



Board of Trustees Meeting

WEDNESDAY 12 March 2025 10AM
Office, 15a Clifford Street

MINUTES

1. Welcome and apologies for absence:

1.1 Present:

Chair	Karen Sawyer (KS)
Secretary	Alice Leyland (AL)
Treasurer	Andrew Pilot (AP)
Groups Coordinator	Samantha Triggs (ST)
Events & Volunteering	Beryl Oppenheim (BO)
Communications	Phil Walters (PW)
Talks Secretary	Liz Swinbank (LS)
Membership	Lesley Patterson (LP)
Equipment Manager	Quinn Smith (QS) via Zoom
Office Coordinator	Mo Sandland (MS) via Zoom
Minutes	Philip Firth (PF)

Jenny Slee, nominated trustee, attended the meeting as an observer.

1.2 Apologies for absence:

No apologies were reported.

2. Confirmation of approval of the minutes and actions.

The minutes and action list of 8 January 2025 Board of Trustees (BoT) meeting were confirmed as approved.

3. Board of Trustee Actions not on the agenda.

See separate Action List.

4. Chair's Report.

4.1 Appointments

No appointments had been made.

Jenny Slee has submitted a nomination to become a Trustee and was attending the meeting to observe the proceedings.

It was reconfirmed that LS and MS will be standing down as Trustees at the AGM.

KS thanked LS and MS for their contribution over the years.

4.2 CIO Constitution

The draft CIO Constitution document was circulated prior to the meeting for comment and feedback.

KS and AL would be meeting with a solicitor the following week for further guidance. If any significant issues were raised these would be circulated for comment. A quick response would be needed as the draft document needed to be available to members by Friday 21st March 2025.

There was a discussion about the current Constitution requiring every Trustee to stand down every year. The CIO model was for a third of Trustees to stand down. It was AGREED that the CIO model should be adopted as all Trustees resigning at the same time put York u3a at risk.

Subject to any amendments being required by the solicitor, the CIO Constitution was APPROVED.

5. Feedback from the Operational Team

5.1 12 February 2025 Operational Team meeting

The notes of the 12 February 2025 Operational Team (OT) meeting had been circulated for discussion.

MS reported on the improvements to Fell/Woolman rooms and upgrades to the Office that have been identified. It was also noted that the passage lighting needs to be improved.

The budget for upgrades to the Fell/Woolman rooms, the Office and the passage lighting were APPROVED.

5.2 Operational Team Chair 2025/26

As MS is standing down as a Trustee a new OT Chair needed to be identified. BO volunteered to take on this role. MS and BO will meet for a handover session before the OT meeting in June. MS would continue to chair the April meeting.

A question was raised about how many people should be attending the OT meeting, and it is difficult to accommodate everyone in the space available. It was confirmed that only one person for each of the five portfolios should be in attendance.

ACTION: BO to review the OT membership.

PW also raised a concern that the BoT meeting agendas could not be completed in the time available and queried whether the frequency may need to move to monthly. These observations were noted, and there was a discussion about this issue, but it was agreed that the agenda and frequency of meetings will remain unchanged for the present time.

However, it was acknowledged that reading through reports was very time consuming. It was AGREED that in future it would be expected that reports had been read in advance of the meeting and only queries will be discussed at the BoT meetings.

6. Finance

6.1 Finance Department Update

AP presented a Finance Department update.

It had been recognised that there was too much for one individual to do and AP had been undertaking a review of the work undertaken. Tasks had been broken down into manageable chunks and allocated to responsible people. There were some outstanding areas, those being the PayPal, Sumup and membership reconciliations.

A discussion took place about the complexity of the financial system because of the number of transactions per member and the amount of cash taken. It was agreed that the membership fees should be reviewed when budgets were being set and consideration made as to whether to move to an all-inclusive membership fee which would be simpler for all areas.

The position with the Finance Department would become a standing agenda item until it had been resolved, and KS would meet with AP to review and monitor the progress in addressing the risks and issues faced.

The Trustees thanked AP for all the work he has put in on addressing these issues. It was confirmed that, although AP was standing for the position of Treasurer at the AGM, the intention was to stand down as soon as a replacement could be found.

ACTION: KS to place an advert to recruit a Treasurer.

6.2 Financial Position Statement

The financial position is currently healthy. The projection was still to meet the £130k figure which had been forecast.

6.3 Income and Expenditure Group

KS presented feedback from the last I&E meeting. It had been hoped to identify £10K to spend on improving systems, services, access etc. At the end of the meeting approximately £6.5K of potential expenditure were identified which included:

- A booking/ticketing system
- A bookkeeping service/system
- Event subsidies, e.g. increasing speaker fees
- Upgrades to YouTube
- Social media Strategy development
- Improving the Office

ACTION: All Trustees to continue to consider identify ideas for improvement and to let AP and KS know what they are in particular to consider the use of assistive technology.

