

**NOTTINGHAMSHIRE NETWORK OF U3As - MINUTES OF MEETING HELD ON  
WEDNESDAY 20<sup>th</sup> JANUARY 2016 AT THE CENTRE, ST. PETER'S, RAVENSHEAD, NOTTS. NG15 9FD**

<b><u>PRESENT</u></b>	<p>Chairman-Jeremy Lloyd(JL), Secretary-Margaret Taylor(MT), Treasurer Pat Smith(PS), Education &amp; Development Officer-Karen Taylor(KT), Chairman of North Notts. Neighbourhood Group Rita Turner(RT), Notts. County Contact Jenny Greaves(JG), Web Master Peter Edge(PE), RRC Representative Mary Mitchell (MM)</p> <p>U3A Representatives were:-          Arnold U3A Rosie Allen, Ashfield U3A Trish Tootell, Beeston U3A Margot Gale, Bingham U3A Rosie Garner, Carlton &amp; Gedling U3A Eric Rennie, Eastwood &amp; District U3A Ann Mcgillivray, Forest Town &amp; District U3A Michael King, Hucknall U3A John Tedstone, Mansfield U3A Mike Allen, Nottingham &amp; District U3A Jan Bridgeman, Retford U3A Adrian Sumner, Sherwood U3A Jane Lowe, Southwell U3A Lesley Elkington, Stapleford &amp; District U3A Christine Watson, Sutton in Ashfield U3A Sue Hastie, Worksop U3A Lorraine Wood.</p>
<b><u>ITEM 1</u></b>	<p>Jeremy Lloyd welcomed members and in particular members from the newly opened U3As at Forest Town and Stapleford. During the housekeeping it was emphasised that The Centre is a No Smoking Area and members should respect that if they wished to smoke they must go out of the premises and off the grounds.</p> <p>The meeting accepted apologies from:-          Jane Pavier, Regional Trustee, Chris Shaw, Acting Education &amp; Development Officer, Liz Wilson, Sherwood U3A, Alan Snape, Hucknall U3A, Jennie Roberts, Rainworth U3A, Jenny Carr &amp; Other Reps. from Burton Joyce U3A, Carol Gretton, West Bridgford U3A, Ann McLeod, Radcliffe U3A and Brian Hinners, Soar Valley U3A.</p>
<b><u>ITEM 2</u></b>	<p><b>AGREE MINUTES, ACTION POINTS &amp; ANY OTHER MATTERS ARISING FROM THE LAST MEETING DATED 14<sup>th</sup> October 2015</b></p> <p>Amendment - Margot Gale of Beeston U3A did attend the last meeting but had not signed in. The Members of the Network agreed the Action points. The Minutes were agreed by Network, proposed by Mary Mitchell, seconded by Jenny Greaves and signed by the Chairman, Jeremy Lloyd.</p>
<b><u>ITEM 3</u></b>	<p><b>SECRETARY'S REPORT &amp; NETWORK DEVELOPMENT PLAN &amp; FUTURE STRATEGY</b></p> <p>MT's report had been circulated and where agreement was required MT brought to the attention of the meeting:-  <u>Terms of Reference – Development Team</u></p> <p>The Network agreed in principle but Nottingham &amp; District U3A felt that there should be additional wording in the section marked "Purpose". It was proposed by Mansfield U3A that Nottingham &amp; District would send the suggested rewording to the Secretary to circulate to member U3As for comments. When agreement was reached, MT would propose that the amended document if accepted, be approved at the April Meeting. <b>JB/MT TO ACTION.</b></p> <p><u>Role of Regional Trustee</u></p> <p>The Network agreed unanimously with the proposals in the report:-</p> <ol style="list-style-type: none"> <li>a) that the Regional Trustee be invited to attend the quarterly Network meetings, Annual General Meeting and all Development Team Meetings – giving a written/verbal report where appropriate.</li> <li>b) that the present and future Sub-Committees can approach the Regional Trustee for information and advice if necessary.</li> <li>c) that all Minutes (including those not yet approved) and other information connected to the Meetings can be emailed to the Regional Trustee prior to the Network meeting.</li> </ol> <p>All other information including the setting up of the Sub-Committees listed in her report was accepted by the Network.</p>
<b><u>ITEM 4</u></b>	<p><b>TREASURER'S REPORT – Pat Smith</b></p> <p>PS had circulated a report prior to the meeting but added that the Bank had still not made the changes to the account. He was encouraged to contact the Manager to get this matter sorted as soon as possible. <b>PS TO ACTION</b></p> <p>PS thanked those members who had already paid their Affiliation Fee but asked that Representatives check with their Treasurers to ensure they had paid. <b>ACTION ALL U3As WHERE APPLICABLE</b></p>

