</li> <li>A reminder that attendees were our conduit – please pass back to your committees and membership what's being covered today.</li> <li>Volunteers for the LRU3A Executive Committee still required. Current vacancies include: Chair, Business Secretary, Public Affairs Coordinator.</li> <li>Dates for next meetings: Dates for next meetings: <ul style="list-style-type: none"> <li>21st July</li> <li>20th October (&amp; AGM)</li> </ul> </li> </ol> <p>Thanks were expressed to the co-chairs for today, and all for attending.</p>

## **APPENDIX 1 – REPORTS (as published with the Agenda):**

### **REPORTS**

#### **EXECUTIVE COMMITTEE REPORTS:**

**CHAIR: vacant position so no report**

#### **VICE CHAIRS (Jenny Wilson & Derek Harwood):**

Main activities since the January's Delegates meeting have been the Chairs' networking event, the ongoing Winter Talks Programme, some Peer Support Meetings and a regular communications programme of MailChimp mailshots. Details of all of these follow.

#### **TREASURER (John Bent)**

The Network's bank balance, consisting of our Current Account at HSBC plus a Scottish Widows Deposit Account, stood at £14,090 at 15th April 2023. That balance includes prepaid booking receipts for the 2023 Summer School, of £9,570. We have prepaid £3,987 for the Room Hire at St Brides for the Summer School. Without those two Summer School items the basic Bank Account (i.e. our Reserves) is £8,507. This is a slight increase on the balance from last year, which reflects a small surplus on the 2022 Summer School.

The Zoom Pro account we have for Regional talks, AGM and for use by London's u3as is now £720 pa. The 50% discount from Charity Digital has run out. The full cost of this has been paid from the London Region Trustee's budget. We also received from The Trust a grant of £500 towards the cost of the Chairs networking event held this year.

The switch to John Bent as Administrator of the bank accounts is now complete – thanks to Jim Jenkins. Getting access to our Paypal account is proving more difficult (surprise). Thanks to Catherine Ware for providing Paypal information to keep our Accounts up to date.

#### **COMMUNICATIONS (Vivek Nanda)**

In the first quarter of 2023, almost 5400 emails were sent by the Communications Team to around 1400 unique email addresses on the London Region's email platform (MailChimp), with almost 2200 emails sent in the busiest month. In the same quarter, Mailchimp announced major changes to their free plan that is used by London Region, with the number of contacts being reduced by 75% to 500 and the number of emails being reduced by 90% to 1000 per month. As a result of these changes, London Region is exploring alternative ways of sending emails for Regional Communications, Summer School and Talks. London Region had already reviewed Beacon for Networks evaluated in early 2022 and found the inability to import 100s of email contacts for London Region Talks on Zoom and for the Summer School made it unworkable for the Communications Team. Please email Vivek on [communications.lru3a@gmail.com](mailto:communications.lru3a@gmail.com) if you are using another email platform, apart from Mailchimp or Beacon.

#### **ONLINE TALKS (Catherine Ware)**

Between October 2022 to Mar 2023, six monthly talks were hosted on Zoom by LRU3A. A total of 1,234 members attended, with an average of 206 attendees per talk. There was an average no-show rate of 36% of those who had registered for each talk, but many expressions of appreciation from attendees. The programme is expected to resume in October.

#### **SUMMER SCHOOL -- our 10th Anniversary (Catherine Ware)**

July 25th & 26th at St. Bride's Foundation Institute (off Fleet St). Ticket sales were launched on 26th March after emails with links to the Programme and Application Form had been sent to all London Chairs and Delegates for further dissemination to their members. An article appeared in February TAM, and emails were sent to individual members who had registered to be notified directly. There was an immediate rush of applications, with several sessions now fully booked. However, there is still good capacity, especially for Wednesday 26th. A second notice has appeared in April TAM and u3as are urged to continue actively promoting the event amongst their members. Applicants can make individual selections from 29 sessions (17 Talks, 4 Workshops, 8 guided Walks) representing a broad range of topics. Ticket price £41 per day. Members can attend for one or both days. Full Programme, application form and a publicity Flyer are available on the Events page of London Region website.

#### **PEER SUPPORT GROUPS:**

##### **CHAIRS:**

There was a networking meeting for all the LRU3A Chairs held in February (the 2nd in the series which is becoming an annual event). This was held at a new venue in Islington ('LIFT'). All attending seemed to feel it was very good with many interesting aspects being shared between all u3as. Three u3as provided presentations on specific topics and these were then discussed amongst each table. A follow up Zoom session is planned (on 24<sup>th</sup> May) to assess what the Chairs took away from the network event and what they have tried to apply to date.

