

u3a learn,
laugh,
live

Interest Groups Online Group Leaders' Meeting

Wednesday 30th October 2024

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Interest Groups Online



Time	Agenda Item
3pm	Introduction and aims of meeting
3.05pm	Breakout rooms (10 mins) and Feedback (5 mins)
3.20pm	2024 – What have we been doing?
3.25pm	IT Facilities
3.40pm	Break (10 mins)
3.50pm	Questions
4.05pm	Items from Group Leaders
4:15pm	Feedback poll and close

Introductions – IGO Team

- **Catherine** – Groups Co-Ordinator (*volunteer*)
- **Helen** – Newsletter Editor (*volunteer*)
- **Jim** – Beacon support (*volunteer*)
- **Tomy** – Website Editor (*volunteer*)
- **Alison** – Learning Officer (*staff*)

Aims of the Meeting

- Communication between the IGO team and group leaders
- Understanding how IGO works and why
- Group Leader questions
- Group Leader ideas and suggestions

Breakout Rooms – 10 minutes

PROMPT QUESTIONS

- What group(s) do you lead?
- What does your group do?
- How is your group run?
- Is there anything else you'd like to share? Ideas or suggestions.

5 minutes for feedback afterwards

Feedback from Breakout rooms



IGO 2024

What we have been doing

What's been happening

- Group numbers – up from 106 to 114
- Member numbers – up from 950 to 1480
- Re-writing guidance documents on the website
- Third Zoom account
- Informal group leader's meetings
- One-to-one Beacon training for group leaders
- Many start-up groups converted to groups
- Lots more new start-up groups

IGO structure

How it works

IGO structure

- Local u3as are independent charities, run by elected trustees
- IGO is a service provided by the Third Age Trust (TAT)
- Authority and responsibility resides with TAT
- Day-to-day management is with the team – volunteers and TAT employees
- As with u3as, all groups are run by members for members – no payment is involved

Where does my membership money go?

- Administration provided by TAT staff
- Managing subscriptions
- Publicity (e. g. in TAM, Facebook, Autumn Fair)
- Answering email, phone and postal enquiries
- Receiving Third Age Matters magazine
- PayPal fees
- IT facilities
 - Beacon
 - Website
 - Zoom

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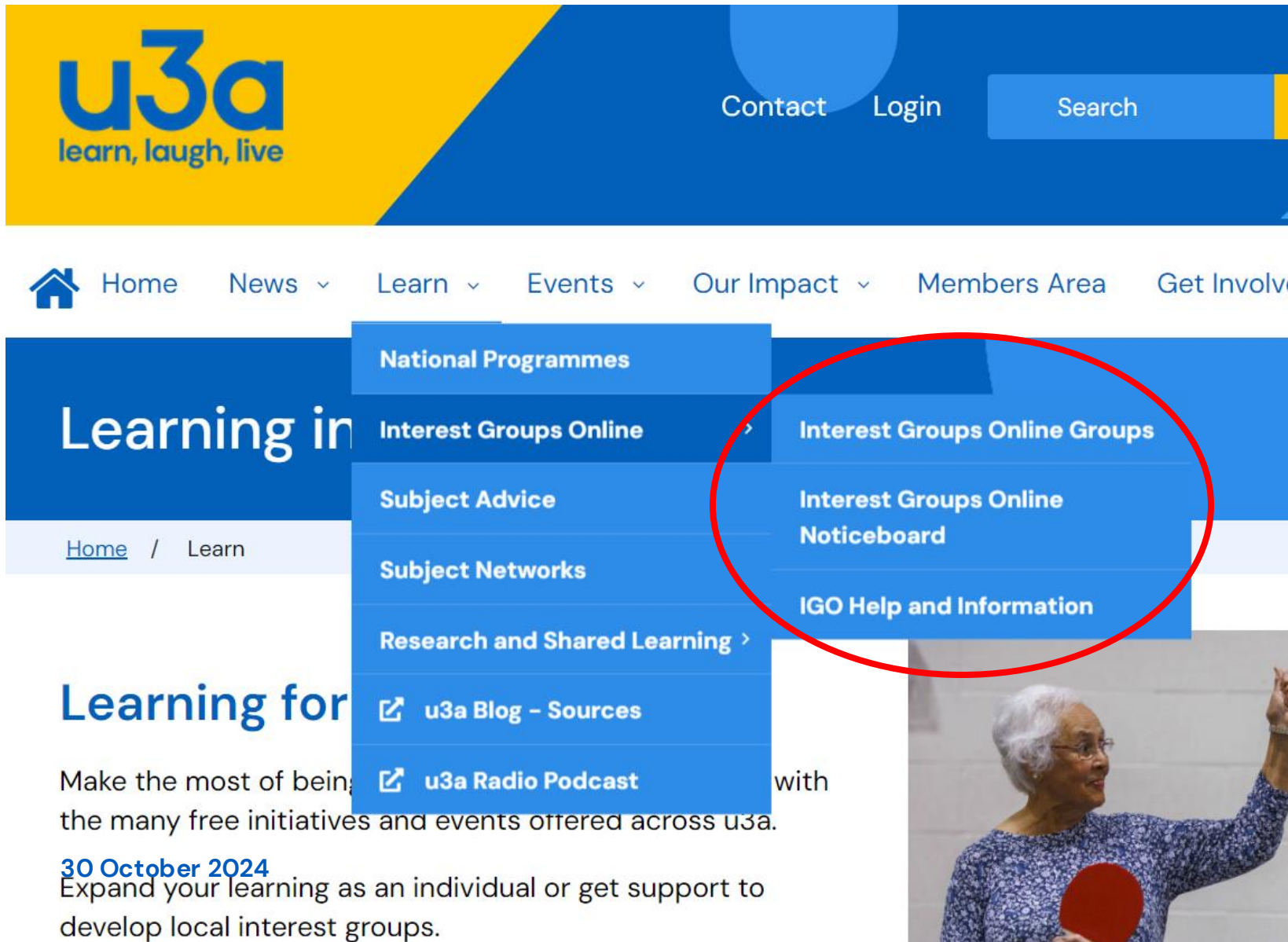
IT facilities

