



Never too old to learn



Compiled by Liz Love, Jill Nicholas, Julia Steele and Judy Somerville

## **CONVENORS' GUIDELINES**

*THINKING OF STARTING A GROUP?*

*HERE ARE SOME IDEAS THAT MIGHT HELP YOU.*

**STEPS TO SETTING UP A GROUP – check list**

<b>POSSIBLE STEPS</b>	<b>NOTES</b>
An idea!!	
↓	
Brainstorm your idea	
↓	
Name of group?	
↓	
Aims of group?	
↓	
Group get-together plans	
↓	
Length of get-togethers	
↓	
Day of week	
↓	
Time of day	
↓	
Times per month	
↓	
Venue	
↓	
Costs	
↓	
Written outline	
↓	
Contact committee	
↓	
Outline → newsletter	
↓	
Prepare Members' List	
↓	
First group get-together	

**DETAILED GUIDELINES BELOW**

**Please note:** a “get-together” can be a meeting, an outing or any gathering.

## **POSSIBLE QUESTIONS AND ANSWERS**

### **How do I begin setting up a group?**

- Do you have a topic/activity that you are keen on?
- Choose a suitable name which makes it clear what the group is about.
- **Note:** you don't need to be an expert on the topic: it's often about learning with the group.

### **What would the aims and aspirations of my group be?**

- It is desirable that the topic enables learning, experiences, fun and socialising.
- What do you want from running this group?
- Think about what your group aims would be – or work them out with founding members.

### **What skills will I need to run a group?**

- communication and organisational skills, and flexibility
- e-mail skills - to maintain contact details and to contact members
- ability to plan and organise meetings/outings and keep members informed.

### **How do I organise and run a get-together?**

- **Examples of group styles:**
  - Members research and present information at each meeting (eg Cities).
  - A speaker, demo or activity with questions (eg Science and Technology).
  - Outings for learning, socialising and experiencing (eg Visits).
  - Discussion groups (eg Book groups).
  - Study together online (eg Future Learn).
- Approach a committee member and/or experienced convenor for help and for ongoing support.

### **What size should a group be?**

- You can start a group with just three people and expand later.
- Higher group numbers depend on the venue, the topic and your own comfort level.

### **How long should a get-together be (excluding outings)?**

- Usually, they are between one and two hours; perhaps longer if there are refreshments.

### **What other practical details need to be organised?**

- You will need to decide on a suitable day of the week, time and number of times per month.
- You might decide to run the group for a finite number of sessions, perhaps 10.

### **How would I find a suitable venue?**

- Some groups meet in members' homes on a rota or in one member's home.
- There are various venues that can be hired - they all need to be booked. (see page 5)

### **Is there a cost for the group meeting/outing?**

- There may be a cost for the room, tea/coffee, resources (eg photocopies).
- There will be a cost for outings with bus or car (eg transport, fee for visit, entry).

### **How should I promote the group?**

- Write an outline to "sell" the group in the newsletter (what, why, when, where, who etc).
- Let a committee member know you wish to start a group and send them the outline.
- When you get the committee's "heads up", the outline will be put in the U3A newsletter.
- Word-of-mouth, newsletters, forums and U3A website are all ways to promote the group.

## How will the new members contact me?

- New members can contact you directly with their details.
- New members must be U3A members – to join, use the U3A website. [www.u3arotorua.com](http://www.u3arotorua.com)

## How do I go about setting up the first and subsequent get-togethers?

- Remind group members at least five days ahead that the scheduled meeting is on ... at ... .
- You could ask for replies - this tells you they have received the email.
- Plan and then confirm meeting format, bookings, equipment, speakers, refreshments.
- You will need to be there early to set up and to greet people.

## What records do I need to keep?

- You will need to keep an up-to-date list of members:

NAME	ADDRESS	CELL PHONE	LANDLINE	EMAIL
Jo Bloggs	26 Fenton St, 3010	027 643 8876	07 348 2290	j.bloggs@gmail.com

## What about refreshments?

- Refreshments are not a “given” - you can opt for no refreshments.
- In members’ homes, it is important not to burden anyone. A small donation is OK.
- Groups going to a cafe are recommended to book in advance - check safety issues, eg stairs.
- Many venues provide cups and hot water, but you need your own coffee/tea, biscuits etc.

## How about a guest speaker?

- Contact the proposed speaker and arrange the time and venue. Check what they will need.
- On the day, arrive early and set up the room with required resources. Confirm speaker.
- Greet the speaker, thank them (verbally and later by email) - maybe give a travel donation.

