

UNIVERSITY OF THE THIRD AGE –Watford & District
Minutes of the Study Group Leaders' Meeting held on Friday 21st September 2007
at Hollytree House 2.30 pm.

1. 34 Study Groups were represented.
- 2 Apologies for absence were received from 7 members.
3. The Minutes of the last meeting were approved. There were no matters arising.
4. Dogs and children are now covered by TAT insurance if present at a Study Group. Dogs on walks and the occasional attendance of a child at a Study Group Meeting must be at the Study Group Leader's discretion.
- 5 New Study Group Leaders' packs are now available from the Study Group Co-ordinator or via e-mail. The Treasurer has revised the financial documents with advice and guidance. A financial return is now needed twice a year in March and September. Forms for this purpose were distributed.
6. A list of Watford Borough's sheltered accommodation is now available from the Study Group Co-ordinator for those wishing to find a venue for their Study Group. The Fire Station also has a room available.
7. Computer Courses have been provided by Watford Boys' Grammar School for almost four years and have been very successful. It is a pity that of the ten who signed up for the Excel Course only four attended the first meeting.
8. Study Group Fair. After discussion it was decided by a vote to hold the Fair in alternate years only.
9. The Protocol was set up in the early days of some of the new U3As and helped them to become established. Watford has welcomed members from other local U3As but our members have not always been allowed to join their Study Groups. The Committee decided that joint Study Groups could continue and any member from another U3A already in a Study Group should stay but no new members would be accepted from other U3As. It will still be possible to set up joint groups between different U3As where numbers would not be viable for each U3A alone. A Study Group Leader is needed for each U3A participating.
- 10 The issue was raised that new Study Groups should find a time when no other group is taking place. With over 50 Study Groups this was almost impossible. The new Study Group Leader should run the Group when it was convenient for them. Where a clash occurs members will have to make a choice.
- 11 The Study Group Co-ordinator asked everyone to tell him of any changes for the Diary, keep their Synopsis up to date and to notify him if a group is full and also to keep Membership Secretary and Almoners updated.
- 12 The Chairman emphasised the importance of putting Study Group information in the Newsletter, which is available to every member of the U3A, and not to repeat it at the monthly meeting, as this should only be for sudden changes. The coffee break was an important social part of the meeting and should not be reduced further. He also said that the Committee were always ready to discuss matters raised by the membership and a reply would always be sent.
13. A vote of thanks was unanimously approved for John and Jean Grainger for all their hard work which made the Study Group Fair possible
- 14 The Study Group Co-ordinator thanked the Study Group Leaders for all their time and work as the Study Groups were the essence of the U3A.
15. Date of next meeting to be decided.
- 16 There being no further business the Chairman closed the meeting at 4.00 pm.

21/09/2007