<b>ITEM 5</b>	<p><b><u>NETWORK'S APPROVAL OF ATTACHED WRITTEN REPORTS</u></b></p> <p>a) Report from the Development Team – Karen Taylor, Education &amp; Development Officer.  b) Report from the North Notts. Neighbourhood Group – Rita Turner  c) Report from the Wine Tasting Group Leaders – Paul Martinez  d) Report from Regional Trustee - Jane Pavier</p> <p>Mike Allen proposed that the reports were accepted, Jenny Greaves seconded this. Network agreed.</p>
<b>ITEM 6</b>	<p><b><u>NETWORK'S APPROVAL OF SHORT VERBAL REPORTS</u></b></p> <p><u>Editors Group</u></p> <p>Eric Rennie explained to the Network, especially to the newer members, the purpose of the Editors' Group. He circulated copies of the latest meeting minutes where Software had been discussed. It was agreed by Network that when new U3As are started that the Newsletter Editor is pointed to the direction of this Group to help with their own newsletters and communication. <b>DEVELOPMENT TEAM TO NOTE</b></p> <p>The next meeting of this Group is on 7<sup>th</sup> April 2016 at the Richard Herrod Centre, Carlton.</p> <p>Network asked that ER invite U3As' Editors to this meeting, informing them of the benefits of belonging to this group and circulating the last Minutes. <b>ER TO CIRCULATE VIA JG, COUNTY CONTACT</b></p> <p>The Network thanked ER for organising and his on-going help with this Group.</p>
<b>ITEM 7</b>	<p><b><u>CAN YOU SPARE A FEW HOURS?</u></b></p> <p>MT explained that this item would be on all Agendas and would advertise where Network members could help. If anyone did feel that they could spare a few extra hours they were asked to contact MT who would pass their details to the appropriate person. <b>ALL U3A REPRESENTATIVES TO ACTION</b></p>
<b>ITEM 8</b>	<p><b><u>NETWORK DIARY OF EVENTS</u></b></p> <p>MT had circulated prior to the meeting. Unfortunately there was an amendment in August as the Regional Conference &amp; AGM is on Tuesday 16<sup>th</sup> and not Monday 16<sup>th</sup>.</p> <p>Members were asked to be aware of the advertised Workshops organised by National Office as these could be a source of learning.</p> <p>Please note that any information for the diary needs to be with the Secretary a month before the next Network meeting.</p>
<b>ITEM 9</b>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><u>National Holocaust Centre and Museum – Rosie Allen (Arnold U3A)</u></p> <p>Further to the email recently circulated from Louise Stafford, RA asked if there were any Network members who would like to join with Arnold as part of a "Shared Learning Project" with the Holocaust Centre. Members were asked to consult with their Committees. RA asked that if any individual is interested that they do not approach Louise at this stage but reply to RA on <a href="mailto:rosie@allen21.plus.com">rosie@allen21.plus.com</a> before <b>20<sup>th</sup> February 2016</b>. If a Shared Learning Project goes ahead RA was asked to contact Mandy Topp, Leader of Shared Learning who could offer practical advice and point her to what grants may be available for this project.</p>
	<p><b><u>DATES OF MEETINGS COMMENCING AT 10AM 20<sup>th</sup> APRIL 2016</u></b></p> <p>20<sup>th</sup> July 2016 and 19<sup>th</sup> October 2016 (including the AGM).</p> <p><b><u>Please note that only 1 representative per U3A will be asked to attend.</u></b></p> <p><b><u>All U3As please confirm who will be attending one week prior to the meeting</u></b></p>
	<p><b><u>ROUND THE TABLE DISCUSSION A – REGIONAL REPRESENTATIVE COUNCIL REPS. &amp; ALTERNATE</u></b></p> <p>For the benefit of the newer members KT gave a quick summary on how U3As are organised into Regions in England and this Network is part of the East Midlands Region which consists of 5 Counties, Derbyshire, Leicestershire &amp; Rutland, Lincolnshire, Northamptonshire and Nottinghamshire. The Region has formed a Representative Council on which each Network has two elected representatives with an "alternate" if the representatives are unable to attend. The Council meets four times per year to organise events and publications, discuss items of common interest, and to provide a forum for the exchange of information between the member U3As and the Third Age Trust. The Region and Networks are about U3As (and their members) doing things together.</p> <p>When questioned about the Regional Trustee doing this role it was explained that it would mean that they would have to represent the other Counties as well as Nottinghamshire and this would not be practicable.</p> <p>Representatives need to attend the Network meetings to hear the debates and put forward any communication from the Network. They would also be expected to report back from the RRC Meetings that they attend.</p> <p>Any expenses incurred in attending these meetings would be reimbursed by the RRC.</p>

