

Cardiff U3A Executive Committee Meeting

Minutes of Meeting held on Monday 7th March 2022 - Paper S/04/22/01

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 (NV)	Groups Co-ordinator
Owen Parry (OP)	Communications Officer

In attendance: Margaret Richards

Margaret Richards was welcomed to the meeting as an observer, in the hope that she would support the Groups Co-ordinator in her role.

1. Apologies for Absence

There were no apologies for absence.

2. Minutes of the meeting held on 7th February 2022 - Paper S/03/22/01

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

3. Matters Arising

a) Item 4 - Noted.

b) Item 13a) - MG was thanked for moving the equipment, including a portable PA system. MG has the key to the cupboard with another key to be made available to the manager at URC. MG will advise Convenors of the available equipment and provide a log book to ensure that equipment is returned. **It was agreed** that the slide projectors can be disposed of to an appropriate charity. **Action: MG**

c) Item 13c) - The URC is in the process of discussing the possibility of upgrading the wifi network. The Computer group is unable to meet until the upgrading has taken place and the History group had to use mobile phones to enable a hybrid meeting to take place.

3a. Finance Report - Paper T/03/22/02

The Report was noted.

It was reported that 420 members had renewed, with 253 still outstanding. NV will remind Convenors to encourage members to rejoin, because lapsed members will be removed from the groups in the near future. **Action: NV**

4. Managing incoming information

LH and TB explained that they receive a significant amount of e-mails which requested that information be passed on to members, e.g. surveys, requests for participants. It was considered that not all the contact was of interest to members, and that they could be inundated with various requests. Guidelines were required. **It was agreed:**

- a) That a list of correspondence be provided to each committee meeting. **Action: LH**
- b) That a list of relevant items, e.g. surveys, could be included in a monthly newsletter, and on-line. The newsletter could be circulated the week after the executive meeting.
- c) That items could be forwarded to OP as Communications Officer, to be included on the website.

5. Return to Charity Commissioners

LH confirmed that she would submit the return this year. OP would send her the log-in details. **Action: OP/LH**

6. Magazine and Promotional Material

- a) MG confirmed that the magazine had been sent to the printers for 100 copies, at a cost of £170-£180, which was within budget. MG and AF would confer concerning sending the magazine out. Spare copies would be available to Committee Members for use at new members' meetings. LH would send copies to British Library and National Library for Wales. **Action: LH**
- b) MG advised that he had been working on some promotional material and had found considerable information concerning u3a branding on u3a website. However, access to the site by u3as was restricted to a certain member, usually the Secretary. **Action: MG & LH to confer on establishing access to u3a branding site.**

MG was thanked for his work on the publicity material.

7. Future Meetings - Open and Groups

- a) Open Meetings - MG advised that the May Open meeting will now be via Zoom. The vast majority of members still prefer to attend Open meetings via Zoom. **It was agreed** that a decision concerning the method of holding Open meetings would be made on a monthly basis.

It was noted that Cornerstones was still holding a deposit for 3 meetings. These could be used as needed and did not need to be consecutive months. It was considered that Cornerstones could hold a maximum of 60 people safely. Clarity was needed concerning the provision of coffee/tea because Cornerstones cafe is closed. **Action: MG will recheck the venue**

It was further agreed that no open meetings would be organised for August and September.

It was also agreed that it was not feasible to hold a "Meet the Groups", usually held in September, because there would be too many people. It may be feasible if 3 different meetings were held.

- b) Group Meetings - NV reported that the restarting of groups was going well. OP was thanked for keeping the calendar up-to-date so that members were aware of what was available. Members felt safe to attend groups. It was considered that the financial need for break even should not deter Convenors from organising group meetings.

8. u3a Anniversary - Paper BA/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. Although the Committee considered that holding events to celebrate the 40th Anniversary may enable the recruitment of more members, the current pressure on Committee Members may

militate against arranging those events. A Sub-committee may need to be set up to co-ordinate. This Sub-committee would need to assess the financial impact.

It was agreed in-principle to celebrate u3a 40th Anniversary, but if no progress has been made by the June committee meeting, then the idea would have to be abandoned.

9. **Insurance Cover for Carers and “Try before you buy”**

LH advised that she had been contacted by a member who apparently had been advised that carers could not attend meetings in support of a member, because carers would not be covered by u3a insurance. LH advised the member that this was not correct, that carers were welcome and that they were covered by u3a’s insurance for sums for which officers, members and carers were legally liable.

However, professional paid carers are not covered in relation to the cared-for person. Their own professional indemnity insurance should provide cover.

In addition, it is usual for individuals to have personal liability insurance under their home insurance.

Cardiff u3a does allow for potential members to attend taster sessions under the insurance, as delineated in the Convenors’ Handbook.

10. **Website Report**

OP reported that he had begun to set up the new Cardiff u3a website through WordPress, as agreed at the last meeting. He gave a demonstration to the Committee, who were very impressed by all the work which OP had undertaken. He explained that the website would be completed as soon as practicable and he would arrange training. He was warmly thanked by the Committee for all his hard work.

11. **Recruitment for Executive Committee**

Paper C/03/22/03 was noted and the plan of action **agreed**. TB and NV would arrange to meet with Convenors to present the job descriptions and underline the need for new Committee Members. It is hoped that Convenors will raise the matter at group meetings.

Action: TB & NV

12. **Any Other Business**

a) South Wales Network - TB explained he had not been able to attend the last meeting through pressure of Cardiff u3a commitments, but will do his best to attend future meetings. If he is unable to attend, he will call on other Committee members to attend instead.

b) Offer of CO2 Monitors - Cardiff u3a had been offered the use of CO2 monitors. This would not be taken up in view of the legal ramifications of their use.

c) New Members’ Meeting - A date would be arranged for a new members’ meeting.

Action: NV & KF

13. **Date of the next committee meeting** - 2 p.m. on Monday 4th April 2022. Venue/Zoom to be advised. Papers to the Secretary by 27th March 2022.

lah/08/03/22