Notes on Annual Group Leaders and Secretaries Meeting, 28th April 2023.

In attendance were 51 group leaders and six helpers

1. Andrew Morgan (Chair) welcomed the group leaders and secretaries and thanked them for their contribution to Farnham u3a, which results in us having a good variety of groups. He also thanked Clive Vinall for his efforts keeping the technical side of things going.

Andrew mentioned the success of this year's Membership Engagement initiatives and asked members to come forward with any further ideas for social groups. He also mentioned the Third Age Trust's "Fit for the Future" initiative making u3a more accessible and open to a wider age range.

2. Malcolm Ellis (Groups Co-ordinator) also thanked members for their contribution and stated that the purpose of the meeting was to get input on the way we shape our u3a.

Malcolm reported that during the year the number of groups has fallen from 103 to 98, mainly because of illness. The average group size is 29 and the average number of groups to which members belong is 2.4. Waiting lists are lower than before lock down, but are creeping up – so could group leaders please be firmer with no-shows to free up spaces, or consider starting extra groups.

The total number of groups has remained more or less static over a 3-year period, with about 10% turning over annually. Ideally we would start some more practical groups such as the popular first-aid and smart-phone workshops.

The programme for next year is now with the Maltings and will be reviewing the draft in mid June in readiness for releasing to the printers in mid July. Registration day will be Monday 4th September.

3. Steve Tilburn gave the Venue co-ordinators report. When he started there was a problem with groups being moved out of the biggest rooms without prior notice but this situation has now improved and he has developed a good working relationship with Caroline and Sarah who are the Maltings staff looking after room allocation.

4. Andrew Morgan introduced the group discussion session saying that one of our biggest challenges is getting feedback from members with only about 10% of membership engaging.

See Appendix 1, Attached

5. Alan Freeland talked about the pitfalls of copyright, pointing out that using anything – photos, maps, writing, music…- created by anyone who died less than 70 years ago could be breaking copyright. The u3a Trust has lots of information on copyright and, through them, we are licensed to use brief abstracts of written works, DVDs etc in groups. We don't have a licence to copy music but it could be organised if required.

Anything known as Public Domain is that which is no longer subject to copyright – 70 years after the death of the author. If something is referred to as Creative Commons it can be used but there may be a requirement to credit the author. To enforce copyright there needs to have been an infringement of the rules, some form of damage and evidence – it is the

latter which makes it important to be vigilant if we put presentations on our website or utube.

6. Group exercise – what could we do better - See Appendix 2, Attached

7. Philip Oliver spoke on communications and recruitment. As eNews is our main form of communication with members, Philip asked groups to let him know about anything of interest. He also told members that we will start to have a social media presence. We are currently trying to recruit more members to u3a - we currently have about 10% of those people around Farnham who could become members. Please talk to your friends and relatives and encourage them to join!

Group leaders are also asked to consider their best speakers and encourage them to be speakers for Monthly Meetings or even for events outside u3a such as talking in care homes. And please help speakers to improve by giving them plaudits and feedback.

8. Clive Vinall talked briefly about the audio visual equipment. The aim is for groups to be self sufficient and the technical team are always willing to help out and to teach people how to use the equipment. They are looking for new people to help with technical assistance, so please let Clive know if you can offer to help.

The most common problems people have are things missing from the crates – please ensure that the check list is used every time that equipment is packed away.

Sound currently required specialist knowledge and Clive tech@farnhamu3a.org.uk or Pete Wisbey sound@farnhamu3a.org.uk should be contacted for assistance.

If you require anything special such as playing DVDs or videos please give the tech team at least a week's notice!

Group Leaders Meeting 28 April 2023 - Appendix 1
Group Discussion - Feedback Loops and Activity Mix

Question - Do you get feedback from your group members? Do you have an effective way of collecting ideas and comments?

- What is meant by feedback and for what?
- Lack of Feedback is a good sign
- Request feedback on a topic by topic basis
- Speaker training would be welcome, but it needs publicizing. Maybe call the group presentation skills, and possibly offer it in the early part of the year
- Written feedback after each group meeting can be effective

Question - Should we expand the range and variety of groups on offer and enlarge the scope of what we do?

- We offer a good range of subjects but there is very little hard science
- Welsh could be a possibility and sign language
- Weak on sports, walking sports such as cricket was suggested and pickleball
- Social prescription eg a heart attack and stroke recovery group
- We provide taster sessions but don't publicise them
- Keep fit group
- Dementia support group although it was pointed out that support groups are available elsewhere
- We should keep within the u3a objectives

Question - Does your group have the right balance between laughing and learning?

- Learning should be central to our program
- Geology is a possibility

Group Leaders Meeting 28 April 2023 - Appendix 2

What Works Well

Doesn't Work Well		Topic	Works Well	
3		Management of Waiting Lists		2
2		Allocation of Meeting Rooms		6
2		Group Sizes		3
4		Audio Visual Equipment		1
7		Beacon		12
1		Communications with Group Members		0
3		The Printed Programme		5
0		The On-line Programme		0
1		Your Group's Pages on the Web-site		0
2		Registration Day		1
0		Other		6

Main Findings	Consolidated Feedback
Beacon	Many thought this an excellent GDPR compilant way of keeping track of their group members and emailing them. Some observations were - help was needed, lack of email acknowledgements, inability to handle large attachments and is too clumsy to use
Waiting Lists	There is no easy way of handling waiting lists, but some indication on the website could be useful.In some cases the group size exceeds the space available. Difficult to manage no shows when they don't respond to emails.
Audio/Visual	Insufficient volunteers, equipment often not working, the sound set-up in BR needs simplifying
Printed Programme	Many seem to prefer the printed version, others only use the online version. Observations were that early august is too late for members to plan properly and new groups should be highlighted
Meeting Rooms	Many thought the process was much improved, two groups had issues with their allocated rooms
Other	All comments were complimentary