

Cardiff U3A Executive Committee Meeting
held in the City URC Church on Monday, 3rd February 2020 at 1.00pm.

Present:

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

Apologies: Lesley Hales

1. Corrections to the minutes of the last meeting.

OP thanked KF for taking the minutes. It was agreed that initials be used throughout and reports be presented in the third person.

2. Matters arising.

OP had circulated the list of 86 members not in groups, with joining date. Up to two thirds were not new members.

3. Reports.

i. Membership Secretary's Report.

The new members' coffee morning went well with 16 of 44 invited attending. Sixteen new members have joined since the meeting and it is anticipated that the next new members' event will be in April. Members are re-invited if they reply to say they are unable to come and would like to come to the next meeting. Current membership stands at 759. KF is still receiving requests from members wishing to be removed from *Third Age Matters* (TAM) mailing list.

ii. Beacon Administration Report.

CG, TB and LH now have Beacon logins.

Updates will soon be launched which will affect membership and ledgers, little information on this as yet.

iii. Treasurer's Report.

The income for the current financial year stands at £18,445 and expenditure at £9,745. No payments have yet been made to Third Age Trust for membership, TAM or Beacon. There are no changes to the projection presented at the last meeting, except for the Independent Examiner's fee which is now known to be £360.

Eleven responses to notice in Newsletter about opinions on subscriptions had been circulated. These will be discussed at March meeting when Membership fees will be set.

a) The list of assets had been circulated to the committee and the committee were asked to let AF have any additions that they are aware of, along with anything else that was appropriate to calculating for contingencies.

Action: All Committee

b) MG asked about availability of laptop for speakers. AF will pass this over to him.

Action: AF

c) Appointment of Independent Examiner: The Letter of Engagement, Schedule of Service and Terms of Business, including details of professional indemnity cover from Andrew Morgan of Arthur Gait and Company, Newport (Principal: Jan Pritchard) had been circulated to committee prior to the meeting. The committee agreed that these were satisfactory and that OP (Chair) and AF (Treasurer) could sign.

Action: AF to return signed forms.

d) It was agreed that an end date of June 30th 2020 be put on 'Proposals'. This will be notified to Convenors by email and at the Convenors' meeting. Applications for help from new groups, and support of costs will continue. TB asked about approach for encouraging new groups. NV explained how this has been encouraged during the visits to groups. Two new groups are in the offing and 'Procedures for New Groups and New Convenors' are being written by OP who will consult with NV.

The cost of TAM has been increased by 20p to £3.10. The next submission deadline is 4th March. Convenors will be asked to encourage group members who do not read this to cancel their copies.

Actions: OP to progress Procedures. AF to email Convenors re deadline for proposals and cancellation of TAM

e) An issue has arisen regarding the direct debit for IONOS (internet and email provider), previously paid personally by the past chair and claimed back. OP and AF would like this to be set up from Paypal account (IONOS will not accept a direct debit from bank account as not a single named person). Our constitution states 'dual authorisation shall normally be required'. The committee agreed that this payment could be set up from Paypal account. AF noted that now that the Independent Examination took place this provided some aspect of safety to a payment from that account. It was noted that this includes a slight subsidy to South Wales Network who have one email address included in this domain.

Action: OP

The committee agreed to the payment of a deposit of 50% of room hire costs requested by Cornerstones to secure the booking for Oct, Nov, Dec monthly meetings.

iv. Group Coordinator's Report

NV reported that the groups visited so far are in good shape, with Convenors putting in a lot of work. Issues which have arisen so far are:

a) Short courses: These could either be a one off 6/10 week course to let a new convenor get a feel for the task, or a course which starts afresh every 6/10 weeks depending on its success. This means that, for example, new Welsh Beginners students could join the group every 10 weeks or every term, with students either progressing to the Improvers group, or choosing to stay in the group and repeat the material. New members can thus access the course without too much delay. Tai Chi operated in this way. Short courses might be of particular interest to craft skills.

b) Including people with disabilities, especially those with carers.

NV had been told of some resistance to both people with a disability and to their carer and will put this on the agenda for the Convenors' meeting, March 31st (in the Friends Meeting House).

NV expressed the wish to discuss outside of committee, the possibility of 'performances' by Groups at monthly meetings with MG, and issues around Craft with KF.

Action: NV, MG, KF

v. Monthly Meeting.

