

Cardiff U3A Executive Committee Meeting
held in the City URC Church on Monday, 13th January 2020 at 1.00 pm.

Present

Owen Parry	OP
Nonn Vaughan	NV
Alison Firth	AF
Kirsten Freeman	KF
Lesley Hales	LH
Tony Baines	TB
Colin Gent	CG
Mario Greening	MG

1. Committee Membership:

- Colin Gent was appointed the committee. Proposed by MG and seconded by AF.
- Tony Baines was elected vice chair. Proposed by LH and seconded by MG.
- Nonn Vaughan resigned as secretary.
- Lesley Hales was elected secretary and will take up secretarial duties in March. Proposed by NV and seconded by TB.

2. Corrections to the minutes of the last meeting:

There were none.

3. Matters arising.

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

4. Chair's Business.

i. Complaints Procedure – tabled.

ii. Reserved Business.

iii. 86 members are not in groups. There could be an analysis of why members are not in groups or if they only attend the open meeting. This could be raised at the convenors' day or members could be emailed to see why they are not in a group.

Action - OP will update the list.

5. Reports.

i. Membership Secretary's Report:

Cardiff U3A Membership Statistics 3rd November 2019

Members by status

Current	739
Resigned	52
Lapsed	139
Total	935

Current members by class

Individual	739	100%
Total	739	

Male	192	26%
Female	540	73%
Email	701	95%

The data for TAM has been submitted.

Coffee morning for new members will be on 22nd January. At the moment 9 people have responded to say they will attend. If there is low attendance committee members will be emailed to let them know if they are needed.

ii. Beacon Administration Report:

Organisers are meeting but there is no new information. The upgrade is running to plan.

Action - OP will add new committee members to Beacon and do training.

iii. Treasurer's Report:

The Group income and expenditure for Sept – Dec has been checked and there will be no changes in attendance fees for any groups. No proposals had been received this month. Daily and single payment limits had to be set with Bank prior to addition of second online user. This was done by mandate. The second online user has been registered.

LH agreed to become fourth signatory.

Action AF

The Projection for 2019-20 was presented and shows a deficit of £3450. The ringfenced money for Proposals has been included and an arbitrary figure of £800 added for Independent Examiner. The Membership fee for 2020-21 will be set at March Committee and indication is that this will be around £15.

OP reported that some U3As were giving a reduction to members who did not take Third Age Matters. **Action: AF** agreed to prepare figures of the effect of this.

The additional cost for 'paper only people' is around £8.00 for the Newsletter. It was **decided** to elicit opinions on a different membership fee for paper only members via the Newsletter.

OP stated that we should consider contingency funds in addition to the reserves.

Action AF / OP

The Monthly meeting is subsidised (£665 in current year projection, excluding AGM and Meet the Groups) and it was **agreed** to raise the entrance fee to £3 from March 2020. The membership to be informed via the Newsletter.

Action MG / AF

Previous quotes from Independent Examiners, and some background was given for the benefit of new committee members. Two new quotes had been received:

- Paul Brown (WJ James and Co, Brecon) £400 + VAT
- Andrew Morgan (Arthur Gait and Co, Newport) £300 + VAT

Andrew has performed this duty for Newport U3A and has acted as trustee and treasurer for several charitable organisations. He is a 'responsible individual' at the firm of accountants where he works, is able to sign off accounts and fulfils the requirements of the Charity Commission. The accounts for submission to the Charity Commission would be prepared on Receipts and Payments basis.

The committee **agreed** that he should be appointed subject to confirmation of indemnity insurance.

Action AF

iv. Group Coordinator's Report:

The date suggested for this year's Convenors' Day is Tuesday March 31. This is in the 5th week of the month but will still affect one convenor in the morning, (Spanish conversation) and two further, (Games Galore and Swimming) if the meeting continues into the afternoon. By the end of March NV hopes to have visited most groups and will have a better idea of what would be most useful for the day.

There is a certain amount of crossover between AF and NV, since to date most group contact has been in relation to room bookings, which AF continues to do. This has involved German conversation, All Things Welsh, Music Appreciation swapping with Science and Philosophy.

