



Board of Trustees Meeting

WEDNESDAY 10 July 2024 10AM
Office, 15a Clifford Street

MINUTES

1. Welcome and apologies for absence

1.1 Present:

Chair	Karen Sawyer	(KSa)
Equipment Manager	Quinn Smith	(QS)
Groups Coordinator	Samantha Triggs	(ST)
Membership Secretary	Brian Parkin	(BP)
Office Co-Ordinator	Mo Sandland	(MS)
Talks Secretary	Liz Swinbank	(LS)

Minutes Michael Wajdner

Invited:

Candidate for Secretary	Tony Masterson (until 11:00)	(TM)
Social Secretary	Anna Baldwin (until 10:30)	(AB)

1.2 Apologies for absence:

There were no apologies for absence.

2. Confirmation of approval of previous meeting

The minutes and actions of the May 2024 Trustees meeting were confirmed as approved.

3. Board of Trustee Actions not on the agenda

See separate Action List.

STANDING AGENDA ITEMS

4. Chair's Report

4.1. Open Day

AB attended to discuss the proposed Open Day. The proposed date of 25th September 2024 was discussed and agreed.

BP reminded the board that previous planning notes and templates are on hand to be refreshed for this year's edition. KSa suggested that, as AB would only be available in a consultancy capacity, a core team would be needed to oversee the planning for the Open Day. AB suggested that the Volunteers Coordinator be involved.

ACTION: KSa to agree with the Board of Trustees a core team.

AB explained that as the City of York Council would not be hosting an Adult Learning Week, we needed to be more proactive with promoting the event. Flyers were therefore requested for this coming Saturday's Talk and the following Saturday Social to begin the advertising. MS agreed to organise the printing of said flyers with Office Volunteers.

ACTION: MS to organize the printing of flyers for the Open Day ready for collection prior to the Saturday Talk on 13th July 2024.

KSa shared how a member, with a background in media, is interested in helping with promoting York u3a, in particular the Open Day. Currently he is developing a press release, subject to the approval of the Chair, and interviews on local radio.

It was agreed that a range of branded promotional items be purchased using the Promotions budget.

ACTION: KSa to organise the purchase of promotional items from the u3a Branding Centre.

4.2. Appointments

The Appointments Sub-Committee, attended by KSa and ST, had interviewed for the post of Secretary and Treasurer on 9th July 2024.

4.2.1. Secretary

Following a successful interview, TM had been invited to attend the meeting to meet other Trustees and observe them in action. Following feedback from TM it was agreed to offer him the position.

ACTION: KSa to offer role of Secretary to TM.

4.2.2. Treasurer

A robust discussion took place about the appointment of a potential candidate for the post of Treasurer. It was agreed to offer the position to Andy Pilot.

ACTION: KSa to offer the role of Treasurer to Andy Pilot.

4.3. Charitable Status

KSa had contacted other u3a Chairs to discuss the pros and cons of converting to a Charitable Incorporated Organisation (CIO). Six u3a Chairs had engaged and all were positive about the change. All had agreed that legal advice should be sought and the process would be likely to take around twelve months.

KSa reiterated the benefits of being a CIO as noted at the previous meeting. Explaining that becoming a CIO requires notifying the Charity Commission and would involve

establishment of York u3a as a new Charity with new charitable status, registration and Charity number.

KSa suggested that the next step should be to talk to the Charity Commission and reminded the board that before beginning the actual process, the membership would need to vote on whether to make the change. It was AGREED that KSa contact the Charity Commission.

5. **Feedback from the Operational Team**

The June meeting was cancelled due to limited numbers being able to attend.

A conversation ensued on the role of the Operational Team (OT), its remit and ability to act, with views expressed candidly as to its viability in the long term.

KSa explained that authority had been delegated to the OT to make operational decisions but any that had financial implications, beyond the allocated budgets, had to be approved by the Treasurer or the Trustees. The Board were reminded that the amendment to the constitution, setting up the OT, had been approved at the recent AGM and suggested that more time should be given for it to settle in.

QS Suggested that, along with a pre-meeting agenda, a BoT representative should attend the OT meetings so that real time operational decisions can be made straight away. KSa advised that it had already been agreed that a BoT representative should be present and that any notes should be explicit as to the decisions made. KSa agreed to attend the next meeting to discuss the Scheme of Delegation in more detail.

ACTION: KSa to add task the Secretary, to produce a reminder and formal agenda for each OT meeting.

6. **Finance**

6.1. Financial Position

KSa has advised that, as at the end of June, £35,604 has been received against an expectation of £26,894. Alongside this, £42,423 has been spent against an expectation of £47,862. Resulting in a favourable variance of £14K. Membership renewals are expected to increase income to £51k by the end of July, increasing bank balance to £93.5k.

York u3a continues to run at a deficit with the current forecast for 2023/24 being almost £7k. KSa reminded the board of the five-year plan to address this, part of which had been the decision to increase membership fees.

