

u3ayork

## MINUTES OF MEETING HELD ON 12 MAY 2021 via ZOOM

**PRESENT:** David Maughan Brown (Chairman), Mike Barnard (Secretary), Lorrae Atkins, Anna Baldwin, Ren Buss (Treasurer), Hilary Davies, Peter Jarman, Sandra Mason, Janis Oxtoby, Mo Sandland, Quinn Smith, Rosemary Royds Tree and Steve Russell.

### **1. WELCOME AND APOLOGIES FOR ABSENCE**

David Maughan Brown welcomed all to the meeting. An apology for absence was received from Nick David.

### **2. MINUTES OF THE MEETING AND MATTERS ARISING**

The minutes of the meeting held on 14 April 2021 had previously been approved as a correct record.

Anna reported that she had been in touch with Margaret Bryan about a meeting with FMH but, since she had heard nothing further, would be in touch with her again.

**ACTION:** AB

Rosemary had not yet been in touch with YOPA but had made a note to do so.

**ACTION:** RRT

Anna and Ren confirmed that outstanding payments to speakers had been dealt with.

Sandra reported that Quinn had been into the office with her and was now aware of where equipment was stored. A further report from Quinn appears under item 7(viii).

It was agreed that Anna would follow up with FMH the necessity for the office to be cleaned as soon as possible.

**ACTION:** AB

### **3. COVID-19 RISK MANAGEMENT**

Rosemary reported that most groups were carrying on as they had been and nothing had changed yet. 17 May did not seem to be a particularly significant date for the groups.

### **4. REBRANDING:** a report is attached

David thanked the sub-committee for the work that had taken place in connection with the rebranding, and Rosemary asked for the committee members' comments on recommendations a-f contained in the report. Everyone agreed that the lower case u3a (three with a flat top) in blue followed by a smaller font 'york' to the side was good. It was agreed that this should then be turned into three separate files – a simple logo, a logo with the address line, and just the address. A recommended font of DMSans had proved difficult to obtain and it was therefore decided that Arial should be used instead. Lorrae agreed to send the three files to all committee members and it was agreed that File 2 should be used for emails. Lorrae suggested that the Secretary should be the repository of these files, as someone would need the ability to edit the files in future if necessary. It was accepted that access to the use of these headers and logos by members of the general public could not be controlled.

ACTION LA

### **5. RECRUITMENT STRATEGY FOR COMMITTEE MEMBERS**

The present system for advertising committee vacancies had met with little response and David asked for suggestions as to the best way forward.

Anna suggested approaching new members; another suggestion was to include a vacancies list on the website together with an advertisement in Newsmail. It was agreed that these two latter methods should be accompanied with a brief sketch of what each job entailed and the skill set needed. A direct approach to members was also suggested and another suggestion included approaching previous office holders, eg Caroline Jacques? and Joanne Day, a former membership secretary, together with the office volunteers. Sandra agreed to speak to Joanne and David to Caroline, who might also be able to offer suggestions

## 6. REPORTS FROM SUB-COMMITTEES

### (ii) Policy Review

Mike reported that there had been one meeting so far to look at the safeguarding policy. GDPR had taken over some years ago from DPA and the group was still working under the latter. It was agreed that while it was worth being aware of the Friends' policies, the group needed to align with the TAT models. It was agreed that Mike should arrange a further meeting in a week or so's time. Rosemary would need to be able to share these policies with the group leaders soon.

ACTION: MB

## 7. COMMITTEE MEMBERS' REPORTS

**(ii) Talks Secretaries:** a report from Anna and Peter is appended.

Anna reported that Martin Birley had offered to help with blended meetings and that the first one might take place in September. She hoped to meet Martin on 28 May to investigate the facilities at the CMC and it was agreed that she should report back to the next meeting with proposals for the purchase of range extenders and a camera. David suggested that various price brackets should be investigated in order to be sure that a reasonable quality was attained.

It was agreed that Anna's suggestion of taking part in the Community Learning Partnership's Learning Festival would be an excellent opportunity to showcase the activities organised by the groups and to recruit new members for u3aYork. Anna would investigate a date during the week of the Learning Festival, preferably Friday 10 September, when the FMH would be available. It was hoped a shared celebration with the Haxby group could be organised. It would be a good opportunity to recruit new members and showcase bitesize demonstrations of group activities, eg the ukulele group and choir.

