

**SCN Groups Meeting**

**Tuesday 27<sup>th</sup> May 2025 10am**

**Attendees**

Kevin Stock	SCN Manager	
Sally Ingledew	Council Rep	
Graham Sheppard	Chair	Locks Heath
Frances Hercliffe	Groups	Stubbington
Kevin Stock	Groups	Waterlooville

**Apologies from:** Havant, Horndean, IOW, Meon Valley, Portsmouth, Warsash

**1. Welcome** by Kevin Stock, SCN Manager

Permission was received to record the meeting for the purpose of producing this report.

**2. Introductions** All attendees introduced themselves and said which role(s) they performed.

For this meeting I turned on Zoom's AI Transcribing facility, and this is the report that it produced (after minor corrections by myself).

**Quick recap**

The group coordinators discussed their roles, responsibilities, and experiences managing various activity groups and venues. They explored membership policies, administrative matters, and plans for upcoming social events and meetings.

**Next steps**

- [Graham to explore starting new groups like table tennis and pickleball.](#)
- [Graham to consider organizing a thank you event for group leaders and committee members.](#)
- [Frances to organize the group leaders' thank you event, potentially in September instead of January.](#)

- [Frances to familiarize herself with the Beacon system.](#)
- [Kevin to start delegating some group coordination responsibilities to his new assistant.](#)
- [Sally to arrange a presentation by Russell Whitworth about AI uses in U3A for the SER Comms team.](#)

## **Summary**

### **Group Coordinator Roles and Activities**

The group discussed their roles and responsibilities as group coordinators, with Kevin and Frances managing multiple groups and Graham focusing on expanding their smaller group. They shared experiences about managing activity groups, with Kevin mentioning their use of community centres for table tennis and Graham exploring options like pickleball and table tennis. Frances noted their swimming instructor and bowling arrangements, while the group discussed challenges in sustaining regular bookings at community centres.

### **Physical Activity Group Management**

The group discussed various physical activity groups, including walking, strollers, striders, and stragglers, with Kevin noting Waterloo have eight walking groups and two Tai Chi groups, though the Tai Chi groups no longer accept beginners due to their members being more advanced now. They discussed the process of starting new groups, with Kevin explaining that new activities are advertised in the Monthly Bulletin and setup meetings are held when enough interest is shown, during which members decide on logistics and leadership. The conversation also covered the formalities of hiring tutors, including the requirement for self-employment verification and insurance, with Sally confirming that paying tutors is acceptable as long as proper procedures are followed.

### **Community Group Venue Options**

The group discussed various community group venues, with Kevin sharing his experience of transitioning from home-based groups to a community centre, where his Rummikub group grew to 55 members. They explored different venue options including libraries, pubs, and garden centres, with Frances mentioning that library groups are limited to 6 people. The discussion highlighted the challenges of venue management, including room hire costs, risk assessments, and noise levels in public spaces, while also noting that some venues welcome older groups as it brings in customers.

### **Group Management and Volunteer Planning**

Kevin discussed his plans to have an assistant to help manage his workload as Waterloo have over 100 groups, noting that Frances and Graham currently handle their responsibilities alone. Frances mentioned she has backup support from two volunteers for her long absences, while Graham expressed interest in encouraging more members to join groups. They discussed the guideline of having a 10% ratio of groups to members, with

Frances suggesting that not all members engage with groups equally. Kevin shared his experience of starting 49 new groups during his previous tenure as group liaison, and he plans to continue managing new group formations.

### **Social Event Planning Discussion**

The group discussed plans for an upcoming social event, with Kevin confirming Waterlooville's will be held at Denville's Social club with a barbecue and outdoor games, funded by general funds. Frances shared experiences from a recent Stubbington event, suggesting that mixing members from different activity groups at tables would be more beneficial than seating them with people they already know. Graham, who has been attending various groups for a few months, expressed support for regular social gatherings and noted the value of visiting different groups to build connections. Kevin also mentioned an upcoming group coordinator gathering, which will include topics like groups completing risk assessments.

### **U3A Membership and Group Policies**

The group discussed membership policies for U3A groups, with Frances explaining that Stubbington U3A is implementing a policy requiring associate members to join their U3A to participate in groups, with Stubbington taking priority over associate members on waiting lists. They clarified that associate members are full members of their home U3A but don't pay capitalization fees, and can serve on committees as long as they're not on another U3A's committee. The discussion also covered shared agreements for groups like the choir and cinema, where members from other U3As can participate, though Waterlooville U3A maintains a stricter policy requiring full membership to join any groups.

### **U3A Integration and Administrative Updates**

The group discussed U3A activities and administrative matters. Kevin reported that Portsdown groups have been integrated under the Waterlooville umbrella, maintaining both Waterlooville and Cosham venue meetings, which has increased membership. The group discussed Beacon's waiting list functionality, with Kevin and Graham agreeing that managing multiple group waitlists manually is more practical than Beacon for their organisation. Sally updated on South East Region activities, noting they are still establishing their role and structure, and mentioned that Russell Whitworth is available to present on AI for interested U3As.

SCN Website: <https://scn.u3asite.uk>

SE Region Website: <https://southeast.u3asite.uk/>