



## Board of Trustees Meeting

**WEDNESDAY 27 November 2024 10AM**  
**Office, 15a Clifford Street**

### MINUTES

#### 1. **Welcome and apologies for absence**

KS welcomed Beryl Oppenheim to her first meeting.

##### 1.1 Trustees Present:

Chair	Karen Sawyer (KS)
Treasurer	Andrew Pilot (AP)
Office Coordinator	Mo Sandland (MS)
Equipment Manager	Quinn Smith (QS)
Talks Secretary	Liz Swinbank (LS)
Groups Co-ordinator	Samantha Triggs (ST)
Communications	Phil Walters (PW)

##### 1.2

Invited	
Events & Volunteering Lead	Beryl Oppenheim(BO)
Membership Secretary	Lesley Petersen (LP), joined the meeting at 11am.
Minutes	Michael Wajdner (MW)

##### 1.3

Apologies for absence  
Alice Leyland, Secretary

#### 2. **Confirmation of approval of the minutes and actions of the previous meeting.**

The minutes and actions of the September 2024 meeting confirmed as approved.

#### 3. **Matters arising (Committee Actions) not on the agenda.**

See separate List.

### STANDING AGENDA ITEMS

#### 4. **Chair's Report.**

##### 4.1 Appointments

The appointment of Alice Leyland as York u3a Secretary was confirmed. As the maximum number of Trustees had been co-opted this year, she will be shadowing KS until the AGM in April 2025.

##### 4.2 Charitable Status

KS confirmed that a proposal was being developed about the possibility of becoming a Charitable Incorporated Organisation (CIO). See ACTION 24.12.

#### 4.3. Keeping it Legal

Having attended the course, KS informed the board of some points to consider.

- UK Travel trips that involve overnight accommodation are legally identified as 'Package Holidays' thereby require a different insurance consideration. This information has been passed to the Travel Team.
- In order to benefit from the insurance relating to cyber security, all software packages had to be kept up to date.
- Member's own equipment is not covered by u3a insurance.
- Training requirements for Group Leaders (GLs)

**ACTION:** KS / ST / BO to discuss and create training for GLs on awareness of threats and liabilities.

#### 4.4 Chair's Forum feedback

Another u3a had suggested that members post a few u3a leaflets among immediate neighbours. It was agreed that this would be an efficient way of delivering leaflets, once they become available.

In order to overcome the barrier to completing risk assessments a u3a had changed the name to 'Activity Check List' with improved uptake.

#### 4.5 City of York Council (CYC)

The CYC Information and Activity Officer has asked whether York u3a would consider siting activities within some of York's sheltered / residential accommodation community areas. An idea for mutual benefits, with residents having extra stimulation and the u3a gaining extra members.

A discussion followed on the opportunities and challenges.

**ACTION:** BO to contact the CYC Information and Activity Officer to investigate further.

### 5. **Operational Team feedback.**

#### 5.1 9 October 2024

The key point of note was that a discussion had taken place around how Operational Team members, and Trustees, activities would be covered in the event of their absence. KS explained that this was the purpose of preparing contingency plans. A template for this had already been shared. In order to progress this further, KS would complete the plan for the Chair and Secretary and circulate for others to use as guidance in completing their own sections.

**ACTION:** KS to complete contingency plan (covering the Chair and Secretary) and circulate to the Trustees.

A note from the meeting claimed that Membership Fees for 25/26 would not be changed from current levels. KS queried where this item had originated, reminding the meeting that price increases were a matter for the Board of Trustees and a decision had yet to be made for 25/26.

## 5.2 Operational Team Vice Chair Appointment

ST agreed to take on the role of vice-chair of the Operational Team meeting.

## 6 **Finance.**

### 6.1 Financial Position Statement

AP took the opportunity to explain how the budget was presented in the spreadsheet. The balance as at the end of October 24 was circa £132k however income was lower than expected. This was largely due to no payments being received from Riviera Travel. AP explained that this was difficult to forecast. The report was NOTED.

### 6.2 Compliance update

AP reminded the Trustees that groups were split into different listings according to their accounting method, he then spoke on the issues concerning list 'D'. AP was pleased to report that 2 groups have embraced the opportunity of having their group accounting taken over by the Treasurer. Other groups will be contacted in due course.

ST raised a question over the recording of names against payments made by group members and the requirement to retain this information. It was agreed that this required further investigation.

**ACTION:** AP to speak with Pat Collard, Chair, YAHR

AP confirmed that second card payment reader was being purchased, allowing payments to be made from other locations. AP would be overseeing the introduction.

## 7 **Governance.**

### 7.1 AGM 2025

7.1.1 AGM Plan: KS advised that the only change to previous plans was that dates had been updated with deadlines highlighted.

7.1.2. Annual Return Plan: as per the AGM Plan

### 7.2 Policies

7.2.1 Policy for the Development and Management of Procedural Documents (PDMPD): KS reiterated how the PDMPD sought to clarify differences between policies, procedures and guidelines and to identify the differing levels of authority required to instigate change. This document was required for the Scheme of Delegation. The policy as APPROVED.

