

## Cardiff U3A Executive Committee Meeting

### Minutes of Meeting held on Monday 7th February 2022 - Paper S/03/22/01

The meeting was held via Zoom

#### Committee Members present:

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

#### 1. Apologies for Absence

Owen Parry (OP) Beacon Administrator

#### 2. Minutes of the meeting held on 10th January 2022 - Paper S/02/22/01

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

Item 8a) - The paragraph should read "Government guidelines are observed, as set out in Paper S/01/22/06".

The Addendum to Minute 9 was also approved.

#### 3. Matters Arising

Noted.

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

The Report was noted. It was reported that KF can view the bank statements, to ensure that cheques which she had paid in, appear on the account, but she cannot make any transactions. **It was agreed** that the first sentence of Section 2.2 of the Financial Policy should be amended to read as follows:

"For online operation of the bank accounts, only signatories, or a member of the Committee with the approval of the Cardiff u3a Committee, will have access to this facility."

**Action: LH to amend policy and retain hard copy. OP to amend website.**

#### 5. South Wales Network Report

TB reported the following:

- a) Monthly meetings had now been moved to 19.30.
- b) The network intended to share resources, including outings and groups.
- c) There is an intention to establish a more extensive link between the Network website and individual local u3as.

TB confirmed he would attend the next meeting.

## 6. Diversity Policy

LH advised that she had attended a seminar organised by TAT which aimed to help u3as to establish a Diversity Policy. She had also obtained a questionnaire which could be used in the future. The Diversity Policy will be devised in the coming months when the recruitment of more committee members has been concluded.

## 7. Correspondence

Noted.

## 8. Website Report - Paper BA/02/22/03

The Report was noted.

a) **It was agreed** that Cardiff u3a accede to the request of National Library of Wales to provide public access to copies of Cardiff u3a's website. Public access will not be available to data held under the Data Protection Act 2018, i.e. members' private details.

**Action: OP**

b) **It was agreed** that Cardiff u3a signs up with IONOS for their introductory Business Plan at £1.00 per month on a 12 month contract to evaluate the possibility of using WordPress for the Cardiff u3a site. **Action: OP**

It was hoped that further support for matters relating to the website would be forthcoming from members.

## 9. Magazine

A draft copy of the magazine had been circulated to Committee Members.

a) MG requested that any amendments, particularly to pages 8-13, be e-mailed to him as soon as possible. MG will change the cover page to include the Welsh version of u3a. Consideration will also be given to the omission of pictures of children. A further draft would then be sent to Committee Members for any final amendments.

b) The magazine will then be sent by PDF attachment via an e-mail to all members who had access to the internet.

c) MG will obtain quotations from printers for 100 copies. Although quotations had been obtained from on-line printers, alternative quotations would be obtained by visiting local printers. Consideration will be given to the number of pages, to take into account the cost of postage. Quotations will be sent to Committee Members for approval.

d) A copy of the magazine will be sent to the National Library of Wales. **Action LH**

e) MG offered to produce any promotional leaflets required for recruitment, etc.

MG was warmly thanked for the hard work which had produced an excellent magazine.

## 10. Future Group Meetings

Two papers had been provided to the Committee for information.

The first was a table showing which groups were meeting in person, whether inside or outside, those continuing via Zoom, and those currently inactive. NV was pleased that a number of groups had reconvened on a face-to-face basis, and others were preparing to do so. Some problems remained with regard to financial viability.

The second paper showed the current Welsh Government recommendations at Level 0. This would be forwarded to Convenors as a reminder. **Action: NV**

NV was thanked for her hard work in liaising with Convenors, so that groups could meet safely.

#### 11. Recruitment for Executive Committee

Papers C/02/22/04 and C/02/22/05 were noted and the plan of action **agreed**. An outline of the roles required had been drawn up by the appropriate Committee Members. TB highlighted from Paper 05 that, as far as possible, the timing of the different recruitment steps would need to be carried out in ways which are clear to members, and encourage them to come forward.

**It was further agreed** that the initial approach to recruit new Committee Members would be via Convenors. They will be contacted with an outline of the roles to be filled, with a view to Convenors raising the issue at Group meetings.

It was acknowledged that fewer people were attending Group meetings. Therefore, a direct approach to members via the website would also be required. More details of the posts would be included under "Situations Vacant" on the website.

**Action: TB & NV**

#### 12. u3a 40th Anniversary - Paper 02/22/06

The Paper was noted. The Anniversary is due to take place 17-26 September 2022. u3as nationwide are encouraged to organise local activities to publicise u3a. The topic will be included on the Agenda for the next meeting. MG was thanked for taking this initiative on behalf of the Committee. **Action: LH**

#### 13. Any Other Business

a) **It was agreed** that the equipment belonging to Cardiff u3a should be moved from the Masonic Hall to a cupboard at URC. **Action: MG**

b) **It was further agreed** that any items which were no longer required should be disposed of appropriately. **Action: MG & AF**

c) It was reported that it is hoped that the wifi service at URC will be improved shortly.

#### 14. Date of the next committee meeting - 2 p.m. on Monday 7th March 2022. Venue/Zoom to be advised. Papers to the Secretary by 27th February 2022.

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