

**Cardiff U3A Executive Committee Meeting  
Monday, 6th April 2020**

**Committee Members:**

Owen Parry (OP)	Chair
Nonn Vaughan (NV)	Groups Co-ordinator
Kirsten Freeman (KF)	Membership Secretary
Lesley Hales (LH)	Secretary
Tony Baines (TB)	Vice Chair
Alison Firth (AF)	Treasurer
Mario Greening (MG)	Monthly Meetings

1. It was not possible to hold a meeting on 6th April 2020, in view of the Covid-19 pandemic.

2. The following papers were circulated to committee members for their consideration:

- Minutes of the meeting held on 2nd March 2020
- Chair's Report
- Briefing to Committees from Third Age Trust
- Treasurer's Report

3. The following decisions were made by way of e-mail circulation:

- **It was agreed** that the following items should be disposed of - 2 x slide projectors and a laptop which does not hold charge. The items could be offered free to an individual member in first instance via the Newsletter, when normal services resume.
- On 24<sup>th</sup> March OP emailed committee requesting permission for online payments without dual authorisation. **Unanimous decision in favour of online payments with verification by OP and subsequent report to committee.**
- In the absence of any record of agreements for payment of cancelled meetings, the following **has been agreed**:

Mary Lace (Art Appreciation) Negotiated by AF.  
100% of fee if cancellation by us 13 days or less before event.  
50% of fee if cancellation by us 14 to 27 days before event.  
0 if cancellation 28 days or more before event.

Keith Ewers (Tai Chi). Negotiated by Convenor, Mary Allen.  
2 weeks notice of cancellation will incur no fee. Full fee for cancelled sessions in that time.

Room cancellations vary with venue, but maximum penalty is full payment within one week of notification and 50% within one month. However, many are very generous and do not enforce cancellation fees.

- **It was agreed** that the Chair be authorised to use the PayPal account to set up a recurrent payment in the sum of £11.99 per month for for the Pro version of Zoom, an on-line conference app. This is to be discontinued when the current restrictions are removed.

4. Compliments were paid to Colin Gent on the excellent Spring-Summer magazine.

5. The next committee meeting is scheduled to take place on Monday 4th May 2020 at 1pm at URC, for which papers should be received by the Secretary by 27th April 2020. However, it is likely that this meeting will take place by e-mail.

Committee Members wished it to be placed on record, their thanks to Owen and Alison for their work in keeping members informed during the current difficulties.