##### **GROUPCOORDINATORS PSG (Liz Day)**

Nothing to report. No PSG meeting since October's Delegates meeting. Hoping to re-start if there is an offer from a member to lead on organising the group.

##### **WEBMASTERS PSG(Derek Harwood)**

Last meeting was on 13th February. Topics discussed included: review of Actions Arising; Status Sitebuilder replacement, SiteWorks; progress re national Digital Strategy development and specifically, Commission 5, Support to u3as; open discussion (covering: Bulletin Boards; Lets Talk Tech; Microsoft Windows 11; Mailchimp and MS Teams). Next meeting scheduled for Monday 1st May at 16.30.

##### **TREASURERS PSG (Derek Harwood)**

First meeting was on 30<sup>th</sup> January, 4.30pm. Discussed format for ongoing meetings; open discussions; topics for next national 'Finance Extra' newsletter; topics for next meeting. Next meeting scheduled for Tuesday 2nd May. Work ongoing to develop a common Excel template for a u3a's accounts.

##### **PUBLIC RELATIONS PSG**

In abeyance as no Coordinator since Rodney Fox left the Region. Any volunteer to re-start this PSG?

##### **OTHER LRU3A GENERAL NEWS (Catherine Ware):**

Climate Crisis and Some Solutions: online talk by Brenda Ainsley on Monday 22nd May 2-3pm. Organised by Kingston u3a Climate Emergency Group, the talk is open to all members of London u3as. An email was disseminated on 28th March to all London Chairs and Delegates for further dissemination to members. To register for Zoom link, please contact Christine Thompson at [chris.cpt3@tiscali.co.uk](mailto:chris.cpt3@tiscali.co.uk).

Brenda is a u3a member, a trained Climate Reality Leader -- the Climate Reality Project was founded by former US Vice President Al Gore. Brenda is also Community Lead for Plastic Free Cotgrave and a Green Flag Assessor for Eco Schools. She works closely with members of the u3a Office team to raise the profile of Climate and Environmental matters within the u3a. She has given several online talks,

led various Eco and Climate Groups for the u3a, and jointly leads the 'Countdown to COP' group for u3a Interest Groups Online. Along with members of that group, she is a regular contributor to 'Third Age Matters'.

Further to last year's successful Capital Ring/Loop walks and discussions at the January Delegates meeting (p.4 point 1 under AOB -- regional event), I have been following up the idea of collaboration between London Region u3as and the London Parks & Gardens Trust. It's premature to mention anything in detail at present, but ideas have been floated and we'll let Chairs/Delegates know of any substantial developments.

### **NATIONAL GENERAL NEWS:**

#### **News from the Third Age Trust (Key elements)**

The application for a Regional Trustee for London has been publicised. Nominations should have been submitted by 17 April. We understand there is one candidate to date. Please vote to support all candidates in due course. Follow the link here for more information.

<https://mailchi.mp/u3a/the-third-age-trust-trustee-elections-3-04-2023-london?e=72c67588a8>

In the meantime we have no direct report of national and Board activities. However a quick round-up is:

- Governance: possible changes to the Board's structure is ongoing with a pilot test of a new 'council' This will provide more and wider contact between the regions/ nations an a slimmed down Board rather than just relying on one Regional Trustee per region/nation
- Off the (Hadrian's) Wall national event: ongoing planning continues. Currently over 100 u3as plan to attend the several events planned on or near the wall
- Festival: initial concept development for a national festival to be held in 2024 ae ongoing
- Finance: Spend during 202/23 due to be lower than Budget (due to feedback from AGM & lack of approval to raise Membership Fees); Budget set for 2023/24; review of longer term finances due to inflation impact ongoing; preparations for annual audit (by new Auditors) underway.

### **NETWORK LINK**

Last national Network Link meeting was in February. The covered three topics:

- Local Governance - a presentation by Allan Walmsley, VC
- Hadrains Wall national event – a presentation by Allan Walmsley, VC
- Banking Issues – a presentation from NCVO

Ongoing development of new supporting documents: 'How To Start Up a Network' and 'Network Link Privacy Policy'. Next meetings scheduled are on Tuesday 13 June at 10am and Thursday 12 October. Topics for June will probably be: 'Beacon for Networks' and update on 'SiteBuilder/SiteWorks'. Link to their latest Newsletter : [here](#).

