

## Cardiff U3A Executive Committee Meeting

### Minutes of Meeting held on Monday 10th January 2022 - Paper S/02/22/01

The meeting was held via Zoom

#### Committee Members present:

Tony Baines (TB)	Chair
Lesley Hales (LH)	Secretary
Owen Parry (OP)	Beacon Administrator
Kirsten Freeman (KF)	Membership Secretary
Alison Firth (AF)	Book-keeper
Mario Greening (MG)	Monthly Meetings
Nonn Vaughan	Groups Co-ordinator

#### 1. Apologies for Absence

There were no apologies for absence.

#### 2. Minutes of the meeting held on 6th December 2021 - Paper S/01/22/01

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

Item 5b) - The paragraph should be removed.

#### 3. Matters Arising

- a) Item 2d) Position of Book-keeper - AF had agreed to accept the role of book-keeper. Following discussion with her, rather than be co-opted onto the Committee, AF will serve as a full member, in view of the number of vacancies on the Committee.
- b) Item 2e) Position of Paper Advocate – AF had written up, last year, the proposed activities for serving paper-only members. AF had been asked if she was willing to carry them out (in addition to her existing role) but had declined and this was accepted, TB had previously recommended that such activities would sit logically with all other internal communications responsibilities. OP to be asked to include them in his role - as and when it happens that the hoped-for addition of a new Committee member working directly with him is in place.
- c) Item 2f) Liaison Officer - LH reported that she had not contacted Linda Price, because she was unclear as to how to do so. There is no reference to her role on the website, nor her contact details. AF will contact Linda Price to ascertain the extent to which she wanted her contact details to be disseminated to other members. **Action: AF**
- d) Item 5b) Online Users - It was agreed that KF would become a secondary user to enable her to down-load the HSBC app, so that she can pay in cheques received from members. **Action: AF & KF**
- e) Item 5d) Groups to break even - NV and AF had contacted convenors to advise them that groups should aim to break even, which may result in an increase in fees.
- f) Item 8 Knit and Natter - noted
- g) Item 9 - Accessibility Officer - LH reported that she and NV had met and had agreed to act on Paper AO/12/21/04 when meetings recommence.

#### 4. Finance Report - Paper T/01/22/02

The Report was noted.

On-line payments had been checked by OP.

An estimate for the cost of the magazine and meetings had been taken into account in the projection for the rest of the financial year and these were roughly in line.

AF also advised that Barclays are not currently accepting applications for new accounts from charities switching. It is not feasible to switch now before the membership renewal period starts.

#### **It was agreed:**

- a) The renewal of the Membership fees for 2022/23 for continuing members should be discounted to a rate of £10.00, provided they are paid by 31st March 2022. If payment is not received by that date, then the full membership fee of £15.00 will be required.
- b) The Cardiff u3a Bank Account should remain at HSBC, to be reviewed in May 2022.
- c) Membership cards will not be sent out in future unless an SAE is included with the application. However, they can be printed if members renew on-line.

#### 5. Network Report - Paper C/01/22/03

The Paper was noted. The suggestion from the South Wales Network group members that Cardiff achieve monthly attendances in future by rotation amongst Committee members was accepted. TB will continue to attend some meetings (all by Zoom to date). MG, AF and NV agreed to attend in place of TB.

#### 6. Monthly Meetings Report - Paper MO/01/22/04

The Report was noted.

#### 7. Magazine - Report ME/01/22/05

The Report was noted. MG advised that he would produce two versions - one in PDF format to go on the website and the second to be printed for distribution to paper members and for subsequent distribution to new members, and as publicity material. The second version may involve the precis of some articles.

It was envisaged that there would be only one magazine for 2022 calendar year. When MG has drawn up the copy, it will be forwarded to committee members for any comments. **Action: All Committee Members**

TB to provide a Chair report within next 7 days. **Action: TB**

It was suggested that a leaflet could be produced later in the year for recruitment purposes. Furthermore, members can view the Magazine on line, or it can be printed from the PDF copy.

It was agreed that 100 copies be printed. **Action: MG**

#### 8. Future Group Meetings - Paper S/01/22/06

The Report was noted. The following had been agreed by the Committee via e-mail on 18th December 2021 and communicated to the membership by the Chair.

**"The Pandemic:** with the situation changing daily, this is a brief description of how we stand at the moment regarding Group activities.

"Many of you will know already that the Committee has just advised all Convenors to communicate with you about **withholding all face-to-face activities indoors**. This is based on the best information we have about Welsh Government regulations and guidance - plus an anticipation of things becoming even more restricted from the beginning of January. Regarding **outdoor activities**, there are no regulations or guidance against them – however, I am recommending that from w/c 3 January we **suspend all in-person activities**.

**"We hope you will agree that complete break will allow us all feel completely safe whilst there are such major uncertainties. The Committee meets again on 10 January. We will then be in touch again.**

**"So the Zoom method of meeting will become our mainstay: we hope as many of you as possible will feel able to join in with that. If I may joke a little: it doesn't hurt a bit! Your Convenors will take the lead on this – and excellent technical support is available from us at the Committee."**

It was noted that the Welsh Government considers that the current peak is likely to be at the end of January 2022. It was expected that Government reviews will occur on the next 3 Fridays. However, the current regulations **do** not give Cardiff u3a a mandate to close, and NV advised that there are some members who are keen to meet face-to-face, including indoors.

It was noted that if groups wish to continue via Zoom, then they should contact OP to ascertain availability.

**It was agreed** that NV would write to convenors advising that the Committee has no objection to the resumption of indoor and outdoor meetings, subject following provisos

- a) Government guidelines are observed, as set out in Paper S/02/22/06
- b) Financial viability (breaking even) of individual groups is maintained.

**It was agreed** that an updating Chair's letter would go to all members - simultaneous with the Convenors' communication and using the phrase "recommending not to meet indoors".  
**Action TB & NV**

#### **9. Organisation and Recruitment for Executive Committee**

The Paper submitted for the aborted meeting on 6th January 2022 was noted and a full discussion took place. **It was agreed:**

- Job Descriptions for roles/posts be drawn up by those Committee Members who required additional help. These are to be forwarded to TB, who will then forward to OP for inclusion under "Situations Vacant" on the website. **Action: Appropriate Committee Members**
- An e-mail is to be sent to all members, appealing for interested individuals to join the Committee. **Action: TB**
- Convenors are to be approached, asking them to advise their group members that there are vacancies on the Committee. Anyone interested should approach a Committee Member for more information. **Action NV and TB**

#### **10. Any Other Business**

It was confirmed that the Committee minutes for 2021 would be posted on the website.

11. **Date of the next committee meeting** - 2 p.m. on Monday 7th February 2022.  
Venue/Zoom to be advised. Papers to the Secretary by 30th January 2022.

lah/tb/16/01/22