There has been a delay concerning the claiming of Gift Aid. Firstly, due to a complication in the extraction of data from Beacon, and secondly, with KSu not being the authorised official. This had since been addressed and it was hoped that we would still be able to submit a claim however the payment would not be received until the new financial year.

6.2. Group Accounts

Only one group appears to be running at a loss and that due to the upfront cost of the room booking. KSa asked that this be monitored.

6.3. Budgets

KSa asked that all budget holders look at the budget proposals and submit anticipated requirements as soon as possible so that they were ready for approval at the September meeting.

ACTION: All Trustees to review budget requirements for 2024/25 and notify KSu by 15th August 2024 to allow time for the budget to be prepared for approval at the September meeting.

6.4. Compliance

One issue to note. It has recently come to light that FMH have been making an annual contribution/donation to the Gardening Group.

A few 'D' groups are still not complying, six in total.

ACTION: New Treasurer to look at these cases of non-compliance upon taking on the role.

7. **Governance**

7.1. Scheme of Delegation.

Within the Scheme of Delegation (SoD) there is a document missing on who develops policy documents. KSa is in the process of creating one that will then be handed over to the new secretary.

7.2. Policies.

No new policies.

7.3. Role Descriptions

7.3.1. Social Secretary.

Following extensive scrutiny, it was AGREED and APPROVED.

7.4. Google Security Alerts

KSa highlighted that she is inundated by Google security alerts that are generated every time a York u3a Google account user carries out work on a new device. A request was made to inform KSa if users use a new device so that she knows legitimate or unauthorised access.

8. Membership, Recruitment and Retention

8.1. Report and Future

Numbers for June show a continuing increase of members, around 4.25% compared to last year.

8.2 Membership Responsibilities

BP raised the point of Membership Secretary being tasked with the input of Group additions and amendments onto Beacon. ST agreed and will take over all Group inputs on Beacon.

9. Communications

9.1. NewsMail Guidelines

The NewsMail Editors had shared their view on the guidelines that they would use for what should be published in the NewsMail. KSa had put forward some questions. I was agreed that the printing should now be done in-house and in black and white which would result in a saving of approximately £125 per issue.

The question of which organisations and voluntary groups should be publicised was discussed (see agenda item14 for examples). It was agreed that the Editors should have discretion on this but that some guidance would be provided.

ACTION: KSa to provide further guidance to the NewsMail Editors as to which organisations and voluntary groups would be suitable for publication.

The costs of postage were again revisited, BP highlighted that there remain 64 members whose preference is for a mailed paper copy. It was agreed to contact these members with a view to reducing postage costs. BP agreed to develop a script for volunteers to use when contacting the members concerned. ST and KSa agreed to contact members and MS agreed to identify any Office Volunteers who would be able to assist.

BP also suggested that the savings could be used to allow additional printing of the NewsMail for distribution in local libraries as a useful recruitment tool.

ACTION: BP to develop a script for volunteers to use. MS to identify Office Volunteers who may be able to assist.

10. Interest Groups

ST presented the Groups Report explaining that five new groups were due to commence in the Autumn, three groups were ending this summer and a further two groups maybe in the pipeline. The Board of Trustees noted the report.

11. Events & Volunteering

11.1. Saturday Talks

Speakers have been booked for the majority of 2025. LS advised that a problem had occurred with the Methodist Centre bookings system for October 2024 which meant we would have to change dates. The speaker has been contacted and we were awaiting a reply. Once a date has been finalised, members will be informed.

ACTION: LS to confirm the new date and ask the PR Manager to notify the members.

11.2. Saturday Socials

The Saturday Socials report was noted by the Board of Trustees.

12. Equipment and Technology

The Equipment Report was noted by the Board of Trustees.

13. National and Regional Updates

KSa shared the report provided by the Regional Representative.

Anticipating the upcoming vote for new Chair of the Third Age Trust (TAT), the board was asked to decide which of the three candidates nominated should receive the York u3a vote. Following a show of hands, Lawrence Wale was the majority choice and that KSa should undertake to vote on York u3a's behalf.

ACTION: KSa to vote for Lawrence Wale for Chair of the u3a.

14. Third Party Promotions and Advertising Requests

14.1. Requests to York u3a from other charities and/or research groups, either for promotion, support or involvement, have been made into articles for recent Newsmail editions. The question of appropriateness and frequency has therefore been raised. (See Para 9.1.)

14.2. Following a brief discussion, the consensus is that the Editors guidelines should enable appropriate articles to be chosen or not.

15. Risk

15.1. Risk Register

The risk register was reviewed the following amendments agreed:

Risk 1 – as the lease agreement had now been signed the risk had reduced to target.

Risk 3 – the likelihood was reduced to level 3.

Risk 4 – to be re-categorised as Communications and the likelihood reduced to level 3.

Risk 5 – the severity of the risk reduced to level 2.

Risk 6 – the risk had changed as an appointment had been made.