**APPENDIX 2**

<b>ATTENDANCE</b>		
	<b><u>Present</u></b>	<b><u>Apologies</u></b>
<b>LRU3A Committee &amp; other posts</b>		
Jt. Vice-Chair, North	<i>Derek Harwood*</i>	
Jt. Vice-Chair, South		<i>Jenny Wilson</i>
Treasurer	<i>John Bent*</i>	
Learning Development Coordinator	<i>Liz Day*</i>	
Communications Coordinator		
Talks & Summer School Coordinator	<i>Catherine Ware*</i>	
<b>Third Age Trust</b>		
London Region Trustee	Stella Morris	
<b>London Region Local Networks</b>		
BOB		
Greater SE London		
SW London		
<b>London U3A Representatives</b> (Chair, Delegate, Other)	Score through = no response	
Abbeywood & Thamesmead	<del>Linda Husband, Chair</del> <i>Victor Lambert, Delegate</i>	
Barnet	John Bent	<i>Rosemary Mayes &amp; Joanna Tambouridou, Joint Chairs</i>
Beckenham	<del>Diana (Di) Morgan, Chair</del>	
Bexley		<i>Wendy Scott, Chair</i>
Brent	<del>Voulie Marovlis, Chair</del> <i>Cathy Mercer, Delegate</i>	
Bromley		<i>Sandy Boden, Chair</i> <i>Angela Dowling,</i>
Crouch End	<del>Sally Whitaker</del> <i>Jackie Langford</i>	
Croydon	<i>David Apps, Member. Sec.</i>	<i>Jenny Wilson</i>
Dagenham		<i>Felicity Hawksley</i> <i>Melody Cohen, Secretary</i>
Dulwich & District	<i>David Beamish, Chair</i> <i>Liz Day*</i>	
Ealing	<i>Derek Atkinson, VC</i>	
Enfield		<i>Michael Witter, Chair</i>
Hackney	<del>Liz Southcombe</del>	
Hammersmith & Fulham	<i>Sue Adams (possibly late)</i>	
Hampstead Garden Suburbs	<del>Robert Abramson</del> <i>Margaret Harris, Delegate</i>	



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Harrow		Anne Gerrard, Chair
Havering	<del>John Gordon, Delegate</del>	
Hillingdon	<del>Ann Lines, Chair</del>	
Hounslow	<del>Phil Dobison, Chair</del>	
Islington	Sally Fox Chris Bulford, Delegate Derek Harwood* Vivek Nanda*	Paula Kahn
Kenton & District	Diana O'Reardon, Member. Sec.	
Kingston	<del>Chris Cheek, Delegate</del> Jane Hoyland, Chair	
Merton	<del>David Drummond</del> Catherine Ware*	
Mill Hill	<del>June Burton, Warren Starr,</del> <del>Ivor Gertler, Victor Brilliant</del> Barbara Lenton	Melvyn Sadler, VC
North London	Michael Johns, Chair	Ruth Silver, Sec
Northwood & District	Rob Thomasson, Chair	
Norwood	<del>Judith Foskett, Chair</del> Nick Trotman, Delegate	
Orpington	Jo Walters, Committee	Sue Howe
Palmers Green & Southgate	Val Girling Coral Datta	
Redbridge & District	Loretta Mather	
Richmond	Christopher Barclays, Chair <del>Elaina Gardiner, Delegate</del>	
Sidcup & District	Sandra Applegate, Secretary	
Stanmore & District	<del>Brian Prince, Delegate</del> Messody Adler, Delegate	
Sutton Area	<del>Graham Vincent</del>	
Tower Hamlets	Jane Earl, Delegate <del>Gill Bannister, Delegate</del> Colin Pluckrose, Chair	
U3A in London	Gilli Vafidis, Chair	
Upminster	Susan Mayes, Chair <del>Linda Davey, Delegate</del>	
Waltham Forest	Barbara Humm, Editor Dorritt Okoye	
Wandsworth	<del>Donald Brind, Chair</del> Andy Crane, Delegate	
Wanstead & Woodford	<del>Bridget Robinson, Delegate</del> Chris Steward, Chair	Bridget Robinson, Delegate
Welling	Maria Guest-Naharowicz, Chair	Marlene Harmer, Delegate
<b>TOTALS</b>	Previous max: 22 u3as (online). 24 u3as responded (to attend or sent apologies)	



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	Today u3as represented: 18/43 (39%). 23 participants. u3as that sent in apologies: 9 25 u3as not represented (of which 17 no response)
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\*Duplicates not counted in totals