



Closing Board of Trustees Meeting

WEDNESDAY 13 May 2026 9:45AM
Penn Room, Friargate Quaker Meeting House

MINUTES

1. Welcome and apologies for absence

1.1 Present:

Chair	Karen Sawyer (KS)
Secretary	Alice Leyland (AL)
Treasurer	Jeff Todd (JT)
Membership Trustee	Andrew Pilot (AP)
Groups Development Coordinator	Samantha Triggs (ST)
Events & Communications Lead	Beryl Oppenheim (BO)
Minutes	Philip Firth (PF)

1.2 Apologies for absence:

Vice Chair	Jenny Slee (JS)
Technology Trustee	Quinn Smith (QS)

In attendance:	
Secretary to the Officers	Alasdair Ball (AB)

2. Confirmation of approval of the minutes and actions.

The minutes of 11 March 2026 Board of Trustees (BoT) meeting were approved.

3. Board of Trustee Actions not on the agenda.

See Action List. All outstanding actions would be carried forward to the u3a York Board of Trustees to complete.

4. Chair's Report.

4.1 Appointments

KS confirmed the appointment of Jenny Slee as Vice Chair along with appointments to the Operational Team.

4.2 National and Regional updates

4.2.1 Yorkshire and Humber Region (YAHR) AGM

KS shared the committee appointments for YAHR.

The Network meeting that the Regional Trustee organised was cancelled due to a lack of interest. However, Haxby & Wigginton were still showing interest in forming some kind of relationship. This would be explored at a future date.

4.3 CIO Application

4.3.1 CIO Implementation

KS provided an update on the CIO implementation Action Plan. Issues with banking are ongoing, and cannot be resolved quickly, but good progress is being made. PayPal is ready. No groups had requested bank paying in books. Changes required by HMRC for Gift Aid are still ongoing.

ACTION: ST to write to C Group Leaders again to request if they require bank paying in books.

4.3.2 CIO Implementation Risk Log

KS led a review of the CIO Implementation Risk Log

- Risk 5 (D Groups): It was agreed that based on progress made so far, this risk the severity could be reduced to 4. The risk would remain high but with a reduced score.
- Risk 9 (Finance Team): It was agreed that this should remain a high risk.

ACTION: ST to liaise with Water Fitness.

4.4 Friargate renewable project

KS informed the Trustees that she had signed a statement in support of The Friends applying for a grant to switch to renewable energies.

5. **Feedback from the Operational Team**

5.1 8 April 2026 Operational Team meeting

JT attended the OT meeting. Nothing was raised at the meeting that needed to be brought to the attention of the Board of Trustees.

6. Finance

6.1 Financial Position Statement

6.1.1 Schedule 1 – Receipts & Payments

The accounts up to 30 April 2026 were received. Income was circa £35k and expenditure circa £51k. The Trustees **NOTED** the report.

6.1.2 Schedule 2 – Bank Balances

The current bank balance is circa £126k. Actions were already in place to reduce the balance. The Trustees **NOTED** the report.

6.1.3 Schedule 3 – Central Account Performance against Budget

A difference between the Saturday Socials report and the accounts was highlighted. JT agreed to investigate this.

ACTION: JT to investigate the discrepancy between the Saturday Social report and the account on Schedule 3.

6.1.4 Schedule 4 – C Groups

A question was raised about how the different Bridge groups were presented in the accounts and an explanation was provided to clarify this.

A further question was raised around the deficit showing for the Can't Sing Won't Sing group. A discussion took place around the group's belief that the deficit had been reduced, a piece of work to reconstruct the account and the figures presented to the Board. No explanation could be found. The issue confirmed the view for the urgent need to appointment to the Groups Finance Officer role.

Post meeting note: Following the meeting the Treasurer was able to resolve the discrepancy and confirm the accuracy of the accounts.

6.1.5 Schedule 5 – D Group Balances

The question of the groups that appeared to be holding an excessive amount of reserves was raised and a forecast of the position at 31st July was requested to see if some groups could reduce the fees being collected.

ACTION: KS and ST to work with JT to prepare a forecast for those groups holding large reserves and liaise with Group Leaders with a view to developing ideas for reducing them.

7. Governance

7.1 AGM Update

AL reported that the final version of the 2025 AGM minutes had been posted on the website. The 2026 minutes had been prepared and would be circulated to the Trustees for review and approval at the June meeting. No questions were raised by the members at the AGM, and all the Trustees were re-elected.

ACTION: AL to circulate the 2026 AGM minutes for review.

7.2 Annual Return Plan Update

AL stated that the Annual Return Plan has been completed. All returns had been submitted to the Charity Commission and the Third Age Trust. It was noted that the new Charity Commission system has automated much of the process, significantly speeding up the work required to complete the task.

7.3 Governance Report

AL had circulated the report prior to the meeting. Some policies were showing as overdue and it was confirmed that, other than the Environmental policy, the other policies had been developed or reviewed and would be presented at future u3a York Board of Trustees meetings for approval.

The report was **NOTED**.

8. Interest Groups

8.1 Groups Update

ST had circulated the report prior to the meeting.

