



Board of Trustees Meeting

WEDNESDAY 11 MARCH 2026 9:45AM
Lonsdale Room, Friargate Meeting House

MINUTES

1. Welcome and apologies for absence

Present:

| | |
|------------------------|----------------------|
| Chair | Karen Sawyer (KS) |
| Secretary | Alice Leyland (AL) |
| Membership Treasurer: | Andrew Pilot (AP) |
| Trustee | Jenny Slee (JS) |
| Groups Coordinator | Samantha Triggs (ST) |
| Equipment Manager | Quinn Smith (QS) |
| Events & Volunteering: | Beryl Oppenheim (BO) |

Invited:

| | |
|-------------|-------------------|
| Web Manager | Paul Tiplady (PT) |
|-------------|-------------------|

1.1 Apologies for absence:

| | |
|-----------|----------------|
| Treasurer | Jeff Todd (JT) |
|-----------|----------------|

2. Confirmation of approval of the minutes and actions.

The minutes of the Board of Trustee meeting held on 12 November 2025, and 14 January 2025 were approved.

3. Board of Trustee Actions not on the agenda.

See separate Action List

4. Chair's Report.

KS had circulated a report prior to the meeting.

4.1 Appointments

5.1.1 Recruitment Drive

15 vacancies, including the Vice-Chair, were being recruited to at the Meet the Team meeting later in the day. In addition, another member was being interviewed for the Health and Safety Coordinator role.

4.2 National and Regional updates

4.2.1 Local Network

York u3a are hosting a meeting on behalf of the region to consider forming a network with local u3a's.

4.3 Charitable Incorporated Organisation (CIO) Implementation

4.3.1 Third Age Trust (TAT) Application

The application to join TAT had been approved and KS had checked that the number of years membership would be continuous.

4.3.2 Treasury Plan

4.3.2.1 Banking

In order not to delay the establishment of the new bank accounts, the Trustees had **APPROVED** (outside of the meeting) a change from the previously agreed NatWest to Virgin Money as a problem had been identified during the application process with NatWest. Since the decision had been made, confirmation had been received that 3 of the 4 accounts applied for had been opened.

4.3.2.2 Debit / Credit Cards

AS advised that enquiries were still being made with Virgin Money as to how many debit/credit cards would be available on each account. Early indications were that 8 of each could be requested but this needed to be confirmed with the bank's Relationship Manager.

AS had been in touch with TAT about the insurance implications of having non-trustees holding debit cards. It had been confirmed that ordinary members were not covered by the Trustee Indemnity insurance that the Third Age Trust provides for trustees but said that ultimately it is our decision. However, they also went on to say that a dual authorisation procedure should be put in place if we had decided to go ahead.

A discussion took place as to whether credit or debit cards had better protection should any unauthorised spending occur. It was **AGREED** that the preference would be to issue credit cards as expenditure limits could be set. A question was raised as to whether the cards had to be issued in the name of an individual and it was **AGREED** that this should be looked at.

Another option discussed was the issuing of pre-paid cards however initial indication would be that there would be fees associated with this and it was **AGREED** that this needed to be explored further.

ACTION: KS to investigate the pros and cons of pre-paid cards.

ACTION: AL to make further enquiries with Virgin Money about credit cards and whether these can be issued in a generic name, e.g. Equipment Manager or whether they had to be issued in the name of an individual.

4.3.3 Governance Plan

No updates to report.

4.3.4 CIO Implementation Risk Log

The Risk Log had been shared prior to the meeting. The Risk Log was **NOTED** and no changes were made.

5. **Feedback from the Operational Team**

5.1 11 February 2026 Operational Team Meeting

JT chaired the Operational Team meeting. In JT's absence BO provided feedback from the meeting. Nothing was raised at the meeting that needed to be brought to the attention of the Trustees.

A discussion took place as to how to improve communication and it was confirmed that this was the individual leads responsibilities through having team meetings.

6. **Finance**

6.1 Financial Position Statement

The accounts up to January 2026 had been circulated prior to the meeting. Income was circa £29k and expenditure circa £27.5k. The current bank balance is circa £128k and further work would be undertaken to look at how to reduce this. The Trustees **NOTED** the report.

A short discussion took place about the types of reports the Trustees would like to see to provide financial assurance and it was confirmed that this would form part of a Development Meeting.

