



iU3A Group Coordinators Meeting, 2019

April 2019
Rev. 01



Agenda

3:00-3:15 Arrival and refreshments

3:15-3:45

1. Welcome from our Chair
2. Aims of the day and programme run through – Judith
3. What's Been Happening – Derek
4. Future Plans - Derek
5. Report on diversity initiative – Judith

3:45-4:45 Discussion in 'Faculty groups' followed by brief report back.

4:45-5:00 Refreshments and Walkabout

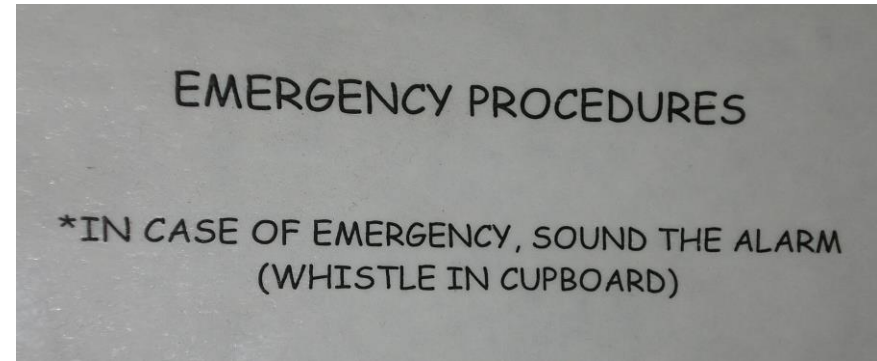
Sign-up sheets

Post-it posters for ideas

5:00-5:30 Wrap Up / Open Forum – chaired by Chris



Welcome



3:15-3:45

- 1. Welcome from our Chair (inc. safety briefing)**
2. Aims of the day and programme run through – Judith
3. What's Been Happening – Derek
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2. Aims of the day

The aims of the meeting are to give coordinators the opportunity to:

- share practical ideas and information, particularly among coordinators of similar groups;
- suggest improvements to the induction and support of coordinators;
- address the issue of 'succession planning' and handover of an existing group to a new coordinator;
- identify new groups that iu3a could offer to a growing and diverse membership, particularly in 'wellbeing', 'leisure and sports' and 'creativity'; and
- discuss how to encourage members to take on the role of group coordinator.



3. What's Been Happening

- We do a strategic review once a year. This creates certain action areas or 'topics'. These are currently 'Growth', 'Sustainability', 'Efficiency'
- These topic areas are currently being addressed under initiatives of: 'Diversity'; 'Monthly Meeting'; 'New Member's Welcome', 'Why Do We Lose Members?', 'Learning Briefs'.



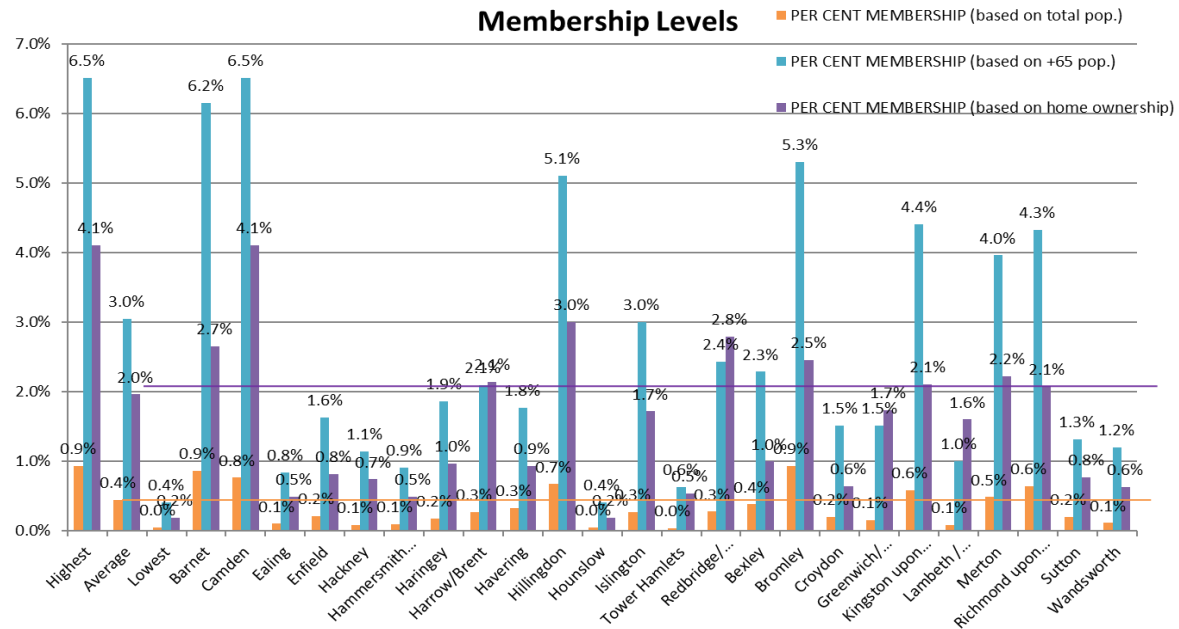
3.1 What's Been Happening - Growth

Growth: Why do we need to grow?