6.4 Audited Annual Accounts

An independent examiner had reviewed York u3a accounts and no concerns were raised.

7. Governance

7.1 AGM 2025

It was confirmed that the plan for the AGM was on track to be delivered on schedule.

7.1.1 AGM Notice

The AGM notice will go out to all email users on 21 March 2025, and to non-email users by first class post on 19 March 2025.

7.1.2 Nomination Form

The nomination form from JS was shared and noted.

7.2 Annual Return (combined) 2025

The completed Annual Return had been circulated prior to the meeting. The Annual Return was APPROVED.

7.3 Policies

7.3.1 Environmental Policy

Work in progress. Updates will be brought to the May BoT meeting.

7.3.2 Gifts & Hospitality Policy

The Gifts & Hospital Policy had been circulated prior to the meeting and the Trustees were asked to review the policy in time for the next meeting. Any comments should be sent to KS.

ACTION: All Trustees to review the draft Gifts & Hospital Policy and return comments to KS in time for the next BoT meeting.

7.3.2 Donations Policy

The Donations Policy had been circulated prior to the meeting and the Trustees were asked to review the policy in time for the next meeting. Any comments should be sent to KS.

ACTION: All Trustees to review the draft Donations Policy and return comments to KS in time for the next BoT meeting.

7.4 Scheme of Delegation

No changes to report.

7.5 Role Descriptions

No changes to report.

7.6 Governance Report 2024

ACTION: AL to bring to the May BoT meeting.

7.7 Annual Health Check

It was agreed that the next Annual Health Check should be deferred to the September BoT meeting as it had only recently been completed.

ACTION: AL to put on the September BoT agenda.

7.8 Licenses

ACTION: AL to work with AP to bring a report to the May BoT meeting.

8. **Interest Groups**

8.1 Groups update

ST had circulated a report prior to the meeting. It was noted that a lot of new Groups have been added recently, and the total had increased to 137.

ST advised that progress had been made with the Activity Checklists.

8.1 Refresher Training

An initial meeting had taken place to discuss what a refresher day might look like. A further meeting was planned for 17 March 2025.

9. **Events & Volunteering**

9.1 Events & Volunteering Report

BO had circulated a report prior to the meeting. A successful event with the Rowntree Society attracted over 100 members. An evening event had been planned for Saturday 3rd May 2025 featuring a performance by a Male Voice Choir from Nottingham u3a.

9.2 Volunteer Survey Report

The outcome of the Volunteer Survey had been circulated prior to the meeting. There were 70 respondents, and 13 potential new volunteers had come forward.

9.3 Proposal for a joint venture with a sheltered housing organisation

An updated report on the proposed joint venture had been circulated prior to the meeting. The many benefits of York u3a being able to use the community spaces around the York area. It was AGREED to undertake a time limited (6 months from April 2025) joint venture at Marjorie Waite Court as a pilot and to feedback to the BoT after it had taken place. BO would look at potentially writing an article for the NewsMail.

9.4 Re-branding – Saturday Socials and Volunteers

This agenda item had been covered under actions 25.6 and 25.7.

9.5 Saturday Talks Report

The report on Saturday Talks had been circulated prior to the meeting. The report was NOTED.

10. **Membership Recruitment and Retention**

10.1 Membership Report

A report had been circulated prior to the meeting. Membership at the end of February 2025 stands at 1774, an increase of 3.8%. The report was NOTED.

10.2 Honorary Membership

The Archeology Group have inquired about Honorary Memberships for people attending their Group. It was confirmed that this would not be possible on this occasion, however, alternative solutions could be found.

10.3 u3a Matters Price Increase

KS had been informed of a price increase. The details would be shared with LP and AP outside of the meeting.

ACTION: KS to inform LP and AP of the u3a matters price increase.

11. **Communications**

11.1 Website report

A report on visits to the website report had been circulated prior to the meeting. The report was NOTED. A member had come forward to take over the management of the website.

11.2 Email Circulation of Scams

A discussion on how emails are used and worded took place. KS confirmed that this would form part of the work being undertaken with an external consultant. It was agreed that a task and finish group be established.

ACTION: PW to set up a task and finish group to develop proposals on the future of communications. This would need to take into account the work being undertaken with

the external consultant. The group members to be PW / LP / BO. A report to BoT to be made in September 2025.

12. Equipment & Technology

12.1 Equipment Report

An Equipment report had been circulated prior to the meeting. The report was NOTED.

12.2 Asset Register

ACTION: QS to present the Asset Register at May BoT meeting.

13. National and Regional Updates

13.1 Elections of National Council and Board

KS confirmed that the voting had taken place as agreed and that the election outcome had already been circulated.

13.2 Quotes from members

No quotes had been received at the time of the meeting.

