



Board of Trustees Meeting

WEDNESDAY 8 January 2025 10AM
Office, 15a Clifford Street

MINUTES

1. Welcome and apologies for absence

1.1 Trustees Present:

Chair	Karen Sawyer (KS)
Treasurer	Andrew Pilot (AP)
Trustee / Office Coordinator	Mo Sandland (MS)
Equipment & Technology Trustee / Manager	Quinn Smith (QS)
Trustee / Talks Secretary	Liz Swinbank (LS)
Communications Trustee	Phil Walters (PW)

1.2 Invited:

Events & Volunteering Lead	Beryl Oppenheim (BO)
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1.3 Apologies for absence:

Groups Trustee / Coordinator	Samantha Triggs (ST)
Minutes	Philip Firth (PF)

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

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

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

See attached list.

STANDING AGENDA ITEMS

4. Chair's Report.

4.1 Appointments

KS welcomed Alice Leyland to her first meeting.

No new appointments had been made. As there were still a number of vacancies, particularly the urgent need for a bookkeeper/accounts clerk and a Membership Trustee all those attending were asked to use their contacts to spread the details of all vacancies.

4.2 Charitable Status

A paper on a proposal to change the charitable status to a Charitable Incorporated Organisation (CIO) had been circulated prior to the meeting. Following a discussion

about the advantages and disadvantages of changing the Board APPROVED becoming a CIO (Association model). The next stage would be to present a resolution at the AGM for the membership to vote on.

4.2.1 Outline CIO Implementation Plan – A draft implementation plan had been developed in preparation for moving to become a CIO. This was NOTED.

4.3. Contingency Planning

To move contingency planning forward, the u3a template had been completed for the Chair and Secretary. It had identified that there were gaps that needed to be worked on, including the need for someone to deputise for the Chair. The plan had also been populated with the tasks undertaken by others and these areas needed to be developed further.

ACTION: ALL to complete their section of the Contingency Plan which would be made available as a shared document.

5. **Operational Team feedback.**

5.1 11 December 2024

The unreviewed minutes of the Operational Team meeting had been circulated. There were no additional items to highlight that were not already on this agenda. The minutes were noted.

6 **Finance.**

6.1 5-year forecast

The 5-year forecast showed a potential year on year increase in income if the membership continued to grow as forecast. The forecast was NOTED.

6.2 Reserves Policy

As the agreement to use the premises at the Friends Meeting House had now been agreed it was recommended that the reserves could be reduced. The updated Reserves Policy was APPROVED on that basis.

With the reduction in reserves and the increase in income, a discussion took place on how to best to use this money to achieve our charitable objectives and therefore benefit the membership. It was AGREED that a group be set up to discuss potential initiatives.

ACTION: KS To set-up a meeting to include BO / PW / QS / AP / ST to look at how to use the income for the benefit of the membership, including the potential for changing pricing structures.

ACTION: KS to send a PDF version of the approved policy to the Web Administrator for publication.

6.3 Membership Fees

It was agreed to set the membership fee for 2025/26 at £17.50.

6.4 Group Pricing Structure

It was agreed that this would be considered in the meeting planned to discuss income and expenditure.

6.5 Financial Position Statement

The balance as at the end of December 24 was circa £120k. As discussions had already taken place about the income and expenditure levels, the report was NOTED.

7. **Governance.**

7.1 AGM 2025

7.1.1 AGM Plan Update: The plan was on track to be completed as per the timescales. The plan update was NOTED.

7.1.2. Trustee Re-Elections: It was confirmed that the following trustees had been nominated, and seconded, for election:

Alice Leyland	Secretary
Beryl Oppenheim	Events & Volunteering Trustee
Andrew Pilot	Treasurer
Karen Sawyer	Chair
Quinn Smith	Equipment & Technology Trustee / Manager
Samantha Triggs	Groups Trustee / Coordinator
Phil Walters	Communications Trustee / Web Administrator

Both Maureen Sandland and Elizabeth Swinbank had confirmed their intention to stand down at the AGM. KS thanked them, on behalf of the Board, for all their contributions and support over the years and expressed appreciation that they would be continuing as Office Coordinator and Talks Secretary respectively.

