

Cardiff U3A Executive Committee Meeting

Minutes of Meeting held on Monday, 12th April 2021 - Paper S/05/21/01

This meeting was held via Zoom

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 on 8th March 2021 - Paper S/04/21/01

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

2. Matters Arising

a) Item 2b) - Insurance Excess

A reply is still awaited from Third Age Trust. However, TAT has confirmed that there is no excess for claims made against committee members, so the Secretary does not intend to pursue this further.

b) Website - Mary Allen as South Wales Network Delegate has been removed from our website and Tony Baines substituted.

3. Membership Secretary's Report - Paper M/04/21/02

The Report was noted. It was advised that the membership as at 31st March 2021 stood at 606, down from 775 in 2020/21. There are about 160 members who did not renew and their membership has now been lapsed. The main reason for members not rejoining was given as health and age. If members wish to rejoin, the fee will be £15.00.

NV will advise convenors of those members who have not rejoined, and will therefore need to be removed from convenors' lists. Convenors may wish to contact lapsed members, to enquire whether there was any exceptional reason. **Action: NV**

4. Annual Return to Third Age Trust

The Secretary confirmed that she had submitted the Annual Return to TAT on-line. A copy is to be retained on file. **Action: LH**

5. Treasuere's Report - Paper T/04/21/03

The Report was noted. It was confirmed that the income from membership fees was sufficient to support the viability of Cardiff u3a.

6. Chair's Report - Paper C/04/21/04

The Report was noted.

a) The Annual Return to the Charity Commissioners will be submitted before the due date of July 2021. **Action: OP**

b) Restarting Physical Meetings

It was noted that the date on which “organised outdoor activities for up to 30 people” may take place is now 26th April 2021. The date for “organised indoor activities for adults, limited to a maximum of 15 people” remained at 17th May 2021. However, it is possible that dates may change, according to government requirements. **It was agreed:**

i) The Chair will contact Third Age Trust to ensure that insurance will be available to cover any liability, following restarting physical meetings. The Committee will ensure that Cardiff u3a complies with Welsh Government requirements concerning Covid-19 safeguards. **Action: OP**

ii) The Chair will shortly write to all members advising them that the Committee is taking the actions delineated below. Once the information has been gathered, and the committee has had an opportunity to assess all the information and come to a decision about meetings, the Chair will contact members again to ascertain their willingness to attend meetings. **Action: OP**

iii) The Groups Convenor will contact Convenors to ascertain their personal willingness to resume face-to-face meetings, following assessment of the venues, as under. Meetings will be limited to 15 participants, so Convenors will need to be prepared to manage a booking system, when it has been set up by the Committee. **Action: NV**

iv) The Treasurer will approach venues to obtain their up-to-date protocols for compliance with Covid-19 requirements to enable a risk assessment to be undertaken. New venues may have to be considered. **Action: AF**

v) The Vice Chair and the Groups Convenor will then undertake a risk assessment of the venues to ensure that they comply with Covid-19 regulations. The Vice Chair and Groups Convenor will draw up the necessary form. It was noted that Chepstow u3a, through the South Wales Network, were in the process of drawing up the necessary documentation, and it was hoped that this would be available to other u3as. Forms are also available on the TAT website. **Action: TB & NV**

vi) An assessment will also be made regarding the accessibility of venues, prior to restarting of groups. This could be carried out at the same time as the Covid-19 risk assessments. **Action: LH**

c) Hybrid Meetings

This matter will be discussed in more detail when the outcome of the above assessments is known. At the moment, participation in face-to-face meetings is limited to 15, so a means will need to be found to enable wider participation, if numbers allowed are not increased.

d) Remembering those members who have died during lockdown

It was agreed:

- The Chair will contact the Liaison Officer, Linda Price, for details of any deaths of members during this period.

- The Chair will include in an e-mail/letter to all members a request for information on deceased members so that no-one is omitted.
- The Chair, as website manager, will invite contributions to a commemorative page.

Action: OP

e) **Beacon Administration**

TAT had advised Cardiff u3a that work on “Beacon 2” had been suspended. The consultant had withdrawn from the contract, and the matter was now in the hands of TAT’S legal advisers.

7. Revision to Constitution - Paper S/04/21/05

The Paper was noted. Concerns were expressed that it would be extremely difficult, in the current circumstances, to arrange a Zoom meeting with sufficient quorum, to change the Constitution. **It was agreed**, following discussion, that the Committee would not recommend a revision to the current Constitution.

It was suggested, to encourage participation, that the Annual General Meeting could take place prior to the monthly meeting, due to be held on 9th November 2021. It was unclear, as yet, whether this would be a face-to-face meeting, or via Zoom.

8. On-line Security and Beacon

The Secretary advised that she could not use her Beacon e-mail to communicate to people outside Cardiff u3a. **It was agreed** that the Chair would set up a lonos e-mail address for the Secretary. **Action: OP**

9. Vice Chair’s Report - Paper VC/04/21/07

This item was taken next on the Agenda. The Report was noted. The Vice Chair advised as follows

- a) The Equality, Diversity and Inclusion Policy was ongoing. However, **it was agreed** that this matter is not a priority for the moment.
- b) Risk Assessments This matter was discussed under 6c) v)
- c) Attendance at South Wales Network This issue is taking more time than had been originally envisaged, in view of the work connected with the pandemic. See report on South Wales Network below.

10. South Wales Network Report - Paper VC/04/21/06

The Report was noted. The Vice Chair reported that SWN was dealing with some big issues, as follows.

- No-one had volunteered to take on the role of the Secretary, so resources were stretched. The Vice Chair had been asked to be Secretary, but it was considered that his focus should be on supporting Cardiff u3a’s own strategy (see below).
- The Vice Chair had submitted a Paper to the South Wales Network on 24th February 2021 (see Appendix) outlining strategic issues for the Network. This had been further expanded by the Vice

Chair at the Network meeting on 24th March 2021, but it was not clear how this would be taken further.

- It had been agreed at the meeting that the priority for all u3as was starting up meetings, including risk assessments, etc.
- There is a significant problem in the timing of meetings. Network meetings are 2 days after Cardiff Executive meetings, making feed-back difficult.

It was agreed that the Vice Chair should concentrate, along with all Committee members, on Cardiff u3a's strategy, which is:

- to support Cardiff u3a to "normality" during the next 6 months,
- to recruit more/lost members, including emphasis on diversity,
- to recruit more committee members.

In turn, this would benefit other u3as in the Network.

11. **The next committee meeting** is scheduled to take place on Monday 10th May 2021, for which papers should be received by the Secretary by Sunday 2nd May 2021. It is yet to be decided whether this meeting will be via Zoom.

Lesley Hales
13/04/21