

# Draft Minutes of U3A in Scotland Committee Meeting November 21st 2011

## 1. Welcome

Chairman Graham Clark welcomed members to the Committee Meeting. Graham welcomed in particular Richard Thomas who had made the long journey from Orkney U3A and our invited speaker for the day, Terry Hardie, who had come as far from Cirencester.

Graham told the meeting of the death of Iain Langdon of Edinburgh U3A. Iain had been the delegate to U3A in Scotland for Edinburgh for many years and was also active in the South of Scotland Neighbourhood Group.

### Members attending.

#### *Voting Delegates*

ABERDEEN; Pat McConnachie: CUPAR; Joyce Kennedy: DUMFRIES; Ted Murray: DUNDEE; Pat Garland: EAST BERWICKSHIRE; Maria Chester: EAST KILBRIDE; Tom Berney: EDINBURGH; Dianne Fraser: FIFE; Jill Marshall: FORFAR; Mary Pickstone: FORTH VALLEY; Derris Sprunt: GRANTOWN-ON-SPEY; Peter Kent: HAMILTON & DISTRICT; John Graham; LOCHABER; Julia Moore: WEST LOTHIAN; Connie Payne: INVERNESS & BLACK ISLE; Graham Clark: LENZIE; Archie Forbes: ORKNEY; Richard Thomas: PERTH; Ed Link: PITLOCHRY; Barry Gratton: TWEEDDALE; Dorothy Douglas:

#### *Observers*

ABERDEEN John Urquhart; CUPAR Judy Gillespie; DUMFRIES Francis Hassall; DUNDEE Jean Hannan; EAST BERWICKSHIRE Cath Locket; EAST KILBRIDE Jim Stewart; EDINBURGH Elisabeth Hutchings; FIFE Joy Tibbett; FORFAR, David Robertson ; FORTH VALLEY Jen Shearer; GRANTOWN-ON-SPEY Pat Kent; HAMILTON & DISTRICT Myra Thomas; LOCHABER Norma Collison; WEST LOTHIAN Bob Payne;

#### *Invited Guests*

NEC Representative, Morag Tamisari, Terry Hardie,; From the newly formed Lanark U3A, Lesley Gair and Kathleen Gall

## 2. Apologies

BIGGAR AND DISTRICT; EAST RENFREWSHIRE; FOUR BORDER ABBEYS; ISLE OF COLL; NAIRN; OBAN; PENICUIK & DISTRICT; SHETLAND; STEWARTRY; THE THREE BRETHREN; WEST GALLOWAY;

Minutes of Previous Meeting

The last meeting was the AGM, the Minutes of this meeting will be presented at the next AGM. Draft copies have been distributed but a copy can be resent if requested.

## 3. Reports from –

### Chair – Graham Clark Report attached as Appendix 1.

Graham commended his report to the meeting which was circulated in advance of the meeting. He specifically wanted to note the following points.

- Three new U3As have had inaugural events taking the number of U3As in Scotland to 40. Caithness, Lanark & Moray Coast. A welcome was extended to representatives from Lanark as guests of today's meeting.

- Robina Hutton has finally retired from her role as an EDC. Robina was the former Development Officer for U3A in Scotland and this capacity was instrumental in helping many U3As in Scotland to get going. Graham expressed his thanks to Robina for all her efforts on behalf of the U3A in Scotland.
- Lin Jonas (CEO TAT) was to have addressed the Conference next year but could not make the new date. Beth Butler (Vice Chair TAT) has now agreed to address Conference.
- Graham expressed his thanks to all Scottish U3A members who made it to the National AGM in Nottingham.
- Members from two U3As (Perth and East Berwickshire) who attended Scottish Older People's Assembly.
- Thanks to all those who helped at this year's 50+ Show in Glasgow. A great deal of interest was noted in the U3A movement.
- The Third Age Trust has noted that the U3A logo should not be adorned by any other symbol. All U3As have been informed direct from Bromley in a monthly circular. The format now used by U3A in Scotland is to separate the unadorned U3A logo and the saltire.