### 7.3 Scheme of Delegation

KS explained that the SoD had been updated as several documents had corrupted. As the PDMPD had been approved, this would be added.

#### 7.4 Role Descriptions

7.4.1. Cashier Role Description: AP explained the purpose of the Cashier role description. The role description was APPROVED.

#### 7.5 Legitimate Interest Assessments

7.5.1 Emergency Contacts: This had been circulated previously and was APPROVED.

7.5.2 Personal Data: This had been circulated previously and was APPROVED.

#### 7.6 Board of Trustees Timetable 2025

KS advised the Trustees that the only change made was that a review of incidents had been added to timetable. The revised timetable was APPROVED.

### 8. **Membership, Recruitment and Retention.**

KS welcomed LP to the meeting.

#### 8.1. Membership report

LP gave her report pointing out that recruitment continues as projected. Membership as of November 2024 being 1694. ST raised the issue of group to membership ratio pointing out that, as a solid core group of members only attend Saturday Talks and Socials, this could only be used as guidance.

LP raised the issue of the timing of sending notifications to members around access to the portal. ST agreed to take this to the Operational Team meeting.

**ACTION:** ST to raise the issue of the timing of notifications around access to the portal to the Operational Team meeting.

#### 8.2. Annual Health Check

KS shared the updated Annual Health Check. Two questions remained outstanding:

Question 6: Do you have effective ways of communicating with all your members? It was agreed that we communicated in numerous ways however it was recognised that improvements could be made e.g., the quantity, length and tone of emails to members was brought up and how these could be improved. PW had been tasked with looking into this, particularly about the possibility of selective distribution.

Question 9: Is your u3a open and welcoming to new members? Positive feedback was being received from New Members' meetings. Nevertheless, it was understood that some members felt that they were not welcomed in all instances and this needed further improvement.

KS raised a concern that the response to Question 1 (Do at least 90% of new members renew their membership after their first year of membership?) was *no* as only 74% was reported. It was suggested that new members should be contacted within 3 months to ascertain experience thus far. Any negative feedback could then be addressed.

Clarification was requested by LP on the matter of lapsed members rejoining as it was felt this might affect the figures. It was AGREED to allow lapsed members to renew within a period of 10 weeks.

**ACTION:** LP to amend Beacon to reflect a 10-week renewal period.

## 9. Communications

The welcome to new members email was being revised, with input from LP, which would promote the use of the website.

A discussion followed on how to encourage volunteers to come forward via email. Ideas floated included changing the narrative, restricted scheduling of regular emails, distribution lists and embedded links directing members to the website.

PW advised that training GLs on the use of the website and group webpages has begun, 3 GLs having attended thus far. The aspiration was for all GLs to use their webpage. This was tempered by the danger that GLs might feel overloaded.

KS asked if there was any specific data that could be reported to the trustees, e.g. the number of site visits. PW agreed to bring a report to the next meeting.

**ACTION:** PW to consider a communications report and bring to next meeting.

LP requested that a message be added to the membership renewal page, on the website, explaining the PayPal link and how to bypass it, if preferred.

**ACTION:** PW to work with LP on a message for the membership renewal page on the website.

## 10. Interest Groups

### 10.1 Groups Update

The report previously circulated was NOTED.

Following a discussion with a GL who was unwilling to have her details displayed on Beacon, ST had discovered that there is the option to 'Hide' personal details on Beacon.

Having attended a regional u3a workshop, ST outlined several initiatives that appeared to be appropriate and were considered.

The possibility of changing how we develop interest groups and one-off workshops was discussed. ST and BO were looking into how this might be progressed.

## 11. Events and Volunteering

### 11.1 Saturday Talks

The report previously circulated was NOTED.

## 11.2 Saturday Socials

BO advised that the popularity of the Saturday Socials continue, but there is an aspiration to add a midweek event. Feedback seems to indicate there may be a greater uptake.

The January Saturday social would commemorate the 100<sup>th</sup> anniversary of the death of Joseph Rowntree with a talk by Nick Smith, the Executive Director of the Rowntree Society covering an introduction to the history of the Rowntree family, their company and the three Trusts set up by Joseph Rowntree. It would look at some of the research carried out by The Rowntree Society, and the kinds of Rowntree stories they could tell which have continuing relevance to contemporary issues. The Society would very much welcome any stories or memories regarding the factory or work of the Trusts from York u3a members.

The lack of volunteers was having a serious impact. The question of a fresh strategy to address the need was raised. This could include positive displays of appreciation for helpers, i.e. cards of appreciation, an event for helpers. A summer BBQ was suggested.

**ACTION:** MS to source cards of appreciation and sympathy.

**ACTION:** PW to investigate use of e-Cards for Christmas distribution.

**ACTION:** BO to investigate the feasibility of holding a summer BBQ

## 12. **Equipment and Technology.**

### 12.1 Equipment Report

The case for a second Zoom license was made, cost to be £200. The cost was APPROVED.

#### 12.1.1 TV License.

QS explained that as York u3a did not have a TV license, the TV could only be used for streaming (excluding TV content) and Zoom only. No live or catch-up TV could be accessed. This information has now been attached to the TV and all the GLs have been informed.