6.2 Financial Proposal

A proposal for changes in fees had been circulated prior to the meeting. This included a potential increase in the membership fee was discussed. The rationale for the increase was that there was a potential to reduce costs in other areas, e.g. offering free Saturday Talks whilst reducing the administrative burden. Following a discussion, and concerns about the potential inequity of the proposed changes were, it was **AGREED** to look at the feasibility of reducing the membership fee and offering free Saturday Talks instead.

ACTION: KS to ask JT to consider the feasibility of reducing the membership fee and offering free Saturday Talks.

6.3 Year-End Accounts

The year-end accounts for 2024-25 had been agreed by the Independent Examiner and the final version of the Charity Commission Receipts and Payments Accounts (CC16a) were presented for approval. The Trustees **APPROVED** the accounts.

7. Governance

7.1 Policies & Procedures

No updates to report

7.2 Scheme of delegation

No changes to report.

7.3 Role Descriptions

The role description for the role of Vice-Chair had been circulated prior to the meeting. No amendments were suggested, however, the issue of who the Health and Safety Coordinator should report to was raised. In the interim, this would sit with Membership, however, this would be reviewed at a later date. The Vice-Chair role description was **APPROVED**.

7.4 AGM Plan Update

No updates were available.

7.4.1 cc16a Final Version

The final version of the Charity Commission Receipts and Payments Accounts (CC16a, for year ending 31 July 2025, was presented for approval. The Trustees **APPROVED** the cc16a.

7.5 Annual Return Plan Update

No updates were available.

7.5.1 Trustees Annual Return Final Version

No updates were available.

The final version of the Charity Commission Trustees Annual Return (TAR), for year ending 31 July 2025, was presented for approval. KS explained that a line referring to the Watson email had been removed as it was not relevant to the year being reported on. The Trustees **APPROVED** the TAR.

7.6 Annual Health Check

There were no further updates to report, however, the final version still needed to be circulated to the Trustees.

8. IT Strategy

8.1 MS365 v Google Workspace

PT joined the meeting at 11.10 am.

Following a discussion about the benefits of using MS365 and Google Workspace it was **AGREED** that MS365 was the software of choice. As the implementation would need some specialist support it was **AGREED** that PT should contact a consultancy company to get advice on how to implement MS365 in a business environment to investigate whether they could support York u3a with setting up MS365 for charities and what the cost would be. The outcome should be reported back to the Board of Trustees.

ACTION: PT to contact the consultancy company (used by the Equipment Manager when setting up MS365 in a large charity) to obtain details of the support and any associated costs.

8.2 Flipbook

An alternative way of reading the u3a York Times on the website was discussed. The flip book allows the reader to turn the page and flip back and forward as if reading a magazine. The cost of purchasing the software was \$179 for a lifetime license or \$59 for annual one. As this was low cost and would improve the readers experience the purchase of the \$179 lifetime license was **APPROVED**.

ACTION: KS to liaise with the Treasurer about the purchase of the \$179 lifetime flipbook license.

PT left the meeting.

9. Interest Groups

9.1 Groups Update

ST brought to the attention a group that had been meeting without the knowledge of York u3a. This had subsequently been rectified.

A discussion took place about the new Gigs and Concerts groups and the proposal for an event in April with an overall cost of £600 at a free venue in York. The cost of the concert to the member was discussed and it was **AGREED** that this should be set at up to £20, and with an early bird price. A risk assessment of the venue was needed. It was also **AGREED** that a procedure needed to be developed for future events of this nature.

QS raised a question about the potential to block booking the meeting rooms at The Friends Meeting House for 2026-27. ST was asked to make enquiries with the Group Leaders as to whether they could commit that far ahead and report back at the next Board of Trustee meeting.

ACTION: ST to ask Group Leaders about their requirements for 2026-27 and report back at the next meeting.

The Groups report was NOTED.

10. Events & Volunteering

10.1 Events & Volunteering Report

It was reported that attendance at the Saturday Talks had increased. The experience of booking York Library for a Social had been difficult; however, the room was suitable. The Trustees were asked to give further consideration as to alternative venues that might be used for Socials and feedback to BO.

BO advised that the York 50+ Festival dates had been released so it was now time to consider a date for the Open Day.

ACTION: BO to liaise with KS and ST and agree a date for the Open Day in 2026.

KS requested the name of the talk at the Socials be included in future reports.

ACTION: BO to include the name of talk at the Socials in future reports.

The report was NOTED.

