

6. Finance

6.1. Financial Position

6.1.1. The Acting Treasurer had circulated the management accounts prior to the meeting. Budgets are on course for an adverse of £4.9k, not the £9k initially forecast.

6.1.2. It was noted that the introduction of payments from Zoom users means that the Saturday Talks are now self-financing.

6.2. FMH Lease

See Action Sheet – action 29.

6.3. Audited Annual Accounts

The Independent Examiners Report on the annual accounts had been received and circulated. The audited accounts were received and **APPROVED**.

7. Governance

7.1. Scheme of Delegation

No change since the last meeting.

7.2. Amendment to the Constitution

KSa informed the meeting that the proposed changes to the Constitution (agreed at the BoT meeting in January 2024) had been sent to the Third Age Trust (TAT) for their approval. Comments have been received and KSa is arranging to discuss these with TAT. Once the changes have been finalised, the revised Constitution and AGM notice will be circulated to the Board of Trustees for their approval prior to the AGM.

ACTION: KSa to circulate the revised Constitution and AGM Notice for approval outside of the meeting.

7.3. AGM

7.3.1. Plan update: All proceeding to plan. KSa informed the BoT that the one item showing as delayed is because the Charity Commission Trustee's Annual Report had been amended to reflect the figures shown in the CC16a. This had been an oversight, and the document would now need to be resigned by the Chair on his return and recirculated for approval.

7.3.2. AGM Notice: KSa advised that, following approval (see 7.2) the AGM notice would be posted and emailed to members.

7.3.3. CC16a, Trustee's Annual Report, Letter of Representation: The BoT received and agreed the CC16a and considered the Letter of Representation. The amended Trustee's Annual Report will be circulated for approval.

ACTION: KSa to circulate the amended Trustee's Annual Report.

7.4. Policies

7.4.1. Disciplinary Procedures: KSa asked the BoT to review the procedure and feedback to KSa.

ACTION: Trustees to review the Disciplinary Procedure in anticipation of Approval at May meeting.

7.4.2. Policy Status. KSa referred the BoT to the Governance Report that showed the status of policies. The key policies requiring development are Health & Safety and Risk Management. TAT templates will be used to develop these.

7.5. Annual review of Safeguarding Events

None reported.

7.6. Annual Review of Complaints

KSa advised that three complaints had been received during the year, two have been upheld and action taken to address these.

7.7. Role Descriptions

7.7.1. Treasurer: The Treasurer's role description has been amended to reduce the time commitment. The focus of the role would be overseeing the financial health of York u3a, ensuring that all its practices are legal, constitutional and within accepted UK accounting practice. The changes were **APPROVED**.

7.7.2. Central Finance Officer: Those elements removed from the Treasurer's role description have been used to develop this role description. The focus of role will be to support the Treasurer in maintaining accurate financial records and to monitor core and centrally managed group activities on an ongoing basis. The role description was **APPROVED**.

7.7.3. Groups Finance Officer: This is a change of name only from Groups Accountant. The changes were **APPROVED**.

8. **Future Strategy**

8.1. Report from the Appointments Sub Committee

KSa advised that there had been no response to the advertisement for a Treasurer. It was pointed out that a failure to appoint a Treasurer is of concern. Several options were explored, and it was suggested that KSa approach YAHR to see if anyone could offer any help and a further email distributed to members.

A discussion took place about the charitable models available, e.g. a charitable company or a charity & company limited by guarantee. KSa advised that there may be benefits to changing and these needed to be explored. It was agreed that KSa contact TAT to explore this further.

ACTION: KSa to contact YAHR to see if they can help with recruitment or support on a temporary basis.

ACTION: KSa to contact TAT to explore the benefits of other charitable models.

ACTION: BP to send out a further email advertising for a Treasurer.

8.2. Annual Health Check Focus Group

A date is to be set for the next meeting.

9. **Membership, Recruitment and Retention**

9.1. Report circulated with monthly breakdown and a total membership now of 1710.

9.2. It was noted that more notifications are coming in advising of resignations, moves or deaths. Previously the lack of renewals was the first indication of departures.

9.3. Plans are underway for the revised renewal payments system, with the agreed price increases and an option for donations.

9.4. A suggestion was made that Group Leaders and other volunteers should be encouraged to meet socially and share good practice. ST agreed to review the budget to see if any money could be identified for this purpose, subject to agreement by the Acting Treasurer.