15.2. Risks identified during this meeting

No new risks were identified during the meeting.

15.3. Incident Report

ST reported that incidents occurred recently that involved the calling of the emergency services. Happily, on both occasions, the individual concerned has made a full recovery. Completed incident forms have been completed and are on file.

It was agreed that a prompt is sent out to remind GLs of the need to have contact details to hand for all group members.

ADDITIONAL AGENDA ITEM

16. Website

It was pointed out that the York u3a website opening page has an outdated first sentence. The Chair reiterated the need for careful oversight.

17. Any Other Business

None

18. Next Meeting:

- **Board of Trustees; Wednesday 11 September 2024 at 10am.**
- **Operational Team; Wednesday 14 August 2024 at 10am**

Board of Trustees Action Record
Wednesday 8 May 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
13/03/24	8.1	24.11	Treasurer Vacancy Send out a further email advertising for a Treasurer.	BP	08/05/24 – Treasurer vacancy, and other vacant roles, will be taken forward via the Meet the Team half day event on 04/06/24. ST has provisionally booked the Fox room for the event. KSa to send an email to Trustees outlining the objectives of Meet the Team half day event and what needs to be done. 10/07/24 – Appointment made. Action Complete	Jul 24
13/03/24		24.12	Charitable Models Contact TAT to explore the benefits of other charitable models.	KSa	08/05/24 – Discussed via 08/05/24 meeting agenda. See 4.2.1 – Further action for KSa to find out what is involved in moving to CIO charitable status and raise at the Chair's Forum with the intention of discussing with any other u3a's who have adopted this model. 10/07/24 – Next step to contact Charity Commission	
13/03/24	10.1	24.14	NewsMail To work with the Editors on producing guidelines for the NewsMail.	KS/ST	08/05/24 – Discussed via 08/05/24 meeting agenda. 10/07/24 – Guidelines agreed. Action complete.	Jul 24
08/05/24	3	24.17	Developing a Comms strategy KS to liaise with the Publicity Manager (RP) on developing a communications process.	KSa / BP	10/07/24 – ongoing.	
08/05/24	4.2.i	24.18	Recruitment To draft an email to promote the upcoming Meet the Team event	BP	10/07/24 - Completed	Jul 24
08/05/24	4.2.ii	24.19	Branding strategy To develop a proposal for the Branding strategy by November 2024	KSa	10/07/24 - Ongoing	
08/05/24	7.4.1	24.20	Social Secretary Role Description To circulate the suggested amendments for comment.	LS	10/07/24 – Description agreed.	Jul 24

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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
08/05/24	9.1	24.21	Membership To look at whether Sum Up can be used for membership renewals	BP	10/07/24 – Not able to be done.	Jul 24
08/05/24	10.1	24.22	NewsMail Trustees to review the sample u3a newsletters stored on the shared drive and forward feedback to KSa for collation.	All Trustees	10/07/24 – Covered on agenda.	Jul 24
08/05/24	11.2	24.23	Humanist Group To write to Humanist Group leader confirming that, in the interest of good relationships, the meeting planned for May could go ahead as planned however, future meetings would have to be members only.	KSa	10/07/24 – Done.	Jul 24
08/05/24	13.1	24.24	Equipment Report to liaise with QS to check whether the Office computer has latest version of MS Office.	KSa	10/07/24 – Done. Current system adequate.	Jul 24
10/07/24	4.1	24.25	Open Day Core organising team to be established	KSa		
10/07/24	4.1	24.26	Open Day Organize the printing of flyers for the Open Day ready for collection prior to the Saturday Talk on 13th July 2024	MS		
10/07/24	4.1	24.27	Open Day To organise the purchase of promotional items from the u3a Branding Centre.	KSa		

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Wednesday 8 May 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
10/07/24	4.2.1	24.28	Secretary Appointment To offer role of Secretary to TM	KSa		
10/07/24	4.2.4	24.29	Treasurer Appointment To offer role of Treasurer to Andy Pilot	KSa		
10/07/24	5	24.30	Operational Team Meeting KSa to add task the Secretary, to produce a reminder and formal agenda for each OT meeting	KSa		
10/07/24	6.3	24.31	Budget All Trustees to review budget requirements for 2024/25 and notify KSu by 15th August 2024 to allow time for the budget to be prepared for approval at the September meeting.	All Trustees		
10/07/24	9.1	24.32	NewsMail to provide further guidance to the NewsMail Editors as to which organisations and voluntary groups would be suitable for publication.	KSa		
10/07/24	9.1	24.33	NewsMail Distribution To develop a script for volunteers to use. To identify Office Volunteers who may be able to assist.	BP MS		
10/07/24	11.1	24.34	Saturday Talk To confirm the new date and ask the PR Manager to notify the members.	LS		

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Wednesday 8 May 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
10/07/24	13	24.35	u3a Chair To vote for Lawrence Wale for Chair of the u3a.	KSa		