

Cardiff U3A Executive Committee Meeting

Minutes of Meeting held on Monday 13th September 2021 - Paper S/10/21/01

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

1. Apologies for Absence were received from

Mario Greening (MG) Monthly Meetings

2. Minutes of the meeting held on 12th July 2021 - Paper S/09/21/01

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

3. Matters Arising

Item 5 - Treasurer's Post

The vacancy for the Treasurer's post had been advertised on the website. AF can remain on the Committee for a further 2 years. If a Treasurer is not identified at the Annual General Meeting to be held on 9th November 2021, then AF could act as Book-keeper, and support a new Treasurer if identified, for the next financial year. Cardiff u3a may need to check with the Charity Commission as to whether it is possible to keep the Treasurer post vacant.

4. Correspondence

- a) TAT had forwarded information about the availability of grants for the forthcoming year.
- b) TAT had also invited members to feed into the strategy for the future of the u3a movement.
Action: OP to forward e-mail to TB
- c) An update had been received from Beacon News which highlighted the programme of maintenance to be carried out on one Tuesday a month, commencing 5th October 2021.
- d) Information had been received from the Charity Commission about a virtual event highlighting the important role played by charities during the pandemic. This is to be held on 30th September 2021.

5. Treasurer's Report - Paper T/09/21/02

The Report was noted. **It was agreed to present 3 years' accounts for this year. The Accounts were approved and will be signed by the Treasurer and Chair, for presentation at the Annual General Meeting.**

The Treasurer was thanked for her work in preparing the accounts.

6. Resumption of Meetings - Paper GC/VC/09/21/03

The paper was noted. NV was thanked for her hard work in arranging the pilots, conferring with Convenors and visiting the venues, etc. TB was thanked for the support given to NV. It was noted that the First Minister had carried out a Coronavirus Update on 10th September 2021, underlining that there were increasing case numbers.

Following discussions with Convenors, NV reported that roughly half of members wished to resume meetings, a quarter were undecided and the remaining quarter were not willing to meet or use public transport. NV requested that she be copied in to any communication with Convenors.

- a) Convenors - It was emphasised that Convenors need clear guidance on their responsibilities when leading meetings. **It was agreed that Convenors be contacted with regard to the issues as under.**
- b) Venue - The Sanctuary at URC was identified as a large space with good ventilation. This space will serve the needs of a least 10 groups which have numbers up to 30. The costs are in the region of £12.50 per hour. The protocols of all venues must be observed, with regard to cleanliness, sanitation, etc. **It was agreed that the Sanctuary at URC be offered as a venue for large groups.**
- c) Face Coverings - Members would be advised that the wearing of face coverings is recommended, but not mandatory. Convenors should ensure that no member should be pressurised into wearing a face covering, or removing one.
- d) Spacing and Ventilation - Convenors should ensure that chairs are appropriately spaced, when members are not in the same household. The room should be fully ventilated and heating provided, if necessary.
- e) Vaccination - **It was agreed that evidence of vaccination would not be required.** Nevertheless, it should be made clear that members should not participate if they have symptoms of Covid, or if they have received a positive test 5 days prior to the meeting. **It was agreed that a disclaimer on behalf of Cardiff u3a would not be appropriate at this time.**
- f) Booking System - It was noted that it was unlikely that meeting numbers would exceed 30. If numbers did exceed 30, then it was suggested that members could attend alternate meetings. **It was decided that a booking system was not required.**
- g) Finances - If groups wish to book a room for a number of meetings and pay upfront, the money must be held by either the Group Convenor, or the Treasurer. It must not be retained by the Convenor. It is the policy of u3a that groups break even. However, it may be necessary to subsidise small or new groups. **It was agreed that the acceptable range of fees for a group would be £2.50-£4.00 per session.** This would cover hire of the room, equipment, etc. For the time being, it was agreed not to standardise costs, nor to charge those groups who remain on Zoom, to make a contribution to the fee. Both the issue of fees and payment for the Zoom licence would be reviewed at the end of the calendar year.
- h) Hybrid Meetings - The possibility of holding both Zoom and face-to-face meetings at the same time is still being investigated.

Conclusion

It was agreed that the Committee offers the facility for Groups to meet indoors or outdoors, subject to the agreed list of controls outlined above. The groups can

commence as soon as practicable. Clear guidance will be given to Convenors and Members on what they can expect, and what is expected of them. Action: OP/NV/TB

Review

NV and TB will review the venues and activities in due course, to ensure protocols are met. Importantly, the Committee will review all controls, following any change in Welsh Government guidelines or legal requirements.

7. Chair's Report - Paper C/09/21/04

The Report was noted. It was considered that decisions concerning "opening up" had been taken at Point 6 above.

8. Any Other Business

- a) Liaison Officer - OP will discuss with MG. **Action: MG**
- b) Cardiff u3a Magazine - Production of the magazine in pdf format would save money, both on postage and print-run. **It was agreed that the magazine be produced in pdf format, with sufficient copies for mailing, new members and distribution to interested parties.**
- c) Zoom Licence - **It was agreed that two licences would be retained, to be reviewed at the end of the calendar year.**
- d) New Member Coffee Morning - **It was agreed that 2 separate groups of 12-15 people each should now be arranged, perhaps at the URC cafe. Action: KF**
- e) New Cycle Group - **It was agreed that a new group be established. Action: NV**
- f) Craft Group - Discussion took place as to whether this should be renamed. **Action: KF to contact the Group Convenor to ascertain her views.**

9. Date of the next committee meeting is to be **3.p.m. on Monday, 4th October 2021** via Zoom

Lesley Hales
14/09/21