Bob Payne, (West Lothian) asked if the U3A Scotland image could be downloaded from the website. John Urquhart (Aberdeen) asked if the U3A in Scotland Logo image file could be circulated to all U3As. [Pauline Ross, webmaster, is away from home at the moment, when she returns a copy will be obtained and circulated (Ed)] Graham noted that there are many examples of saltires on the internet free to download. Cath Locket (East Berwickshire) asked if it was acceptable to devise their own logo. Terry Hardie replied that so long as the U3A Logo as proscribed is separate and distinct, and unadorned, then any other combination such as reproductions of the town coat of arms, national flags etc. may be shown, subject to approval of the copyright holder if relevant).

#### **4. Finance – Report from the Treasurer**

At 24<sup>th</sup> October 2011 the bank balance stood at £3579.47.

The major events were the Philosophy study day in Perth which made a gain of £94 and the Living Forest study day at the Zoo which made a loss of £31.

Dianne would like to remind the newly formed U3As that they may apply to the U3A in Scotland for a grant of £50 towards start-up costs. Contact Dianne on [sdiannefraser@hotmail.com](mailto:sdiannefraser@hotmail.com)

Bob Payne asked how many U3A members there are in Scotland. Dianne replied that according to the last per capita returns there were over 5,000 in 37 U3As. All U3As in Scotland are automatically members of the U3A in Scotland.

#### **5. Scottish Regional TAT Trustee Morag Tamisari Aberdeen U3A**

(Morag arrived just in time to deliver her report after suffering from transport delays in coming from Aberdeen)

Morag's report is included as Appendix 2. Ed apologised for the inadvertent inclusion of a wayward paragraph in Morag's report as distributed prior to the meeting due to finger trouble on the keyboard.

Morag re-emphasised the achievement of 40 U3As now in Scotland with many contacts made at the 50+ Show and the hope that we may be able to re-start one or more U3As in Glasgow.

Morag encouraged members to come forward with ideas for Study Days and Workshops. She also encouraged the formation of Neighbourhood Groupings.

Cath Locket asked who the contact for Study Days was in U3A in Scotland. Graham replied that in the first instance to contact him. Graham noted there was no obligation to go through the U3A in Scotland but the organisation was here to help. One major benefit was to assist with underwriting

funding. Activities run under the auspices of the U3A in Scotland will be run through the U3A in Scotland's accounts. The U3A in Scotland can also assist with the distribution of publicity materials.

Connie Payne asked if someone from Perth U3A could come to West Lothian to give a talk on Mah Jong.

Pat Garland (Dundee) said they were proposing an Open Day on 22<sup>nd</sup> August 2012 to which members of the public would be invited to publicise Dundee U3A. She asked if financial assistance would be available. Terry Hardie replied that the Third Age Trust had a policy to assist such public events. Contact Morag for advice.

Deirdre Sprunt (Forth Valley) reminded the meeting that they were planning a Study Day themed on Healthy Life Style for Third Agers on 3<sup>rd</sup> October 2012

Kay Gall (Lanark) asked about Neighbourhood groupings involving Biggar or Hamilton. Morag replied that none existed as far as she knew but Neighbourhood groupings are local initiatives agreed between local U3As and may be for a variety of purposes. Ted Murray (Dumfries) said they had formed such a Neighbourhood group in the South West.

Morag made an appeal for local volunteers to help with the various activities, such as distributing posters, in target areas for new U3As. Helpers from adjacent U3As can be a big help in mounting an effective promotional campaign in target areas. Morag thanked Robina for her efforts as Development Officer in the past.

## **6. Update on New Model Constitution**

Morag noted that there is a model constitution for non-charitable U3As in Scotland and a revised model for U3As registered as a charity is being prepared. The Third Age Trust does not recommend that new U3As apply for charitable status (Terry Hardie shed some light on the difference between England and Scotland on this matter. (See attached notes)

Richard Thomas (Orkney) asked when the Charitable Constitution would be available. Morag said that she hoped it would be available in March 2012.