There are currently 140 live groups. Four new groups have started up in 2026 (Music Band, Music Appreciation Group, Mental Health Workshop, Meditation - Principles & Practice) and there are a further 3 in the pipeline (Gigs & Concerts, Strollers, Printmaking with Linocut).

Exploring the Poets and Accessible Apple would be continuing following the loss of the Group Leader.

The lack of response to the advert for a Groups Coordinator was discussed and KS agreed to work with ST on undertaking a further review of the Groups Coordinator role to make it more appealing.

ACTION: KS / ST to develop review the role of Groups Coordinators and the advertisement.

9. Events & Volunteering

9.1 Events & Volunteering Report

BO had circulated the report prior to the meeting.

The Saturday Socials were going well but were struggling to meet the demand for games in the space available (Penn Room). It was **AGREED** that the adjacent Fox Room could be used if there was sufficient demand.

The Saturday Talks attendance appeared to be increasing, and this would need to be monitored, particularly with the introduction of free talks.

10. Membership Recruitment and Retention

10.1 Membership Report

AP had circulated the report prior to the meeting.

There were 1883 members at the end of April 2026. The projected growth is now showing a maximum membership of 1950 in June 2026. The report was **NOTED**.

11. Communications

11.1 Communications Update

BO had circulated the report prior to the meeting.

There had been good progress with the implementation of MS365, and a roll-out plan would be developed at the Board Development meeting. The report was **NOTED**.

12. Equipment & Technology

12.1 Equipment Report

QS had circulated the report prior to the meeting. The report was **NOTED**.

12.2 IT Strategy Implementation Progress Report

Discussions had already taken place (see 11.1).

13. Risk

13.1 Risk Register

KS led a review of the risk register.

Risk 2 - The risk remained unchanged however, the appointment of Imogen Hall to the Health & Safety Coordinator role had the potential to reduce this risk going forward.

All other risks were already discussed in 4.3.2.

13.2 Risks identified during the meeting

No new risks were identified.

14. Operational Team Update

14.1 Updates from the Operational Team

There were no updates for the Operational Team.

ADDITIONAL AGENDA ITEM

15. Any Other Business

15.1 Resolution to change to the CIO

KS presented the Resolution to Change to the CIO document.

The Resolution to Change to the CIO was unanimously **APPROVED**.

All outstanding actions and any new agreements would be transferred as agreed in the Resolution to Change to the CIO.

16. Next meeting

This was the closing meeting of the York u3a Board of Trustees.

U3a York Board of Trustees Action Record
Wednesday 13 May 2026

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. 13/05/26 – Action is now part of the Trustee Development Days. Action removed from this action plan.	May 26
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. 13/05/26 – Action is now part of the Trustee Development Days. Action removed from this action plan.	May 26

U3a York Board of Trustees Action Record
Wednesday 13 May 2026

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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 13/05/26 – Action is complete and the AHC forms part of the Board Timetable	May 26
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 14/05/26 – Ongoing	
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 12/05/26 – Action complete	May 26
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 13/05/26 – Waiting for SumUp email address to be introduced, this is linked to the MS365 launch.	
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 13/05/26 – No longer required. Times not changing. Action closed.	May 26
11/03/26	4.3.2.2	26.12	Pre-paid Cards To investigate the pros and cons of pre-paid cards.	KS	13/05/26 – Email circulated with details. Not being taken forward.	May 26

U3a York Board of Trustees Action Record
Wednesday 13 May 2026

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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	13/05/26 – KS has applied but has not had any contact from the bank. KS to chase up	
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	13/05/26 – Action complete. Finance proposal debated and agreed	Mar 26
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	13/05/26 – Action complete. Quotes for training will be obtained when required.	May 26
14/03/26	8.2	26.16	Flipbook To liaise with the Treasurer about the purchase of the \$179 lifetime flipbook license.	KS	13/05/26 – Action complete. Free flipbook obtained and has gone live	May 26
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	13/05/26 – Action complete	May 26
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	13/05/26 – Action complete. Date agreed as 8 th Oct 26.	May 26

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Wednesday 13 May 2026

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
14/03/26	10.1	26.19	Social Talk Report To include the name of talk at the Socials in future reports	BO	13/05/26 – Action complete.	May 26
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	13/05/26 – Action complete. Booked for 4 th June 26	May 26
14/03/26	11.1	26.21	Membership reporting To review the projection for membership and adjust the report accordingly.	AP	13/05/26 – Action complete. Report revised	May 26
18/05/26	4.3.1	26.22	Bank Paying In Books To write to C Group Leaders again to request if they require bank paying in books.	ST		
18/05/26	6.1.3	26.23	Saturday Socials To investigate the discrepancy between the Saturday Social report and the account on Schedule 3.	JT		
18.05.26	6.1.4	26.24	Group Reserves To work with JT to prepare a forecast for those groups holding large reserves and liaise with Group Leaders with a view to developing ideas for reducing them.	KS / ST		
18/05/26	6.1.5	26.25	D Groups To liaise with Water Fitness to see what accounting support is needed.	ST		

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18/05/26	7.1	26.26	AGM To circulate the 2026 AGM minutes for review.	AL		
18/05/26	8.1	26.27	Groups Coordinator To develop review the role of Groups Coordinators and the advertisement.	KS / ST		