10.2 Volunteer's Summer Event

KS explained that in 2024 the Board of Trustees had agreed to defer a volunteer's summer event until 2026 and that this should coincide with the u3a Volunteer's week. Quotes had now been obtained to hold an event to which all volunteers would be invited. Whilst the Treasurer was not present, he had previously disagreed in principle with anything that did not reward all volunteers equally unless it was to recognise some particular achievement.

The Trustees were of the opinion that, as this was agreed in 2024, it would be a recognition of all that the volunteers did on behalf of the u3a and was in line with u3a guidelines, that the event should go ahead. The Trustees **APPROVED** the use of the Hilton Hotel for an afternoon tea party.

ACTION: BO to liaise with the Hilton Hotel to arrange the booking of the venue.

10.3 The u3a York Times Front Page

The new front page was shared with the Trustees. This was well received.

11. Membership Recruitment and Retention

11.1 Membership Report

Recruitment had started for an Assistant Office Coordinator. AP raised concerns that groups were not growing in line with membership. It was agreed that this was a concern and that was why more short courses and workshops were being looked into.

AP had circulated a report prior to the meeting. Membership stood at 1853 and was projected to reach 1945 by June. KS asked why the projection had gone down from the previous month. AP agreed to review this and correct it for the next meeting. The report was NOTED.

ACTION: AP to review the projection for membership and adjust the report accordingly.

12. Communications

12.1 Communications Update

BO is focused on implementing the Communications Strategy. The new Watson email was well received. The first edition of the u3a York Times Spring edition was being drafted.

BO thanked PT for all his support and raised the issue of contingency plans should he not be available. It was agreed that this needed to be addressed.

The report was **NOTED**.

13. Equipment & Technology

13.1 Equipment Report

All the work identified in the previous report had been completed. The update was **NOTED**.

14. Risk

14.1 Risk Register

The potential risk around the CIO implementation and been transferred to the CIO Implementation risk log as previously agreed. No other changes had been identified.

14.2 Risks identified during the meeting

No new risks were identified.

15. Operational Team Update

15.1 Updates from the Operational Team

No updates for the Operational Team were noted other than the need to let them know of the new starting time.

Post meeting note: Following further discussion, it had been agreed not to change the start time or length of the meeting.

ADDITIONAL AGENDA ITEM

17. Any Other Business

No other business was raised.

18. Next meeting

- Board of Trustees Wednesday 8 April 2026 at 9.45 am, Fox Room
- Operational Team Wednesday 8 April 2026 at 11am

Board of Trustees Action Record
Wednesday 12 November 2025

| Meeting Date | Minutes Ref | Ref | Action | Responsibility | Progress Report | Date Completed |
|--------------|-------------|-------|--|----------------|---|----------------|
| 08/05/24 | 4.2.ii | 24.19 | Branding strategy To develop a proposal for the Branding strategy by November 2024 Revised to February 2025 Revised to October 2026 | 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 14/05/25 – Ongoing 09/07/25 – Ongoing 10/09/25 – The Branding Strategy would be developed following the Trustee development day. 12/11/25 – Ongoing 14/01/26 – Ongoing 11/03/26 – early work has started on this with the new design for the u3a York Times and the tri-fold leaflet. This will feed into the Branding Strategy. | |
| 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. 14/05/25 – Ongoing 09/07/25 – Ongoing 10/09/25 – Ongoing 12/11/25 – Ongoing 14/01/26 – Ongoing 11/03/26 – This will feed into the CIO Implementation Plan. | |
| 12/03/25 | 7.7 | 25.16 | Annual Health Check To put on the September BoT agenda. | AL | 03/09/25 – 12/11/25 see minute 7.4 14/01/26 – Responses had been received and the document would be updated and circulated for the March meeting 11/03/26 - Ongoing | |
| 12/11/25 | 11.2 | 25.50 | NewsMail Publication To add a budget for printing the NewsMail. | JT | 14/01/26 – As the charity is closing this action will be carried forward to the budget for the CIO. 11/03/26 – Ongoing | |

