



Minutes Group Coordinators Meeting Thursday 7th April 2016 at the Buckingham Community Centre Small Hall at 2:00 pm (Lunch at 1pm)

Present: - (taken from sign-in sheets)

Bryan Weston-Thomas (BridgeClub)	Peter Cammas (Digital Photography)	Diane Proctor (Theatre Trips)
Simon & Susie Kelly (Square Dancing/Creative Writing)	Ruth Roy (Local History 3)	Anne Mack (Canasta)
(Chairman & Film Study) Clive Cowdy	Rodney Bennett (Latin & Hand Bells)	Roger Edwards (Croquet)
Don Horne (Publicity,Philosophy& French Intermediate)	Janet Cobham (Book)	Lorna Joy (German, Russian)
Lesley Suggate	Julia Morton (Book)	Anne Liddle(Flower arranging and Craft)
Paddy Collins (Treasurer)	Roger Short (Wild Life)	Lilia Bogle,(Group Coordinator Liaison)
Carolina Kenealy (News letter, Poetry Writing, New to drawing)	Stan Surzyn (Walking Group)	Roy Walker (German)
Roland Simpkins (Webmaster)	Jacqui North (French Beginners)	Susie Kelly (Creative Writing and Square dancing)
Val Shaw (French Lunch)	Pam Gower (Painting)	Simon Kelly (Square Dancing)
Marilyn Crawford (Scrabble)	Barbara Willis (Computing for Beginners)	Vee Sampson (Gardening)
Lindsay Dunham (Recorders)	S Dalzell (Strollers)	Marion Meakin (German)
Peter Bowtell (Architecture)	Janti Mistry (Membership)	Gina Crouch (Line Dancing)
Valerie Shaw (French Lunch)	Maggie Pringle (Catering)	
Jane Abeltino (Local History)	Rosemary Gadd (Secretary)	
	Ginny Booth (New Members Liaison)	
	Beryl Carr (Outings)	

1. Welcome: Everyone present was happy with the meal and meeting format today
2. Apologies: From a number of members
3. Acceptance of Minutes of the Meeting held on 11th February 2015. These were signed
4. Matters Arising:
Festive lunch: Booked for January 15th at Villiers.
5. Chairman's Report:
The Purpose of this meeting was for GC's to feedback ideas to committee
GC's could input into open meetings through taking the opportunity to have a chosen speaker. Information to Martin Paul who would book the speaker

Request from Roland: Please keep your information up to date for your group.

6. Group Liaison Officer's Report

Present situation with groups: 750 members and over 60 groups. We appreciate how much work the GC's are doing and would like to thank all GC's
Group sizes vary between 3 and 40. This may affect how much support and guidance individual GC's need.



Janti had requested information on any issues in Groups so that he can support you: The main issues appeared to be growing groups and waiting lists. Some new groups had started eg extra new book group. This keeps availability for members and new to U3a people.

Current Issues with venues eg Mezzanine room where costings have altered. Lilia is developing a list of venues and availability and she will advise if you are concerned. Also discussed was Insurance issues: eg for visitors and difficult group members or incidents. Lilia is happy to assist in these situations.

U3A have published a group Coordinator book which tell you how to deal with issues such as those discussed. Copies were available for GC's at end of meeting.

Lilia's role: Lilia explained her role in the U3a

To provide advice and support to new and existing groups

To monitor and ensure U3A guidelines are used in groups.

To keep up to date records: This is essential so please keep Lilia informed of any changes.

To Liaise with Paddy re venues and costs:

Future for groups:

The committee need feedback from GC's to ensure everyone has a voice.

If you want to speak at open meeting re your group contact Clive or Rosemary

Let Lilia know about successes as well

U3A liaison is a big role: Lilia needs a shadow if anyone is interested.

In future we might think about GC shadows within groups to support workload.

Comments from Floor

Julia: Have a loudspeaker next time.

Vee: 60 members in gardening group: Some folks don't come: How long until you take them off list and allocate to waiting list. Possibly guideline for all members to inform GC's

Guidelines are being looked at currently: Timings will vary on how often your group meets.

7. Membership issues

If you know of any members who are no longer current please let Janti know.

Group members data: Numbers useful so that Janti can answer enquiries. This will be updated each September.

Shadow needed for Janti also: Task involves using Microsoft Access as data



program but training would be given. Shadow would also be custodian of backup data base.

8. Treasurer:

If you are in a venue that is paid for please send Monies to Paddy once decent sum collected (£30-£40). Please send not less than quarterly.. Mezzanine room charges are affecting many groups: Please charge members 50p for attending Mezzanine room. Paddy will sign booking form but YOUR contact details are needed on form in the case of emergency.

Cancellation fee: Bucks CC: Month's notice with no charge. Paddy will operate cancellations

Some more affordable venues are available eg Red cross or council chamber

9. Di Proctor: Theatre Outings. Dates for monies sometimes very short. She relies on GC's to assist with this .Thanks.

10. Open discussion on Group Co-ordinators ideas and issues

New Members coffee morning: 28th April in small hall

Anne Liddel: Questioned whether U3A had a computer purchased for a group: A tablet was purchased for teaching people in computer club. Her concern was about flowers for visiting demonstrations.

Clive responded: Anyone who wants to make a capital purchase (More than £50) to notify for committee to evaluate. Tablet is available for other groups in U3A if needed.

Beryl: Paying instructors: Did have a potential ballroom dance teacher. Requested whether U3A could fund this. Clive responded re ethos of U3A being learners and teachers together. Some exceptions eg Judo/ Local History. General thrust should be internal. Eg Possibly 6 week starter class. An actual course with tutor is outside the remit of U3A

Vee: Gardening group have speakers which are self-funded

Clive responded with: subsidising is a balance between subs and costs for groups.

Lindsay commented how speakers extended interests.

Caroline: Qualified person passes on knowledge for free.

Clive: No U3a member can charge U3a for services.



Lilia: GC's decide what is needed in group. Speakers often funded within group. Ballroom could be self-funded. This is up to each group.

Don: U3a is about members helping each other

Vee: If gardening group want speaker they could apply: Clive responded that could be done through monthly meeting.

Differentiate between speaker and tutor? Clive couldn't distinguish. This U3A has never funded tutors or speakers for individual groups.

Carolina: We pay for own speakers: in art group

Paddy: U3a can pay through open meeting speakers specific to groups.

Clive: This is a Third Age Trust ruling. Here to share knowledge not buy in knowledge.

Monthly meetings: Next one on 27th April:

Ruth: Local History go out a lot; should they book whole block in mezzanine: Paddy: Yes: Then he could cancel later as needed.

Clive: Still have excess funds: Open to requests for capital items.

Any other Business

Rosemary spoke about Readers.org: Leaflets available for each GC at end of meeting

The meeting closed at 3.15.