7.1.3 Trustee Nomination Form. The Trustee Nomination Form was APPROVED.

7.1.4 Proxy Voting Form. The Proxy Voting Form was APPROVED.

7.1.5 Annual Return Plan Update. The plan was on track to be completed as per the timescales. The plan update was NOTED.

7.1.6 CC Annual Return 2023-24 – The CC Annual Return was APPROVED.

7.1.7 CC16a Accounts 2023-24 – The CC16a Accounts were APPROVED.

7.2 Policies

7.2.1 Environmental Policy

The Travel Group had been approached to provide details of how they had planned to reduce the environmental impact when travel trips were planned and in progress.

Once this information had been received the update of the policy could be progressed.

7.3 Scheme of Delegation

No changes to report.

7.4 Role Descriptions

No updates to report.

8. Equipment and Technology.

8.1 Equipment Report

Following circulation of the Equipment Report, QS advised that a second Zoom license had now been purchased. There was also an intention to purchase new laptops with Windows 11 on them as support for Windows 10 was being withdrawn. The report was NOTED.

9. Membership, Recruitment and Retention.

9.1. Membership report

9.1.1 Joining Letter / Email. It was confirmed that the automated joining email had been updated. The update was NOTED. A question was raised about members without access to the internet and where they should be signposted. It was AGREED that this should point members in the direction of the Office.

9.1.2 Revised Joining Form. It was confirmed that the joining form had been updated. The update was NOTED.

9.1.3 Membership figures. As at the end of December 2024 the membership stood at 1710, this was an increase of 4.3%. The report was NOTED.

9.2. Long Term Membership

A discussion took place on how to recognise those who had been members for a long period. It was recognised that there were limitations as to what could be done nevertheless, it was agreed that members who had been with us for over 30 years would not be charged their membership fees from the renewals of 2025/26.

10. Communications

10.1 Website Report

The figures for the activity on the website were reviewed. Several areas were identified that needed further discussion at a future date. It was suggested that trends could be monitored.

10.2 Google Not for Profit Workspace

When trying to register for Google Not for Profit Workspace it had been discovered that this would not be possible because our website name redirects to another site.

ACTION: PW to investigate other solutions for a shared data drive.

10.3 Publicity

The u3a Brand Centre had been checked for content and it was recommended that u3a branded leaflets / posters be used for future events.

11. **Interest Groups**

11.1 Groups Update

The report previously circulated was NOTED.

It was noted that the Group Leader's handbook would be available for the next Operational Team meeting. Group Leader training was also being investigated.

Concerns were raised about how the group pricing structure was working. It was agreed that this would form part of the income and expenditure discussion. AP agreed to produce a document explaining the pricing structure.

ST and AP had arranged to meet to set up the financial groups on Beacon.

ACTION: AP to produce a document explaining the group pricing structure.

QS left the meeting at 11:45

12. **Events and Volunteering**

12.1 Events & Volunteering Report

The Saturday Socials were being revised in terms of when they were being held. Some issues had been identified with communicating the change. There was a request to look at how they were branded going forward.

ACTION: ALL to let BO have suggestions for the re-naming of the Saturday Socials.

A new members meeting was being planned, a date had yet to be agreed. Planning was also underway for the next Open Day.

12.2 Attracting Volunteers

As many new event opportunities were being identified, the lack of volunteers was becoming critical. It was recommended that there was a rebranding of volunteers and the role they performed. There was a request to look at a new name for volunteers. It was also discussed whether a survey could be undertaken.

ACTION: ALL to let BO have suggestions for the re-naming of the volunteers.

ACTION: KS to locate the previous survey that had been undertaken and to use this to form the basis of a new survey.

12.3 Proposal for a Joint Venture with a Sheltered Housing Organisation

A report was presented on a potential joint venture with York City Council on undertaking group activities in Sheltered Housing. It was noted that not all Trustees

were in favour of pursuing this any further, particularly the Groups Coordinator. It was AGREED that we would go ahead with the information gathering at this point so that a more informed debate could take place when the Groups Coordinator was present.