Board of Trustees Action Record
Wednesday 12 November 2025

| Meeting Date | Minutes Ref | Ref | Action | Responsibility | Progress Report | Date Completed |
|---------------------|--------------------|-------------|---|-----------------------|--|-----------------------|
| 14/01/26 | 5.3.1 | 26.1 | Third Age Trust Application To send the approved application to the Third Age Trust. | KS | 11/03/26 – Action complete. Application approved | Mar 26 |
| 14/01/26 | 5.3.3.3 | 26.2 | Debit Cards To check the insurance implications for holding debit cards. | AL | 11/03/26 – Action complete. On the agenda | Mar 26 |
| 14/01/26 | 5.3.3.3 | 26.3 | Credit Cards To look at the option of using credit cards as an alternative. | KS | 11/03/26 – Action complete. On the agenda | Mar 26 |
| 14/01/26 | 5.3.3.4 | 26.4 | Savings Account The account holders to write to savings bank to close the account and confirm transfer of the fund to the main University of the Third Age – York account. | KS / AP | 11/03/26 – Action complete. Account closed. | Mar 26 |
| 14/01/26 | 5.3.3.5 | 26.5 | PayPal Transfer To transfer the PayPal account when the new bank account is in place. | AP | 11/03/26 – Ongoing | |
| 14/01/26 | 5.3.3.6 | 26.6 | SumUp Account To set up a new SumUp account when the new bank account is in place. | JT | 11/03/26 – Ongoing | |
| 14/01/26 | 5.3.3.7 | 26.7 | Bank Paying in Books ST to send an email to be sent out the C Groups requesting who will require a bank paying in books for the new account and send the existing bank account paying in books to the D Groups who had requested them. | ST | 11/03/26 – The relevant Group Leaders were contacted and the bank paying in books were refused. Action closed. | Mar 26 |

Board of Trustees Action Record
Wednesday 12 November 2025

| Meeting Date | Minutes Ref | Ref | Action | Responsibility | Progress Report | Date Completed |
|---------------------|--------------------|--------------|---|-----------------------|--|-----------------------|
| 14/01/26 | 5.3.3.8 | 26.8 | Hire of Venues To look at the procedure for the hire of venues by C Groups | KS / JT / ST | 11/03/26 – KS / ST had arranged to meet whilst JT is on holiday (with his approval). The procedure would be shared once developed. | |
| 14/01/26 | 9.6 | 26.9 | Annual Return To circulate the Annual Return Plan and the Charity Commission Annual Return to the Trustees for review and approval. | AL | 11/03/26 – On the agenda. Action closed | Mar 26 |
| 14/01/26 | 15.1 | 26.10 | CIO Implementation Risk Log To bring a CIO Implementation risk log to the March meeting | KS | 11/03/26 – On the agenda. Action complete. | Mar 26 |
| 14/01/26 | 16.1 | 26.11 | Operational Team Meeting To notify the Operational Team of the changes to the start time and length of the meetings. | JT | 11/03/26 – Ongoing | |
| 11/03/26 | 4.3.2.2 | 26.12 | Pre-paid Cards To investigate the pros and cons of pre-paid cards. | KS | | |
| 11/03/26 | 4.3.2.2 | 26.13 | Credit Cards To make further enquiries with Virgin Money about credit cards and whether these can be issued in a generic name, e.g. Equipment Manager or whether they had to be issued in the name of an individual. | AL | | |
| 14/03/26 | 6.2 | 26.14 | Finance Proposal To ask JT to consider the feasibility of reducing the membership fee and offering free Saturday Talks. | KS | | |

Board of Trustees Action Record
Wednesday 12 November 2025

| Meeting Date | Minutes Ref | Ref | Action | Responsibility | Progress Report | Date Completed |
|--------------|-------------|-------|--|----------------|-----------------|----------------|
| 14/03/26 | 8.1 | 26.15 | MS365 To contact the consultancy company used by the Equipment Manager when setting up MS365 in a large charity to obtain details of the cost of support that is available. | PT | | |
| 14/03/26 | 8.2 | 26.16 | Flipbook To liaise with the Treasurer about the purchase of the \$179 lifetime flipbook license. | KS | | |
| 14/03/26 | 9.1 | 26.17 | FMH Room Bookings To ask Group Leaders about their requirements for 2026-27 and report back at the next meeting. | ST | | |
| 14/03/26 | 10.1 | 26.18 | Open Day To liaise with KS and ST and agree a date for the Open Day in 2026. | BO | | |
| 14/03/26 | 10.1 | 26.19 | Social Talk Report To include the name of talk at the Socials in future reports | BO | | |
| 14/03/26 | 10.2 | 26.20 | Volunteer's Summer Event To liaise with the Hilton Hotel to arrange the booking of the venue. | BO | | |
| 14/03/26 | 11.1 | 26.21 | Membership reporting To review the projection for membership and adjust the report accordingly. | AP | | |