- iU3A represents 3% of the Borough community (of over 65's)
- About average across the 44 U3As in London Region
- Is average good enough?
- The likes of Barnet & Camden are twice as high as us

Actions:

- Diversity (wider appeal)
- Publicity (raise our profile)
- Create more Groups (1 to 10 rule). Currently we have 70.
- Improve our offering: eg Revised Monthly Meeting format (inc. '2nd slot')
- Any other ideas?





3.2 What's Been Happening - Sustainability

Sustainability:

- Executive Committee: new committee members settling in (Chair, Treasurer, Membership Secretary, Groups Coordinator, General Member); 4 new, 2 one year ago, 3 longer. Steep learning curve to avoid loss of capability / knowledge.
- Some good Group Coordinator transition (Group sustained), but other cases of loss of Coordinator (hence Group closure).
- Turn over good – avoids compliancy, staleness, cliché-ness

Recent Health Check has shown:

- Generally good (green) but poor (red) in 2 areas:
 - Membership renewal
 - Level of Volunteering

	TYPE OF ANSWER	ANSWER 2019
<p>This questionnaire is intended as a self-help tool only. It is for committees to use as a checklist to help them to monitor the health of their own U3A. The results will not be seen by anyone else and it is entirely up to each U3A to make use of it or not as they wish.</p> <p>If you have answered "NO" to four or more of these questions, you may wish to consider developing an action plan to address these issues or seeking help from your Regional Trustee or the National Office</p>		
1	Do at least 90% of new members renew their membership after their first year of membership? Retaining new members is critical to the future of your U3A. Low retention rates suggest that your U3A is not meeting the needs of new members.	YES/NO NO 94.2%
2	Do you actively monitor your membership statistics each year? Analysing your membership statistics will aid your understanding of how your U3A is performing. This should include year on year changes in total membership numbers and, changes in retention rates, especially for new members	YES/NO YES
3	Has your membership grown for 2 or more consecutive years? Static or declining membership could imply that your U3A is not attracting new members. This may make life difficult when you need to find new committee members or set up new groups. Attracting new members is important to keep your U3A vibrant.	YES/NO YES
4	Have you managed your U3A finances without any unplanned deficits for the last 2 consecutive years. The financial health of your U3A impacts your ability to invest in the resources and equipment that you need to keep your U3A healthy. Unplanned losses will inhibit investment.	YES/NO YES
5	Does your committee membership change on a regular basis and in line with your constitution? It is important to bring new members onto the committee every year, if possible. This helps with continuity and avoids a period when most of your committee have to step down as all their terms of office expire at the same time.	YES/NO SORT OF
6	Does your U3A have at least one 'general meeting' per month, this includes speaker meetings and coffee mornings? Having regular meetings every month gives committee members and group leaders more opportunity to engage with members, especially new members, and identify potential to take on their roles. Many U3As have two or more such meetings each month.	YES/NO YES
7	If you divide the total number of members by the number of your groups - is the ratio of your number of members to number of groups less than 12? Research has shown that vibrant U3As have a ratio of one group for every ten members. If you have a higher ratio, e.g. one group for every 12 or more members, then you have fewer groups than is ideal. This is likely to lead to more groups becoming full. This is especially discouraging for new members who cannot join the groups that they'd like to.	YES/NO YES 9.3
8	Has the number of your interest groups increased year on year? Groups are the life blood of U3As. Creating more groups gives members more choice and widens their opportunities for learning.	
9	Is your U3A open to new members? more difficult.	YES/NO YES
10	Does at least 20% of your membership volunteer? Volunteers should include anyone who contributes to your U3A including committee members, group leaders and their teams, meeters and greeters, tea and coffee makers, people who help put out and away chairs etc. U3As are run by volunteers carrying out a wide variety of tasks. If too few of the members actively volunteer, the U3A may be at risk. The indications are that U3As should aim to have at least 20% 'active members' who volunteer in some way best suited to their interests and abilities.	YES/NO NO 15.3%



3.2 What's Been Happening – Sustainability, continued

Sustainability:

- we have lost over **370** members since we started. About 70 a year. Why?