## 13. **National and Regional Updates**

### 13.1 YAHR Constitution voting

Having attended the meeting, KS was able to confirm that the resolution to adopt the new YAHR Constitution had been passed.

### 13.2 Nominations for u3a Council

KS advised the Trustees that nominations to be elected to the new national council were open, nominations are open to each and every u3a member. Nominations for the council election close 19 December 2024.

**ACTION:** PW to place application details on the website and instruct the PR Manager to circulate.

### 13.3 Regional Representative

A discussion took place about the regional representation of York u3a. Having been informed that the existing representative now holds an officer position at another u3a, it was felt this could potentially trigger a conflict of interest. It was AGREED that a new Regional Representative for York u3a be nominated from the Trustees.

**ACTION:** Trustees to consider becoming a Regional Representative.

### 14 **Third Party Promotions and Advertising Requests**

No requests had been received.

### 15. **Risk**

#### 15.1 Risk Register

No changes were noted.

#### 15.2 Risks identified during the meeting

No new risks were identified.

### **ADDITIONAL AGENDA ITEMS**

### 16. **Any Other Business.**

16.1 With meetings regularly over running the allotted time, it was suggested that future meetings commence at 9.45am and end at 12.15pm. This was AGREED.

16.2 With a number of bank signatory changes having been requested lately, Lloyds bank had requested confirmation that the following members no longer volunteered for York u3a:

- David Maughan Brown
- Brian Parkin
- Mike Barnard
- Tony Masterson
- Geraldine Douglas

The Board of Trustees confirmed that these members no longer held any office for York u3a.

### 17. **Next Meeting.**

- Board of Trustees - Wednesday 8 January 2025 at 9.45am
- Operational Team - Wednesday 11 December 2024 at 10am

Board of Trustees Action Record  
Wednesday 27 November 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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. 08/05/24 – Discussed via 08/05/24 meeting agenda. 10/07/24 – Defer until branding strategy completed. 11/09/24 – As above 27/11/24 – Action closed as no take up from members	Nov 24
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. 08/05/24 – ongoing 10/07/24 – Poor feedback. Opportunity with new office team taking on project in the Autumn. 11/09/24 – MO advised that work was in progress. 27/11/24 – Draft document circulated for comment. Action closed	Nov 24
13/03/24		24.12	Charitable Models  Contact TAT to explore the benefits of other charitable models.	KS	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. 27/11/24 – Meeting has taken place with KS/AP and Central Finance Officer. A proposal will be brought to the January BoT meeting.	
08/05/24	4.2.ii	24.19	Branding strategy  To develop a proposal for the Branding strategy by November 2024	KS	10/07/24 – Ongoing 11/09/24 – Ongoing 27/11/24 – This has been delayed until the Communications Trustee can be involved.	

**Board of Trustees Action Record**  
Wednesday 27 November 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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. 27/11/24 – Action complete	Nov 24
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. 27/11/24 – Action complete	Nov 24
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. 27/11/24 - ongoing	
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.	MO	27/11/24 - ongoing	
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	27/11/24 – ST appointed as vice-chair. Action complete	Nov 24
11/09/24	6.1	24.37	Reserves Policy  To review the Reserves Policy and bring to the January2025 BoT meeting.	AP	27/11/24 - ongoing	
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	27/11/24 – ongoing. To come to the Jan BoT.	

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Wednesday 27 November 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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	27/11/24 – action complete. On the agenda – approved	Nov 24
11/09/24	8.1.1	24.40	Long Term Membership  To look into a procedure for long term membership awards	AP	27/11/24 - ongoing	
11/09/24	13.1	24.41	U3a Vice-Chair Election  To forward the name of their preferred candidate to KSa	MO / QS	27/11/24 action complete.	Nov 24
27/11/24	4.3	24.42	Insurance  To discuss and create training for GLs on awareness of threats and liabilities.	KS / ST / BO		
27/11/24	4.5	24.43	Outreach Groups  To contact the CYC Information and Activity Officer to investigate further.	BO		
27/11/24	6.2	24.44	Group Member Records  To speak with Pat Collard, Chair, YAHR about the need to retain the names of members attending groups.	AP		
27/11/24	8.1	24.45	Portal Access Notification  To raise the issue of the timing of notifications around access to the portal to the Operational Team meeting.	ST		

Board of Trustees Action Record  
Wednesday 27 November 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
27/11/24	8.2	24.46	Beacon Renewal Period To amend Beacon to reflect a 10-week renewal period.	LP		
27/11/24	9	24.47	Communications Reports To consider a communications report and bring to next meeting.	PW		
27/11/24	9	24.48	Membership Renewal Paypal message To develop a message for the membership renewal page on the website.	PW / LP		
27/11/24	11.2	24.49	Appreciation and Sympathy cards To source cards of appreciation and sympathy.	MS		
27/11/24	11.2	24.50	E-Cards To investigate the use of e-Cards for Christmas distribution.	PW		
27/11/24	11.2	24.51	Volunteer Event To investigate the feasibility of holding a summer BBQ	BO		
27/11/24	13.3	24.52	Regional Representative Trustees to consider becoming a Regional Representative	ALL		