

Minutes of Skiddaw U3A Conveners' Meeting held on Tuesday 26th March 2019 in Portinscale Village Hall

Present: EC - Barbara Newton (Groups Co-ordinator), Halle Stenhouse (Business Secretary), Leela Marsh (Treasurer), Aline Hopkins (Media Liaison), Alyson Lenhinger (Speaker Secretary), Sylvia Pilling (Membership Secretary), Maggie Potts (Vice Chair, Newsletter & Diary), Ted McArdle (Technology) Debbie Morgan (Chairman, website & minutes)

Conveners - Barry Brook, Kim Davies, Harriet Spence, Jane Shepherd, David Low, Peter Fox, Heleen Franken-Gill, Anna Nolan, Gill Frances, Jean Hutchinson, Doug Thompson, Alan Purvis, Stuart Cresswell, Sue Ashley, Judy Duncan, Roger Gook, Keith Bonham, Tony Marsh, Nigel Lewis, Valerie Redpath, Sheila Deans, Ann Martin, George Tsintas, Vron Spencer, Cathy Colam, Muriel Strachan, Jo Rahman, Ken McNeillie

Mavis Long (Refreshments)

Apologies: Gaynor Williams, David Williams, Brenda Kealey, Lesley Bowlby, Chris Knowles, (Ken McNeillie stood in for him), Peter Normington, Pam Cooke, Elizabeth Barraclough, Chris Wilson, Peter Davies-Merry, Pete Marrit, Gillian Ania, Sally Bohling, Sharon Carter, Jo Alberti, Patricia Howell, (Jo Rahman stood in for her), Ann Hayes.

1. Debbie Morgan welcomed Conveners and thanked them for all their hard work.
2. Minutes of the last Convener's meeting held on Wednesday 28th March 2018 in Threlkeld Village Hall were agreed. There were no matters arising.
3. Members of the Executive Committee introduced themselves and spoke briefly about their role on the committee raising any issues they thought Conveners should know about.

Groups Co-ordinator - Barbara Newton

As Groups Co-ordinator, Barbara is responsible for organising the annual Conveners' Meeting. This year there were 35 conveners present plus 2 members standing in lieu of conveners unable to attend. The purpose of the meeting is to give Conveners a chance to catch up with each other and members of the Executive Committee (EC) and for members of the EC to convey any important information. The meeting is followed by lunch as a 'thank you' to Conveners' for their commitment to their groups which makes Skiddaw U3A the success it is.

Throughout the year Barbara provides help and support to all group Conveners in particular she helps new groups get started. Ten new groups have started since the last meeting: Film Discussion (Roger Gook), Philosophy (Kim Davies), Computer & Control (Peter Normington), Enamelling (Harriet Spence & Jane Shepherd), Ukulele (Peter Fox), Lunch Group (Sheila Deans), Nordic Walking (Ann Martin), Litter Free Lakes (Sue Ashley) and Ballroom/Latin American Dance (Val Redpath). After Easter Elizabeth Barraclough is starting Golf Croquet and there is also a possibility of a Mountain Biking group starting.

We have 60 groups (45 of which were represented at the meeting) and every day of the week is very busy. Over the past year a few groups have wound up for various reasons - Singing for Fun, Breadmaking, Photography, Clothes Alterations, Haskell Programming and Vegetarian Cookery. Alan Purvis has taken over as Convener for the Spanish group. We have 50 Conveners with 7 of them convening more than one group.

Business Secretary - Halle Stenhouse

Halle is the link person between Skiddaw U3A and the Third Age Trust (TAT). TAT sends out the magazines 'Third Age Matters' and 'Sources' 5 times a year.

The national website provides a wealth of information, advice and resources and can be accessed by all members.

www.u3a.org.uk

Go to Resources, click on the subject you require to view the information

Go to Newsletter to view the monthly email which contains both regional and national updates.

Sign up to receive the newsletter by email once a month.

Insurance documents are available on Skiddaw U3A website, link from the Conveners' tab.

- i. **Public and products liability**
- ii. **Equipment and home contents** - latter covers damage to the property of any member whilst their home is being used to host a U3A event.