	<p>MT said that there was no defined election process from the Network to the RRC and therefore asked that the Network agree to discuss the draft document which had been previously circulated. This needed to be agreed as quickly as possible to enable the nomination of 2 representatives and the “alternate” to take place.</p> <p>After some discussion, the following proposals were made and voted upon:-</p> <ol style="list-style-type: none"> <li>1. That the Representative be a member of the Network. 11 members agreed, 6 were against.</li> <li>2. That the Representative could be a member of the U3A but once elected could then come to the Network meetings in that role. 6 members agreed, 11 were against.</li> </ol> <p>As Proposal 1 had the majority, it was agreed that:-</p> <ol style="list-style-type: none"> <li>a) the Representative to the RRC could be any Network Representative or their “alternate” and once elected would then come to the Network as the RRC Representative which would “free” up their current Network position in their own U3A.</li> <li>b) the two RRC Representatives could not come from the same U3A within the Network.</li> <li>c) only the U3A of the nomination person need to complete the Nomination Form.</li> <li>d) all Network U3As would be approached to take part in asking for nominations and not just the members who were at the meetings.</li> </ol> <p>If there were no volunteers at all, it was suggested that Network members could rotate attendance at the RRC meetings.</p> <p>As KT has resigned with immediate effect, MM who will be stepping down in August 2016, has kindly agreed to stay in post until then to represent the Notts. Network, which was gratefully accepted by Network.</p> <p>MT apologised that this matter should have been raised at the last AGM but will now amend the procedure document and nomination form and circulate to Network U3As. At the same time she will ask for nominations. <b>MT TO ACTION</b></p> <p>MM said that the next RRC meeting was on 3<sup>rd</sup> February and if anyone wishes to attend to see how it all works would be welcome. JG said that she would be interested in going.</p> <p>MT said that she had been approached by one member of the Network who was agreeable to be nominated at one of the RRC Representatives. MT is hopeful that before the April meeting MT will receive at least two more nominations so that a vote can take place and Representatives can start to attend the meetings.</p>
	<p><b><u>ROUND THE TABLE DISCUSSION B – FORWARD PLANNING – SWOT (Strengths, Weaknesses, Opportunities &amp; Threats)</u></b></p> <p>Throughout the morning the Network members had raised several issues which JL said would hopefully be resolved when discussions took place later in the morning.</p> <p>JL started the discussion by proposing that all U3As within the Network look to having their own three year rolling plan. He also proposed that all U3As do a SWOT Analysis which can be brought to the next Network meeting which would show the common themes of the U3As who had taken part in this Analysis. This would help in the future strategy of the Network when planning new U3As for example or helping U3As who were having difficulties.</p> <p>As some members were not quite sure of the meaning of SWOT, MM. using a visual plan, explained to the Network members how this would work, basing examples on her own U3A.</p> <p>Once this was understood the Network members debated the various issues this would raise. It was emphasised that Network is not saying that these discussions have to take place within the individual U3As and current U3As must be open and <u>not defensive</u> when doing this analysis.</p> <p>By Representatives encouraging their own U3As to do this exercise, the brainstorming that follows could end up in meaningful discussions and Committees themselves would perhaps realise where they may experience future issues and/or problems.</p> <p><b>SWOT ANALYSIS RESPONSES TO BE SENT TO SECRETARY, <a href="mailto:networkmtaylor@sherwoodu3a-mansfieldwoodhouse.org.uk">networkmtaylor@sherwoodu3a-mansfieldwoodhouse.org.uk</a> BY 20<sup>th</sup> MARCH FOR IT TO BE COLLATED ON TO SPREAD SHEET AND CIRCULATED FOR THE APRIL MEETING.</b></p> <p>Once Network have the results there could be an exchange of information between U3As, help from other U3As, good practices, finding common ground and of course looking at where to open the next U3As.</p> <p>No member of the Network should be “squashing” the idea of new U3As but there should be a balance</p>

