

Notts Network of U3As – October 2018

New U3As

Criteria for identifying possible new U3A locations

The Notts Network is resolved to support the growth of the U3A movement by setting up new U3As, where these are appropriate. The Network has decided that we should aspire to open 2 new U3As per year. The Network has adopted a set of simple and explicit criteria to evaluate proposals for new U3As:

- Demographics - does the area proposed have the sort of population to support a U3A?
- Resources - are there suitable venues for meetings, with bus routes, parking etc?
- Relationships with existing U3As - will the new U3A ease pressure on existing U3As or impact adversely on plans for expansion which existing U3As may have in place?
- Alternative sources - are there existing organisations in an area which already do the job of a U3A?

Presented and agreed at Notts Network April 2016.

Consultation Procedure

We believe that it is good practice as well as a courtesy to discuss the possibility of setting up a new U3A in Nottinghamshire with neighbouring U3As. We are advised by Third Age Trust that it is not a requirement. This is the process to be followed:

- A request for a new U3A can come from a member of the public via National Office, a local U3A or a Regional Volunteer. The Regional Trustee should be notified and details forwarded to National Office.
- An email sent from the Support Officer to neighbouring U3As will inform them of a possible new U3A in their area and gather initial feedback.
- Local meeting: to be held *if* neighbouring U3A members call for it. The Support Officer to organise a date and venue for a meeting. The Meeting should be arranged at a no-cost venue with attending members paying for their own refreshments.
- A note of the meeting should be taken and circulated to participating U3As and reported by the Support Officer at the next available Network meeting
- Once agreement has been reached the Regional Trustee will allocate a Regional Volunteer (RV) to the project. The Support Officer with the RV would contact the surrounding U3As asking for assistance in finding a suitable venue, publicity and arranging pre-launch meetings.
- The Support Officer will inform National Office, if they are not already aware, of the request to launch a new U3A in Nottinghamshire.

Presented to Notts Network October 2017; reviewed & confirmed by email vote with no dissenting votes, Summer 2018

U3A Launch Questionnaire

Name	
Email	Telephone
Address	
Postcode	

Some of the interest groups run by existing U3As are listed below. **Please tick any groups you would like to join.** Please put **two ticks** for any group you would be willing to help to run.

Walking (long)		Walking (short)		Reading		History	
Trips and Visits		Craft		Science		Board Games	
Luncheon		Gardening		Painting/Drawing		Discussion	

Have you got any ideas for other groups not on this list? Please tell us:

Can you help on any of the Steering Committee positions? E.g. Treasurer, Secretary, Membership Secretary, Newsletter Editor, Groups Co-ordinator, Meeting and Greeting, Refreshments, Room Set Up or other roles. Please say how you would like to help.

Do you have any other skills/talents which you are prepared to share with others or make available to the committee in the future? Eg IT or website skills

Privacy statement

Please tick the box below to confirm that you are happy for us to use the data you have supplied in the following ways:

- To store your data securely as a potential future member of the U3A.
- To contact you by telephone, email or post to inform you about future meetings of this U3A.

I confirm that I am happy for you to use my data as outlined above

How did you hear about this meeting? Please tick below all that apply:

Information from U3A () Local Press () Posters () Word of mouth ()

Other () If other, please say how.....

Agendas and Outcomes for U3A Pre-Launch Meetings

Before meeting identify suitable venue using latest venue checklist

Before meeting order copies of A5 flyers and A4 posters for teaser and launch purposes from Linda Hodson at National Office

Pre Launch 1 Agenda

- Introductions
- Collect participant contact details
- Outline process to set up a new U3A, including £250 start-up grant
- Confirm dates of PL2, Launch and Inaugural
- Confirm participation in PL2 and Launch
- Identify any local issues
- Confirm venue details
- Identify publicity channels
- Allocate publicity actions
- Identify 2 U3A speakers for launch
- Distribute 'Teaser leaflets'
- Make provisional bookings for regular monthly meetings to follow on from Inaugural
- Check remaining issues with Caretaker/Administrator of Launch venue

Pre-Launch 1 Outcomes

- List of participant volunteers with contact details
- Provisional venue bookings for a year
- Plan for distribution of teaser leaflets and any other publicity activity

Pre Launch 2 Agenda

- Introductions for any new participants
- Agree Launch Agenda
- Confirm Launch Questionnaire
- Identify
 - Meeters and Greeters
 - Refreshment providers
 - Setter uppers and pack uppers
 - Person to liaise with Caretaker/Administrator
- Identify publicity channels
- Allocate publicity actions
- Distribute Launch leaflets
- Identify person to organize supplies of questionnaires, U3A promotional materials, banner and stand up poster
- Identify person to provide some examples of U3A activities locally

Pre-Launch 2 Outcomes

- Agenda for Launch with clear allocation of responsibilities
- Plan for distribution of teaser leaflets and any other publicity activity