Licences - without these we would be infringing copyright

- i. **Music licence** - required to play live or recorded music
- ii. **Motion picture licence** - watch/play live stream films/downloads/DVDs
- iii. **Educational licence** - to allow members to copy of extracts from books, journals, magazines, periodicals

Treasurer - Leela Marsh

Leela thanked all Convenors for returning their annual Accounts. We have to report group accounts as part of our U3A accounts so it is important that we have your input.

Convenors can apply for financial support from the Group Fund. Guidelines and application form are on the website. All requests are reviewed at the following EC meeting. Convenors will be informed of the decision and if accepted can proceed to make the purchase and claim the cost from Leela.

Gift Aid is valuable for extra Income so please encourage eligible members to complete the form if they haven't already done so.

Membership Secretary - Sylvia Pilling

Sylvia is responsible for managing our membership database, processing new member applications and renewals.

As Convenors we ask that you:

- i.a. Make sure that all members of your group have current membership by seeing their membership cards
- i.b. For Associate members also make a note of the expiry date of their parent U3A. After this date check that they have renewed membership of their parent U3A and let Sylvia know so that she can update the database.

Both these actions are critical for insurance purposes as only fully paid up members are covered.

ii. Ask members to send a stamped addressed envelope if they are renewing by post or to add 60p to their membership fee if they would like us to send their membership card by post. Otherwise they must collect their card on the Open Morning or at a monthly meeting.

iii. To meet GDPR regulations we must now ask all members and associate members to complete a membership application for every year.

Social Secretary - Gaynor Williams

In the past year there has been a successful Christmas lunch and a poorly attended walk and picnic which was nonetheless enjoyed by those who went. In the coming year plans include a ceilidh, a visit to the Calvert Trust and a trip to Lingholm. If anyone has any other suggestions please get in touch.

Speaker Secretary - Alyson Lenhinger

Alyson's role involves researching and inviting speakers to our monthly meetings and putting the programme together, co-ordinating all the arrangements for the meetings, for advertising the event and introducing and thanking the speaker on the day.

Please encourage your members to attend monthly meetings. We have a varied and interesting programme ahead.

We would welcome any suggestions for speakers for the 2020 programme - people in your groups, friends, family or yourselves.

We are considering the idea of an event to showcase the abundance of talents and skills within Skiddaw U3A - performances by the various music and physical activity groups, displays by arts and crafts groups, poetry, writing, photography etc. An opportunity to share those talents with other groups and with non members to advertise our U3A. We just need a small group of

enthusiastic volunteers to plan and manage the event with support from the EC. Please don't hide your light under a bushel, come and talk to any of the committee and see if we can make this happen

Newsletter & Diary - Maggie Potts

Newsletter and Diary - there are 6 editions of the Newsletter per year and 11 editions of the Diary (there is no January diary). A draft of the Diary is sent out in advance for Convenors to check. The deadline for changes and new copy is always **25th of the month**. Please try to get information in by this date. With 60 groups, this can involve many changes needing to be made. Changes of group meetings dates are fine and straightforward. If more changes are needed, then it is easiest if convenors do a complete "please replace my entry with....."
Please do not edit your section in the Diary and then forward the whole Diary. This can lead to confusion as to which version of the Diary has been edited.

Technology - Ted McArdle

Ted looks after all of our technical equipment such as projectors, DVD players and sound systems and all the other equipment such as screens and stands that are used at our monthly meetings and by groups.

Media Liaison - Aline Hopkins

Aline reminded convenors that the Skiddaw U3A News goes to the Cumberland News and the Westmorland Herald as well as the Keswick Reminder. She thanked people who were regular contributors and people who had written monthly meeting reports when she had been unable to attend the meeting. Aline appealed for a wider variety of contributions from the groups and drew convenors' attention to the recently circulated 'Guidelines for media contributions'. In response to a question raised as to why the Skiddaw U3A News was not sent to the Cockermouth newspaper the committee replied that as this was Cockermouth U3A's area it was not felt appropriate to send the News to this paper.

4. Questions from the floor

Q. Why do we hold the Convenors meeting on a Tuesday and why do we use Portinscale Village Hall which has poor parking and is not easily accessible by public transport.