Jill Marshall (Fife) asked if the advice was for established Charitable U3As to deregister. Dianne replied that as far as she was aware deregistering was only possible by winding up the U3A (allowed for in constitutions) but then OSCR had the power to disburse the funds of the Charity as they saw fit. Hence deregistering is not to be recommended.

Elisabeth Hutchings (Edinburgh) asked if U3As could write their own Constitutions.

Terry Hardie explained to the meeting that TAT consult with lawyers in the various countries to ensure that the detail of legal requirements and standards of good practice are reflected in these constitutions. New model constitutions are being produced for both Charity registered and non-registered U3As in the UK. Whilst in principle a U3A may write their own constitution, they must ensure it is compliant with the law. Terry went on to explain that in the model constitutions there are three or four optional clauses that each U3A must decide for themselves how they wish to operate and hence delete parts that are not relevant. Further if any U3A makes changes to its constitution then it should send a copy to Bromley.

Jim Stewart (East Kilbride) asked if TAT had to approve a U3A's constitution. Terry noted that the main purpose of the constitution is for use by the members of that U3A as its operating principles and procedures. Morag noted that there are certain things that must be in a constitution that commit to the principles of the U3A movement for that U3A to be an accredited member of the federation.

Deirdre Sprunt asked for clarification on claiming Gift Aid. Graham asked if Terry could hold this over and deal with it in his talk.

## 7. 2012 All Scotland Conference and U3A in Scotland AGM

Dorothy Douglas (Tweeddale) gave a brief update on plans for the All Scotland Conference to be held in the Eastgate Centre, Peebles on **Thursday 28 June 2012**. Cost for the day will be £10 which will include lunch. There may be a social event on the evening before at the Glentress Visitor Centre. Information on accommodation and other arrangements will be circulated in the New Year.

Study Days planned for 2012:

Forth Valley – 3<sup>rd</sup> October 2012– Enjoying Later Life, Mayfield Centre. There will be speakers, brain games and entertainment.

Dundee – 22<sup>nd</sup> August 2012 to promote Dundee U3A

Perth has invited Mah Jong groups to an inter-U3A tournament. Interested parties contact Ed Link.

Edinburgh is considering a Group Leaders Workshop.

Ed Link asked how many Group Leaders were present. A significant proportion of attendees responded. Ed reminded members of the Subject Adviser network. Details of contacts can be found in the U3A News.

Graham reminded people of Shared Learning Projects and the fact that there is funding available. Interested parties contact Graham.

## 8. Any Other Competent Business

There being no other business Graham closed the meeting.

Close of Committee Meeting at approximately 12:30

Ed Link

Secretary, U3A in Scotland

Graham Clark

Chair, U3A in Scotland.

## Appendix 1

### U3A in SCOTLAND -21 November 2011

#### Chairman's Report

At our last meeting in June 2011, there was much discussion on the topic of the constitutions of Scottish U3As – both for those that are Scottish Charities and those that are not. A 'Model Constitution for U3As in Scotland' is now available and is currently being given to new U3As for adoption. It only applies to U3As that are not Scottish Charities, so is suitable for all new U3As. It should be emphasised that this model constitution is just that – it is not a 'one size fits all' as it contains options on officers and their tenures of office and a discretionary paragraph on provision of leisure and recreational activities that may not be considered 'educational' or 'charitable'. Copies of these are now available should any U3As be thinking of making amendments to their constitution – but there is no obligation to adopt the model in whole or in part. Constitutions are a matter for each individual U3A, although they do require compliance with the charitable objectives of the Third Age Trust – so I hope the model will be useful to existing U3As, at least in that respect. I understand that a model for U3As that are Scottish Charities is still in development.

Our Education & Development team has been busy over the summer (if that is the appropriate word for the season in which the rain is slightly warmer than in winter). In consequence, I am delighted to welcome the new U3As in Lanark and Caithness and hope that they will benefit from the sharing of experiences and ideas that is at the heart of U3A in Scotland. The team are also working with groups in other diverse parts of the country ('Greater' Glasgow, Moray and Uist) and we hope to reach a total of over 40 U3As (and 6000 members) in Scotland very soon. As though developing new U3As was not enough, the E & D team were also heavily involved with our stand at the '50+ Show' (previously known as the Retirement Show) in Glasgow on 11-12 November 2011. I offer my congratulations and thanks to our very hard-working and successful team. We are continually looking for willing volunteers to join this small team, so if you might be able to help please let us know.

