

The Group Leaders and Really Useful Group Meeting 11 April 2019

Thursday 11 April March found 85 of the Group Leaders and RUGs members of the Reigate and Redhill U3A at the Reigate Manor Hotel for tea and cakes. **Mike Cockett** as Chair welcomed everyone on behalf of the committee and thanked everyone for their hard work and commitment to making our U3A one of the most vibrant groups in Surrey. The meeting was an opportunity to gather views on a variety of topics and, in light of the increase in membership, it was also a chance for various members of the committee to update those present on a range of issues. Mike thanked Jan Brown for all her work as Group Coordinator in setting up systems on Beacon to manage the groups, supporting Group leaders and encouraging the formation of new groups.

Hilary Loney, the new group co-ordinator, asked all Group Leaders to check on the website for the accuracy of their group description and to give their current list of members to her. All present were then asked to discuss issues relating to absentees from groups and the level of the contribution for tea/coffee.

Martin Livesey, Treasurer, outlined the system for applying for a subsidy for groups that have to pay for a venue and encouraged all such groups to apply for the subsidy. All groups need to be self sufficient and any monies, other than the refreshment monies, need to be recorded and a report made available for the group members and the Treasurer to examine.

John Hopkins, Data Manager, talked about the advantages and ease of use of Beacon system for communicating with group within GDPR regulations. He encouraged Group Leaders to contact him to gain access to Beacon.

Pat Cockett, Communications Manager, briefly outlined the responses to the membership Survey carried out in February. The full report can be found on the About Us page of the website www.rru3a.org.uk. She asked for discussion and suggestions on issues raised by the survey including welcoming members to the Friday meetings; alternative venues for coffee mornings; shared transport to Study Days; and, volunteers for a range of tasks.

The meeting was relaxed and allowed for information to flow freely. Each table was encouraged to fill in feedback sheets which help the committee evaluate how the format of the meeting could be changed/improved.

Key messages for Group Leaders

1. Check on website on the accuracy of the information about your group and send Hilary Loney any changes at groups@rru3a.org.uk.
2. Send Hilary Loney a list of your current members.
3. Keep a record of all group expenditure, apart from the contribution for refreshments.
4. When hiring venues, book in the name of Reigate and Redhill U3A. Apply for the venue subsidy and present the paid invoices to Martin Livesey at treasurer@rru3a.org.uk.
5. Contact John Hopkins at data@rru3a.org.uk to learn how to use the Beacon system to manage and to communicate with your group securely.

Actions arising from suggestions at the meeting

1. The rate for members' contribution to refreshments is now 50p. This is not mandatory as, depending upon their meeting arrangements, many groups make alternative arrangements to cover the refreshments and the resources provided by the host.
2. The Finance Policy including handling monies is being updated and will also include the Sharing Fuel Costs policy agreed last year (see below).
3. Over 50 Group Leaders are now registered to use the Beacon membership system.
4. Several members have volunteered to act as a 'Welcome team' at the Friday meetings wearing U3A lanyards to identify themselves. Several of them have also offered to help with parking information. Visitors to the meetings and newish members will be offered badges so that they can be identified and welcomed by all.
5. Suggestions for alternative venues for coffee mornings will be explored.
6. A suggestion about exploring ways of sharing transport to Study Days will be followed up.
7. A suggestion about exploring collaboration between Language groups and between Book groups will be followed up.

SHARING OF FUEL COSTS FOR CAR TRANSPORT

PURPOSE OF POLICY:

- i. To encourage members to offer to share the use of their own transport to attend U3A events,
- ii. To allow members to accept transport without embarrassment by paying a fair contribution toward fuel costs

Members giving lifts to other U3A members to any U3A event may ask for a voluntary contribution to help cover fuel costs. The following guidelines may be used when doing this:

- Passengers' share of costs could be paid to the car owner during the trip or when leaving the car at the end of a trip.
- Total mileage for a shared trip could be calculated from the car owners' home and back to the car owners' home. This total mileage will be shared between car owner and passengers.
- **Fuel costs** of 30p per mile could be shared by all the members travelling, including the car owner.
- Costs could be shared as follows:
 - Driver and one passenger: 15p per mile each
 - Driver and two passengers: 10p per mile each
 - Driver and three passengers: 8p per mile each passenger, 6p per mile - the driver
 - Driver and four passengers: 6p per mile each

Please note: The monetary contribution is towards **fuel costs only** and the car owner will also pay a fair contribution. There is no payment towards car maintenance costs or for the owner's time.