

## Cardiff U3A Executive Committee Meeting

### Minutes of Meeting held on Monday 12th July 2021 - Paper S/08/21/01

The meeting was delayed from 5th July 2021 and was held via Zoom

Committee Members present:

Owen Parry (OP)	Chair
Nonn Vaughan (NV)	Groups Co-ordinator
Lesley Hales (LH)	Secretary
Tony Baines (TB)	Vice Chair
Mario Greening (MG)	Monthly Meetings

Apologies were received from

Kirsten Freeman (KF)	Membership Secretary
Alison Firth (AF)	Treasurer

### 1. Minutes of the meeting held on 4th June 2021 - Paper S/07/21/01

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

### 2. Matters Arising

#### a) Item 2b) - Lapsed Members

It was confirmed that NV had received the list of lapsed members from the Treasurer and that these had been communicated to Convenors, so that they can be removed from group lists.

#### b) Item 2e) - In Memoriam web pages

Three deceased members had been added to the web page.

#### c) Item 2f) - Secretary's e-mail

LH reported that e-mails from other committee members were still going into the spam folder, so she requested that committee members use the Secretary's personal e-mail address for communications.

#### d) Item 3 - Monthly Meetings

A speaker has been booked for 10th August 2021.

#### e) Item 7 - Magazine Editor

MG confirmed that he had communicated with Philip Stewart about the technology required for editing the Cardiff u3a Magazine. MG will take on the responsibility and hoped to produce the first magazine in January 2022. MG was thanked for taking this on.

#### f) Item 8 -South Wales Network

OP and AF had attended South Wales Network zoom meetings relevant to their roles.

### 3. Correspondence

The Chair had received notification of TAT AGM on 26<sup>th</sup> August and will attend virtually on behalf of Cardiff u3a. Action: OP

#### **4. Treasurer's Report - Paper T/07/21/02**

The date of the Report should have read 26/06/21. It was noted.

#### **5. Role Descriptions**

AF & OP had drawn up a role description for the Treasurer's post. The TAT website has information for other role descriptions.

#### **6. Resumption of Meetings**

The following papers were considered and approved. The authors were thanked for their hard work in drawing up the papers.

**Procedure for Opening up - Paper S/07/21/03**

**Report on Alternative Venues - Paper S/07/21/04**

**Report on Feasibility of Booking System - Paper C/07/21/05**

**Start-up Strategy & Risk Assessment for Convenors - Paper VC/GC/07/21/06**

**Available Venues in Central Cardiff - Paper VC/GC/07/21/07** - Paper provided 11/07/21

It was noted that case numbers were increasing rapidly, following the circulation of the Delta variant. Nevertheless, **it was agreed in principle** that the Committee should work towards resuming groups in due course. The following provisos were **agreed**:

- a) That the pilot groups to be held shortly, indicate that it is safe to open up further.
- b) That the Welsh Government briefing to be held on 14th July 2021 did not prevent groups from meeting.
- c) That Welsh Government regulations are adhered to.

The following issues were fully discussed.

##### **1. VENUES**

- a) NV & TB had visited those venues which were available for meetings, as per their Paper VC/GC/07/21/07. The Masonic Hall, URC, Friends Meeting House and Tabernacl met Cardiff u3a's criteria. It was noted that there may be access issues at some venues and therefore ground floor rooms would need to be available. Some venues had their own requirements for Test & Trace.
- b) Concern was expressed about meeting in rooms which may be cold during the winter, given the ventilation requirements. Consideration may have to be given to buying fan heaters.
- c) Most of the rooms could only accommodate up to 12 people in order to meet social distancing requirements. This would inevitably mean that group numbers would have to be reduced and there may be dissatisfaction about not being able to attend.
- d) There may be issues of audibility.
- e) In view of the fact that fewer people can attend meetings, the cost per person would increase. Consideration may need to be given to subsidising meetings in the future.

##### **2. RISK ASSESSMENT FOR VENUES**

A risk assessment for Convenors to use at venues prior to a meeting taking place, had been included in Paper VC/GC/07/21/06. However, it was acknowledged that this may need to be simplified.

### **3. GROUP CONVENORS**

- a) It will be necessary to advise Group Convenors of their responsibilities, as set out in Paper S/07/21/03. However, it was considered that the venue risk assessment, the capabilities of Beacon and the planned training, would ease the path to conducting meetings.
- b) OP advised the proposed method to enable members to book meetings:
  - The Convenor would send an e-mail, inviting members to a meeting. Consideration would need to be given to those members who do not have access to e-mails.
  - This e-mail would contain the terms for attendance (see below).
  - The Convenor would then print the list of those who confirm that they wish to attend. This list would include contact details for Test & Trace.
  - The Convenor would retain the list for 21 days, after which it would be destroyed.
- c) It was acknowledged that some Convenors may wish to continue holding meetings via Zoom.

### **4. INDIVIDUAL MEMBERS**

- a) It was acknowledged that each member would have to take personal responsibility when deciding whether to attend a meeting. Conditions would be attached to the e-mail inviting members to group meetings. It would be made clear to members that booking a place at a meeting would imply that they agree to meet those conditions.
- b) Furthermore, members would be required to contact the Convenor if they subsequently develop symptoms, or if they are in contact with anyone who has developed symptoms, or if they are contacted by NHS Test and Trace and told to self-isolate.

### **Conclusion**

It was noted that there is to be a further Welsh Government briefing on Wednesday, 14th July 2021. **It was agreed** that the following actions would take place, providing the briefing did not prevent them.

1. Three pilot meetings are to be set up, to be decided by the Groups Convenor, so that the following can be assessed:
  - the adequacy of the venue (which may be different from the one usually used by the group),
  - the booking system,
  - the willingness of members to take part.
2. Once the pilots are selected, the Convenors for these groups, to be trained in their responsibilities.

### **Action for 1 & 2: TB & NV**

3. An e-mail/letter would be sent to all members, advising the following:
  - The Delta variant is giving cause for concern. Nevertheless, the committee is aiming to set up 2/3 pilot meetings to assess safety for opening up in due course. These pilots will

take place in venues assessed by the Committee and may be a different venue from that the group usually uses.

- Members are to understand that, if they take part in any face-to-face meetings, then they take personal responsibility. They should not attend if they feel ill or have been in contact with anyone with symptoms. They must advise the Convenor if they become ill subsequent to the meeting, or if they are contacted by Test & Trace.
- By attending a meeting, it will be assumed that they have read and will abide by the statement included with the invitation to attend a meeting.

**Action for 3: OP, following consultation with NV & TB**

**7. Any Other Business**

It was noted that Mario Greening is to give a talk to the u3a National Science and Technology Group on 14th July 2021. The Committee wished him all the best.

**8. The date of the next committee meeting** is to be decided, depending on progress on the above actions.

Subsequent Meetings:                    Monday, 6th September 2021  
    Monday, 4th October 2021  
    Monday, 1st November 2021 (LH on holiday)

Lesley Hales  
12/07/21