

Cardiff U3A Executive Committee Meeting
Minutes of the Meeting held on Monday, 5th October 2020 - Paper S/11/20/01

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 2nd September 2020 (Paper S/10/20/01)

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

2. Chair Report - Paper C/10/20/02

a) Resumption of Meetings

It was agreed that there would be no face-to-face formal meetings until at least January 2021, following the Welsh Government's recent announcements. This decision would be communicated to members when sending out the communication for the AGM.

It was suggested that more group meetings could take place via Zoom, although many Convenors may not be familiar with its operation. **It was agreed that NV would contact Convenors to ascertain whether they wanted to run their meetings on Zoom.** If there is a positive response, OP will set up the Zoom meetings.

MG requested self-assessment forms to enable members to decide whether it was safe to participate in outdoor meetings. TB advised that it had been extremely difficult to find, at TAT, any forms (across different situations) that he considers to be of an appropriate standard for us (alternatives were being investigated). However, he advised that the one TAT form he had seen that was possibly good enough was for outdoor meetings. **It was noted** that any self-assessment must take account of the requirements of TAT insurance.

b) Annual General Meeting

The following was noted:

- The Annual General Meeting will be held via Zoom at 2 p.m. on 12th November 2020. This will be an opportunity for members to question the Committee concerning the Chair's Report and Financial Matters. (See below for method of voting).
- The Annual Accounts and Finance Report had been completed (see 3 below).
- The Chair's Report will be drawn up, summarising the year's activities, including drawing members' attention to the policies and procedures recently agreed.

- The 2019 Minutes have been sent to Michael Young, the Chair at the 2019 AGM for his comments. NV will complete the Minutes and forward to OP and LH in time for distribution.
- The documents at the above 3 bullet points will be published on the website, not later than 17th October 2020. Paper copies will be produced for non-e-mail members.
- The Chair will send formal Notice for the AGM, either by e-mail or post, 21 days in advance of the AGM, i.e. not later than 21st October 2020. Invitation for nomination of new committee members will be included. These are to be returned to the Secretary no later than 30th October, along with confirmation from those nominated, that they wish to serve on the Committee.
- Those Committee Members who wish to continue to serve should seek a proposer and seconder, to be sent to the Secretary no later than 30th October 2020, along with written confirmation that they wish to continue to serve.
- Members will be invited to register for the AGM discussion on Zoom via an online booking form. They will receive an e-mail reply confirming registration and details of the AGM. There will be a facility to cancel. When registering, members will be asked to submit any questions, so that Committee members can be prepared.
- The Chair will send a reminder for the Zoom Discussion Meeting by Monday 9th November. The meeting will be limited to 90 members, in addition to the Committee members. If more than 90 members wish to “attend”, a waiting list will be drawn up and a further discussion meeting could be arranged, if there are sufficient numbers. However, those members will be advised that a recording of the first meeting will be available on the website.
- Members will be invited to vote by e-mail or post to the Secretary on the Minutes, the Chair’s Report, the Finance Report and Annual Accounts, and election of Committee Members, if there are more nominations than places on the Committee (12). Votes should be returned by 30th November 2020.
- A Committee meeting will be held on 7th December 2020, when Officers will be elected by the Committee members.

Committee Members thanked the Chair for all the hard work he has put into organising the AGM.

3. Treasurer’s Report and Annual Accounts year ending 30th August 2020 - Paper T/10/20/03

These were **agreed** and will be presented to the AGM on 12th November 2020 for formal approval. The Accounts will be signed by the Chair and Treasurer at a later date.

4. Talks Organiser Report - Paper TO/10/10/04

The paper was noted. **It was agreed that open meetings will be held via Zoom for the first 3 months of 2021.** OP will help to set up the meetings and Philip Stewart has offered to co-host. Some speakers have indicated that they do not wish to give their lectures via Zoom.

It was confirmed that all bookings at the Masonic Hall had been cancelled. **MG will contact Cornerstones to request that the deposit be held for future meetings.**

5. South Wales Network - Paper VC/10/10/05

TB will continue to attend because some useful information could be gleaned from others, especially with regard to risk assessments. It was pointed out that TAT's insurers' approval would be required for any forms drawn up by Cardiff U3A. In the future, it may be beneficial for the Groups Co-ordinator to attend a SWN meeting, to participate in a discussion on the resumption of meetings.

There had been some discussion at the SWN meeting on 3rd September concerning the possible increase in TAT's fees and the U3A rebranding exercise. TB and AF will confer concerning the fees. The rebranding of U3A was not considered a priority at the current time.

Further discussion took place concerning the representation of Cardiff U3A on the SWN. **It was agreed representation would be restricted to Committee Members, so that a direct report can be made to committee meetings.**

6. Covid-19 Risk Assessments

In view of the fact that it had been decided that there will be no face-to-face meetings at the current time, the devising of Risk Assessments has been put on hold. NV and TB have been in discussion to ensure an integrated approach to take into account access, diversity and Track and Trace to ensure ease of use for convenors (see 7 below). TB was thanked for his work on this.

7. Accessibility Policy and Diversity Policy

The Accessibility Policy has been published.

In due course, a policy will be drawn up to take account of accessibility and diversity, to be in place in time for the resumption of meetings.

8. Correspondence

The papers from Third Age Trust were noted. It was considered too early to consider the U3A movement post lockdown.

9. Any Other Business

- One new member had joined recently.
- Local History had tried to set up Zoom meetings, but there were no speakers. OP offered to do a lecture and MG knows of possible contributors.
- It was suggested that Zoom meetings could be opened up to more members who may not usually attend a group meeting. **It was agreed that NV could take this forward.**

10. Next Meeting

This is scheduled for 2nd November 2020, but OP will advise whether the meeting is necessary.

Lesley Hales/08/10/20