

## **Board Meeting: 15 June 2023**

### **Summary Report to be used when sharing with members.**

This was a face to face meeting. Main items discussed:

- **CEO Report.** The CEO provided a report for the quarter of all current activities and main responsibilities of the Heads of Department and key staff. A summary of the report will be available on the u3a website under Trust and Trustee Updates.
- **Report from the Steering Group.** The Steering Group Chair explained that the Pilot Council had met for a second time with an augmented membership. In effect the Pilot Council was reflecting its wide diverse membership in the views expressed but the manner in which members contributed and the information available was seen as a positive step in its development. The Steering Group would be reviewing the latest position at its next meeting and this would determine how the next stage of the pilot phase would be handled.
- **Pilot u3a Council meeting 14 June 2023** - The Council Chair reported on the meeting the previous day, the first face to face meeting with an augmented membership. The Council had considered different ways to engage with u3as, and had received reports from the Development and Learning Committees, as well as the Communications and External Affairs Committee (CEAC), and the Equality, Diversity and Inclusion Committee (EDI). Council members had also shown support for proposals for a possible u3a Festival at York University in mid-July, and proposals for a benefits scheme that would be available to u3a members in the autumn. Members were also invited to propose a different title for the Council that may better reflect its role and intentions, as well as thoughts on a modernisation of the model constitution for u3as, and proposals for u3a week in September. Finally members heard about proposals for the Council to play an active part in the annual budget and strategy cycle showing how ideas and proposals from u3as can be considered for inclusion.
- **Risk Register.** Board members reviewed the latest consolidated risk register combining risks from the trading subsidiary with those of the Trust. Two items were identified as the highest risks - financial risk of not recovering u3a membership to pre-Covid levels, and the reputational and operational risk of not achieving progress with the Digital Strategy. Although each risk is accompanied by mitigation arrangements, the risks need to be identified in the Annual Report as part of the audit process.
- **Festival 2024.** Following support at the u3a Council the previous day, Board members approved a proposal to plan and deliver a u3a Festival in mid-July 2024 at York University. The concept of a programme of u3a activities, music, tours and tournaments spanning a three day, mid-week period was warmly received, and every effort will be made for the organisation to be by u3a members with u3a members delivering all activities. York University had been chosen for its excellent and compact indoor and outdoor facilities as well as being convenient for rail and road connections - in addition the local management team had offered good support. Full communication with the membership will start during the summer period and all Board members were asked to spread the word where possible.
- **Policies.** The Board approved various policies that relate to the Trust staff, volunteers and trustees: Environmental, Equality, Diversity and Inclusion, and Safeguarding. In addition the Board approved a policy supporting u3as requiring advice and a Health & Safety template.

- **AGM Resolutions.** It was confirmed that the Trust Board does not intend to propose any resolutions for the AGM in October, but Board members received information and legal advice on resolutions received from u3as, agreeing those resolutions that complied with Standing Orders and legal requirements, and those that did not. Further discussion is expected with the u3as concerned.
- **Digital Strategy.** Whilst much of the next stage of implementation of the Digital Strategy awaits the appointment of a Chief Digital Information Officer, it was agreed to communicate widely within the movement the progress that had already been made in many of the technical fields within the u3a office and volunteer teams. For example, the introduction of Zendesk and Netsuite was already improving the manner in which u3as interact with the office, and developments in Siteworks and Beacon had already enabled significant progress to be made.
- **Fundraising.** Recognising the need to diversify income, Board members heard about intentions to seek legacies and promote donations through the u3a website. In order to ensure that future fundraising efforts are conducted legally, openly, honestly and respectfully, the Board approved an intention to register with the Code of Fundraising Practice as overseen by the Fundraising Regulator.
- **u3a Week.** Plans for u3a week in September were outlined and all members were invited to encourage their u3as to participate and share events, no matter how large or how small. Details will be communicated widely throughout the movement.

**Please note that official minutes are the true record of discussions and decisions taken at Board meetings. This is a brief summary of the main topics discussed and should not be taken as an authoritative statement. If you require any further detail about any item, please contact your Trustee.**

**AW/16/06/23**