

WARWICK DISTRICT U3A

REPORT ON THE GROUP LEADERS FORUM held on 11 October 2018 at 11 am at the Royal Leamington Spa Bowling Club

The Group Leaders Forum was attended by 47 leaders; 19 apologies had been received.

John Wilks, the Group Coordinator, welcomed participants and presented the agenda for the morning. He thanked the group leaders for their contribution to maintaining one of the most active U3A, with 86 groups, in the country.

He mentioned the Chairmanship vacancy and how important it was to elect a Chair, without whom the Management Committee could not continue to operate. He urged them to come up with relevant nominations for the vacancy.

Finances and GL accounting – The following is a summary of the slide presentation by **Mike Cronin (MCr)**:

- U3A Trustees are collectively responsible for ensuring compliance with the TAT Guidelines as well as the Charity Commission regulations
- End of year accounts are formally examined and signed off by an independent examiner and submitted to the Charity Commission
- *Central Finances* are managed through 3 bank accounts which deal with:
 - Activities a/c (trips, social activities)
 - General a/c (admin, membership, educational activities)
 - Deposit a/c (surplus funds)
- *Group Finances* deal with the expenses incurred by the 86 groups, 66 of which have a minimum spending
- Treasurers team reports to the Management Committee on a monthly basis, plus the annual returns received from GLs
- GLs are requested to keep a record of all transactions by obtaining and retaining receipts
- No personal bank account is allowed; groups can hold petty cash up to £150
- Group funds held within Central funds are secure, ring-fenced and transparent

Questions/Comments:

Jean Hardwick: It would be easier if the GL's return form was on the website.

JW: He sends the form by email to all GLs.

Margot O'Keeffe: Are accounts available to view by all? Is Warwick U3A making a profit?

Richard Piggott: It is possible to access the Charity Commission website to see the accounts.

MCr: Warwick U3A is financially very strong and solvent.

Membership – Tricia Sanchez reported that to-date:

- Membership: 1054 members out of whom 974 had renewed and 180 were outstanding
- Every year about 100 members left for various reasons
- GLs to remind group members to renew their membership if they had not done so.
- Statistics:
 - 200 couples were members
 - 327 single male members
 - 637 single female members
 - Members were aged between 50 to 95 years, with an average age of 74 years
 - 89 per cent of members have an email address
- Tricia informed GLs that she was resigning and being replaced by Mary Holden as Membership Secretary starting from 1st November

JW thanked Tricia for her presentation and good work over the years.

Questions/Comments:

Phillipa Davies: It would be helpful to Group Leaders to have a list of members who had not renewed.

JW: A list will soon be mailed to GLs with the names of those who had not renewed. He also stressed that GLs should inform him of members who had left their groups.

GDPR – Tricia Scott

GDPR was an extension to the Data Protection Regulations set up in the 1990s. The extension focuses on two important points:

- It makes requirements explicit, specific and informed; i.e. one knows what one is signing for
- Significant financial penalties to those who do not follow the requirements

Key requirements from GLs holding group members' contact details:

- Only needed information (emails; telephone numbers) should be kept
- Information lists should be accurate and regularly updated
- Such lists should be kept secure and not shared with others

Questions/Comments:

John Morgan (History): What about blind copy lists?

Tricia: If it is a large group then blind copy is best, but if it is for a smaller group, each member should be asked whether they are happy for their information to be shared.

Ken Griffith: What is the minimum amount of information which could be held?

Tricia: In principal, email and telephone details only; however, if any additional information is specifically needed, such as details of next of kin for Rambler Groups/Trips etc, those details should also be kept secure.

Margot O'Keeffe: She holds a list of 60 emails for the World Cinema Group but some of whom never come.

Tricia: If those members had given their permission to be on the list, it was OK. Permission should be asked and lists updated on an annual basis.

Eileen Searle: What about members from other U3As joining some of the groups?

JW: Arrangements are in place for groups to accept members from other U3As, as long as they are not taking the place of a local member.

Roy Emmerson: He does not delete old data and carries information in his pocket

Tricia: In principle this is not allowed as one must think what would happen if such personal information fell in the hands of strangers, especially as older people are prime targets for being swindled

JW thanked Tricia Scott for her contribution.

Mailchimps as tool for GLs – Derek Darby

Mailchimp is a free email programme which allows sending mails to large groups. In some cases they are specifically designed for a specific group.

GLs can ask him to produce a mailchimp list, for up to 15 to 20 members, for a specific group (e.g. History Group)

As data administrator, he holds all contact details plus individual members' requests such as receiving INFO, TAT magazine etc.

Database produces the list of members who have not renewed their membership. JW added that the list to be sent to GLs will only have names and not email addresses. Such a list should be deleted when out of date.

Derek reminded participants that a deleted document remains in the 'reject/trash bin' and should be deleted again.

Questions/Comments:

David Winston: Can members see who is on a mailchimp list, to be able in some cases to contact each other for an arrangement (e.g. car-sharing,etc)

Derek: It does not display other members email address; if necessary, email should be obtained directly from relevant members

John Morgan (Cacophony): Some members come from different U3As. How can one check if they have renewed?

JW: Ask for their membership card.

JW thanked Derek for his contribution.

Other questions:

Ann Round: What has been decided about how to spend Gift Aid funds?

JW: Requests from groups are assessed case by case. On the main, supported activities are for those which benefit the whole membership, such as free attendance to OMs; free postage of membership cards...

Sheena Harris: Would money be available to buy a set of hand bells?

JW: As long as it remains the U3A property.

John thanked all participants for their attendance and contribution to the discussions. He closed the meeting at 12 o'clock and thanked Ann Bailey for the buffet lunch she provided.

GLF/October 2018/gk -16.10.18