

**Cardiff U3A Executive Committee Meeting**  
**Minutes of the Meeting held on Monday, 7th December 2020 - Paper S/12/20/01**

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

**Present**

Owen Parry (OP)  
Nonn Vaughan (NV)  
Lesley Hales (LH)  
Tony Baines (TB)  
Alison Firth (AF)  
Mario Greening (MG)

**1. Apologies for Absence** were received from Kirsten Freeman.

**2. AGM Voting Results**

A paper giving the outcome of the voting at the AGM had been circulated. The number of votes recorded met the quorum required, and would enable the committee to continue serving Cardiff U3A.

**3. Appointment of Officers and other Roles**

**It was agreed** that the following Committee Members would continue as Officers and in other roles. The Accessibility Officer is a new role.

Chair	Owen Parry
Vice Chair	Tony Baines
Secretary	Lesley Hales
Treasurer	Alison Firth
Membership Secretary	Kirsten Freeman
Groups Co-ordinator	Nonn Vaughan
Talks & Meetings Organiser	Mario Greening
Accessibility Officer	Lesley Hales
Delegates to South Wales Network	Tony Baines and Mary Allen

**It was agreed** that the Vice Chair would discuss the appointment of delegates to the South Wales Network with Mary Allen, to clarify the role each would make in reporting back to the Committee, following meetings of the South Wales Network. The Committee needed active participation by delegates to ensure that information from each meeting was disseminated to the membership. **Action:** TB

**4. Minutes of the meeting held by on 5th October 2020 (Paper S/12/20/01)**  
were agreed as a correct record and will be signed at a later date.

**5. Matters Arising**

- a) It was confirmed that NV had contacted convenors to ascertain whether they wanted to run their meetings via Zoom. She had also advised that members who did not normally attend particular meetings could join meetings on Zoom. A calendar of Zoom meetings is on the website.
- b) MG had contacted the Convenor for Local History and had sent him a list of speakers who were prepared to do meetings via Zoom.

#### **6. TAT EGM to be held on 10th December 2020 - Paper S/12/20/02**

The paper was noted. **It was agreed** that The Chair would delegate the TAT Company Secretary to use Cardiff U3A's 3 votes to vote in favour of the motion. **Action: OP**

#### **7. Talks Organiser's Report - Paper TO/12/20/03**

The paper was noted and approved. MG advised that he had contacted members to ascertain whether they were prepared to go on a list to be sent to SWN.

MG will pursue speakers for monthly meetings from April, when it is hoped that there will be clarity concerning whether meetings will continue on Zoom. Speakers who had been lined up have been contacted. MG was still waiting to hear from Cornerstones concerning the transfer of the deposit.

#### **8. Treasurer's Report - Paper T/12/20/04**

The report was noted and approved.

A number of issues need to be considered when setting the subscription for next year.

- Whether a magazine is to be produced.
- Whether it is possible to have different classes of subscription rates. It was confirmed that this could be arranged on Beacon.
- Whether meetings would continue to be held on Zoom and when meetings would be held face-to-face.
- Effect on groups if there were a significant loss of membership.
- It was noted that the returns to TAT would be based on 2020/21 membership numbers.

**It was agreed** that consideration would be given to subscriptions for 2021/22 at the January committee meeting. **Action: Paper for January committee: AF & OP**

#### **9. Chair's Report - Paper C/12/20/05**

The report was noted and approved.

- a) AGM procedures were followed for the meeting, but the "attendance" was disappointing.
- b) Concerning the resumption of meetings, **it was agreed** that this would not be possible in the near future. **It was further agreed** that the Chair would write to all members to wish everyone a Happy Christmas and to advise that meetings would continue to be held via Zoom, for the protection of all. **Action: OP**
- c) Communication with members - It was considered that it was unlikely that there would be a magazine editor in the near future. It was possible that any future magazine would take the form of

an annual review. Therefore, communication with members would continue via the website, facebook and twitter. OP will produce a paper in due course on a communication strategy. **Action: OP**

d) Digital Engagement - Digital Communities Wales had been in touch concerning the lack of video access for older people. It was reported that only two-thirds of e-mails sent to Cardiff U3A members were opened. Efforts will be made during the coming year to encourage members to be more engaged.

#### **10. Equality, Diversity and Inclusion Policy**

TB reported that it had been agreed between himself and LH, that TB would write the policy in relation to the above and LH would write the procedure. A method would need to be established whereby members could advise the Accessibility Officer of any particular needs. **Action: TB & LH**

#### **11. South Wales Network Meeting held on 4th November 2020 - Paper VC/12/20/06**

The report was noted and approved.

**It was agreed** that TB and MG would discuss the possibility of sharing Zoom meetings with other U3As in the South Wales Network. However, this would be limited to the current situation. **Action: MG & TB**

#### **12. Correspondence**

The Chair and Secretary had received communications from TAT concerning Covid-19 requirements in each country and the monthly newsletter.

#### **13. Any Other Business**

- a) Refunds had been made following the cancellation of Art Appreciation. The Convenor had decided not to continue, so the details were removed from Beacon. A new Convenor had been identified, but would only deal with the cash. The future of this group will be resolved when meetings restart.
- b) A new Convenor has been identified for the Science Group.
- c) The issue of "Digital Champions" will be discussed at the forthcoming Computer group.

#### **14. Date of Next Meeting**

11th January 2021. This will be a Zoom meeting. Papers to Secretary by 3rd January 2021

Lesley Hales/09/12/20