

## Cardiff U3A Executive Committee Meeting

### Minutes of Meeting held on Monday, 9th May 2022 - Paper S/06/22/01

The meeting was held at URC, Windsor Place, Cardiff

#### Committee Members present:

Tony Baines (TB)	Chair
Lesley Hales (LH)	Secretary
Kirsten Freeman (KF)	Membership Secretary
Mario Greening (MG)	Monthly Meetings Organiser
Nonn Vaughan (NV)	Groups Co-ordinator
Owen Parry (OP)	Communications Officer
Margaret Richards (MR)	Assistant to Groups Co-ordinator
Alison Firth (AF)	Book-keeper
In attendance	Paul Perera (PP)
	Frank McLean (FM)
	Jill Davis (JD)

The observers were welcomed to the meeting by the Chair. Some papers were passed to them and they were encouraged to ask questions during the meeting. It is hoped that they will find the meeting of interest and consider joining the committee or acting in a supporting role.

#### 1. Apologies for Absence

There were no apologies for absence.

#### 2. Minutes of the meeting held on 4th April 2022 - Paper S/05/22/01

The Minutes were agreed as a correct record and signed.

#### 3. Matters Arising

- a) Item 2) - The New Member form was completed by MR and passed to the Secretary.
- b) Item 4a) - Noted.
- c) Item 4b) - Noted.
- d) Item 5 - Noted.

#### 4. Finance Report - Paper T/05/22/02

The Report was noted and AF was thanked for her report. **It was agreed:**

- a) The Christmas lunch should go ahead on 2nd December 2022 at Jury's at a potential cost of £25.00 a head. **Action: AF to advise Shelah Passey**
- b) The bank account should be transferred to Lloyds Bank, which does not levy charges for charities. The cheque signatories are to remain as AF, OP and LH. Convenors will be advised when the account has been transferred. The Charity Commission and TAT will also be advised. Any moneys incorrectly paid into HSBC after the transfer will automatically be re-routed to Lloyds. **Action: AF**

c) The projection was noted. A discussion took place as to whether it was necessary to continue with two Zoom accounts. It was noted that some groups still operate solely via Zoom and that it may be necessary to hold a hybrid meeting for the Annual General Meeting in November. OP will analyse the use of the two accounts and advise the next meeting. **Action: OP**

5. **TAT Annual Return and Charity Commission Annual Return - Paper S/05/22/03**

The Report was noted. **It was agreed** that LH would use the mobile phone 07926 533693 and the address of URC, as the contact details for the Charity Commission. **Action: LH**

6. **Policies for Approval - Paper C/05/22/04**

a) The following were noted:

- Data Protection Policy
- Privacy Policy
- Safeguarding Procedures
- Equality, Diversity and Inclusion Policy
- Accessibility Policy
- Trustee Code of Conduct

b) These documents were **agreed**, subject to procedures for implementation being drawn up. OP will draw up procedures relating to Privacy and Data Protection, and MR on Safeguarding. **Action: TB, OP, MR**

c) If any documents required further amendment, then these should be submitted to a subsequent meeting for approval.

d) For the time being, LH will print the policies and keep in the master file. **Action: LH**

e) Procedures and training will be necessary to ensure compliance. **Action: TB**

f) **It was agreed** that all committee members would print a copy of the Trustee Code of Conduct, sign it, and pass to the Secretary. **Action: all committee members**

7. **Correspondence**

a) Noted.

b) Noted.

c) LH advised that she had received information from TAT about logos, etc, which can be downloaded from the u3a Brand site, but separate registration is required.

d) LH advised that she had received Information from Age Cumru about a workshop on 18th May, but had not had time to pass this on. **Action: LH to pass to OP to add to website.**

e) TB advised that he had received a newsletter from the Wales representative about training workshops. LH will circulate these to committee members. **Action: LH**

8. **Recruitment for Executive Committee - Paper C/05/2/05**

The paper was noted. **It was agreed:**

a) TB would send an e-mail to all members, as previously agreed, to encourage more people to come forward to help on the Committee. **Action: TB**

b) TB would address the Open Meeting to be held on the following day. **Action: TB**

- c) NV and MR confirmed that they would continue to visit groups to encourage more people to come forward. **Action: NV & MR**
- d) The urgency to find replacements for the Treasurer and Membership Secretary was underlined.
- e) LH presented the New Committee Members' Handbook and copies were passed to MR and PP. OP provided a role description for PP. A spare copy was passed to NV for any comments. More copies can be prepared for further members/supporters. LH agreed to forward copies by e-mail to other committee members, but this would be pages gleaned from a number of sources. **Action: LH**
- f) It was hoped that the observers attending the meeting would be interested in taking a role with the committee. Support would be forthcoming from the sponsoring member.
- g) TB undertook to set out an induction programme for new members/supporters. **Action: TB**

9. **The Revised Cardiff u3a Website - Paper CO/05/2/06**

The paper was noted and OP thanked for his work on this issue. The recommendations in the Paper were **agreed**. **Action: OP**

10. **Group Co-ordinator Report - Paper GC/05/22/07**

The report was noted. NV will circulate a list of groups and venues to committee members. **Action: NV**

**It was agreed** to hold a Convenor's lunch on 29th June 2022 at a cost of £15.00 per head. Committee Members are welcome, but would have to pay for their own meal. Prior to the lunch, a meeting will be arranged for convenors at URC. Again, committee members are welcome to the meeting. **Action: NV**

11. **40th Anniversary**

It was noted that there is a significant amount of promotional material available on TAT website. The proposed dates are 17th-25th September 2022. The following agreed to set up a Working Party to take this forward: **MR, NV, TB**

12. **South Wales Network**

TB underlined the continuing problems with the timing of the meetings, but agreed to attend on Wednesday, 11th May. Attendance would be reviewed in September. **Action: TB**

13. **Any Other Business**

There was no other business.

14. **Date of the next committee meeting** - 2 p.m. on Monday 27th June 2022. Venue to be advised. Papers to the Secretary by Tuesday 14th June 2022.

11/05/22/lah