

# Chalfonts U3A

## Notes from Convenor Meeting on 9<sup>th</sup> September

**Attendees:** David Burbidge, Chris Coteman, Judy Cutter, Tony Darbyshire, Pam Degen, Peter Degen, Carolyn Edwards, David Edwards, Stella Ellis, Geoff Glover, John Huxtable, Mary Kendall, Sandy Oldham, Elaine Quigley, Margaret Rutter, Jan Sawyer, Jacqui Robinson, Phil Siddons, Colin Smith, Sheila Tarrant, Elizabeth Thomson, Nigel Trotman, Margaret Turner, Helen Whitlum

### 1. Thanks

Helen Whitlum, Groups Coordinator, on behalf of the Chalfonts U3A committee, thanked most sincerely all convenors, helpers and administrators. The feedback from members is that you are doing an excellent job and members are very appreciative. Well done to you all!

### 2. Hand out badges and lanyards

Some were handed out but for the newer groups the badges still need to be provided. At present the badges do not have the group name on and it would be good if this was included.

### 3. Please sit in front 2 rows at speaker meetings and wear badges

It was agreed that sitting in the front 2 rows was not an effective idea and so this has been abandoned. Instead it was agreed that convenors should wear their badges at monthly meetings and circulate so that members can identify our convenors.

### 4. Feedback from Convenors – introduce themselves and give feedback

All convenors gave feedback from their groups, explained a little about how the group operates and mentioned any issues. Generally, the feedback was very positive with groups going well and members enjoying the groups.

### 5. Any issues?

A few issues were raised:

- Getting group members to prepare material to present at meetings
- Fluctuating attendance from one meeting to another
- Finding a day of the week and date that the majority of group members can make
- Working out the right level of room fee per member per meeting
- Lack of response by group members to emails from the convenor

There were no immediate answers to these issues but they will be discussed at future meetings.

### 6. Review “Advice for convenors” – Any comments

Helen briefly went through the document. Please can all convenors read the “Advice for Convenors” which was circulated by email prior to the meeting. There is some useful information in the document. If you have any comments or suggestions please let Helen know.

### 7. Record keeping of group finances

Group convenors or administrators are asked to keep a very simple record of money received from members and money outgoing in the form of room hire and any expenses. This is so we have accountability. See “Advice” document for further details.

**8. Room hire**

All room bookings must be made via Jan Sawyer, our Venues Coordinator. See “Advice” document for full details.

**9. Equipment – Two projectors, screen and laptop computer.**

Equipment - Tony Darbyshire is the initial contact if any convenors want to borrow the equipment which is kept at the Community Centre. The key to cupboard H, where the equipment is kept, can be obtained from Tony or Geoff Glover (see convenor list for contact details). From October it is hoped that the key to the cupboard will be available via the CSP CC office (only open in the mornings).

Training - Tony is willing to help convenors get familiar with using the projector. Ideally this would be better done 'en-bloc'. It will take around ten minutes or so. Some groups won't have any use for it. (Only those who may want to use it need the training.)

**10. Website – Updating your own web pages. Training will be provided!**

Tony Darbyshire is our Webmaster. Convenors are encouraged to update their own group web pages. Updating your own page will help you communicate with your group members and is easy to do, once you have seen the simplicity of it. Tony/Helen are willing to give guidance/training on how to do this, so please let us know if you're up for this (tiny) challenge. (Even the most technically challenged of you have said it's easy enough to do, so don't let 'fear' of techy stuff put you off.)

**11. Social / thank you event – what would you like?**

Helen suggested that the next convenors meeting should be in December and combined with a social event. Those present preferred a late afternoon/early evening event with people bringing food to share and U3A providing the drinks. If anyone has any alternative ideas please contact Helen.

**12. Frequency of meetings and month for next one**

It was agreed that the convenors should meet 3 times a year ie. once every 4 months. The next meeting will be in December 2015, followed by April, August and December 2016.

**13. Thanks again!**

HW repeated the committee's thanks to everyone present and also thanked them for attending the meeting.

**14. AOB - Elaine Quigley re Music group and “Many Talents” group**

Elaine spoke of her idea for a “Many Talents” group. This will be followed up to see if it proves popular.