	<p>between existing U3As members in the catchment area and nearby U3As. There should always be Openness, Communication, Consultation and Involvement.</p> <p>It was agreed that the “new” system in future would mean that the Network will be leading the initiatives of new U3As and then asking the Development Team to develop these initiatives. The Development Team will need to keep the Network informed regarding any appropriate consultations with nearby U3A`s had taken place and all their opinions noted. The Network can then discuss openly the next stages of development of a new U3A based on these opinions.</p> <p>JL informed the Network that he had a copy of the process for setting up new U3As. If any U3A would like a copy please contact the Secretary.</p> <p>It was stressed however that nothing was written in stone and what could be a good idea at the time may not always work but again Network needed to be kept informed at all stages of the process.</p> <p>In deciding upon a new U3A in the future it was asked if there could always be a map on display at all Network Meetings to show where current U3As are and where they aren’t any at all which will give the Network the opportunity to assess which areas members could be coming from. There are many catchments where U3As are not pulling members in. <b>OFFICERS TO ACTION</b></p> <p><u>RE NEW U3A AT MAPPERLEY</u></p> <p>Following on a discussion took place on the setting up of a new U3A at Mapperley. Jan B. of Nottingham &amp; District U3A wanted the Minutes to show that they had their reservation about Mapperley and gave permission for her recent email to the Chair re her concerns to be available to any Network U3A. Anyone wanting a copy please contact the Secretary.</p> <p>Various alternative proposals were made but Network finally agreed that this would be the last U3A to be opened under the “old” system as until decisions were made on a programme for opening future U3As members did not want the Development Team to be idle.</p> <p>Although some members were not fully aware of impact and geography of Mapperley, JL thanked members for all of their comments and proposed that a vote be taken on whether to open a new U3A in Mapperley. 9 members were for, 3 against and 8 abstained.</p> <p>Therefore the majority verdict was that a new U3A at Mapperley had been approved by Network and that the Development Team would now take this forward. However it was stressed that Network need to be kept informed. <b>DEVELOPMENT TEAM TO ACTION</b></p> <p>It was also emphasised that this would be last U3A opened under the “old” system.</p> <p>KT wanted the minutes to show that if people were given full information in future they should not be abstaining from voting.</p>
	<p>JL thanked everyone for attending and their input and to Jane Lowe and Trish Tootell for acting as Greeters.</p>

Chair.....Date 20<sup>th</sup> April 2016  
**Jeremy Lloyd**

Secretary.....Date 20<sup>th</sup> April 2016  
**C. Margaret Taylor**

AGENDA ITEM	DETAILS OF ACTION POINT	ACTION TAKEN
3	Terms of Reference – Development Team. JB of Nottingham & District U3A to send any amendments to the section marked “Purpose” for circulation by the Secretary	No amendments received. Will be producing Terms of Reference in the future
4	Treasurer to ensure that the accounts are operating properly and cheque books available for use by the new signatories.	Change of Treasurer
4	All U3A’s Representatives to check that their Treasurers had paid the Affiliation Fee to prevent future Naming & Shaming.	RF to update at meeting
6	ER of Editors Group to circulate latest minutes and an invitation to all Network U3A Editors to attend the next meeting on 7 <sup>th</sup> April 2016.	Completed
A	MT to amend the Process for election of Representatives to the Regional Representative Council, send to all Network U3As and ask for Nominations.	Completed
B	SWOT Analysis to be done by all Network U3A Committees and returned to the Secretary by <b>20.03.16</b> .	On Agenda
B	Officers to obtain map, pins and sort out a display	Jenny Greaves to purchase when grant received
B	Development Team to process the opening of a new U3A at Mapperley giving information and updates to the Network.	See Development Team Report