30 October 2024

IT facilities

1. IGO website
2. Beacon
3. Zoom

u3a IGO website



The screenshot shows the u3a website header with the logo 'u3a learn, laugh, live' on a yellow and blue background. Navigation links include 'Contact', 'Login', and a 'Search' button. A main navigation bar contains 'Home', 'News', 'Learn', 'Events', 'Our Impact', 'Members Area', and 'Get Involved'. A dropdown menu for 'Learn' is open, listing 'National Programmes', 'Interest Groups Online', 'Subject Advice', 'Subject Networks', 'Research and Shared Learning', 'u3a Blog - Sources', and 'u3a Radio Podcast'. The 'Interest Groups Online' dropdown is further expanded, showing 'Interest Groups Online Groups', 'Interest Groups Online Noticeboard', and 'IGO Help and Information'. A red circle highlights the 'Interest Groups Online Groups' option. Below the menu, the text 'Learning for...' is visible, followed by a paragraph: 'Make the most of being... with the many free initiatives and events offered across u3a.' and a date '30 October 2024' with the text 'Expand your learning as an individual or get support to develop local interest groups.' A photograph of an elderly woman with white hair, wearing glasses and a blue patterned top, is partially visible at the bottom right of the screenshot.

TAT Home page:

<https://www.u3a.org.uk>

Clicking on **Learn > Interest Groups Online** offers three options:

- **IGO Groups** ... all the groups are listed in alphabetic order or sorted by topics
- **IGO Noticeboard** ... what's new?
- **IGO Help and Information** ... help for IGO members and Group Leaders

IGO Help and Information

This page contains panels with links and FAQs:

Help for IGO Members

- [How to Join IGO](#)
- [IGO Member's Code of Conduct](#)
- [IGO Group Guidelines](#)
- [Help with Beacon Members Portal ... your personal information](#)
- [IGO Copyright and GDPR](#)

Help for IGO Group Leaders

- [Beacon for Group Leaders ... group information](#)
- [Group Leaders Bulletins ... published monthly by Catherine](#)
- [IGO Group Description Forms ... for the group's web page modification](#)
- [IGO Zoom accounts ... we have three!](#)

Frequently Asked Questions



Beacon

- Central secure database of IGO members' details
- Members join and renew online via debit/credit card/PayPal
- Easy email communication with group members
- Email are personalised by use of tokens (e.g. #FORENAME)
- Emails are sent "bcc"
- Email delivery log
- Members' eligibility (i.e. renewed or otherwise)
- Group waiting list
- Group calendar
- Emergency contact details



PayPal

IGO... Interest Groups Online

- We use PayPal to take membership payments
- Secure way of taking payments, where all the money is in one place.
- Uses end to end encryption to prevent hacking.
- Ensures Third Age Trust/ IGO do not see your bank details, or any of your personal details.
- Can pay by credit/ debit card without a PayPal account.
- Greatly reduces administration

Zoom

- Why we use it?
- Now have three IGO Zoom accounts
- IGO Zoom accounts don't normally have a host
- This can be set up if desired
- We are putting together Zoom guidance with help from a member

Time for a break!

We will meet back at 3.50pm

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IGO newsletter

30 October 2024

Interest Groups Online Noticeboard

[Home](#) / [Learn](#) / [Interest Groups Online](#) / Interest Groups Online Noticeboard

Recent IGO activity



October 24 News Extra


 Published: 23 October 2024

In this months News extra, we have News from our Local History group and our new group Womankind plus there's a recipe and a quiz and a reminder Q and A.

[Read more](#)



New Groups and Start-ups

 Published: 17 July 2024

Discover the range of new groups which have recently been set up, and what start up groups are underway.

[Read more](#)



August 24 News Extra

 Published: 11 July 2024

This month we have a poem written by a member, new groups including Russian Conversation, and another quiz from editor Helen.

[Read more](#)

You can read our archive of Interest Groups Online stories and activity on our noticeboard archive page.

[View the noticeboard archive](#)

Stats – August 2024

- 3357 clicks on the IGO home page
- 2790 clicks on the IGO groups page
- 330 clicks on the August News extra
- 106 clicks on the Help and Information page

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Questions?

Items for discussion from GLs

News Extra

- Our monthly newsletter provides information about new and current groups
- It also has quizzes, recipes and items about current dates and celebrations
- Items are welcome from group leaders and members
- We hope to be able to publish on a fixed day in the month soon

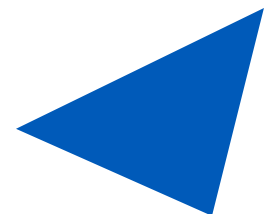
Help and support for group leaders

- The Help and Information section on the website provides information about all aspects of IGO
- We are currently re-structuring and re-writing to make it easier to find information
- Help with Beacan can be obtained by joining the "Beacon familiarisation" group
- Contact us at interestgroupsonline@u3a.org.uk for help or advice about anything.

Any more questions, ideas or suggestions?

Finally... a huge THANK YOU for all you do. Interest Groups Online would not exist without you!

interestgroupsonline@u3a.org.uk



Feedback Polls

Please answer the question on your zoom screen now