The convenors day will be a half-day 31st March at the Friends Meeting House. Lunch will be provided. It will focus on "best practise". **Action – NV.**

v. Monthly Meeting:

The December 2019 meeting; Early Aeronautical Adventures over Wales` attracted 40 members.

The January Open Meeting; Wits and Wagers, an interactive quiz, hosted by Rob Fisher takes place on the 14th, the day after the January Committee Meeting. As well as the usual refreshments, there will be home baked cakes by `Kirsten` It will be facilitated by the Book Group.

The February Open Meeting: Musings of a retired policeman presented by David Palmer, is on the 11th and is facilitated by the Recorder Group.

The March Open Meeting; Famous and not so famous people involved in the Civil War in Yorks and Lincs, is presented by Committee Member Lesley Hayles. It is facilitated by the combined Coffee Group and Craft Group.

The P/A system was not ready for our use for the December Open Meeting, The key to the P/A cupboard could not be found by the caretaker in time for the start of the meeting. No office staff present.

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Open Meeting Venue

MG had carried out a survey of alternative Open Meeting venues in June and July last year, and presented the findings to the Committee.

Jurys (old Park hotel) Park Place
City URC Windsor Place
Tabernacle The Hayes
The **Cornerstone** , Charles Street

The Committee felt that The Cornerstone had the best potential as an alternative venue to the current Masonic Hall. A subsequent visit by the then Chair and Treasurer confirmed the venues potential.

The Cornerstone, Charles Street offers a large airy room (Jane Hodge) with good natural lighting. However this lighting level cannot be reduced. Sits 200 theatre style. Easy disabled access and two fire exits. No `loop` system. Good toilets and some cloaks facility. All A.V. equipment is included in room hire, including a projector but no screen (it uses the wall instead), hand/throat microphone and two self contained floor speakers for £120. An included alternative to the projector are two large LCD television screens (which are very visible even in the rooms natural lighting unlike the slightly overpowered projector image), which are readily connected to a visiting speakers laptop.

Coffee may be served in the room itself, and would be charged at £2.50 (60 is £150) pp including biscuits. There are enough tables and chairs to host a `Meet the Groups` session. There is enough room to set up the welcoming table in the room as well as space to be able to talk to prospective members. Coffee bar downstairs open to members pre and post meeting. Free Wi-Fi throughout the building. May not be possible to site our own storage cupboard. Room is currently available for hire each month.

Bottom line £120 plus £150 which is **£270 per meeting**

The coffee bar opens up the possibility of replacing the usual coffee and biscuits which are currently paid out of the £2 Open Meeting entry fee to members.

There are some concerns when using the Masonic Hall. An email is sent expressing these and a response received.

vi. Magazine:

Colin Gent is to take over the running of the magazine. 50% of the content is freely available from current sources.

Over the coming month it is hoped to have input from the group convenors and photographs from the photography group.

There will be two sections – information and group input and a message from the Chair.

A synopsis will be added to the monthly talks.

Action - OP to assign email to **CG**

vii. Newsletter:

Information about the new committee members will be in the next newsletter which will go out on 24th February.

viii. Website:

Usage of the website is increasing.

OP is happy to accept comments and suggestions.

ix. **Network:**

AB attended the meeting on 3rd January.

No chairperson was elected and there are no minutes.

A U3A can opt out but it was suggested we remain if there will be sharing/workshops/study days as these are useful.

Only need one representative per U3A to vote, which **AB** is happy to be. Mary could continue to attend and possibly take on the role of chair.

Action – AB to submit reports for committee meetings.

6. Correspondence

i. U3A Malta: **AB** to reply and make enquiries.

ii. U3A Day

Suggestions to be put forward at the next meeting.

Action: All committee members

iii. Science Network Meeting

It was decided that we would not use proposal money to attend such meetings.

7. Any Other Business.

Open Meeting Venue - is a change required?

Action – try October – December meetings at Cornerstones providing it is available.

8 Confirmation of date and time of next committee meeting.

3rd February 2020 at 1pm.