

**Summary Minutes of the
Group Leaders General Meeting
held at the Victoria Hall on Friday 26th September 2025**

Alan Jones welcomed everyone to the meeting. There had been a lot of apologies for the meeting so said he was very pleased with the good attendance. (48 attendees including presenters)

1. **Introduction** - Alan handed over to Paddy Powell as President of Fleet U3A who gave a thank you to all Group Leaders and their leadership teams, emphasising that there would be no U3A without their efforts.
2. **Finance Processes and Issues** – Neil Morley, Treasurer. Neil emphasised the issues he was currently having with Bank Transfers from group members which was causing a great deal of extra work.
 - When Group Leaders inform their members of the amounts to be paid, they should emphasise that any Bank Transfer reference must have the Group Code from the Programme followed by the Members name.
 - Any fees for an academic year should not be paid by Bank Transfer before September the 1st the start of our Financial Year.
 - If the Bank Transfer Reference issue can be resolved, then the preferred preference order for payments remains -1. Bank Transfer, 2. Cash, 3. Cheque. If the GL wishes to collect all money by whatever means and pay one amount to the Treasurer by Bank Transfer with the correct reference, then that is the ideal.
3. **Venues** - Barbara Jones explained that going forward some of the venues do not now give us refunds when we cancel classes. A contract is signed at the beginning of the year by the Venues Secretary for the bookings that are in the Programme, and they are holding us to those contracts.
4. **U3A Quiz Challenge** – Alan urged GLs to encourage their members to put a team together for the U3A Quiz on 24th October, only 3 teams have entered to date, so the event will not be viable unless more teams enter. Teams do not have to all be members of the same U3A group, teams can be made up of individuals from different groups.
5. **GL Handbook** – Alan emphasised that this document is not set in stone and evolves as needed. GLs are encouraged to forward suggestions for improvements and additions to the Handbook.
6. **Fleet U3A Newsletter** – Sandy Redman our Newsletter Editor is always looking for articles from groups to go into our monthly newsletter. GLs were reminded that it is good practice to print a copy of the newsletter and take to their group meetings for those members either haven't registered their email address or not seen our newsletter emails.
7. **Programme** – Alan advised that any changes to groups, dates, email, telephone number or GL changes should be notified to both him at groups@fleetu3a.org.uk and also Stephen

Grosvenor as Webmaster at webmaster@fleetu3a.org.uk. Group members should be advised by GLs that the website version of the Programme is always the most up to date as the printed version can quickly become out of date as venues and GLs make changes. Alan informed the meeting that he would not be producing the 2026-2027 Programme and that Sandy Redman has offered to take over the production of the programme.

8. **Neurodiversity** – Jenny Teagle, Outreach Secretary gave a short presentation on neuro diversity and spoke of an incident that happened at our Enrolment morning with a member who is autistic. Jenny has produced some notes that are attached to this meeting.
9. **Use of Beacon by GLs to Administer Groups** – A quick poll of those present showed approximately two thirds used Beacon to administer their groups. This is about the same as percentage as the Fleet U3A groups as a whole. Alan emphasised that unless groups used Beacon there was no easily accessible method of knowing which members were in which group. This is very useful to know in case of GL illness and for group handover. A GL present raised an issue with not being notified that one of her group members was deceased. Anne Morley stated that unless all group leaders use Beacon to administer their groups, she would not know all the groups a person was part of. Anne said she was willing to notify GLs of any deceased members she is notified about, where those GLs were using Beacon, because only those groups are shown an individual's membership record.

Alan stated that for GLs using Beacon that any members names shown in red have not renewed their membership and should be reminded to renew and deleted manually by the GL if they do not rejoin. For GLs not using Beacon membership cards must be checked at the first meetings to ensure people attending are actually up to date members and therefore covered by U3A insurance.

Suggestions were made about improvements to Beacon, such as a record of emails sent by a GL. Alan said Beacon was continually enhanced as U3As suggest improvements but with 650+ U3As now using Beacon there is already a large number of enhancements in the development pipeline so he will add to the list for consideration.

A separate session will be set up for those GLs not using Beacon so that the system use can be demonstrated and more GLs encourage to use the system.

10. Any Other Business

A GL raised the use of Zoom Licences by groups. Alan stated that Fleet U3A no longer paid for U3A Zoom Licenses as we had during the Covid pandemic. However, Paddy Powell stated that she had a personal Zoom license that groups were welcome to use if required.

The meeting having overrun was closed at 15:45 and Alan thanked everyone for attending.