



Board of Trustees Meeting

WEDNESDAY 11 September 2024 10AM
Office, 15a Clifford Street

MINUTES

1. Welcome and apologies for absence

1.1 Present:

Chair	Karen Sawyer (KSa)
Secretary	Tony Masterson (TM)
Treasurer	Andrew Pilot (AP)
Groups Coordinator	Samantha Triggs (ST)
Talks Secretary	Liz Swinbank (LS)
Membership Secretary	Brian Parkin (BP)
Equipment Manager	Quinn Smith (QS)
Talks Secretary	Mo Sandland (MS)
Minutes	Philip Firth (PF)

1.2 Apologies for absence:

No apologies to report.

2. Confirmation of approval of the minutes and actions.

The minutes and action list of 10 July 2024 Board of Trustees meeting were confirmed as approved.

3. Board of Trustee Actions not on the agenda.

See separate Action List.

4. Chair's Report.

KSa presented her report. KSa reported that press releases for the Open Day had been circulated to a number of radio stations, local magazines and newspapers and That's TV York. KSa had participated in interviews with Hospital Radio and That's TV York.

KSa also advised that she had been discussing how York u3a could use social media to greater effect. She advised that further discussions would need to take place outside of the meeting on how this would be progressed.

4.1 Appointments

Tony Masterson (TM) was welcomed onto the BOT in his new role as Secretary.

Andrew Pilot (AP) was welcomed onto the BOT in his new role as Treasurer.

KSa advised that interviews had taken place for a new Trustee. Confirmation of the appointment would be made announced in two weeks' time.

KSa confirmed that the Membership Trustee (BP) would be standing down at the end of September and thanked him, on behalf of the Board of Trustees, for his contribution to York u3a over the years, especially managing membership, communications, and the Beacon system.

KSa also advised that an interview would be taking place for the Events & Volunteering Lead and a further candidate to become a Trustee had come forward.

4.2 Charitable status

KSa advised that a task and finish group was being set up to further consider becoming a Charitable Incorporated Organisation. The group would consist of herself, the Treasurer, Secretary and Central Finance Officer. A report would be presented to the January Board of Trustee meeting for consideration.

5. **Feedback from the Operational Team**

5.1 The notes of the 14 August 2024 the Operational Team meeting had been circulated for discussion.

It was agreed that a Trustee would chair the Operational Team meeting for a fixed period. MO agreed to chair the Operational Team meeting until April 2025, at which point the situation would be reviewed.

The position of vice-chair still needed to be considered.

ACTION: To discuss the appointment of a vice-chair at the next Board of Trustees meeting.

6. **Finance**

6.1 Financial Position Statement

AP presented the Finance report.

AP highlighted a large current balance of £116K and led a discussion on why this may have accrued. It was noted that a large legacy to York u3a accounted for part of the positive balance. It was also noted that anticipated cost increases in the 5-year forecast meant that this balance would reduce over time, particularly because of the increased

lease costs. AP was asked to review the 5-year forecast, along with the Reserves Policy.

ACTION: AP to review the Reserves Policy and bring to the January 2025 BoT meeting.

ACTION: AP to review the 5-Year forecast for discussion at the November 2024 BoT meeting.

6.2 Budgets 2024/25

KSa led a discussion on the 2024-25 budget which had been circulated by AP. Following this discussion the 2024-25 Budget was **APPROVED** subject to the following changes:

- Separate the cost of printing the NewsMail from other printing costs.
- Increase the budget to Meet the Team meeting as more meetings were planned.
- Re-allocate some of the costs under Membership to a central finance cost.
- Include a discretionary budget of £500 for the Chair.

6.3 Compliance – D List update

AP reported that he was in the process of meeting group leaders individually and that good progress is being made.

7. **Governance**

7.1 Scheme of Delegation

No changes to report.

7.2 Policies

No updates to report.

7.3 Role descriptions

No updates to report.

7.4 Legitimate Interest Test:

KSa explained that, for data protection purposes, legitimate interest tests needed to be undertaken for the collection of personal data and emergency contacts.

