

**Cardiff U3A Executive Committee Meeting  
Monday, 27th July 2020 - Paper S**

This meeting was held by Zoom, in view of the Covid-19 pandemic.

**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. Minutes of the meeting held by e-mail on 6th July 2020 (Paper S/07/20/10)**

were agreed as a correct record and will be signed at a later date.

**2. Security Breach on Website - Paper C/07/20/11**

OP advised that the breach had been rectified, so that personal details cannot now be revealed. A contact form had now been added to the website. Beacon had not been affected in the breach. LH advised that Action Fraud had not been contacted.

Third Age Trust (TAT) had also advised that there had been “phishing” e-mails to other U3As and that these should be deleted, without opening.

**3. Open Meetings**

MG provided an oral report. Speakers are being organised for the September (8th), October (13th), November (10th) and December (8th). Only one of these speakers required payment.

These meetings will be held via Zoom, if necessary. It was noted that only those who had an e-mail address would be able to access Zoom. There is a limit of 90 on Zoom, but it was considered that this would be adequate. An on-line booking form would be available, so that participants would register their intention to attend.

Cornerstones had been booked for Oct-Dec meetings and a non-returnable deposit of half of the cost had been paid. **MG to contact Cornerstones to cancel. If Cornerstones are not willing to refund the deposit, then it is hoped that the meetings could be held there from Jan 2021. Alternatively, Cornerstones could be used for those who cannot access Zoom at the monthly meetings, although this would be dependent on compliance with Covid-19 regulations.**

“Meet the Groups”, normally held in September, will not go ahead. **AF to cancel Masonic Hall.**

#### **4. Resumption of Meetings - Paper T&GC/07/20/14**

NV introduced the papers. The following issues were raised:

- Concerns about the use of public transport
- Current Wales Government restriction on meetings involving multiple households
- Risk assessments of venues
- Size of venues to take account of social distancing
- Whether participants should be expected to leave contact details, so that they could be contacted, should a participant test positive for Covid-19

More meetings could take place via Zoom, but another licence would need to be purchased. Training on Zoom would be available for convenors.

It was suggested that a trial could be carried out in October for up to 4 meetings, which could be subsidised. The Tabernacl on the Hayes could be used, which has accommodation for 15 people upstairs and 30 downstairs.

It was further suggested that help and information could be obtained from the Welsh Government or the Welsh Council for Voluntary Associations (WCVA).

**It was agreed:**

- **that a second Zoom licence be purchased at at cost of £11.99 plus VAT per month.**
- **that there would be no resumption of any meetings, whether indoors or outdoors, before the next committee meeting**

It was underlined that if a convenor did organise a meeting prior to the September committee meeting, it would take place without the support of Cardiff U3A and no insurance cover would be available. Convenors may have access to Beacon for this purpose.

**Action:**

- **OP to purchase 2nd Zoom licence.**
- **AF to cancel visit to Dewstone Park on 3rd September.**
- **NV to contact WCVA.**

#### **5. Proposals for AGM 2020 - Paper C/07/20/12**

OP advised that the Charity Commission expects Trustees to ensure that all reasonable efforts are made to enable as many members as possible to participate in the AGM, if it is not

possible to meet in person. **It was agreed** that the proposals outlined in the Paper met this criterion and that the Trustees should proceed on that basis.

The actual date of the AGM is to be agreed. (Note: 21 days' Notice to members is required.)

#### 6. Network - Paper V/07/20/13

TB introduced his paper. It was felt that there was no clarity of purpose for the South Wales Network, and it was difficult to dedicate time to it when there were many other important issues facing committees at the moment. Possible uses might be benchmarking and best practice which could be disseminated amongst local U3As.

**It was agreed** that TB draft a paper for discussion with OP for a possible future role for the South Wales Network.

TB also advised that he had participated in a focus group for TAT on the possible rebranding of U3A. Discussions were ongoing.

#### 7. Any Other Business

- OP reported that the Beacon upgrade is continuing. Information is on Cardiff U3A website.
- One new member had joined recently.

#### 8. Next Meeting

To be advised.

Lesley Hales  
28/07/20