

Cardiff U3A Executive Committee Meeting

Minutes of Meeting held on Monday, 27th June 2022 - Paper S/09/22/01

The meeting was held at URC, Windsor Place, Cardiff

Committee Members present:

Owen Parry (OP)	Chair & Communications Officer
Lesley Hales (LH)	Secretary
Kirsten Freeman (KF)	Membership Secretary
Mario Greening (MG)	Monthly Meetings Organiser
Nonn Vaughan (NV)	Groups Co-ordinator
Margaret Richards (MR)	Assistant Groups Co-ordinator
Alison Firth (AF)	Book-keeper

In attendance Frank McLean (FM)

1. Committee Membership and Election of Chair

It was reported that Tony Baines had taken the option not to remain as Chair, following his wish that the position of Chair be reviewed this month. He had decided to resign from the Committee and was warmly thanked for his services.

MG nominated Owen Parry to take the Chair, which was seconded by AF. **It was agreed that OP should take the Chair until the AGM in November.** OP was thanked for his willingness to step into the Chair again.

2. Apologies for Absence

There were no apologies for absence.

3. Minutes of the meeting held on 4th April 2022 - Paper S/06/22/01

The Minutes were agreed as a correct record and signed.

3A. Matters Arising

a) Actions assigned to previous Chair

i) Procedures to for implementation of policies and ii) Procedures to ensure compliance - **It was agreed that OP and NV would work on these procedures with a view to them being in place by the AGM on 8th November 2022. Action: OP & NV**

iii) Recruitment to Committee - AF had drafted an e-mail to go to all members to encourage members to volunteer and to draw attention to the Situations Vacant on the website. This would be circulated to current committee members for comment, with a view to sending the e-mail out this week. **Action: AF**

iv) Induction Programme for new Committee Members - It was noted that the New Committee Handbook included important information about the role of a Trustee and compliance with the requirements of the Charity Commission. The TAT website also provided useful information for Committee Members. New Committee Members could be supported by a current Committee Member who would respond to queries. **It was agreed that OP would draw up an induction note. Action: OP**

- b) Item 4c - Paper CO/06/22/02 - It was reported that Convenors needed to login to an email account to obtain the code for Zoom meetings. They have been instructed in how to do this. **It was agreed that the Zoom2 account be discontinued from the renewal date of 13th July 2022.**
- c) Item 6f - Committee Members passed signed copies of the Trustee Code of Conduct to the Secretary.
- d) Item 9 - Progress was being made on the new website.

4. **Recruitment for Executive Committee**

- a) **It was agreed that Paul Perera would act as Beacon Administrator in a support role to the Communications Officer.**
- b) **It was agreed that Frank McLean to welcome onto the Committee.** He completed the New Trustee Details and signed the Code of Conduct.
- c) LH advised the Committee that she would resign from the Committee and therefore not continue as Secretary after the AGM. OP also advised that he would not be continuing on the Committee after the AGM.

5. **Finance Report - Paper T/06/22/03**

The Report was noted and AF was thanked for her report.

- a) The publicity budget of £600.00 **was agreed.**
- b) The transfer of the bank account to Lloyds Bank was in progress.
- c) The e-mail agreement that MR should become a bank signatory **was ratified.** This decision would be reviewed after the AGM in November.
- d) The item concerning the TAT view on paid speakers was noted. However, it was also noted that Cardiff u3a is an independent organisation and can make its own decisions concerning paid tutors. As reported, Cardiff u3a currently has no paid tutors.
- e) AF had met with a member concerning the Treasurer vacancy, but the member had decided not to volunteer at the moment.

6. **Correspondence**

The correspondence was noted.

7. **Assistant Group Co-ordinator Report - Paper AGC/06/22/04**

MR was thanked for her report which was noted.

8. **40th Anniversary - Paper AGC/06/22/05**

MR was thanked for her report which was noted and **the proposals were agreed.** There had been a positive response from libraries. The event is to take place in September and a timetable is to be drawn up. Volunteers to staff the event are being sought, and convenors will be involved.

9. **Monthly Meeting Report** - Paper MO/06/22/06

The report was noted. The September meeting will be held on 27th. To accommodate some speakers, some meetings next year may be via Zoom.

It was noted that 3 deposits were still being held by Cornerstones. An enquiry will be made to Cornerstones to see if they are willing to use the 3 deposits for one meeting. The coffee at Cornerstones is expensive. Meetings appeared to be going well at URC - there had been no adverse comments. **Action: MG**

10. **South Wales Network**

OP had e-mailed Derek Shotton, Chair of South Wales Network, to advise him that Tony Baines would no longer be representing Cardiff u3a, and that we had no substitute for the time-being. Mr Shotton would continue to send documents to OP, as Chair, and the minutes are available on the South Wales Network website.

11. **Any Other Business**

a) Convenors' Meeting 29/06/2022 - A paper had been circulated by NV prior to the meeting. Its contents were noted. NV advised that the following would be raised at the meeting:

- Prospective members may join 2 taster sessions which could be different groups, but the prospective member must make a contribution to the cost. It was noted that it was not possible to police the number of taster sessions a prospective member attended.
- NV aims to set up tutoring sessions on Beacon for Convenors.
- NV was confident that groups could accommodate new members following the 40th Anniversary event.

b) KF reported that there had been 19 new members. A New Members' coffee morning is to be held shortly.

c) MG requested that the Committee Members facilitate the "Meet the Groups" meeting on 11th October and the AGM on 9th November.

12. **Date of the next committee meeting** - 2 p.m. on Monday 5th September 2022. Venue to be advised. Papers to the Secretary by Sunday 28th August 2022.

28/06/22/lah