

Watford U3A Study Group Leaders Meeting
Held at Hollytree House on Friday 22nd September 2006

1. **Welcome.** The chairman of the meeting welcomed the 27 members present. Apologies were received from 7 SGLS.
2. **Previous Minutes.** There were no points people wished to raise from the previous meeting on 24.3.06.
3. **Purchasing.** SGLS were urged to use U3A funds whenever necessary to support the smooth running and efficiency of their groups.
4. **Protocol.** This exists where members are allowed to join other U3A study groups if we do not have one and they have room. Members should not then be excluded if the group reaches its capacity. Please let the SGCo-ordinator know if this ever causes a problem.
5. **Fire Regulations.** The old fire certificates will no longer be used after 01/10/2006 and compliance will be via a Fire Risk Assessment carried out by the occupiers of any building or open space used by the public. Those in charge of such an area should liaise with a responsible person from a visiting group to ensure that members know what is expected of them in case of a fire. This is organised by the manager of the Police Club and other buildings that we use. In an emergency we would obviously be expected to help each other leave the building. It is important that latecomers and early leavers do sign in/out in order to have an accurate record of attendees. This isn't an onerous responsibility for SGL, but is largely commonsense.
6. **New Groups.** Two new groups are currently in process "Return to Cycling" and "Line Dancing". Difficulties might be encountered finding somewhere for the latter as a hard floor is needed. Both YMCA and Holywell Community Centre were suggested as possible venues. French and Spanish are likely to be the next groups proposed.
7. **Website.** SGLS will now be aware that the website is running successfully. To view it, either type www.watfordu3a.org.uk in the address bar of your internet explorer window or type WatfordU3A in your internet search engine. This is simply another means of communication but members should in no way ever feel pressured to use it if they prefer not to do so. It would be worthwhile, however, for everybody to have a look sometime when they have access to a computer (most people present had done so) even if they do not look regularly. The webmaster would like to change the front picture sometimes; it would be appreciated if any SGL sends one in. Also, if anyone wants to send info. about their future programme this could go into the N/L and/or on the web to show others the range of our activities. The synopsis is already published on the web as well as on the notice board. It was acknowledged that the webmaster does a "brilliant" job but needs input to evolve, stay healthy and keep up to date. Photos would need to be selected if too many are sent. It was agreed that people's names should continue NOT to be used on a public site.

8. **Computer Courses for Absolute Beginners.** These are now running successfully. There are a few spaces for Excel (3 weeks) and Hardware. Please apply to the SG Co-ordinator if interested.
9. **Copy for the Newsletter.** The editor requested that wherever possible SGLS should send copy following the enclosed guidelines. This was discussed. Obviously SGLS may still send written/typed copy rather than nothing at all but the agreed format is very helpful. The editor was thanked for the excellent standard of our newsletter, also everybody who sends copy. The committee have agreed just this week that the newsletter should increase from 2 to 3 pages (4 to 6 sides) whenever necessary to accommodate the extra groups' news. It was decided that the minimal increase in cost is worthwhile.
10. **Synopsis.** Please let the SG Co-ordinator know of any changes since the last one in June 2006. This should be received by 10th Dec. 2006 for publication in Jan. 2007.
11. **Almoners.** Please let one of the 4 almoners know of any member who is ill, distressed or has died for them to take appropriate action. It is especially important the membership secretary is told about a death in order not to request a subscription and cause distress.
12. **Full Groups.** Please also let the SGC know if any groups are full in order to look at other U3A's or start another group.
13. **AOB Digital Projector.** It was felt that this is currently somewhat underused and all SGLS are urged to consider using it if helpful to the running of their group showing videos, DVD's or photos etc. Bookings or training should be done through the custodian. The contact numbers may be obtained through the website or from a member of the committee.
New U3A Group. Rickmansworth U3A are holding a meeting on 18th October 2006 at the Village hall in Sarratt from 2-4pm in order to look at the possibility of starting a new group. Any member who would like to support this is welcome to attend.
Christmas Lunch. This is booked for 7th Dec. 2006. £22 inc. tips but not drinks. All earlier dates were fully booked. Forms will be available at the monthly meeting and sent to Associate Members. They will include a space for people to request their seating requirements and the vice-chairman has offered to present a seating plan. It was agreed that this is a generous offer.
Thanks were given to the Study Group Co-ordinator for all the good work done on behalf of the members. Thanks were also given to the Chairman of this meeting for a useful, pleasant meeting and early finish and to the member taking the minutes.
Date of Next Meeting. Friday 23rd March 2007. 2.30 at Hollytree House.
Date of Meeting with Associate Members. Thursday 4th Jan. 2007. 2.30 at Hollytree House.
The meeting finished at 11.20.a.m.