7.4.1 Emergency Contacts

KSa referred to the u3a template that had been amended to include reference to York u3a. It was agreed that this would be circulated for comment.

7.4.2 Personal Data

KSa referred to the u3a template, suggestions for amendments were made and it was agreed that this would be circulated for comment.

ACTION: TM to circulate the Legitimate Interest Test documents for comment. Trustees to suggest amendments and the updated documents to come back to the November 2024 meeting for approval.

8. **Membership Recruitment and Retention**

BP presented his Membership report.

8.1 Membership report

There were currently 1707 members. It had been anticipated that 250 members would not renew. However, 332 new members had joined, overall, an increase of around 4%. ST reported that Beacon usage had been steadily improving and, as a result, the system was producing increasingly useful statistics. Nevertheless, as not all Group Leaders were using Beacon this was impacting on how any figures relating to members participation in groups could be relied upon.

8.1.1 BP also presented a report giving a breakdown of the membership figures which included information about how long people had been members. BP reported that 40% of our members have joined since the beginning of 2020, 70% in the last 10 years. It was agreed that how people who had been members for 25 years or more could be recognised in some way should be investigated.

ACTION: AP to look into a procedure for long-term membership awards.

8.1.2 A further report was presented on the membership renewal process for 2024. The report was **NOTED**.

8.2.1 Membership fee – Jan 25

A discussion took place about how much to reduce the membership fee by for those joining from January 2025, for a part year. It was agreed that the membership fee be reduced to £10; and the cost of TAM to £2.

9. **Communications**

No further updates to report.

10. Interest Groups

10.1 Groups update

ST reported that there were currently 130 active groups, since last year that was an overall increase of two in year. However, it was noted that there had been a number of new groups starting in that period and a further seven were starting up soon.

MO report that there had been a recent incident report. This concerned a member who fell on the stairs leading down from the kitchen corridor. No injury had been sustained and no further action was anticipated.

11. Events & Volunteering

11.1 Saturday Talks

LS presented a Saturday Talks program that is complete up to May 2025. The report was **NOTED**.

11.2 Saturday Socials

LS reported that a program for the rest of the year is in hand. The report was **NOTED**.

12. Equipment & Technology

12.1 Equipment Report

QS had circulated a report which was **NOTED**.

13. National and Regional Updates

13.1 National AGM voting – Vice Chair

KSa asked the Trustees to vote on their preferred candidate.

Margaret Fiddes	4 votes
Alan Russell	1 vote

There was one abstention.

ACTION: MO and QS to forward the name of their preferred candidate to KSa.

13.2 u3a 75 years 2025

KSa had received a circular advising that the u3a would be celebrating 75 years in 2025 and asked the Trustees to consider how York u3a could get involved.

POST MEETING NOTE: After making further enquiries it was noted that the u3a would not be 75 years old. This item was no longer applicable.

13.3 National Festival

KSa reported that the event may return to York in 2026.

14. Third Party Promotions and Advertising Requests

No requests had been received.

15. Risk

15.1 Risk Register

KSa led a review of the Risk Register, no further changes were noted.

15.2 Risks identified during the meeting

No new risks were identified.

ADDITIONAL AGENDA ITEM

16. Any Other Business

None.

17. Next meeting

- **Board of Trustees Wednesday 13 November 2024 at 10am**
- **Operational Team Wednesday 9 October 2024 at 10am**