PW left the meeting at 12:30.

12.4 Saturday Talks

The report previously circulated was NOTED. The issue of having to turn away members from the Carol Concert was discussed. It was agreed to investigate how this might be managed in the future, including the possibility of ticketing the event.

ACTION: BO/LS to look into how the Carol Concert would be managed in the future.

13. **National and Regional Updates**

There were no national or regional updates.

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

- Risk about becoming a CIO
- Risk of not having a qualified accountant and being understaffed in the accounts department.

ADDITIONAL AGENDA ITEMS

16. **Any Other Business.**

17. **Next Meeting.**

- Board of Trustees - Wednesday 12 March 2025 at 9.45am
- Operational Team - Wednesday 12 February 2025 at 10am

Board of Trustees Action Record
Wednesday 27 November 2024

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.	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. 08/01/25 – On the agenda (item 4.2 Charitable Status)	
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. 08/01/25 – Ongoing	
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 08/01/25 – 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 08/01/25 – ongoing	
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 08/01/25 – complete – on the agenda	Jan 25

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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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. 08/01/25 – complete – on the agenda	Jan 25
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 08/01/25 – complete – on the agedan	Jan 25
27/11/24	4.3	24.42	Insurance To discuss and create training for GLs on awareness of threats and liabilities.	KS / ST / BO	08/01/25 - ongoing	
27/11/24	4.5	24.43	Outreach Groups To contact the CYC Information and Activity Officer to investigate further.	BO	08/01/25 – on the agenda (item 11.2)	
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 LP	08/01/25 – ongoing – action should be LP.	
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	08/01/25 – not discussed at the Ops Team meeting. KS to raise with ST.	
27/11/24	8.2	24.46	Beacon Renewal Period To amend Beacon to reflect a 10-week renewal period.	LP	08/01/25 – Complete	Jan 25
27/11/24	9	24.47	Communications Reports To consider a communications report and bring to next meeting.	PW	08/01/25 - ongoing	

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Wednesday 27 November 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
27/11/24	9	24.48	Membership Renewal Paypal message To develop a message for the membership renewal page on the website.	PW / LP	08/01/25 – Website message complete.	Jan 25
27/11/24	11.2	24.49	Appreciation and Sympathy cards To source cards of appreciation and sympathy.	MS	08/01/25 – Complete – in the Office drawer	Jan 25
27/11/24	11.2	24.50	E-Cards To investigate the use of e-Cards for Christmas distribution.	PW	08/01/25 – Complete	Jan 25
27/11/24	11.2	24.51	Volunteer Event To investigate the feasibility of holding a summer BBQ	BO	08/01/25 – On the agenda	Jan 25
27/11/24	13.3	24.52	Regional Representative Trustees to consider becoming a Regional Representative	ALL	08/01/25 – Complete	Jan 25
08/01/25	4.3	25.1	Contingency Plans To complete their section of the Contingency Plan which would be made available as a shared document.	ALL		
08/01/25	6.2	25.2	Income and Expenditure To set-up a meeting to include BO / PW / QS / AP / ST to look at how to use the income for the benefit of the membership, including the potential for changing pricing structures.	KS		

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Wednesday 27 November 2024

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
08/01/25	6.2	25.3	Reserves Policy To send a PDF version of the approved policy to the Web Administrator for publication.	KS		
08/01/25	10.2	25.4	Shared Drive To investigate other solutions for a shared data drive.	PW		
08/01/25	11.1	25.5	Group Pricing Structure To produce a document explaining the group pricing structure.	AP		
08/01/25	12.1	25.6	Rebranding of Saturday Socials To let BO have suggestions for the re-naming of the Saturday Socials.	ALL		
08/01/25	12.2	25.7	Renaming of Volunteers ALL to let BO have suggestions for the re-naming of the volunteers.	ALL		
08/01/25	12.2	25.8	Volunteer Recruitment To locate the previous survey that had been undertaken and to use this to form the basis of a new survey.	KS		
08/01/25	12.4	25.9	Carol Concert To look into how the Carol Concert would be managed in the future.	BO/LS		