



Inaugural Board of Trustees Meeting

WEDNESDAY 13 May 2026 11AM
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. Chair's Report

2.1 u3a York Constitution

KS presented the u3a York CIO Constitution document (17 November 2025) that was circulated prior to the meeting, stressing the importance that all Trustees understood what it contained. A new Trustee induction would include a review of this document.

AL confirmed that the u3a York CIO Constitution has been posted on the website.

3. Finance

3.1 Finance

JT reported that the account balance transferred to u3a York, as at May 1st, stood at £126,311.21.

4. Governance

4.1 Policies & Procedures

4.1.1 Risk Management Policy

A new Risk Management Policy had been circulated prior to the meeting and was **APPROVED**.

4.1.2 Hall & Venue Hire

The Hall & Venue Hire form had been circulated to the BoT for information and was **NOTED**.

4.1.3 Friends Meeting House Room Bookings

The Friends Meeting House Room Bookings form had been circulated to the BoT for information and was **NOTED**.

4.1.4 New Groups Approval Form

The New Groups Approval form had been circulated to the BoT for information and was **NOTED**.

4.1.5 Travel Group Financial Procedures

The Travel Group Financial Procedures document had been circulated to the BoT for information and was **NOTED**.

4.2 Terms of Reference

4.2.1 Operational Management Team Terms of Reference

KS had circulated the new Operational Management Team (OMT) Terms of Reference prior to the meeting. The Terms of Reference provided greater clarity on the duties and responsibilities of the team.

KS stated that a new OMT Chair was needed and the role had to be filled by a Trustee.

QS had suggested a rotating Chair. However, ST and BO did not want to be considered for the role. AP agreed to chair the August meeting and rotate the role with QS. There were potentially two more Trustees coming into post they and the would be approached about inclusion in this rotating role as well.

KS offered to Chair the June OMT as a one off and present the revised Operational Management Team Terms of Reference document.

The Operational Management Team Terms of Reference were **APPROVED**.

4.2.2 Appointments Sub-Committee

KS had circulated the Appointments Sub-Committee prior to the meeting. No significant changes had been made.

The Appointments Sub-Committee Terms of Reference were **APPROVED**.

4.3 Scheme of Delegation

KS had circulated the u3a York Scheme of Delegation prior to the meeting.

The u3a York Scheme of Delegation document was **APPROVED**.

5. Events & Communications

5.1 Events & Communications Report

QS had circulated the report prior to the meeting.

The report suggested a name change for the Saturday Talks group to u3a York Monthly Meeting. Following a discussion of pros and cons the BoT decided that the name should remain unchanged.

BO recommended that each Saturday Talk be introduced by a Trustee. This was **AGREED**.

u3a York will be taking part in the 50+ Festival again in 2026 (October 1-18).
The u3a York Open Day will take place on the Thursday morning of October 8th, 2026, in the Methodist Hall.

BO explained that as poems and short stories were no longer included in the u3a York Times she had looked into preparing a separate publication. BO requested a budget of £500 for the printing of an annual u3a York book of poems and short stories, with a run of 200 copies, this was **APPROVED**.

6. Equipment & Technology

6.1 Equipment & Technology Report

QS had circulated the report prior to the meeting.

KS asked that the future budgets included the purchase of lightweight laptops which would be issued to those who needed one for undertaking their roles.

7. Membership

AP had circulated the report prior to the meeting.

The HMRC regulation around Gift Aid had changed and some work was required to put in place a process for capturing the information required to submit a claim. KS also advised that a key area of contention is HMRC's interpretation that some u3a interest groups involve "teaching," which they consider a personal benefit and therefore ineligible for Gift Aid. While the u3a had clarified that teaching was not part of u3a's offering, HMRC had cited references to "teaching" on several u3a websites. KS had already asked the Web Manager to check our own website, and this work had been completed.

ACTION: AP to prepare a report on the impact of changes to Gift Aid.

ADDITIONAL AGENDA ITEM

8. Any Other Business

No other business was raised.

9. Next meeting

- Board of Trustees Wednesday 3 June 2026 at 9.45 am, venue to be confirmed.
- Operational Team Wednesday 10 June 2026 at 10 am, Fox Room

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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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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		