In this connection, it is pertinent to note that Robina Hutton has finally decided to retire from development work. She has given unstinting service to the creation of new U3As (and the general development of the U3A movement in Scotland) for many years. It would be remiss not to take this opportunity to record our sincere thanks to Robina, in the knowledge that her extensive experience and knowhow has been passed on to the new team. Thank you Robina, you will be sadly missed.

We are progressing well with arrangements for our Conference/AGM in June 2012. We are indebted to Tweeddale U3A for offering to host the event and to Dorothy Douglas and her colleagues for undertaking all the preliminary costing and negotiations that have resulted in the Eastgate Centre in Peebles being selected as the venue. The Organising Committee have subsequently been slightly thwarted by a couple of 'hiccoughs'. Firstly, it came to our notice that the original date set for the event (5 June 2012) is to be a public holiday in celebration of the Queen's Diamond Jubilee. A new date for the event has now been confirmed with the Eastgate Centre - **Thursday 28 June 2012**, so please put this in your diaries. Secondly, we have invited Lin Jonas, the Chief Executive of the Third Age Trust, to be our keynote speaker but she has indicated that she may not be able to manage the change of date – so it is 'watch this space' at present. However, I am delighted that all other arrangements are going to plan, so we can look forward to a successful event. [Beth Butler and Jennifer Anning have both now indicated that they will be our principal speakers (Ed).] A number of preliminary 'flyers' are now available – please feel free to copy these and circulate them among your members.

The National Conference and AGM of the Third Age Trust was held in Nottingham on 16-18 September 2011. Unfortunately, I had to cancel my intended attendance for treatment on a troublesome shoulder, but I am delighted that there was a good Scottish contingent to what was a highly successful event. I understand that the workshops on 'How to enliven your U3A' held by Morag Tamisari, our Scottish Trustee, were especially well attended and appreciated - she 'has workshop, will travel'! We are particularly fortunate to welcome as our keynote speaker to this meeting the past-Treasurer of the Third Age Trust, Terry Hardie. He will be accompanied by the new Treasurer, Jo Harrison, who is still 'settling-in' and is as anxious to hear Terry as us!

For the last three years U3A in Scotland has been asked to send representatives to the Scottish Older People's Assembly. This year's event, entitled 'Positive Ageing – A Scotland for all Ages' was held in Edinburgh on 25 October 2011. The keynote speaker was Nicola Sturgeon MSP, Deputy First Minister and Cabinet Secretary for Health, Wellbeing and Cities Strategy. She spoke largely on 'social care' issues and unfortunately we were unsuccessful in attracting the attention of Gary Robertson, the Assembly Facilitator, to ask her to comment on active and creative ageing that is of particular concern to U3A. However, members of Perth and East Lothian U3As were able to take the opportunity to raise the profile of U3A in Scotland during the afternoon discussion sessions.

Finally, we have been informed that U3A in Scotland is contravening copyright by adopting a logo that interposes a Scottish saltire on the U3A logo (which is a registered 'trademark'). For the time being, we will be separating the saltire and the words 'U3A in Scotland' from the U3A logo – it seems

to be acceptable to use them in combination but not as a superimposition that visually 'impairs' the U3A logo. I am aware that some individual U3As have been adopting a similar superimposition (including my own!). Please can I ask delegates to inform their committees of the issue.

Graham Clark

(Chairman, U3A in Scotland)

November 2011

## Appendix 2

### Regional Trustee Report to U3A in Scotland Meeting 21 November 2011

This is a particularly special time to report on the work of the Scotland Team in pursuing the aims of the development plan, summarised by Francis Beckett on Page 12 of the latest U3A News, since the 40<sup>th</sup> U3A in Scotland, Moray Coast U3A, was started on 2 November and will soon become temporary members, along with Lanark and District U3A and Caithness and District U3A. Between August and now the Team has been engaged in starting all three, holding a combined Launch Meeting and Training/Familiarisation/Planning Event in Lanark, culminating in hands-on experience of holding also a Steering Committee Meeting.