A. Whichever day of the week we choose it would clash with several group meetings, it can't be avoided. Monthly meetings are on the third Wednesday of each month and wherever possible the annual convenors meeting will be on the last Tuesday of March. We try to hold the meeting in a pleasant location with somewhere close by that can provide a nice lunch. Portinscale meets that requirement and has availability. For 2020 we will look again into Keswick locations that meet our requirements and have availability.

Q. If someone had an accident when walking with one of the walking groups, could they sue the convener and would this be covered by the insurance.

A. The U3A website states:

This cover indemnifies all U3A members against all sums you could become legally liable to pay as a result of:

- *Accidental injury to or death of any person.*
- *Accidental loss or damage to material property not belonging to you, which arises or is caused in connection with the 'business' of U3As.*

We will check with TAT on the exact meaning of this statement.

Q. Would it be possible to run another first aid course.

A. Yes and we will also look at 'Heart Start' sessions offered by first responders.

Q. Why are the number of photos on the website limited

A. Skiddaw U3A uses 'Sitebuilder' which is provided and managed by TAT. This is a very simple to use web site development product and requires a fairly low level of technical skills. The

space allocated to each U3A is limited by TAT as they need to control their costs. Some U3As build their own websites but that would require one or more people within Skiddaw U3A with the necessary technical expertise and we would also incur the cost of hosting the site with a third party. We will investigate the possibility of storing/archiving photos using a product such as 'Dropbox' with links from our website so that members can view the photos.

The following pages are the comments from the discussion groups. The EC will review these comments over the coming months and communicate any resulting actions to conveners.

COMMENTS FROM THE DISCUSSION GROUPS AT THE ANNUAL CONVENORS MEETING ---26th MARCH 2019

SOCIAL EVENTS

Do we actually need Social events?

People too busy Looking after children/grandchildren/parents

Tend to attend Social Events if topic fits in with their interest group (s)

Does Socio-economic profile put people off?

Social events – more information about them needed

Mrs F's – include in email that all are welcome – bring a friend

Interest would be in day trips – not overnight

Social events could grow out of groups ie interest led

Bring a friend to coffee morning

PUBLICITY

More publicity needed – Local Radio/Dr's/DentalHospital

Posters and Notice Boards – Millbeck Village Hall

Local marketing to include 55+ age groups and semi-retired

Ask the towns' Churches to spread the word about the U3A

An article in the Keswick Reminder – "Are you lonely"?

Article in KesMail

Article in Cockermouth Post

GROUPS

Very few groups meet in the evenings

Should share lovely stories

Include social responsibility as part of the group activity

Conveners find it difficult to check whether those participating are members.

A buddy system – group members reaching out to others – email/phone

Level of skill in established groups – groups for beginners – eg Table Tennis

MONTHLY MEETINGS

Mobility problems

Possible financial issues – can we do anything for them?

Ageing, health and nutrition should be high on the agenda

Groups organise social events themselves

Members can be encouraged to bring someone/a neighbour along to monthly meetings

More information about the speaker at monthly meetings

Monthly meetings timings – can they be arranged to fit in with public transport

Hearing problems – microphone must be used – reserve seats at the front for hard of hearing members

Have a group showcase what they do at their meetings at the monthly meeting

AGE UK & DEMENTIA AWARENESS

Tie up with National Agencies

Everyone should be aware of Dementia within their groups
Dementia Awareness – bring a carer – liaise with other groups – Age UK
Age Concern

OTHER TOPICS

Too many intellectuals

Locals versus incomers

How do we know who we don't know about?

Keswick has a high number of educated people – put off by further education

Workington (?) Ramblers – more diverse

Skiddaw U3A doing well and successful – should be congratulated

U3A name no longer a representative name – more promotion of what U3A is. "U3A" is off-putting

Patient liaison panels

Everyone is a volunteer

Voluntary car service

FaceBook

Proportion of people who have joined but not participated in anything

Membership cards too bulky too carry – should be credit card sized so they fit in a wallet

Ask people why they have joined a specific group

Need more music based groups

Identify members who joined but didn't attend/stopped attending groups

Activities needed with more participation

Have more groups like Pub Games – Cockermouth are just starting a Board Games group