ACTION: ST to identify any money that could be used for the purpose of meeting and sharing good practice and to get agreement for this from the Acting Treasurer.

10. **Communications**

10.1. NewsMail.

10.1.1. A discussion took place about the function of the NewsMail. It was agreed that the NewsMail is not a magazine but an in-house vehicle for York u3a members, reflecting on what has happened and promoting future events. It was agreed that editorial guidelines are needed to clarify its role, identity, size (maximum of 32 pages) and assist potential contributors at the same time.

10.1.2. It was noted that the number of hard copies being posted has been increasing. It was agreed that new members, with emails, will only receive the NewsMail by email.

ACTION: KS/ST to work with the Editors on producing guidelines for the NewsMail.

11. Interest Groups

11.1. Groups Update

11.1.1. The BoT noted Groups Report. ST advised that some groups had been lost namely Dipping into History, Spanish and Racquetball. Sadly, the Group Leader for Dipping into History had passed away. Whilst the Group Leader for Spanish had taken the decision to finish the Spanish Group, she may be starting an Italian one. The Racquetball group had decided to withdraw from meeting under the York u3a umbrella and meet as individuals.

11.1.2. Beacon training for GLs has been confirmed for Tuesday 19th March 2024. ST was delighted to announce that 30 GLs have indicated that they will be attending.

12. Events & Volunteering

12.1. Saturday Talks

12.1.1. The Saturday Talks report was received. LS noted that, unfortunately, the potential volunteer to take on the Front of House duties has stepped back. This is an urgent requirement for the smooth running of the events.

12.1.2. A request to members for suggestions of potential speakers has produced a significant number of new names. These will be contacted in due course.

12.1.3. It was noted that recent talks have enjoyed full houses as well as zoom participants. This has resulted in all costs being covered.

12.2. Saturday Socials

12.2.1. The Saturday Social report was received. The numbers continue to be encouragingly between 30 -40 each month. Feedback is suggesting that the games mornings are appreciated as providing more of a social opportunity than the talk mornings.

12.2.2. Following a successful trial of a games morning in January, the BoT have been asked to consider funding these on an ongoing basis. These will be held alternate months. The BoT have been requested to approve the purchase of suitable games, up to the value of £80. This was **APPROVED**.

12.2.3 It was noted that some issues had arisen about the booking and payment for the rooms for the Saturday Socials. LS agreed to review how the system works.

ACTION: LS to review the system for the booking and payment of rooms for the Saturday Socials.

13. Equipment and Technology

13.1. The Equipment Report was received.

13.2. Annual Review of Asset List

The scope of the asset list was confirmed, QS will share the information he currently holds.

ACTION: QS to share the asset list currently held with the Trustees.

14. National and Regional Updates

14.1 Fit for the Future: KSa will be attending meetings later this month and feedback details to the Trustees.

15. Third Party Promotions and Advertising Requests

No requests received.

16. Risk

16.1. Risk Register

No changes to the current position were made.

16.2. Risks identified during this Meeting

The lack of Treasurer who is a Trustee to be added to the Risk Register.

ADDITIONAL AGENDA ITEM

17. U3a Festival 24

Planning is progressing well, KSa continues to sit on the Steering Committee.

18. Any Other Business

None

19. Next Meeting:

Board of Trustees; Wednesday 8 May 2024 at 10am.

Operational Team; Wednesday 10 April 2024 at 10am

Board of Trustees Action Record
Wednesday 13 March 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
10/05/23	4.1 / 4.2	29	Lease and use of rooms: To meet with the Friends and: 1) Review the policy on forward booking of u3a rooms 2) Discuss lease	DMB / KSu	14/06/23 – Pending. Awaiting Friends to table this issue for discussion. DMB agreed to re-visit asap. 09/08/23 – The Friends have agreed to book rooms no longer than 2 weeks in advance. 09/08/23 – Ongoing. Positive meeting held with The Friends on 24/07. Waiting for feedback from the Friargate Business Group. 13/09/23 – A further meeting is planned for Monday 18 th September. 11/10/23 – Ongoing: positive meeting held with Friends; a 10-year lease renewal seems likely / affordable. 08/11/23 – Ongoing. Discussions still taking place. 14/01/24 – See agenda item 6.2 20/03/24 – Waiting for an update from the Friends.	
14/06/23	14	44	Google training: To develop a presentation on how Committee members / Group Leaders can benefit from using Google docs / Google Drive.	BP	09/08/23 – Ongoing. 13/09/23 – Ongoing 11/10/23 – Ongoing 08/11/23 - Ongoing 10/01/24 – KSa, BP to meet Shirley Saunders (SS) 20/03/24 – Outstanding	
09/08/23	12	52	Beacon: BP to look at alternative membership systems, including that used by Sheffield u3a.	BP	13/09/23 – BP requested Committee members to consider the functionality requirements of a new system to help with identifying a new database. 11/10/23 – Ongoing. Information on alternative systems shared with committee members. BP seeking further input / feedback from committee members. 08/11/23 – BP not at the meeting, no update. 10/01/24 – BP to meet with SS 20/03/24 - Outstanding	