Board of Trustees Action Record
Wednesday 11 September 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
14/06/23	14	44	<p>Google training:</p> <p>To develop a presentation on how Committee members / Group Leaders can benefit from using Google docs / Google Drive.</p>	<p>BP, KSa</p> <p>ST</p>	<p>09/08/23 – Ongoing.</p> <p>13/09/23 – Ongoing</p> <p>11/10/23 – Ongoing</p> <p>08/11/23 - Ongoing</p> <p>10/01/24 – KSa, BP to meet Shirley Saunders (SS)</p> <p>20/03/24 – Outstanding</p> <p>08/05/24 – Ongoing – KSa discussed requirements with SS. BP has also drawn up requirements with input from QS and MS. Still need to agree if Google is the way forward or whether there are any other options, eg. Teams. Trustees need Google training before a decision can be made (KSa to arrange after July meeting).</p> <p>10/07/24 – Date proposed for training 11/09/24 in the Fell room at 1pm. ST to book room</p> <p>11/09/24 – A training presentation had been shared by BP. A training session with SS was booked for 23/10/24.</p> <p>Action closed</p>	September 2024
08/11/23	8.4	69	<p>Membership Strategy</p> <p>Set up a workshop to develop a Membership Recruitment and Retention Strategy</p>	KSa	<p>10/01/24 – This will follow on from the first meeting of the Focus Group where members will be asked to get involved.</p> <p>20/03/24 – First meeting held, low attendance, a follow up meeting to be diarised.</p> <p>08/05/24 – Discussed via 08/05/24 meeting agenda.</p> <p>10/07/24 – Defer until branding strategy completed.</p> <p>11/09/24 – As above</p>	
10/01/24	5.4.	24.2	<p>New Members Handbook</p> <p>MS to lead the development of a New Members Handbook once the focus group presents its findings.</p>	MS	<p>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.</p> <p>08/05/24 – ongoing</p> <p>10/07/24 – Poor feedback. Opportunity with new office team taking on project in the Autumn.</p> <p>11/09/24 – MO advised that work was in progress.</p>	

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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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 11/09/24 – A task and finish group to be set up to progress this further.	
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. 11/09/24 – This was now in place and the action could be closed.	September 2024
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 11/09/24 – Ongoing	
10/07/24	4.1	24.25	Open Day Core organising team to be established	KSa	11/09/24 – ST had agreed to lead on the Open Day. ST updated the BoT on the progress in organising the event.	
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	MO	11/09/24 – The wording was agreed and printing was to take place in preparation for the September Saturday Talk.	
10/07/24	4.1	24.27	Open Day To organise the purchase of promotional items from the u3a Branding Centre.	KSa	11/09/24 – Promotional items purchased and delivered. Action complete	September 2024
10/07/24	4.2.1	24.28	Secretary Appointment To offer role of Secretary to TM	KSa	11/09/24 – Complete	September 2024
10/07/24	4.2.4	24.29	Treasurer Appointment To offer role of Treasurer to Andy Pilot	KSa	11/09/24 – Complete	September 2024

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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	11/09/24 – Complete	September 2024
10/07/24	6.3	24.31	Budget All Trustees to review budget requirements for 2024/25 and notify KSu by 15th August 20204 to allow time for the budget to prepared for approval at the September meeting.	All	11/09/24 – Complete – budget on the agenda	September 2024
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	11/09/24 – Guidelines produced. KSa to arrange to meet the Editors to talk through.	
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.			
10/07/24	11.1	24.34	Saturday Talk To confirm the new date and ask the PR Manager to notify the members.	LS	11/09/24 – Complete	September 2024
10/07/24	13	24.35	u3a Chair To vote for Lawrence Wale for Chair of the u3a.	KSa	11/09/24 – Complete	September 2024

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Wednesday 11 September 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
11/09/24	5.1	24.36	Operational Team Meeting To discuss the appointment of a vice-chair at the next Board of Trustees meeting.	KSa		
11/09/24	6.1	24.37	Reserves Policy To review the Reserves Policy and bring to the January2025 BoT meeting.	AP		
11/09/24	6.1	24.38	5-year Forecast To review the 5 Year Forecast for discussion at the November 2024 BoT meeting.	AP		
11/09/24	7.4.2	24.39	Legitimate Interest Test To circulate the Legitimate Interest Test documents for comment. Trustees to suggest amendments and the updated documents to come back to the November 2024 meeting for approval.	TM		
11/09/24	8.1.1	24.40	Long Term Membership To look into a procedure for long term membership awards	AP		
11/09/24	13.1	24.41	U3a Vice-Chair Election To forward the name of their preferred candidate to KSa	MO / QS		