ACTION: AB

**(iii) Secretary and Regional Representative:** a report from Mike is appended.

Mike reported that he had voted in favour of approving all the YAHR AGM documents.

It was agreed that the York group's AGM should, in future, be held in March on the same day as the Saturday talk.

**(iv) Treasurer:** a report from Ren is appended

Ren reported that the TAT fee had been dealt with but the outstanding rent amount was still unclear. Lorrae agreed to use a group booklet from a previous year to work out approximate total room occupancy in order that a decision could be reached about exactly how many rooms were needed. The possibility of using rooms with the best ventilation was discussed but capacity issues would also need to be addressed. It was agreed that this would be addressed at the meeting of David, Ren, Anna and Rosemary would be having with the FMH management..

**(v) Editor**

Nick had given his apologies but left a message saying that he wished to remind the committee that the deadline for entries for the next Newsmail was 17 May.

**(vi) Groups' Co-ordinator:** a report from Rosemary is appended.

Rosemary reported that the preparations for u3a day on 2 June were in hand and, as mentioned in her report, the bed at Glen Gardens was being planted up on 13 May in readiness. It was felt that other activities for June 2<sup>nd</sup> would be better postponed until the Learning Festival in September, by which time it was reasonable to hope that all lockdown restrictions would have been lifted. David confirmed that he was willing to speak on local radio or hospital radio if an interview could be arranged.

**(vii) Office Co-ordinator vacancy**

The vacancy had not yet been filled.

**(viii) Equipment Manager**

It was agreed that Quinn should go ahead and arrange PAT tests for all our electrical equipment. Anna agreed to ask Nick Morris the size of the keyboard used for the choir and kept in Holgate Methodist Church and let Quinn know. Rosemary agreed to send details to Quinn of the New Earswick Group Leader responsible for the CD player kept in the Folk Hall.

**ACTION:** AB, RRT

**(ix) Membership Secretary:** a report from Sandra is appended.

It was agreed that a four-week grace period for membership fees should be allowed. Where members renewed via Beacon and did not have the ability to print out a membership card, Sandra confirmed that this could be arranged. It was agreed that the Group Leaders should ascertain that everyone in their group was a bona fide member. Access to the Beacon system by Group Leaders could help with confirming membership. In addition, a list could, where necessary, be produced giving details of members, and it was agreed that, at the first meeting, Group Leaders should have sight of membership cards. Lorrae pointed out that for insurance purposes all members taking part in the activities of interest groups must be u3a members. Rosemary said that this could be discussed at a future meeting of the Group Leaders.

**(x) Website Manager**

Lorrae had previously announced her resignation from the committee with effect from 31 August 2021 and David expressed great appreciation and thanks for Lorrae's contribution and remarked that her IT skills would not be easy to replace. Lorrae had nothing further to report.

**(xi) Travel**

Hilary reported that the group had had its first committee Zoom meeting. The first planned trip was to Vineyards in September and to the Roman sites near Boroughbridge. Pullman coaches had been organised and, in terms of current expectations, only half the capacity in coaches would be used and all members would be expected to wear face masks, although these rulings might have changed by September. Further trips were planned in October to Beamish, November to Harrogate, and the usual Christmas lunch was being organised for December. All outings were dependant on venue capacity and further information would appear in the Newsmail.

Hilary confirmed that where overseas travel was concerned independent bookings would be made by members directly with travel companies in future. A planned September 2022 visit to Slovenia would be handled via Titan Travel. It was pointed out that the Group Travel leader was covered by u3a's insurance for complaints, problems, etc., connected with an organised trip and it followed, therefore, that anyone booking a trip via Titan Travel should be a paid-up member of u3a at the time of both booking and travel if they wished to receive the £50 discount.

## **8. DATE OF NEXT MEETING**

Wednesday 9 June 2021 at 10am

## **Written Reports**

### **Equipment Managers Report**

Last week I popped into the office - just to have a look around and check out when the last PAT was done on the equipment. It was last done 5/19 and so (if we are keeping to our 2 year schedule) is due this May.

