

## Sheffield U3A

### Notes from the Coordinators' Meeting held 12 April 2018

The meeting was opened by Ann Granville with the theme of communication. It was pointed out that photographs and a video would be filmed and anyone not wishing to be on film was asked to make themselves known. There were 109 members present.

Ann reported that she is standing down as General Coordinator.

Samina Aslam as the Sheffield Chair officially welcomed everyone and gave a brief summary of what is happening in U3A nationally and in Sheffield.

#### **National U3A:**

There has been a reorganisation within the National Committee with the number of committee members reduced from 20 to 18. There is a summary of all the changes in the April edition of *Links*. Samina highlighted that the organisation is still all about education but that now encompasses 'personal development', which means, for instance, that walking groups now have insurance cover.

The EC are on top of the new data protection rules coming in May and as far as group coordinators are concerned it is a matter of best practice and being safe. Anyone with specific questions and concerns please see an EC member. A summary of the new rules will be distributed in June. There are workshops on 14 May and 18 June that all U3A members are invited to attend.

#### **Sheffield U3A:**

The AGM will be held on Tuesday 10 July and all members are invited to attend. There are 2 nominations for the position of Chair as Samina steps down and this will be decided via secret ballot.

A change of the Articles of the EC has been provisionally accepted and this is subject to a show of hands at the AGM. Details can be found in the April edition of *Links*.

The first Volunteers Meeting was held last month which it was felt to be very successful. It was noted that General Coordinators are listed in the front of *Links*.

Finally, corrections to *Links*

- i the June Friday Showroom Lecture is on 15 June not 22 as stated
- ii the Study Day on 19 April is not at the Showroom but will be held in the Arundel Room at Millennium Galleries.

#### **Update on Hearing Systems – Chris Carter**

Chris explained the Disability Discrimination Act which defines deafness as a disability and requires all groups to supply equipment to aid hearing. SU3A use the Tour Talk system. The loop required for Tour Talk is the responsibility of the venue not SU3A but we are expected to request use of the system. The Tour Talk system has been used by the Deaf Awareness Group and the Showroom for lectures and has been found to make a difference. Tour Talk includes 14 receivers with volume control and there is also a Whisper Box system for coach trips. All groups were urged to make use of this equipment.

#### **Equipment Officer – David Caborn**

David explained that there was a limited amount of equipment available, a laptop and projector and also a speakeasy system.

#### **New Website, Main Page – Sarah Williamson and Camilla**

Sarah as the website coordinator presented the first look at the new website. This was launched on 9 April and includes group information and data protection. She asked for photographs and drawings, and information of projects and one-off events from members, and pointed out that the site can be used for publicity. All information from the old website is still available and asked if anyone wanted anything bringing over to get in touch with her.

Camilla then talked about group pages and the following:

**Data Protection:** with regard to the new Act mentioned by Samina, any group coordinator keeping a list of members must only keep contact details and each person should be asked for permission for this. She pointed out it was also good practice for each member to have contact details for other members in the group but that permission must always be given, and, as always this information must be kept safely. For instance, on any group email BCC must always be used. When a member leaves the group their information must be deleted.

**ICE Cards:** it is good practice for everyone to carry one of these stating emergency information. This can also be stored on smart phones.

**Website:** Camilla explained the website pages behind the main page such as groups, renewal of membership, etc. It was explained that group coordinators can set up home pages and make amendments and messages can be placed on home pages. Please apply for a separate log in for this. Please email Camilla for information, however the home page coordinator can also carry out these tasks. Sarah asked that if any errors of omission or commission were found to please let her know.

Sarah then answered questions from the floor.

The sets divided up for a short discussion with their individual General Coordinators on group communication.

### **Summation**

Set A: Birdwatching, History, Short Courses and Walking Groups – David Levine said that health and safety issues were foremost. Everyone should be responsible for their own safety as whereas there is group insurance there is no personal insurance. Incident forms are not always completed, and people were unsure as to what happens to the information. ICE cards and equipment were also discussed.

The history groups talked about the group size. There may be appetite for a new history group to be set up next year but unfortunately History 1 folded this year.

Set B - Play Groups, Literature & Drama and Lunch – Ann Granville said that the play reading groups were having difficulty with Sheffield Libraries becoming under-resourced. Groups which are limited by the size of the coordinators sitting room can rent room 50 for a nominal fee. As some groups have waiting lists a decision needs to be taken by each group on how many meetings can be missed before people are removed from the members list. Ann finished by introducing the new group coordinator for Group B, Jenny Graaf.

Set C – Card/Board Games, Classical Concertgoers, Discussion/Philosophy, Music, Science & Technology, Weekenders - Barbara Lowe said that the biggest point for set c was transport and access and maintenance of equipment plus who holds it. A further person needs to be recruited to handle equipment.

With regard to membership, someone has drawn up a code of conduct which can be distributed. It was reiterated that people from other U3A groups need to also join SU3A in order to attend meetings. The joining fee for a second U3A is always minus the capitation fee of £3.50.

Set D – Art, Crafts, Gardening, Physical, Social, Steel City Wanderers, Travel (both groups) – Tricia Rogerson pointed out that some people were unhappy about the overhead projector used in the presentation today, a note was made that in future the screen should be higher. With regard to communication, it was decided that each group should use the method best for them. Insurance was deemed to need further clarification, as were expenses.

### **In Summary**

Samina brought the meeting to a close by thanking all the general coordinators for their help with this meeting and summing up the main points:

- 1 Data Protection: the June edition of *Links* will clarify
- 2 Members need to be aware of the equipment available for the hard of hearing
- 3 Members should let Camilla know what they would like to see on the home pages for the new website
- 4 With regard to contact details, no member is obliged to provide emergency contact details but these are useful
- 5 Room 50 is always available for rent at £10 per morning or afternoon session

Ann was thanked for her work in the role of General Coordinator and a round of applause was given.

Group coordinators were congratulated and thanked for managing so many groups and the audience was thanked for attending.