14. Risk

14.1 Risk Register

KS led a review of the Risk Register. The following changes were agreed:

- Upgrading Risk 1 Finance – increase the likelihood from Possible to Likely which would change the risk rating from Low to Moderate
- Upgrading Risk 3 Recruitment – increase the severity which change the risk rating from impact from Moderate to High.

14.2 Risks identified during the meeting

No new risks were identified.

ADDITIONAL AGENDA ITEM

15. Any Other Business

ST asked for details of a complaint. AL confirmed that nothing had been received.

16. Next meeting

Board of Trustees Wednesday 14 May 2025 at 9.45 am.
Operational Team Wednesday 9 April 2025 at 10am

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) 12/03/25 – Action complete. Decision to move to CIO made. Action to close	Mar 25
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 12/03/25 – Will be affected by the move to CIO, see agenda 7.1.1	
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 12/03/25 – proposal to close action in order to set up a wider discussion about the NewsMail.	Mar 25
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	

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 12/03/25 – Meeting took place on 29/01/25. Initial ideas formed and being explored. Further meeting to be arranged. Move to Standing Agenda item.	Mar 25
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) 12/03/25 – on the agenda (item 9.2.1) 14/05/25 – In progress, will be monitored on the agenda. Close action	May 25
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. 12/03/25 – KS has spoken to PC and received the following reply (which was from TAT): <i>I can clarify that there is no requirement from our insurers or from the Trust to retain group or meeting attendance registers. This has been verified by our insurers as being correct as we have had a number of groups seek clarification.</i> Action to be closed	Mar 25
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. 12/03/25 – ST has raised with LP and no further action is required at this time. Action to be closed.	Mar 25
27/11/24	9	24.47	Communications Reports To consider a communications report and bring to next meeting.	PW	08/01/25 – ongoing 12/03/25 – ongoing	
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 12/03/25 – On the agenda (9.1)	
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	12/03/25 – Events & Volunteering and Comms have been completed. Ongoing.	

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	12/03/25 – On the agenda (item 6.2) – action complete. Group established. Action to be closed.	Mar 25
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	12/03/25 – Action complete. Action to be closed.	Mar 25
08/01/25	10.2	25.4	Shared Drive To investigate other solutions for a shared data drive.	PW	12/03/25 – Google issue resolved. Action no longer required. Action to be closed	Mar 25
08/01/25	11.1	25.5	Group Pricing Structure To produce a document explaining the group pricing structure.	AP	12//03/25 – Action complete. Document shared	Mar 25
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	12/03/25 – Action complete. To be named Socials	Mar 25
08/01/25	12.2	25.7	Renaming of Volunteers ALL to let BO have suggestions for the re-naming of the volunteers.	ALL	12/03/25 – Action complete – To be decided by the volunteers.	Mar 25
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	12/03/25 – Action complete	Mar 25

08/01/25	12.4	25.9	<p>Carol Concert</p> <p>To look into how the Carol Concert would be managed in the future.</p>	BO/LS	<p>12/03/25 – Front of house believed that no-one was turned away but there was a long queue. It was felt that introducing ticketing would not resolve the problem as it would not create any further places and may exclude people who couldn't use an on-line system. Other solutions:</p> <p>1) Move into the church next door. Discussions would have to be held with the Choir to make sure it is suitable.</p> <p>2) Could make it members only.</p> <p>The possible solutions are being explored further and will be reported back.</p>	
12/03/25	5.2	25.10	<p>Operational Team Membership</p> <p>To review the OT membership.</p>	BO		
12/03/25	6.1	25.11	<p>Treasurer vacancy</p> <p>To place an advert to recruit a Treasurer.</p>	KS		
12/03/25	6.3	25.12	<p>Items for Expenditure</p> <p>To continue to consider identify ideas for improvement and to let AP and KS know what they are in particular to consider the use of assistive technology.</p>	ALL		
12/03/25	7.3.1	25.13	<p>Gifts & Hospital Policy</p> <p>To review the draft Gifts & Hospital Policy and return comments to KS in time for the next BoT meeting.</p>	ALL		
12/03/25	7.3.2	25.14	<p>Donations Policy</p> <p>To review the draft Donations Policy and return comments to KS in time for the next BoT meeting.</p>	ALL		

12/03/25	7.6	25.15	Governance Report 2024 To bring to the May BoT meeting.	AL		
12/03/25	7.7	25.16	Annual Health Check To put on the September BoT agenda.	AL		
12/03/25	7.8	25.17	Licenses AL to work with AP to bring a report to the May BoT meeting.	AL		
12/03/25	10.3	25.18	u3a Matters Price Increase To inform LP and AP of the u3a matters price increase.	KS		
12/03/25	11.2	25.19	Communications Task and Finish Group To set up a task and finish group to develop proposals on the future of communications. This would need to take into account the work being undertaken with the external consultant. The group members to be PW / LP / BO. A report to BoT to be made in September 2025.	PW		
12/03/25	12.1	25.20	Asset Register QS to present the Asset Register at May BoT meeting	QS		