

Cardiff U3A Executive Committee Meeting

Minutes of Meeting held on Monday, 31st October 2022

The meeting was held at URC, Windsor Place, Cardiff

Committee Members present:

Owen Parry	Chair & Communications Officer
Lesley Hales (LH)	Secretary & Accessibility Officer
Margaret Richards (MR)	Assistant Groups Co-ordinator
Alison Firth (AF)	Book-keeper
Nonn Vaughan (NV)	Groups Co-ordinator
Mario Greening (MG)	Monthly Meetings
Jane Evans (JE)	

Observers

Julie Waller
Sandra Russo
Rosemary Griffiths

1. The Observers were welcomed to the meeting.

2. **Apologies for Absence**

Apologies for absence were received from Kirsten Freeman, Membership Secretary and Frank McLean. The Committee sent their best wishes to Jane McLean for a speedy recovery. Apologies were also received from Sue Thomas, who had hoped to attend as observer.

3. **Minutes of the meeting held on 3rd October 2022 - Paper S/11/22/01**

The Minutes were **agreed** as a correct record and signed, subject to the following amendment:

Point 8f) - The sentence "This decision is to be implemented with effect from 1st November 2022" was removed.

4. **Matters Arising**

- a) Induction for New Committee Members - OP apologised that he had not been able to complete this work. The matter will be taken on by the new committee.
- b) Website Training - Some training in the new website had been undertaken, and more is to be organised. Convenors are to be invited for training, so that they can enter details of their groups on the website.
- c) Procedures for Policies - OP apologised that he had not been able to complete this work. The matter will be taken on by the new committee.

5. **AGM**

- a) LH had a copy of the membership list and will be on the front desk to register members as they arrive. Based on the number of members as at 31st August 2022, a quorum of 59 will be required.
- b) It was confirmed that a resume of the AGM papers will be projected on a big screen.
- c) It was decided that it was not necessary to photocopy spare copies of the papers, because they were all available on the website.
- d) It was noted that five members had been appropriately nominated. It was further noted that nominations can be taken from the floor at the AGM, providing there are nominators and seconders.
- e) Tea and coffee will be available, hosted by current committee members. There will be no charge for attendance.
- f) LH will send out a reminder on 1st November 2022, to all members. Only those who were members on 31st August 2022 will be eligible to vote. **Action: LH**

6. **Finance Report - Paper T/11/22/03**

The Report was noted.

- a) **It was agreed** that MG will be appointed as a signatory after the AGM because OP will be removed at that date. **Action: AF, MG**
- b) **It was agreed** that those members who participate in groups via Zoom will be charged £2.00 per session. Convenors will need to keep a record of the costs, so that Zoom participants can pay at the end of the term. Payment may be made by bank transfer or cheque. These charges are to be implemented with effect from 1st January 2023. There will be no charge for Zoom open meetings. **Action: AF to advise convenors**

7. **Group Co-ordinator Report**

- a) Paper GC/11/22/03 - The report was noted.
 - **It was agreed** that two extra sessions be convened to ascertain interest in the proposed new groups and to appoint Convenors. New groups would continue to be subsidised. **Action: NV/MR**
 - A discussion took place concerning the possibility of promoting particular groups at Open Meetings, by way of a display board presentation.
 - **It was also agreed** that a regular monthly e-mail could be sent to all members, reminding them to check the website to see the available groups that month. **Action: NV/MR**
 - It was noted that the Central Library is now available for groups.
- b) Paper AGC/11/22/04 - The report was noted. "Meet the Groups" had been a great success and thanks were passed to all those who had organised the event.

8. **Monthly Meetings Report**

MG advised that speakers had been booked through to May 2023. An appeal would be made to members to present talks.

9. Correspondence

- a) **It was agreed** that arrangements would be made to translate the booking form into Welsh. **Action: OP/JE** It was pointed out that, as we have no control over Beacon processes, the online joining form could not, at this time, be translated. It was suggested that this may need to be addressed at some point but no decision to do so was taken.
- b) Research request to be posted on website. **Action: OP**
- c) Knitting Groups to be posted on website. **Action: OP**
- d) It was advised that the Minutes of the South Wales Network are available on their website.
- e) LH advised that notification had been received from Regional u3a that there will be a Zoom meeting at 2 p.m. on 28th November 2022 to discuss future plans, following the decision not to raise subscriptions at TAT AGM.

10. Any Other Business

OP advised that he would continue to help with the website after the AGM, until his Cardiff u3a membership expires in February 2023.

- 11. **Date of the next committee meeting** following the AGM on 8th November 2022.

01/11/22/lah