

Minutes of the 33rd Annual General Meeting of Cardiff U3A held on 12th November 2020 held via Zoom

In view of the Covid-19 pandemic, this meeting was held via Zoom. Papers were posted on the Cardiff U3A website or sent by post to those members who did not have access to the internet. The aim of the Zoom meeting was to give members an opportunity to raise questions arising from the circulated papers. Voting is to take place via a voting form on the website or by paper form. These arrangements were approved by the Third Age Trust and Charities Commission.

Committee Members Present

| | |
|----------------------|-----------------|
| Chair | Owen Parry |
| Vice-Chair | Anthony Baines |
| Secretary | Lesley Hales |
| Treasurer | Alison Firth |
| Membership Secretary | Kirsten Freeman |
| Groups Co-ordinator | Nonn Vaughan |
| Talks Organiser | Mario Greening |

In addition, 13 members attended via Zoom.

1. The Chair welcomed attendees to the 33rd Annual General Meeting.

2. Apologies for Absence

Apologies had been received from 1 member.

3. Minutes of the AGM held on 12th November 2019 - Paper AGM/20/01

The Minutes were noted at the meeting and later approved as a correct record by the agreed voting process. Number of votes in favour: 76

4. Matters Arising

The explanation of length of service of Committee Members was noted.

5. Chair's Report - Paper AGM/20/02

The Report was noted at the meeting and later approved by the agreed voting process. Number of votes in favour: 78

A Review of the past year

The Chair commented that this had been a very strange year. Nevertheless, the Committee had held monthly "meetings", either via Zoom or e-mail, and continued to work hard to ensure that members were kept informed and the organisation solvent.

- The Chair had updated the website on a regular basis, particularly concerning government and Third Age Trust (TAT) advice. He had communicated directly with members following decisions made in Committee about the effect of Covid-19 on U3A activities. He had included many other useful items on the website: lectures, performances, puzzles, exercises and virtual tours of museums.
- The Vice-Chair had attended Zoom South Wales Network meetings, to ascertain the views of other U3As. He had also worked on the drawing up of new policies and procedures.
- The Treasurer had finalised the Finance Policy and ensured the solvency of Cardiff U3A. As a result, the membership year had been extended to February 2021, to account for the lack of group activity.
- The Membership Secretary had seen a slight increase in the membership, and had organised new members' meetings, prior to lockdown.
- The Groups Co-ordinator had kept in touch with all the Convenors and had been working with them in the hope of restarting groups, before the recent lockdown. She had encouraged many groups to use Zoom or What's App. The Convenors' lunch had had to be cancelled.
- The Talks Organiser had arranged monthly meeting talks via Zoom, which had been a great success. These are recorded and added to the website, so that members could enjoy them at their leisure. The Talks Organiser had also been instrumental in helping other groups with managing Zoom meetings.
- The Secretary had organised the monthly committee meetings and worked with the Vice-Chair on new policies and procedures. Minutes of the monthly meetings and the new policies were posted on the website.

Colin Gent had produced an excellent Cardiff U3A magazine, which had been well-received. He had not felt able to continue to produce the magazine and had hoped that there could be better communication within Cardiff U3A. The Committee had agreed to take this matter further.

Two further members were thanked for their contribution. Mary Allen had attended the South Wales Network meetings on behalf of Cardiff U3A and Linda Price had kept in touch with those members who had been ill, or had felt isolated during lockdown. Also, thanks go to all the Convenors who had kept in touch with the members of their groups, some by letter.

The Chair advised that two Zoom licences had been purchased, enabling many groups to hold their meetings via this medium.

TAT had regularly advised each U3A of the relevant restrictions affecting each country, with particular reference to ensuring that all U3As adhere to the liability policy. TAT was also in the process of rolling out a new Beacon website and had also rebranded the logo.

The Future

The Chair took the opportunity to advise members of the matters to be considered before groups could restart. At the moment, the Committee had decided that there would be no resumption of face-to-face meetings until the New Year, when the matter would be reconsidered. The following have to be taken into account:

- The prevailing regulations of the Wales Government
- TAT liability insurance
- The type of meeting, i.e. whether materials are handled
- The availability of venues and whether the Committee considers that they are Covid safe
- Venue risk assessments - whether the venue has complied with Covid regulations
- Risk assessment of the venue by the Convenor on the day of the group meeting
- Personal risk assessment by each member prior to attending the group
- The safety of reaching venues by public transport

The Committee's over-riding concern is the safety of all members, given the age profile of members. Following Committee decision to restart, it was considered that it would take about 3 weeks to organise, and that much responsibility would rest with Convenors. Members would be required to pre-book their attendance with the Convenor for that group.

The Chair underlined that any current meetings of members were taking place outside the auspices of U3A and that Beacon must not be used.

The Chair reminded members that it is what we should do, which is important, not what we can do.

Thanks

The Chair thanked the Committee, past and present, for their work, including Michael Young, Mary Allen and Linda Price.

He also thanked all the Convenors and the Members for keeping in touch. The Chair advised the AGM that members had sent thanks to the Committee for their work. The Committee was grateful for the acknowledgement.

No questions were raised on the report.

6. Treasurer's Report - Paper AGM/20/03

The Report was noted at the meeting and later approved by the agreed voting process. No of votes in favour: 77

The Treasurer reported that there is a surplus of £2,384.81 for the financial year 2019/20. This had been as a result of the suspension of activities and to compensate for this, it had been decided to extend the membership year to 28th February. The end of the membership year will fall on 28th February in the future.

It is intended that each group should break even.

TAT fees will increase in 2022 by 50p per member. Members had already been informed that fees will be no more than £15 per annum, but the Committee will review this when there is more clarity about activities.

As a result of the reduction in income, it had not been necessary to have an independent examination of the accounts.

A Financial Policy was now in place.

No questions were raised on the report.

7. Formal Approval of the Accounts for the Year ending 31st August 2020

The Accounts were noted at the meeting and later approved by the agreed voting process. No of votes in favour: 79

8. Election of Committee Members

The following members have agreed to be appointed to the committee. There was no requirement for an election.

Miss Alison Firth, Mrs Kirsten Freeman, Mr Mario Greening, Dr Owen Parry, Ms Nonn Vaughan, Mr Anthony Baines, Ms Lesley Hales.

There being no questions, the meeting was closed.

lah/13/12/20