It is now hoped after a successful 50+ Show in Glasgow with the help of our Education and Development Officer, Carole Millin, to focus on further development in the area, as well as follow-up in the Uists. I would like to take this opportunity to thank all those volunteers from our southern U3As in particular for supporting our promotion during the 50+ Show, helping in whatever capacity was required in true U3A style.

At the same time the work of promoting and supporting U3A activities in all our established U3As is continuing and is to be extended; recent study days have been successful and more are planned. It was good to see so many of our events featured in the U3A News. The Team has also explored possible ideas but it is to be emphasised that it is what individual U3As would like that must inform the Scottish Regional Committee's planning and budgeting on your behalf for 2012-2013. Input from all U3As is vital: as witnessed during the seminars at Conference in Nottingham there is indeed appetite for sharing ideas, discussing best practice and refreshing our U3As, despite the opinion expressed on Page 43 of U3A News by a member of Morpeth U3A that we seem to have lost sight of our roots.

Coincidentally, the Chairman, Ian Searle, on Page 12 of U3A News again, emphasises the need for educational support for Group Leaders, acknowledging clearly the vital role played by interest groups, the lifeblood of any U3A. The Standing Committee for Education will be focussing on this aspect and your views will be welcomed. To this end I would recommend that the Discussion Papers sent out to all U3As be used by Committees, at Group Leaders' Meetings and so on as valuable tools to aid dialogue and not remain unseen, as so often happens, in someone's folder. Many a good idea has come from such discussions when opportunities are provided by Committees, Group Coordinators and so on.

I would like finally to pay tribute to Robina Hutton of Tweeddale U3A without whose selfless dedication to and diligent hard work for U3A in Scotland we would not be celebrating our 40<sup>th</sup> U3A in Scotland. Robina was responsible singlehandedly for fostering and starting 18 of those over the past few years. Her service has been exemplary; sadly for us however Robina has decided to stand down and spend time on her own pursuits. We on the Scotland Team would offer her our most sincere thanks for her inestimable contribution to the development of U3A in Scotland and all our best wishes for a fruitful and fulfilling "retirement". She will be sorely missed by all of us who have known and worked with her over many years.

Morag Tamisari

Regional Trustee for Scotland

November 2011

## Appendix 3

### Privacy Policy U3A in Scotland.

This policy was agreed at the U3A in Scotland full Committee Meeting on February 21<sup>st</sup> 2011.

It is necessary for the Secretary of the U3A in Scotland to keep contact details of officers of member U3As. This information is made available to the executive officers of the U3A in Scotland and the NEC Regional representative in furtherance of their duties. The following practice will be adopted.

1. For use within and by member U3As within Scotland and which must be restricted to use for U3A business only. A directory will be published periodically and circulated to Secretaries of member U3As and other officers or delegates who request it. This directory will contain the names, email addresses and phone numbers of office holders in member U3As where this is known. Such contact information **will be** included in this directory unless any individual **chooses to opt out** by notifying the Secretary of the U3A in Scotland of their wishes.
2. Full postal address information will only be published in the directory for distribution in Scotland where **the express consent** to include this information is given by the individual concerned.
3. From time to time requests from members of the general public are received via the [info@u3ascotland.org.uk](mailto:info@u3ascotland.org.uk) website requesting details of possible U3As in various areas. Contact information for the Secretary of the appropriate local U3A or of the Chair, if the Secretary's contact details are not available, will be supplied to requests from third party individuals, unless the named individual chooses to opt out by notifying the Secretary of The U3A in Scotland of their wishes. In such cases the request for information will be passed to the Secretary of the local U3A to be managed locally. If the request for information is suspected to be from a commercial organization then the request will be passed directly to the U3A in question to decide how they wish to respond.