## What happens if I take my group on an outing?

- Contact the manager of the place you propose to visit to sort time, cost, and requirements.
- Arrange bus/cars and place to meet, times and costs per person.
- Send an email to your group to find out who wants to go on the outing. Keep a record.
- Collect money on the day or have the members pay to your bank account.
- Double and triple check EVERYTHING.

## What will I need if my group is going on an outing?

- Take a list of names, a pen, First Aid kit, and Accident/Incident Forms on outings.
- First Aid kits are held by Brian Gillespie and Judy Somerville. (see Committee page 4)
- If carpooling, cost might be calculated to pay drivers some petrol money.
- **Buses:** Town and Country Touring have been a popular choice. [info@tctouring.co.nz](mailto:info@tctouring.co.nz)

## Where is a good meeting and parking place for a bus or carpooling outing?

- There is parking at the far end (by Mobil) of Woolworths’ car park, Fenton Street.
- Neil Hunt Park is another parking area suitable for several cars.

## What do I do in case of an accident or incident occurring?

- In an accident or incident, decide on help needed. You may need to seek help.
- If there is an accident or incident, fill in an Accident/Incident Form (page 6) → to president.
- If an ambulance etc is offered and refused, have the member sign a Waiver (page 6).
- A waiver states that a member was offered an ambulance, to be driven to a hospital or medical centre when injured, or other help, but that member chose to decline.

## GROUPS - AS OF FEBRUARY 2025 *(Note: groups with grey shading have space for more members)*

Topic	Time and day of the week	Contact
Art History	2 <sup>nd</sup> Mondays 10.00am	Anne Hunt 07 3487680 anneanddonhunt@gmail.com
Books - General	3 <sup>rd</sup> Mondays, 2.00pm	Jill Nicholas 027 424 3091 jill.nicholas@gmail.com
Book Reviews	4th Mondays, 2.00pm	Jeanette Ogg 07 348 8501 mandj.ogg@gmail.com
Cities	1st Wednesdays, 1.00pm	Cate Frey 220853913 catefrey1@gmail.com
Current Events (1)	1 <sup>st</sup> Thursdays, 10.00am	Nan Miller 07 3455817
Current Events (2)	1 <sup>st</sup> Wednesdays, 10.00am	Annie Wells 027 4595157
Films	1st Mondays, 12.30pm	Judy Somerville 027 633 4843 j.somerville@xtra.co.nz
History	2 <sup>nd</sup> & 4 <sup>th</sup> Fridays, 10.00am	Bob Christensen 020 406 90982
Philosophy	4th Thursdays, 1.30pm	Peter Wood 07 3455099 stpeterwood@gmail.com
Photography	2nd Tuesdays 2.00pm Outings 4th Tuesdays	Dell Gee 021 050 2440 or 07 3456557
Poetry	2nd Thursdays 2.00 pm	Margaret Lett 07 3439223 margaretlett@gmail.com
Rat bags	Check with Peter Wood	Peter Wood 07 3439223
Science and Engineering	2nd and 4th Mondays 9.30 am	Mel Bowen 07 3453221 mel.bowen@xtra.co.nz
Singing The Grey Warblers	Twice monthly – time and venue notified by email	Hilary Calman hilary.calman@gmail.com
Visits	1 <sup>st</sup> Fridays 1.30pm – can vary	Judy Somerville 027 633 4843 j.somerville@xtra.co.nz
Wednesday Art	Every Wednesday 1.15-3.00 pm	Mel Bowen 07 3453221 mel.bowen@xtra.co.nz
Writing for Families (1)	1st Fridays 9.30 am	Anne Stewart 07 3459369 bstewart@xtra.co.nz
Writing for Families (2)	3rd Mondays, 10.00 am	Gordon White 027 345 8634 poppagordie@gmail.com

<b>U3A COMMITTEE (* group convenors)</b>			
Brian Gillespie*	<b>President and Newsletter Editor</b>	bringley@yahoo.co.nz	027 310 8348
Melvyn Bowen*	<b>Vice-President and Almoner</b>	mel.bowen@xtra.co.nz	07 345 3221
Liz Love	<b>Secretary</b>	liz.love@xtra.co.nz	07 332 5608
Paul Gellatly	<b>Treasurer and Membership Secretary</b>	p.gellatly@xtra.co.nz	027 4987 124
Jim Hartwig*		wieland00@gmail.com	021 027 47976
Jill Nicholas*		jill.nicholas@gmail.com	027 424 3091
John Turner		arubajt@gmail.com	07 345 6955
Julia Steele		juliafstele@gmail.com	021 155 6776
Judy Somerville*		j.somerville@xtra.co.nz	027 633 4843