STEERING GROUP 1 Agenda

1. Welcome, Attendance and Apologies
2. Name of U3A
3. Date to apply for Third Age Trust for membership
4. Start-up grant from TAT
5. Subscription Rates
6. Gift Aid
7. Steering Committee Roles and Responsibilities
8. Contacting people who expressed an interest in convening an Interest
9. Membership form to be formulated
10. Ordering Membership cards from the Third Age Trust.
11. Bank Account
12. Confirm venue for meetings
13. Posters/leaflets A4 and A5 needed to advertise the Inaugural meeting
14. Publicity for Inaugural Meeting

Agenda for Steering Committee 2

- 1. Attendance**
- 2. Apologies:**
- 3. Matters arising from minutes of meeting Steering Committee 1**
- 4. Principles of the U3A movement**
- 5. U3A Constitution**
- 6. Membership of the Third Age Trust**
- 7. Bank Account**
- 8. Date of next meeting**

Steering Committee 3

Agenda

1. Welcome from the Chair
2. Apologies
3. Minutes of the previous Steering Committee meeting
4. Matters Arising not otherwise on the agenda
5. Membership fee for members of other U3As
6. Preparations for Inaugural Meeting on 22nd January
 - ❖ Agenda
 - ❖ Publicity
 - ❖ Membership Application Forms
 - ❖ Membership badges
 - ❖ Refreshments
 - ❖ Set up and Take down
 - ❖ Meeting and Greeting
 - ❖ Interest Groups to be available to join
 - ❖ Sashes and stand up posters
 - ❖ Photographs?
 - ❖ Announcement of future speakers?
7. Newsletter
8. Photographer
9. Full membership of Third Age Trust
10. AoB

Venue Name		Web Address:		
		Email:		
		Phone:		
Hire Costs	Standard Rate	Hall	Mtg Rm 1	Mtg Rm 2
	Charity Rate?	No current charity rates set		
Contact Name			Phone	
			Mobile	
Opening Hours				
Criteria	Yes?	Remarks		
Risk assessment?				
Public liability insurance?				
Fire regulations displayed?				
First Aid?				
Maximum number seated?				
Number of chairs available in hall				
Table spaces additionally?				
Stage?				
CCTV security?				
On ground floor?				
Access via lift?				
Is it on a bus route?				
Frequency?				
Disabled access?				
Adequate car parking on-site?				
Overspill parking nearby?				
Daylight?				
Blackout curtains?				
Pre-arranged staff set-up & clear-down?				
Use of kitchen/crockery/cutlery?				
Staffed kitchen?				
Licensed bar?				
On-site caretaker?				
Can anything be put on walls?				
PA?				
Projector?				
Screen?				
Wi-Fi?				
Hearing loop?				
Rooms for committee and interest groups meetings?				
Lighting & heating?				
Secure storage?				
Power sockets?				
Toilets?		Male Y	Female Y	Disabled Y
Additional information				

New U3A Initial Team Planning Check List

What?	Who?
Consult neighbouring U3As	
Find a venue and details	
Agree who is going to join the help team and who to lead.	
Set dates for 2 Pre Launch meetings, Lunch and Inaugural and 3 Steering Committee meetings	
Book rooms for 2 Pre Launch meetings, Lunch and Inaugural	
Contact local U3As; recruit volunteers for pre-launch meetings	
Advise TAT of dates, who is in team and get tickler leaflets printed	
Chair PL1	
Contact local press and media and anyone else?	
Get Launch leaflets and posters printed	
Order "Start Up" Packs	
Chair 2nd Pre-Launch Team Meeting, arrange for distribution of publicity	
Organise Launch Meeting Programme and get Launch questionnaire printed; get large banner from TAT and stand up banners from RTrustee	
<i>Who is doing what at Launch?</i>	
<i>Set up</i>	
<i>Refreshments</i>	
<i>Chair on the day</i>	
<i>Regional/ national perspective</i>	
<i>Local U3A testimony (2)</i>	
<i>Analyse questionnaires</i>	
<i>Collect names of Steering Committee members</i>	
<i>Further analysis of questionnaires</i>	
<i>Take down</i>	
<i>Convene meeting of people who have volunteered for Steering Committee; agree/revise dates of 3 Steering Committee meetings</i>	
Forward Agenda and info to Steering Committee Members	
Chair the 1st Steering Committee Meeting (Mentor also attends)	
<i>Agree who is doing what on Steering Committee</i>	
Chair 2 nd Steering Committee; U3A principles and constitution	
Hand over chair of 3 rd Steering Committee to Chair of Steering Group	
<i>Get U3A application forms printed</i>	
Introduce Inaugural meeting	

Pre-Launch team led by **

First name	Surname	Email	Tel no