Board of Trustees Action Record
Wednesday 13 March 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
13/09/23	7.1.5	56	Promotion of u3a Benefits: ND to look at how to promote the benefits provided to members by the u3a.	ND RP	11/10/23 – Ongoing. See Oct report for update. 08/11/23 – No update. 10/01/24 – Richard Platford (PR Manager) to pick up this action. 20/03/24 - Outstanding	
08/11/23	8.4	69	Membership Strategy Set up a workshop to develop a Membership Recruitment and Retention Strategy	KSa	10/01/24 – This will follow on from the first meeting of the Focus Group where members will be asked to get involved. 20/03/24 – First meeting held, low attendance, a follow up meeting to be diarised.	
10/01/24	5.2.	24.1	NewsMail To produce a few draft self-printed copies for approval before proceeding further.	S&NT	20/03/24 – Editors need some help with sending the copy to the printer. MS is working with them to help.	
10/01/24	5.4.	24.2	New Members Handbook MS to lead the development of a New Members Handbook once the focus group presents its findings.	MS	20/03/24 – No feedback has been received as to what to include in a New Members Handbook. MO will work on a framework. An email will be sent out to people who joined in the last year requesting input.	
10/01/24	11.2.	24.3	Walking Groups Discuss the use of Vlogs with the Operational Team	BP	20/03/24 – not raised at the Operational Team meeting. It was agreed that this action should be closed because of the difficulties with the logistics of implementing it.	Mar 24
10/01/24	13.1	24.4	Microsoft for Charities Email Microsoft Non-Profit confirming Secretary email address	KSa	20/03/24 – Completed	Mar 24
10/01/24	16.1	24.5	Risk Register Trustees to review the Risk Register and inform KSa of any amendments.	Trustees	20/03/24 – No amendments received. On the agenda. Action completed	Mar 24

Board of Trustees Action Record
Wednesday 13 March 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
10/01/24	16.2.2.	24.6	Groups Accounting To meet the relevant Group Leaders to encourage compliance.	DMB & ST	20/03/24 – Action complete.	Mar 24
13/03/24	7.2	24.7	Constitution Amendments Circulate the revision to the Constitution and the AGM Notice for approval outside of the meeting.	KSa		
13/03/24	7.3.3	24.8	Trustee's Annual Report KSa to circulate the amended Trustee's Annual Report.	KSa		
13/03/24	7.4.1	24.9	Disciplinary Procedure Trustees to review the Disciplinary Procedure in anticipation of Approval at May meeting.	All		
13/03/24	8.1	24.10	Treasurer Vacancy Contact YAHR to see if they can help with recruitment or support on a temporary basis.	KSa		
13/03/24	8.1	24.11	Treasurer Vacancy Send out a further email advertising for a Treasurer.	BP		
13/03/24		24.12	Charitable Models Contact TAT to explore the benefits of other charitable models.	KSa		

Board of Trustees Action Record
Wednesday 13 March 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
13/03/24	9.4	24.13	Sharing Good Practice To identify any money that could be used for the purpose of meeting and sharing good practice and to get agreement for this from the Acting Treasurer.	ST		
13/03/24	10.1	24.14	NewsMail To work with the Editors on producing guidelines for the NewsMail.	KS/ST		
13/03/24	12.2.3	24.15	Saturday Social Room Bookings To review the system for the booking and payment of rooms for the Saturday Socials.	LS		
13/03/24	13.2	24.16	Asset List To share the asset list currently held with the Trustees.	QS		