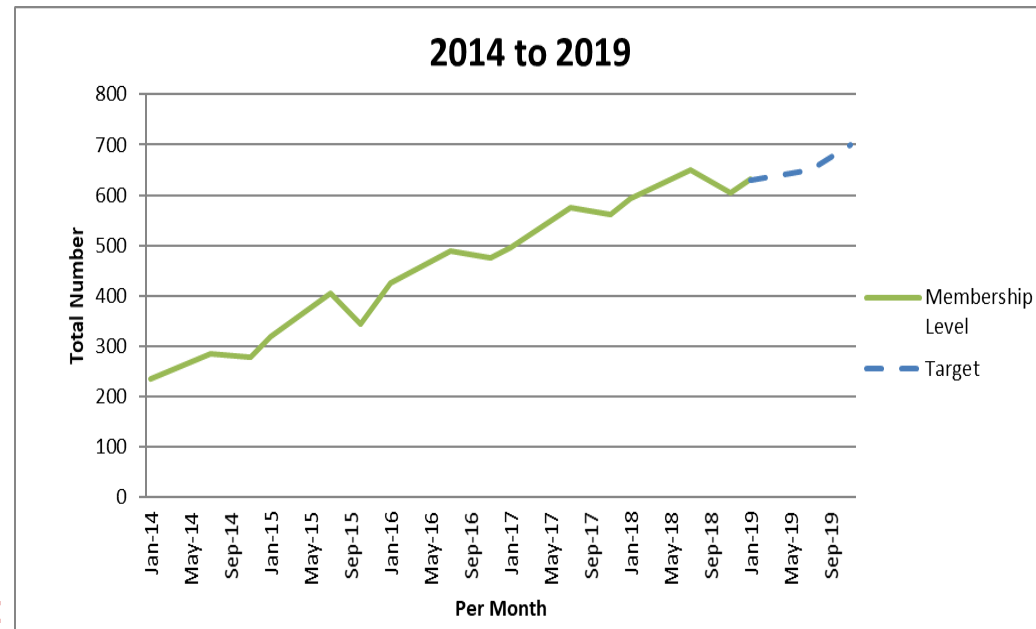
Loss of members (Resigned or Lapsed)

Survey:

- Out of the 370, 72% had moved away or had other time constraints, ie circumstances out with our control
- **But that leaves 28% where, if we had done things differently, they wouldn't have left**
- **Out of 48 new members in 2017-18, 22 of them left after just one year**

The main reasons given for leaving were:

- Not welcomed
- Group was too 'cliquey'
- Groups full
- It wasn't offering what I expected
- Subscription too high (for what I was getting out of it)





3.2 What's Been Happening – Sustainability, cont'd

Actions:

- Share feedback from the Resigned & Lapsed Members survey
- Look at ways to improve our methods for welcoming new members
- Follow up after 6 months if new members haven't done anything
- Look at which Groups are full and see if we can increase size (eg change venue location)
- Consider the level of Subscriptions
- Resurrect 'Succession Plan'
- Look at how we increase our level of Volunteers
- Any other ideas?



3.3 What's Been Happening - Efficiency

Efficiency:

- Use of cloud storage (DropBox) for longer term filing & ease successor handover process
- Move knowledge from personal knowledge to organisational knowledge
- Encourage more use of Beacon (for new membership on-line) & for current members use, eg for scheduling)

Actions:

- Continue creating Learning Briefs: so the new organiser has a 'go-by' to use (eg for Summer Party, Pub Quiz, etc); and we build on these with lessons learnt
- Create more central filing (in DropBox)
- Provide more Beacon training
- Any other ideas?



4. Future Plans

Strategy:

- To be still surviving!
- Succession plan working (eg your replacement in place!)
- Representing 6% of the Borough (or equal to the best U3As in London)
- Hence less white middle class, more men & younger members
- Increased offering (more Outings, monthly 2nd slot supported)
- Membership of 1000 (by 2020 ??)
- 100 interest Groups
- No rise in Subscription fees



5. Report on Diversity

3:15-3:45

1. Welcome from our Chair
2. Aims of the day and programme run through – Judith
3. What's Been Happening – Derek
4. Future Plans - Derek
- 5. Report on diversity initiative – Judith**



5. Report on Diversity

- i. Making our presence known in person
- ii. Making our presence known in print
- iii. Our speakers
- iv. Our programme of social activities
- v. Our groups
- vi. Outreach
- vii. Venues
- viii. Study days and shared learning
- ix. Taster sessions
- x. Welcome and settling in



Agenda

4:45-5:00 Refreshments and Walkabout:

Sign-up sheets for:

- IT Update, Beacon:
 - a) Group management and communications,
 - b) Improving the public website, managing the calendar
- Current documentation available for coordinators – order copies
- First aid training for existing coordinators

Post-it posters for ideas on:

- new groups· “one off” events/projects: study days, shared learning events, bring and share, social, evening/weekend activities etc. for members
- community outreach, open events, publicity, Open Days(s), enrolling and welcoming new members.

5:00-5:30 Wrap Up / Open Forum – chaired by Chris
