

Cardiff U3A Executive Committee Meeting

Minutes of Meeting held on Monday 4th October 2021 - Paper S/11/21/01

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
Mario Greening (MG)	Monthly Meetings

1. Apologies for Absence

There were no apologies for absence.

2. Minutes of the meeting held on 13th September 2021 - Paper S/10/21/01

The Minutes were agreed as a correct record and will be signed at a later date, subject to the following amendments.

- a) Item 6f) - This should read that an on-line booking system via Beacon is not required.
- b) Item 8d) - It was noted that there is no catering facilities at URC and therefore, u3a must provide its own refreshments. The New Members' Coffee morning will be at 11.00 on Tuesday 26th October. **Action: KF**
- c) Item 8f) - Renaming of the Craft Group to ???

3. Matters Arising

Item 5 - Treasurer's Post

AF confirmed that she would be not be seeking nomination for the Committee at the AGM. The Committee could consider co-opting her after the AGM.

4. Correspondence

TAT had sent out a newsletter encouraging members to take part in a survey about the future of the u3a movement. **Action: OP to forward e-mail to TB**

5. Treasurer's Report - Paper T/10/21/02

The Report was noted.

- a) Bank Account - **It was agreed** that Cardiff u3a should continue to bank with HSBC in the short term. This should be reviewed by the new Treasurer, possibly prior to Christmas 2021 and certainly before 1st March 2022.

- b) Membership Fees 2022-2023 - **It was agreed** that the Membership Fees will remain at £15 with effect from 1st March 2022. Members joining from 1st September 2022 will pay £10. The £15 fee will be revisited in January 2022, to clarify whether it will be possible to offer a reduced fee of £10 for prompt payment. It was noted that the level of the Membership Fee is decided by the Committee and approved by members at the Annual General Meeting.

6. Group Co-ordinator/Vice Chair Report - Paper GC/VC/09/21/05

The above Paper had been circulated to Committee Members prior to the meeting and the Report was noted.

- a) The Committee was pleased to hear that some groups had restarted, both indoors and outdoors.
- b) Non u3a Groups - It was reported that fees for room hire must go through u3a accounts. If groups meet independently, they will not be covered by u3a insurance. There are also Data Protection issues if Convenors are arranging group meetings using Beacon, but want to act independently of u3a. **It was agreed** that those groups which are meeting independently cannot have access to Beacon and will be suspended. **It was further agreed** that the Chair should write to those Convenors, pointing out the legal requirements, and ask them to liaise with their members to ascertain whether they wish to comply with the regulations, or leave u3a. **Action: OP**
- c) Checklist - Following the Chair's correspondence with Convenors and members, a revised checklist had been drawn up, a copy of which is lodged with these Minutes. It has been underlined to Convenors that the checklist must be used for every group meeting.
- d) Hybrid Meetings - OP and MG had tested the equipment for a hybrid meeting, which had been partially successful. A good level of wifi is necessary for success. New equipment may have to be purchased, but there may be a problem with storage, if it is to be used by several groups. History Group is to hold a hybrid meeting on 27th September.

Some groups had indicated that they wish to have hybrid meetings, but this will need to be carefully organised to avoid overlap on slots of Zoom.

It was noted that both Masonic Hall and the Sanctuary at URC have the equipment necessary for hybrid meetings. **Action: OP, NV & TB will check the rooms for suitability.**

It was suggested that a new committee member with IT experience may come forward to help convenors and keep the equipment.

It was agreed to take Agenda Item 8 next.

8. Monthly Meetings Report - Paper MO/10/21/04

The Report was noted.

- a) Open Meetings - Following a survey, MG advised that most members wish to return to face-to-face meetings. He had contacted 28 speakers, but only 4 were prepared to speak before an audience. Therefore, open meetings will continue via Zoom until the New Year. The Committee will need to decide in December whether to take up the existing contract with Cornerstones. Cardiff u3a has paid 50% of the fee for 3 months' hire of the main hall. Cornerstones has indicated that they will honour the contract.

It was noted that refreshments were more expensive at Cornerstones. Furthermore, Zoom meetings are cheaper than face-to-face meetings and easier to organise.

- b) Magazine - MG reminded committee members to send him a photo and resumee of role for the magazine. **Action: All Committee Members**

- c) AGM - **It was agreed** that a speaker be arranged for the AGM. **Action: MG**

7. Chair's Report - Paper C/09/21/03

The Report was noted.

- a) Arrangements for Annual General Meeting - It was reported that there are 647 members, which requires a quorum of 65 for the AGM. None of the current venues, approved by Cardiff u3a, could accommodate that number, except perhaps the Masonic Lodge Temple. The Sacristy at URC may be suitable for a hybrid meeting. A hybrid meeting would still require members to vote on-line. OP and MG would evaluate the Sacristy at URC for the AGM. **It was agreed** that the decision concerning the procedure for holding the AGM on 9th November 2021 would be delegated to the Chair. **Action: OP & MG**

It was noted that papers for the AGM must be sent out by 25th October 2021.

- b) Beacon - It was noted that e-mails were not being received by some members and had therefore been moved to paper members.

9. Any Other Business

- a) Committee Roles - Committee members were encouraged to advise whether they needed any support with their role. If so, they are requested to send a job title and description to OP. **Action: All Committee Members**

- b) South Wales Network

Paper VC/10/21/06 had been prepared and is attached to these Minutes. It was considered that Cardiff u3a Committee's resources and time should concentrate on the needs of Cardiff u3a, which would mean that less time can be committed to South Wales Network. OP & TB would liaise on the National Strategy survey, but Cardiff u3a would not be involved in the focus groups. Cardiff u3a would also engage with TAT on items which would be beneficial to Cardiff u3a, but our own focus would be on the need to further our aims, following the pandemic.

It was agreed:

- that OP & TB would attend the South Wales Network strategy meeting on 12th November 2021. **Action OP & TB**
 - that TB attend the All Wales meeting on 11th October 2021. **Action: TB**
- TB was again thanked for all his work with the South Wales Network.

- c) Chair Lift - It was noted that the chair-lift at URC had been installed.

10. Date of the next committee meeting is to be **10.30 a.m. on 29th October 2021** via Zoom. Papers to the Secretary by 24th October 2021.

Lesley Hales
05/10/21