**Group Leaders and Contacts meeting 21 March 2025**

The meeting was opened by Philip Oliver, who thanked attendees for their involvement as a vital part of our u3a.

**Succession Planning** – Andrew Morgan

As we are always struggling to get group leaders, please try to identify people in the group to assist you – start gently and they may become future group leaders.

**Copyright** – Andrew Morgan

We do need to be careful when we use anything that may be subject to copyright. We have licences to allow us to use printed material, to show films and to play music – for more details see the section on ‘Copying published material’ in the ‘Notes for Group Leaders and Contacts’ in the Groups section of our website. We should not publish any copyright material, including on our website.

Further information can be found on the Third Age Trust website.

**Open Day** – Val Atkinson

Open Day, which will be on Monday morning, July 7th, will be similar to last year and will include a book swap. Some groups will need to be in Barley Room but this will probably be different ones than last time. Groups running similar topics will hopefully cooperate as last year. Sally Bowden (Secretary) is organising Open Day, with assistance from Val, so please let them know if you have any suggestions.

**Waiting lists** – Philip

The question was raised as to whether we can we publish a list of groups with no vacancies – we will consider publishing vacancies on Open Day.

Holding a waiting list is very important as it helps us know where we could be adding extra groups. Please run a waiting list in Beacon. A few groups do not use Beacon – ask if you need some help with this, and in any case, please let us know (groups@farnhamu3a.org.uk) if you have a waiting list. Try to manage the waiting list – eg by inviting people to meetings when you know there will be space.

**Generic emails** - There have been issues with group email addresses, which are now sorted in the majority of cases – but you do need to keep an eye out in case they have gone to Junk. Generic emails are preferred for GDPR reasons and also the emails can be shared.

**Printed Programme** - Philip

We will not be sending a printed programme to all members. Some programmes will be printed and will be available from the Maltings box office at a charge – before classes start in September.

Many people now consistently use the website which has the advantage that meetings can be downloaded into you on-line calendar.

**Hearing Loss** – Sally Bowden

Many of our members suffer from some hearing loss – the national average is 80% of people over 70. Recently a workshop was held on how to support u3a members with hearing loss. More rooms with speakers and microphones are required and we are working on this – see the tech section below. Cellar Bar, Long Kiln and the Barley Room currently have sound systems and the Barley Room has a loop.

Group leaders and speakers can help by facing those with poor hearing when speaking. If there is group discussion either try to sit in a circle so everyone can see who is speaking, or if this isn’t possible, make sure to repeat the questions so that all can hear.

**Technical and Sound** – Clive Vinall

Most of the issues raised by groups are things missing from crates. Please check carefully that everything goes back in the correct box, thus making it easier for the next person that is using the equipment.

If there is any faulty equipment or you have an problems please let Clive know by emailing tech@farnhamu3a.org.uk

Further speakers are being installed at the back of the Barley Room to enhance the sound in that room. It is planned to have speakers in South West Kiln and Courtyard Kiln, but it may not be possible to install these for a bit. A hand-held microphone will be used with these.

The equipment crate D outside the SWK room will be moved to join crate B outside the cellar bar together with a small sack truck. This will make it much easier and safer to take a crate to the meeting rooms and backstage workshop - no stairs. If kit is needed in the SWK the lift will take it to the mezzanine floor and it can then be wheeled through the Tannery or Tindle studio.  There is no timescale yet for this as details will have to be agreed with the Maltings management.

**Maltings programming and room allocation** – Caroline Dinning

Caroline said that u3a are the second largest hirer in the Maltings (UCA being the first) and they value our contribution to the life of the Maltings and all of the community projects that go on here.

A lot of work goes into trying to fulfil our booking requests but other bookings may lead to not all requests being able to be filled and to some alterations as the year progresses. Room maintenance, setting up time, other events happening and noise bleed between activities is all considered. The most common change requested by u3a is the room setups. In most cases, please go through Val and Andrew, using the email groups@farnhamu3a.org.uk but if it is urgent, then do please approach the box office.

Parking spaces for blue badge holders have been increased, but this has inevitably reduced the total number of spaces.

**Discussion Topics** - Andrew

Growth – The general opinion was that we should continue to grow – we need to recruit around 200 new members each year just to maintain our numbers.

External Venues – We should use external venues if necessary, best used for new groups rather than uprooting existing groups.

Membership Cards & Emergency Contacts – Now we don’t have cards, members should be encouraged to put their emergency contact details on Beacon.

Hybrid meetings – We don’t have a Zoom licence but are happy for groups to meet on zoom as well as face to face if they would like to.

**Fire Procedures** – Andrew

We are working with The Maltings and other venues on the procedures needed in the event of a fire – we do regard this as an issue that needs sorting out and clear direction given as soon as possible.

**Marketing –** Lynda Robinson

Lynda asked for any photos of groups that can be used as marketing material on display boards and Maltings adverts. Any pictures of u3a members enjoying themselves! Remember to ask their permission. Please email photos to Lynda at lyndarobinson1967@yahoo.co.uk Or you can reach her on WhatsApp - phone number 07422 530481.

We will again have a float at the Farnham Carnival – members to contact Paul Sacha p.sacha@sky.com if they can help. Please pass this on to your groups.