The decision to increase the cost of the Open Meeting to £3 from the March meeting had been communicated to all Cardiff U3A members via the February Newsletter and changes have been made to the Open Meetings' notes on the Cardiff U3A calendar.

The January Open Meeting; Wits and Wagers, hosted by Rob Fisher was attended by 76 members as well as 8 potential members. Kirsten's cakes were very warmly received. The event was a tremendous success due to the planning that both Rob, the games designer and Nonn put into it. The Book Group also did an excellent job of facilitating the meeting.

The Talks Calendar has been finalised to the end of the year and into January 2021.

February: 'Musings of a retired policeman' by David Palmer, facilitated by the Recorder Group.

March: 'My family and the effect that Oliver Cromwell and Sir Thomas Fairfax had upon it', will be presented by Lesley Hales. It will be followed by a short talk by another Cardiff U3A (new) Member, Janet Williams on the CRISP social club programme which helps Cardiff people who have suffered a stroke. It is jointly facilitated by the combined Coffee and Craft groups.

April: Professor Neil Frude, a consultant clinical psychologist, on 'The Science of Happiness'. It is facilitated by the Circle Dancing Group.

Suggestions for speakers or topics from committee members are always welcome. Eurythmy may be demonstrated at the AGM.

Cornerstone has been booked for the 2020 months of October, November and December.

The issue of PAT testing was raised and this will be followed up by AF and MG.

Action: AF (insurance aspect and possible testing), MG (to check labelling)

vi. Magazine.

CG reported that just under half the content for March issue had been received. A new printer will be used, minimally cheaper but in Cardiff, so nearer. Postage options had been explored but Royal Mail will continue to be used as no real advantage in changing. The committee agreed that the Welsh logo should be used (designed by Swansea who have given their permission for use).

OP demonstrated a package which could be used for online version of the magazine and advantages to this or of pdf discussed.

The March edition will be posted to all members as usual, but also put online and discussion on future distribution will take place after this (April or May committee).

vii. Newsletter

Nil to report.

viii. Website

Nil to report. Spike in activity at time of Newsletter. The comment was made that there were few photos in the gallery. Convenors would be asked to submit photos (ensuring necessary permissions given in line with Privacy policy).

Action: NV

ix. Network.

OP had written to Mary Allen (MA) regarding the 'one vote' from Cardiff and vacant position of Chair. MA expressed the wish to continue to attend meetings, but stated that she did not want to take chair and asking what would happen in TB's absence. It was agreed that MA should then use Cardiff's vote.

Action: OP to inform MA

4. Chair's Business.

i. Committee Meetings.

The dates had been circulated. The change from 30th March to 6th April for April meeting was highlighted. OP raised the issue of meeting less frequently (e.g on some occasions twice rather than 3 times in a 3 month period). NV felt that this was isolating. It was agreed to continue meetings each month for the time being.

ii. Reminders Calendar

Any additions should be sent to OP.

Action: All committee

iii. U3A Day

a. Wall-hanging

Information outlining the history of the making of the hanging and previous discussions on loaning / gifting this to the Cardiff Story Museum had been circulated. At that time (2010) U3A did not want to transfer ownership to the museum. AF had contacted the museum but they are no longer interested in accepting the hanging. AF will contact St Fagan's to see if they are interested and asking if they would be willing to display a hanging of St Fagan's houses, previously donated to them by U3A, for U3A day.

Action: AF

NV suggested an outdoor stall, possibly with dancing display. The purpose of U3A day is to raise the profile of U3A. TB agreed to lead on this with NV and will investigate.

Action: TB, NV

AF suggested drop-ins at cafes of venues that we use that are willing for us to have a table. These are Waterstones, House of Fraser, Cornerstones, URC and Virgin Money Lounge. This can be actioned nearer to the date, perhaps once it is known if stall will go ahead.

b. Adult Learners Week

OP had received an email from Val Maidment asking if Cardiff U3A wanted to put something on St Fagan's Community Learning webpage about U3A for Adult learners' week. KF suggested that we target the newly retired. Due to lack of manpower it was agreed not to take part in this.

6. Correspondence

TB had corresponded with the representative from Malta and Gozo U3A. They are interested in a cultural programme, with someone to accompany them around Cardiff, and in meeting members of Cardiff U3A. TB will be in Malta at the end of March and the committee agreed that he should arrange to meet-up with the rep there.

Action: TB

7. Any Other Business.

None.

8. Confirmation of date and time of next committee meeting. 2nd March 2020 at 1pm.