

**WATFORD U3A STUDY GROUP**  
**LEADERS MEETING**

2.30 PM Friday 23<sup>rd</sup> March 2007 Hollytree House.

**AGENDA** and notes from meeting

- 1 **Welcome to all study group leaders.** 5 apologies were received.
- 2 **'Rent' will be paid from funds.** Meetings such as this one are considered to be 'business meetings' and therefore the 'rent' payable to Hollytree will be paid from the general fund and not by 50p per head.
- 3 **New Groups.** No paid tutors. 50 Groups now exist including Cross-Stitch, Scrabble no.2 and Old Time Music Hall.
- 4 **WU3A25.** There is soon to be a small meeting of reps. from local U3As about starting a new U3A in the Watford area. Ideas of names or suitable venues for an inaugural meeting would be welcome.
- 5 **Sheltered Housing to become Housing Association.** This is still unconfirmed. Please inform a committee member if you hear any news. This has apparently happened in other areas but nothing appears to have changed regarding use of premises.
- 6 **Website. WU3A & HQ.** The excellence of our website was endorsed. Members were told to be aware that if they want access to TAT HQ they now have to set up their own password but it is NOT a secure site. Do not use a password that is used for financial/private matters.
- 7 **Charity Commission.** It was confirmed that members of study groups who are cheque signatories do NOT have to be trustees or attend committee meetings only make their accounts available to the treasurer.
- 8 **Double membership.** In the past we have not encouraged membership of more than one U3A due to space and keeping someone else out. This is not forbidden however and there is a space on the renewal form for this declaration. It is felt by the committee that it is an added complication for the membership secretary to have to deduct one capitation fee for these members each year (. £2.50 to TAT HQ) when members state which is their primary group. From April 2008 membership renewal forms will contain the same rate for all members with no deductions made. It was agreed that the annual fee including insurance cover was very good value for the range of SGs we have.
- 9 **Computer Courses for Summer term.** There will be two 3-week courses covering the Internet and email followed by another beginner's course. Members will soon be notified if and when they are on a course.

- 10 **Study Group Fair.** It was agreed to repeat the format of last year but not yet known if we would be having any musical accompaniment.
- 11 **Keeping information up to date – Diary, Synopsis, and Membership.** Please make sure that the SGCo-ordinator is informed of any changes to the diary. Details for the Synopsis should be with him by **10<sup>th</sup> May 2007**. The Membership Sec. started the subscription renewal process earlier this year which has proved to be successful. 15-20 people have not renewed, please check you have not forgotten. Some Associate members can be moved across to full membership after end March (cut-off) date. It is very helpful: to inform him if members are NOT renewing or if there are any changes, to provide a **self- adhesive** SAE and to provide individual cheques (not put couples together).
- 12 **Notification of groups that are full.** At present these are European Studies, Opera, Pathfinders, Needlecraft, Cross-words and Greetings Cards. Please inform SGC if this situation changes.
- 13 **Keeping Almoners up to date.** The Chairman will remind members at the next monthly meeting.
- 14 **Receipts and Expenses for the Treasurer.** These sheets should be given in ASAP. Including Nil returns where appropriate.
- 15 **Date of next meeting. 21<sup>st</sup> Sept 2007. 2.30 pm at Hollytree.**
- 16 **Date of next meeting with Associate Members.** They will be invited to the Study Group Fair in August.
- 17 **AOB.** 1. Are members likely to be asked NOT to renew their membership if they do not attend SG meetings or monthly meetings? **No**. Once a member has paid they continue to be a member unless they chose not to renew. 2. Are members asked for info re interests etc. on the original membership form? **Yes**- this goes onto the data-base.
- 18 **Close of meeting.** 4.15