

Cardiff U3A Executive Committee Meeting

Minutes of Meeting held on Friday, 04th June 2021 - Paper S/07/21/01

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 10th April 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 2a) - Insurance Excess

It was confirmed that Cardiff u3a is unincorporated and therefore, there is no need to take this matter further.

b) Item 3 - Lapsed Members

It was advised that some groups had not removed lapsed members from Beacon. AF will send NV those members who had not renewed, so that their names can be removed from membership lists. **Action: AF & NV**

c) Item 4 - Annual Return to TAT

This has been submitted.

d) Item 6a - Annual Return to Charity Commissioners

This has been submitted.

e) Item 6d - Commemorative Page

The Commemorative Page had been set up on the website. A memorial had been included for one member and a further memorial is in progress. It was known that 3 further members had passed away and action is to be taken to ascertain whether memorials are to be added for them. **Action: NV**

f) Item 8 - Secretary's e-mail

LH is still navigating her way around the Ionos e-mail and has encountered some problems.

3. Monthly Meetings Report - Paper T0/06/21/02

The Report was noted. **It was agreed** that a further meeting be arranged for 10th August 2021. **Action: MG**

It was further agreed that the Annual General Meeting should take place on 9th November 2021, when a speaker has been arranged. MG was thanked for continuing to arrange Zoom General Meetings, which have proved very popular.

4. Correspondence

- a) The Chair had been contacted by Amazon Smiles concerning potential benefits for members. **It was agreed** that Cardiff u3a would not take this forward.
- b) Newsletters from TAT have been posted on the website.

5. Treasurer's Report - Paper T/06/21/03

The Report was noted.

- a) **It was agreed** that NV would take over the responsibility for booked rooms when groups restart, until a member could be recruited to assist. It is preferable for this task to be carried out by one person, so that there is no double-booking, if groups have to move dates.
- b) **It was agreed** that the claim for Gift Aid be delayed until October/November 2021 to ensure income at the commencement of the new financial year.
- c) The revised projection (Appendix II) for the financial year 2020/21, drawn up on 24/05/21, was noted.

6. Resumption of Meetings

a) **Paper C/06/21/04** - The Report was noted and the Chair was thanked for his comprehensive summing up of the current situation. This is an updated report, taking into account revisions to Government Coronavirus requirements. It was noted that, with effect from 17th May 2021, the number of people who can meet for organised indoor activities is now 30, and for outdoor activities, the number is 50. Certain actions now need to be taken to enable consideration to be given to the next steps to enable groups to restart. To ensure TAT insurance is valid, Cardiff u3a must ensure adherence to Welsh Government requirements. The Papers were considered in the following order:

b) **Paper GC06/21/07** - The Report was noted. Concern was expressed that some groups were meeting informally, without the agreement of the Committee. Beacon had been accessed to organise these meetings, which is strictly not allowed.

Subsequent to the drawing up of the Report, some convenors had expressed concerns about the new variants. Also, some convenors were reticent about taking on the responsibility of carrying out risk assessments. There will be a requirement for a booking system, which will ensure details of attendees are available for Test and Trace. The over-riding concern was that any meeting should be carried out safely.

c) **Paper TB/06/21/08** - The Report was noted. TB reported that, although the forms from Chepstow u3a were useful, they appeared to be complicated. It was also unclear who would fill in which part of the forms.

d) **Paper T/06/21/06** - The Report was noted. Venue protocols for United Reformed Church in Windsor Place, and Tabernacle on The Hayes, had been obtained. Other venues had either not sent a protocol, or had not been contacted in view of the frequency with which they

were used. LH reported that venues would not be assessed for accessibility until their Covid status had been investigated.

Conclusion

It was considered that it was too soon to consider whether groups could restart. There were two main considerations:

1. The safety of the venues needed to be assessed. It may be necessary to find new venues, although a search had been carried out recently, which indicated that other venues had higher charges. This would inevitably result in higher costs for groups. The criteria for new venues were that they should be in the city centre and accessible. Consideration could be given to subsidising some groups, although concern was expressed that this would result in cross-subsidisation, which was not generally supported by u3a. **It was agreed** that NV and TB would finalise the risk assessment forms and visit the venues to check the venues' protocols against government requirements. This would encompass: availability of hand sanitisers, one-way systems, room capacity, provision for cleaning of rooms, and ventilation. **Action: TB & NV**
2. It was noted that each member attending a group would need to take personal responsibility for their actions. They will be expected to:
 - Maintain social distance (currently 2 m in Wales)
 - Wear a face mask at all times indoors. If exempt, a member may be asked to provide evidence.
 - Use the hand sanitiser when entering and leaving the building.
 - Provide name and telephone number for the purposes of NHS Test and Trace. This information will be retained by the Convenor and destroyed after 21 days.
 - Immediately inform the Convenor of the group if they develop symptoms, or if they are contacted by NHS Test and Trace. **Note:** Convenors will be required to contact NHS Test and Trace in these circumstances.

Furthermore:

- If a member has symptoms of Covid-19 within the last 7 days, or has received a positive test, s/he must not attend a meeting.
- If some-one in a member's household has had symptoms within the past 14 days, s/he must not attend a meeting.
- If a member has been in contact with some-one with symptoms in the past 14 days, s/he must not attend a meeting.

It was further agreed that, until the above issues were resolved, that members would not be contacted, and that a Cardiff u3a Day would not be arranged.

7. Committee Membership and Succession Planning - Paper C/06/21/08

The Report was noted. It was acknowledged that succession planning will be difficult whilst members are not able to meet face-to-face. In view of the current situation, realistic compromises may have to be made, which should be fully minuted and reasons given. AF confirmed that, if a Treasurer were not identified at the next AGM, then she was prepared to continue as Book-keeper on the Committee. OP is currently fulfilling a number of roles, a situation which could not continue. Some tasks could be carried out by a member who is

not on the committee. Members interested in taking on some work of the committee could attend a committee meeting as an “observer” to gain an insight into its work.

It was agreed that the vacancy for Treasurer be advertised on the website, with a job description, along with an invitation for members to take on some other roles. **Action:** OP

It was further agreed that MG would take on the role of magazine editor, providing technology is compatible. MG would contact Philip Stewart to clarify technology. It was hoped that the next magazine could be produced for Jan/Feb 2022 when a review of the year would be undertaken. MG was thanked for his offer. **Action: MG**

8. South Wales Network Report - Paper VC/06/21/09

The Report was noted.

A Pathfinders video is available, explaining how to carry out hybrid meetings, where some members attend by Zoom, and others in person. **Action: OP to forward to TB & NV.**

TB will send information from further South Wales Network meetings to OP who will decide whether it is necessary to circulate to other committee members.

9. The next committee meeting is scheduled to take place on Monday 5th July 2021, for which papers should be received by the Secretary by ***Sunday 27th June 2021***. It is yet to be decided whether this meeting will be via Zoom.

Lesley Hales
05/06/21