

Chair Report – AGM 6th November 2018

COMMITTEE

I joined the committee last November with the intention to bring in the model Constitution recommended by the Third Age Trust to Chester U3A. I failed to do this, as the Trust decided that it needed more consultation with the Charity Commission (CC), before U3As could use it. It was agreed by the committee that we would not change to a constitution which was about to be amended. We are still waiting for that amended constitution to be approved by CC. At the same time a consultation of the Articles of Memorandum and Association was taking place by the National Executive. This resulted in the resolution put forward today at this AGM

GDPR

I am sure you are all aware that the General Data Protection Regulations (GDPR) were revised by HMRC following the 'Kids Company' scandal. The U3A both at local and National level were required to review all their procedures. The first action we took, was to send a 'letter of intent' to the Third Age Trust, saying that we will implement GDPR in our policies and procedures, but not within the time scale you suggest. A change from an 'opt out' clause to an 'opt-in' clause, caused a substantial amount of work to be done. Bob Davis volunteered to take on the role of GDPR Officer. He has done a great job, thank you. This role will continue as continual assessment of our policies and procedures is required.

At committee level we have reviewed or written the following policies/procedures to ensure that they are GDPR compliant.

Committee meeting procedure	Expenses claim form (later incorporated into Finance Policy)
Communication policy	Finance policy
Accessibility policy	Incident forms
Review of Asset register	New membership application form
Gift Aid forms	Review of Beacon Data Protection Policy
General Data Protection Policy	Privacy policy
consent form for coordinators	Roles and responsibilities of committee members
Legitimate Interest Policy	Standing orders

We had two meetings for coordinators to explain GDPR and how they could comply. Training for those affected by the new regulations is a requirement. Unfortunately, not all have attended I hope that this coming year all members and coordinators will be conversant with what GDPR means for the groups, the members and the committee. Those coordinators who wish to keep data on their group members are now required to use a consent form in order to share personal data among their group. This was discussed and explained at the GDPR meetings

The 'personal coffee cup' suggestion from several members had been implemented. All this was completed in 14 hrs of committee meetings plus of course implementation time – Well done committee

BEACON

Last year it was agreed that Chester U3A should migrate to the Beacon management system. The implementation of the membership system was implemented, managed by Gary. Like all new systems it had to be customised for Chester U3A requirements. Not an easy task, not all U3As are the same, they all use different systems which require customisation to lock into a central system. Gary took on this task and delivered seamlessly, documenting the changes. Thank you, Gary. The first part of the members data transfer has been completed. Members are now able to use the system to check and correct their own personal data. (GDPR requirement). The system is now fully operational, although under constant review by the national Beacon Team.

Personal data is accessed through the 'Beacon Portal' To access it type 'Chester U3A members portal' into your search engine e.g. google and click on the link. <https://u3abeacon.org.uk/u3aportal.php?u3a=193&sc=GJYE>. You may change your own data but of course no other person's data

Beacon is used as the distribution list for the national magazine Third Age Matters. It is important that data is kept up to date. There is another newsletter each month from the Trust's CEO, Sam Mauger. Any member may sign up for this at www.u3a.org.uk – Email U3A Newsletter sign up. This newsletter contains U3A news and activities, achievements and events, throughout the UK.

MEMBERSHIP

A new membership secretary was elected last year, Judy has worked extremely hard getting our paperwork up to date and GDPR compliant. We now have a revised format membership and gift aid form, both GDPR compliant. The Beacon management system was implemented, starting in January. Judy managed to run both membership systems at the same time as registering new members and answering queries. The membership system change to Beacon went smoothly and was completed by mid-March. Thank you, Judy and Gary for this. The Annual return for the membership 2017-18 was 1127. The current total is 1177 members (October 17th) this includes 53 new members. There are also 227 members who have not yet renewed, these members may renew their membership until the end of November, after which time they will need to join as a new member at £14. The membership section of Beacon is now tried and tested, ready for the next membership secretary to take over. Recently the Post Box address was changed, this was imposed on us by the Post Office, we had no choice. The new PO box is now **PO Box 167 CH1 9FB**

The Group brochure continues to be sent out to new members. As there are continual changes to the groups and coordinators it was agreed that the most up to date information on groups would be available on the website. A paper copy is always available for those members who request it.

