

## Coordinators' Spring Meeting 2013 – summary of concerns raised

### Issues/concerns raised

(bracketed number indicates table-group submitting that concern)

Why email when some don't check email? (1)

Can it be checked that all Coordinators are on the email contact list? (2)

**Response: All Coordinators are urged to check their email regularly as this is probably the most efficient way of communication and also to inform the General Coordinator, Jim Walker, and the Database Manager, Clare Chiba, if their email address changes. If a Coordinator does not have email, it is suggested they find an 'internet buddy' as the contact for their group.**

How should we publicise interesting, important, relevant National U3A events eg, Science lecture at Royal Institution, an annual event? (2)

**Response: Refer this question to the Executive Committee.**

Should U3A encourage volunteering? (3)

**Response: All Coordinators are volunteers and it is up to individuals if they wish to volunteer for other organisations.**

Publicity aimed at people coming up to retirement/redundancy/working fewer hours. (3)

How can we 'appeal' to younger members? (10)

**Response: Volunteer members give short talks to Pre-retirement courses in Sheffield (PREP) which is organised by the Publicity Officer. The Publicity Officer also organises outreach work to inform the public of SU3A's existence.**

Availability and cost of premises (4)

**Response: Refer this question to the Executive Committee.**

Problems with liability regarding care of a person who suddenly needs it in the course of the activity (4)

**Response: If a person suddenly needs care, the advice is to call in emergency services, even if there is a trained First Aider present. The trained First Aider will be able to follow any instructions from the emergency services.**

**Linked to this question, another arose regarding health and safety at large meetings – should there be a Health & Safety Officer present? This question is referred to the Executive Committee in order to formulate a policy for dissemination to all members.**

The new LINKS is appreciated as a good way forward. (5)

**Response: This comment will be passed on to the Links Editor.**

Should we encourage rotation of coordinators eg, every 2 or 3 years? (5)

Hints and tips for finding a successor? (some ideas: split the job role, joint coordinator) (9)

**Response: Coordinators are urged to have a deputy. There is no reason not to have joint coordinators, if agreed within a group. It is suggested that rotation of jobs can be agreed within a group.**

Do we need to know group members' medical issues ie, medication being taken, etc?(6)

**Response: No, only if a member wishes the Coordinator to know. U3A National Office stocks 'Next of Kin' cards, which have space on the back for medication, allergies etc. Sold in packs of 100 at £4.60. Refer card information to Executive Committee.**

Advertising – outside LINKS (7)

**Response: Suggestion of using ‘freebie’ publications to syndicate articles. Refer back to Publicity Officer and Executive Committee.**

Twinning – exchange, UK, abroad, holidays (7)

**Response: Suggestion not dealt with at meeting. Refer back to Executive Committee.**

Is U3A allowed to apply pressure on political policy ie pensions or savings? (8)

**Response: No. However, individuals can apply pressure but not under the umbrella of U3A. U3A is non-political.**

Visitors coming more than twice – how do you deal with them? (8)

**Response: Accepted that a person should not attend a group more than twice. If they are not a SU3A member, they are requested to join but not to attend again until they are a member. Refer back to Executive Committee for policy?**

Short courses (9)

**Response: SU3A Chairman stated that it is hoped to organise short courses. She was attending a regional Creative Writing workshop in Harrogate to assess if it was worthwhile to organise one for SU3A.**

Arranging programmes, speakers? (10)

**Response: Coordinators are urged to share information on speakers. A list of available speakers across YAHR is being compiled by the YAHR Management Committee, which will be distributed to regional U3As.**

Can a Walking Group Coordinators’ meeting be arranged? (10)

**Response: If such a meeting is desired, Walking Groups to organise themselves.**

Why do we need new U3A numbers each year? (11)

**Response: To prove that membership has been renewed. Without an up to date membership number, it should not be possible to be a member of group(s).**

Group numbers: why do coordinators have to collect them and what should we do with them once collected? (11)

**Response: Once numbers have been collected from members, the information is fed to the General Coordinator and Database Manager, who can verify them on the Membership Database.**

There are 186 groups, 70 male coordinators, 160 female coordinators – 230 coordinators??!! (11)

[the 160 above was misheard, I actually said 116, which is more mathematically possible-Jim Walker; what is pleasing is that it shows someone was attending to detail!]