I contacted Lister Electrical (who did the last PAT) and assuming we have the same number of items (58) the cost would be approx £200, would take approx 1/2 day and they would need one weeks notice.

Now we haven't used much of the equipment in the last year, but my thought would be to keep with the 2 year testing cycle.

There are a couple of pieces of equipment that are not in the office. The keyboard in in the Holgate Methodist Church and some PA equipment is in the Folk Hall in New Earswick. I'm assuming both these items are small enough to bring into the office for testing.

Questions:

- 1). Do we want to retest this month
- 2). How does one go about accessing the two outside items in order to bring them into the office?
- 3). Is there any other equipment outside of the office I haven't included.

Quinn Smith  
Equipment Manager

### **Secretaries Report**

#### **Date of our AGMs – a May Committee Meeting discussion**

##### **Background**

We are querying the correct sequence to adopt for the formal process of the preparation and approval of our annual accounts. Prior to this year, when the AGM for year ending July 2020

was delayed until March 2021, it has been custom to schedule the AGM and members approval of accounts in the October, 2 months after year end.

### **Final Accounts**

Our “final accounts” are in fact 3 documents for the year ending 31 July , which are required to be filed with the Charity Commission within 10 months of the year end ie by the end of the following May.

1. **CC16a.** This 2 page standard Charity Commission document is our summarised Receipts and Payment Account signed by 2 trustees.
2. **TAR.** The Trustees Annual Report is a standard Charity Commission 5 page form signed by 2 trustees.
3. **Independent Examiners Report.** A 1 page document signed by the Independent Examiners.

As there is quite a bit of toing and froing, it takes quite a few months for all this to be finalised. The main tasks are accumulating financial information from Groups and then scheduling review of the resultant numbers with the Examiners.

### **Detailed Accounts**

In addition to the Final Accounts, an extra, more detailed, version of the accounts is produced, in a format similar to the one produced monthly for the committee, but also including the majority of financial transactions for our Group based activities. *It is in fact this document that has previously been presented at our AGMs in October and formally approved by members, but prior to the review by the Independent Examiners.*

### **Our AGM timing**

In their example AGM Notice, the Charity Commission list as an agenda item “To receive and consider the accounts for the year ended [date] and the reports of the charity trustees and auditors”. In our case, this should be both the Detailed Accounts as in the past, *plus the 3 formal Final Accounts documents approved by the Independent Examiners.*

If we are to follow the Charity Commission guidance for our AGMs, plus allow sufficient time to prepare the Final Accounts to ensure that members receive numbers checked by the Independent Examiners, **we recommend that our AGM should be held in February or March each year**, approximately 8 months after the period to be reported on to the members. Once agreed by the AGM, the 3 Final Accounts documents would be uploaded to our entry on the Charity Commission website, thus completing the whole process.

Although possibilities, we consider December and January are not a good time to hold our AGMs due to holidays and winter weather. And October and November do not give enough time to arrange for the production of the Final Accounts and their review by the Independent Examiners to be concluded.

Please could trustees discuss this at the May Committee Meeting under the “Secretary” agenda item.

*Mike Barnard, Secretary   Ren Buss, Treasurer*

*May 2021*

## Rebranding sub-committee Report



Re-branding  
sub-committee report

Double click on the above icon. In MS Windows the report should appear on your toolbar at the bottom of your screen.

## Treasurers Report for 12 May 2021

1. Numbers up to Sunday 9 May are attached.
2. In the last period we have been invoiced and settled some substantial liabilities for Third Age Trust per capita fee (£5,257) and Magazine costs (£1,788) so that we have recorded a net outlay of £7.5k for the period
3. Year to date we are now showing a deficit of £1.4k and our bank balances fell to £70.5k
4. We will also be due to pay another quarter's rent to the Friends. Although the budget projects an additional spend of £7k in this financial year the position is uncertain pending talks with The Friends.

We remain unclear as to the contents and impact of the "First Addendum" to our Lease.