# SOME POSSIBLE VENUES

VENUE	ADDRESS	AVAILABILITY	COST	TEA/COFFEE	PARKING	AUDIO-VISUAL
<b>Mokoia Community Association</b>	29 Vaughan Road	8am - 4pm M-F	Hall \$25/hr plus \$15/add hr Portacom: \$10/hr \$5/add hr	Cups +hot water	Te Ngae Mall, some by MCC	Large flat panel TV
<b>Contact details:</b> 07 345 5971 <a href="mailto:admin@mokoia.org.nz">admin@mokoia.org.nz</a>						
<b>Parksyde Community Centre</b>	7 Tarewa Rd	9.00 am – 5.00 pm Mon - Fri	\$5.00 pp. See Robyn for regular booking specials	Order through café up till 1.30 pm	Yes - Parksyde has its own parking	Available on request – they will set up
<b>Contact details:</b> Robyn Skelton, 07 3489892, <a href="mailto:office@parksyde.org.nz">office@parksyde.org.nz</a>						
<b>Rotorua CT Club</b>	Moncur Drive	9am – late M-F	\$60.00 per year (one pax)	Hot water and cups	Yes - plenty	Will set up on request
<b>Contact details:</b> Nicole Stephens, 0272421823, <a href="mailto:office@ctclubrotorua.co.nz">office@ctclubrotorua.co.nz</a>						
<b>Rotorua Library</b>	1127 Haupapa St	9am - 5.30pm M-S	\$13.00 - \$16.00 per hour	Tea/coffee, fridge,	Time limit on meters	\$16 room large TV
<b>Contact details:</b> 07 348 4177, <a href="mailto:library@rotoru.lc.nz">library@rotoru.lc.nz</a>						
<b>St John's church</b>	44 Victoria St		\$20 + GST 2 hrs, <16 \$35 +GST up to 40 pax	\$20 kitchen use	Yes – own carpark	Screen
<b>Contact details:</b> Jenny, 07 348 2954, <a href="mailto:office@rdpc.org.nz">office@rdpc.org.nz</a>						
<b>St Luke's Church</b>	1223 Amohia St	9am - 3pm M-F	\$25 per session – 2hr+	Hot water and cups	Time limit on meters	
<b>Contact details:</b> Angie Smith-Bigwood, 07 348 5390, <a href="mailto:admin.rotorua@waiapu.com">admin.rotorua@waiapu.com</a>						
<b>Todd McLay Office</b>	1301 Amahau St	9am-3.30pm M-F	No charge	Hot water and cups	Central Mall	
<b>Contact details:</b> Tracy, 07 348 5871						
<b>The Arts Village</b>	1240 Hinemaru St	9am-3.30pm Tu-S	\$18.00 per hr - any room	Hot water and cups	End of Arts Village	Screens available
<b>Contact details:</b> 07 348 9008, <a href="mailto:office@artsvillage.org.nz">office@artsvillage.org.nz</a>						

# U3A ACCIDENT / INCIDENT REPORT

*To be completed by group convenor within 12 hours of the accident/incident*

Accident/Incident Date: \_\_\_\_\_

Affected/Injured Person's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Male/Female: \_\_\_\_\_

Accident/Incident type: \_\_\_\_\_

Details of Accident/Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who was **WITH** Affected/Injured person? \_\_\_\_\_

Phone number of above person(s): \_\_\_\_\_

Did the Accident/Incident require Hospital/Physician? Yes: No: \_\_\_\_\_

Hospital/Physician name: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital/Physician phone number: \_\_\_\_\_

Affected/Injured person: Signature/Date: \_\_\_\_\_ / \_\_\_\_\_

Next of kin/Support person(s): \_\_\_\_\_

Phone numbers: \_\_\_\_\_

## Important Notes and Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Waiver:** *This is to be signed when a member was offered an ambulance, to be driven to a hospital or medical centre when injured, or other help, but the member chose to decline.*

\_\_\_\_\_

I (name) \_\_\_\_\_ have been offered assistance in the form of \_\_\_\_\_  
and have chosen to decline. Signature/ Date: \_\_\_\_\_ / \_\_\_\_\_

Prepared by: \_\_\_\_\_ Signature/Date: \_\_\_\_\_ / \_\_\_\_\_

Name of Approver: \_\_\_\_\_ Signature/Date: \_\_\_\_\_ / \_\_\_\_\_