

Cardiff U3A Executive Committee Meeting
held in the City URC Church on Monday, 2nd December 2019 at 1.00 pm.

Present

Owen Parry	OP
Nonn Vaughan	NV
Alison Firth	AF
Kirsten Freeman	KF
Lesley Hales	LH
Tony Baines	TB

Apologies

Mario Greening

1. Corrections to the minutes of the last meeting: 4th November 2019

There were none

2. Matters arising.

Items on matters on this agenda will be discussed under that item.

3. Committee Membership

Tony Baines and Lesley Hales were appointed to the committee.

4. Chair's Business.

i. Conduct of Business

1. Notice of the dates of each meeting will be placed on the website (in the Calendar of Events) and included as a news item on the site in the week before the next meeting, so that members can make representations on agenda items if desired. Items deemed sensitive may be declared as reserved business and no details given.
2. Members presenting reports or papers should do so in advance of the committee meeting and in writing, preferably as a PDF file so as to be accessible by all committee members, via the distribution email list (dist.committee@cardiffu3a.org.uk)
3. A copy of each report should go to the Secretary as a Word (or compatible) document.
4. In order that the Secretary can participate fully in discussions, each item should conclude with an agreed minute and where relevant, action points, which are then recorded before the next item is discussed.
5. Members should provide the Chair and Secretary with notice of any other business they wish to raise before or at the start of the meeting so that an assessment of the amount of time necessary for discussion can be made.
6. Correspondence will be scanned and made available before the meeting via the distribution list and listed in the Agenda for the next meeting wherever possible.

7. The Secretary and Chair will correspond to produce minutes as soon as possible after each meeting and then circulate them. Members of the Committee will then be invited to suggest any corrections they feel are necessary. These may be subject to discussion at the next meeting.
8. Members of the Committee will also be provided with a note of action points agreed, with any that refer to them shown and highlighted.
9. Minutes of meetings will be placed on the website after confirmation at the following meeting.

The committee agreed to adopt the 'Conduct of Business' as proposed by the chair.

- i. Complaints Procedure – tabled for consideration at a later date
- ii. Grievance Procedure – tabled for consideration at a later date
- iii. Disciplinary Procedure – tabled for consideration at a later date

5. Reports.

i. Membership Secretary's Report

Cardiff U3A^[1]_{SEP} Membership Statistics 24th November 2019

Members by status

Current	727	
Resigned	52	
Deceased	5	
Lapsed		139
Total	923	

Current members by class

Individual	727	100%
Total	727	

Male	191	26%
Female	530	73%
Email	689	95%

It was suggested that we carry out a lapsed members survey and analysis at renewal time 2020. Planning to start prior to this, e.g. March 2020

Action **TB**.

A New Members' coffee morning is planned for Wednesday January 22nd at 11 a.m. All Committee members are welcome from 10.30 a.m **Action KF and all the committee**

ii. Beacon Administration Report

There was nothing new to report

iii. Treasurer's Report

Membership income at 22.11.19 was £8,712 with other income for the year being £7,483. Expenditure stood at £6,929. Group income and expenditure will be checked in December to determine whether any Group(s) need(s) to amend attendance fees at the start of next term. It is anticipated that Local History will need to return to £2.00.

The fourth signatory is yet to be decided and a decision was deferred until the new Secretary is in post. OP volunteered to be 'authoriser' for online banking with one of the other signatories validating the payment from the bank statement at Committee meetings.

The projected deficit for 2019-20 is £1,190 PLUS the amount spent in the year from the ring-fenced Proposals budget of £1,060 (of which £100 has been allocated). The Independent Examiners' Fee is also in addition to this. The decision as to whether to raise the entrance fee to Monthly meetings by £1 was deferred to next meeting when MG will be present.

Consideration will be given to the extra cost of paper members when the membership fee is set.

It was agreed to amend the Reserves Policy so that social, and outings and theatre expenditure are not included in the part (b) expenditure calculation.

No proposals have been received this month.

Information about the appointment of an Independent Examiner will be circulated for January's meeting.

iv. Group Coordinator's Report

Booking rooms

AF, will continue to book URC, St David's Hall and The Library. Other groups are encouraged to do their own bookings.

Coordinator Visiting groups

All the groups will be visited over the coming weeks and months. Firstly, to get an overall picture of Cardiff U3A. Secondly, to get to know the convenors and the members. Thirdly, to encourage and support convenors in their use of Beacon to make the calendar more informative and thus more welcoming to members old and new.

Literature through the Ages and Local History have been visited so far.

Updates

Local History is now being convened by Eric Hurley, allowing the previous convenor to step down.

From September 2020, Music Appreciation and Science are swapping their regular Wednesday dates. Music Appreciation will meet on the 3rd Wednesday afternoon of the month and thus be able to use URC when there are music exams. Science will meet on the 1st Wednesday afternoon.

v.Monthly Meeting.

Room requirements have been made with the Masonic Hall for the December Open meeting. The facilitating group will be the Art Appreciation. The speaker is Mark Davies and his talk is `Early Aeronautical Adventures over Wales`

The 10th January Open Meeting organised by Rob Fisher is `Wits and Wagers` which is an interactive quiz facilitated by the Book group. The refreshments will include home-made cakes supplied by Kirsten.

The 12th February Open Meeting is `Musings of a Retired Policeman` presented by author David Palmer facilitated by the Recorder group.

There were approximately 100 members at the November AGM.

The rather poor condition (dampness) of many of the refreshment biscuits served up at some of the Open meetings has been raised with our contact at the Hall. She agreed to look into the matter.

vi.Magazine

No further action at this point

vii.Newsletter

Information was circulated about the production of the Newsletter. From January 2020 the Group Activities leaflet will no longer be produced. In its place paper members will receive a list of dates of meetings each month. Details about Groups will be produced in a separate leaflet for circulation at time of joining/ renewal for non-email members

Action: KF AF NV

viii.Website

Google analytics is now linked to the website. Convenors need to inform their groups that they can find their groups' information in the menu section to the left of the screen.

ix.Network

Mary Allen has agreed to continue as Network Representative. She has agreed to write reports and submit them to the committee. AF to check on the number of delegates allowed.

Action AF

Linda Price has agreed to continue as the person who sends sympathy and get-well cards.

6. Correspondence

There was none

7. Any Other Business.

The second mobile phone is to be used as the groups information line, held by

NV. The number will be available to the non-internet members.

The number for general enquiries should be taken off the website.

Action **OP**

8. Confirmation of date and time of next committee meeting.

13th January 2020 at 1pm at URC.