GROUPS

Groups are the core of the U3A. A special Thank You goes to all the coordinators, without you we would not have groups and therefore no U3A. We are trying to make the compliance to GDPR in the groups as stress free as possible. There are small changes that have been necessary so that we are compliant e.g. consent form. It is not expected that further changes will be required. There are currently 90 groups registered. Unfortunately, Maths for Fun 2 and Literary Appreciation 2 have closed. Whilst Whist, Italian beginners 2, Psychology 2, and New Experiences have started. The New Experiences group now has 20+ members. They have 'gone ape' and are intending to try 'Segway' around the forest next. Another new group, Sunday walking has met and hopefully will continue. Board Games are about to have a start up meeting and Jazz appreciation 2 will be next.

SOCIAL

The social team have been very busy arranging visits to various places

There have been 12-day visits

Bakewell and Haddon Hall	Terracotta Warriors and Beatles Story
Salford Quays canal trip and Ordsall Hall Manchester	2 x Music Trains to Mobberley
Tissington Well Dressing	Canal trip to Shady Oak
Canal trip to Lymm	Trentham Gardens and Bridgemere Garden Centre
LANCASTER Castle and Canal	Bury Market
Cadnant and Halon Mon	

Seven Theatre trips:-

Jersey Boys	Benny
Son of a Preacher Man	Saturday Night Fever
By the Waters of Liverpool. 1	By the Waters of Liverpool 2
Christmas at the Philharmonic	
Holidays - In Spring Bournemouth, Autumn Croatia/Slovenia (Pula).	

The Christmas fair proved to be very popular and will be repeated this year.

Members were given a choice of how to celebrate the 25th anniversary of Chester U3A, 198 members attended an afternoon tea at the Doubletree Hilton on Sept 4th with Ray O'Brien as speaker and Mal entertaining us superbly. We also had cake on the following Thursday meeting so as many members could celebrate with us. The success was due to the excellent team work led by Patricia who organised the whole day. A special Thank you to Patricia

COMMUNICATION

Ken has diligently sent out the News sheet each month. Thank you Ken for quietly managing the changes to communication systems over the years. Whilst 83% of our members have agreed to release their email address I have concerns about our main communication channels. These are currently the website and the news sheet. We did a little research and discovered that not all members are reading the news sheet. There are various reasons for this, so we need to find out why. There will be a review of communication this year.

CHANGES TO COMMITTEE

The committee have worked very hard this year as you can see from this report. I thank you all for your cooperation in an exceptional legally demanding time. Some committee members will be leaving the committee today. Angela Tindall, Minute secretary, Lawrence Cole, Business secretary, Judy Anderton, Membership secretary, Ken Bramham Communications and Patricia Gifford. Thank you all for the time and dedication and support you have shown in your time on the committee. During the year the only change to the committee was the co-option of Bob Davis as GDPR Officer.

My thanks go to all the members who help to run Chester U3A. There are too many to thank individually and I fear I would miss someone. There are so many of you who help, the tea ladies and all who make contributions to groups however small. To all the committee members who are leaving, thank you many of you have been on the committee for some time Patricia and Ken who were on the committee when I was last chairman in 2009, Angela who has served 4 years and Laurence 3 years. Judy has only been membership for one year, she has certainly done the work for 2 years with the changes that Beacon and GDPR required. We say goodbye also to our webmaster, John who has been webmaster for 12 1/2 years, longer than anyone could be expected He has diligently kept the website up to date. In addition to keeping our Archive up to date, looking after our IT and software. It will be a big hole to fill. I am not sure how we will do that at this time.

LOOKING TO THE FUTURE

We will consider implementing the added benefits of using Beacon management system.

Access to all events, meetings, holidays etc will be available to all paid up members. Associate membership is no longer available

We will review our communication channels, the Beacon management system and membership procedures

We will combine our financial reporting processes next year to include the social activities in accordance with CC regulations.

We will aim to assign one role per committee member, so less committee members need to be co-opted

We will review our constitution to reflect Charity Commission and HMRC regulations.

We will seek new ways of expanding learning opportunities for all members

Jenny Carley – Chairman Nov 2018