Rosemary and I have tried to establish how extensively we were using the time available to us in the Fell and Woolman rooms before Covid. Records are time consuming to access but Rosemary has extracted data from October and November 2019. If one uses the hours available per the lease agreement (9 -5.30 on 5 days per week) as a measure of potential capacity **it appears that we were only using about a quarter (25%) of the time we had available.** However we were also paying extra room hire costs for other rooms both at Friends Meeting House (Garden, Fox and Penn Room) and elsewhere.

Since I am unaware of history I don't know why this is the case? Was there too little demand or were we ineffective at persuading Groups to use the Meeting House facilities and in an effective way?

Views may inform what we need to ask the Friends for when we undertake our discussions with them.

5. Following our discussion last meeting re the cost of subsidy where a member benefitted significantly via multiple use (specifically re Croquet) and our agreement to limit subsidy to one game/ activity per week, we have communicated to members and adjusted amounts paid for April. The Croquet Club has also assisted in agreeing not to charge Green Fees for the "Leader" of a



Group of 5 or more players and to limit the total green fees required from any one person playing in a season.

- Steve Russell has now been confirmed as an authorised user re our Gift Aid claim which he is progressing. We anticipate that income of circa £2k will be received. He is also going to determine who authorised users are and ensure we have more than one current user plus remove users who should no longer be authorised.

Ren

### U3A Finance Statement as at 9 May 2021

General Fund	2020/21			2019/20	Mvmt 12 Apr to 9 May	As at 12 April
	As at 9 May	Whole year plan		Last Year's total		
		£		£		
<b>Receipts</b>						
Subscriptions	15,182	16,200		29,595	100	15,082
Gift Aid		3,240		4,858	0	
Groups room income	127	2,500		5,259	0	127
Saturday meetings		600		1,380	0	
Other	41	0		1,966	41	
<b>Total</b>	<b>15,350</b>	<b>22,540</b>		<b>43,058</b>	<b>141</b>	<b>15,209</b>
<b>Payments</b>						
Friargate rent	3,370	10,300		6,801	0	3,370
Rent for Garden room etc	60	600		1,242	0	60
Former HM room/rent support	1,655	3,000		2,802	348	1,307
Office costs	1,301	2,000		1,672	107	1,194
Postage & Franking Machine	892	3,000		4,270	0	892
Equipment		2,000		1,516	0	
Newsletter		3,000		1,635	0	
National magazine	1,788	1,800		1,930	1,788	
Saturday meetings	300	1,500		2,141	50	250
Third Age Trust	5,257	6,000		6,279	5,257	
Beacon fee	1,502	1,800		1,794	0	1,502
Independent examiner	336	350		330	0	336
Pay Pal Fees	253				2	251
Other	4	200		265	0	4
<b>Total</b>	<b>16,718</b>	<b>35,550</b>		<b>32,677</b>	<b>7,552</b>	<b>9,166</b>
<b>Net surplus / (Spend)</b>	<b>(1,368)</b>	<b>(13,010)</b>		<b>10,381</b>	<b>(7,411)</b>	<b>6,043</b>

<b>Balance carried forward</b>	<b>70,558</b>	<b>58,915</b>	<b>71,926</b>		<b>77,969</b>
	Nominal				Nominal
Current Account	29,281.17	Bank BIce less rec = Nominal			36,733.92
Scottish Widows	<u>41,276.66</u>	Per statement as at 1.4.21			<u>41,235.44</u>
	<u>70,557.83</u>			(7,411.53)	<u>77,969.36</u>

## Group Co-ordinator's report for Committee meeting 12th May 2021

Dear Colleagues

The Re-Branding sub-committee met and agreed on an approach to the new logo etc. A paper with some examples/suggestions has been submitted to the Committee for consideration at the May meeting.

The Policies review sub-committee met this month and work on assessing and updating the current policies has been begun and is ongoing.

Blue, white and yellow flowers were purchased from Deans Garden Centre for the planned u3a Day garden bed in Glen Gardens and have been delivered to the co-ordinator for interim storage in her greenhouse. Nothing has been planted yet as we wait for the morning frosts to subside, but the plan is to plant up the bed on Thursday 13<sup>th</sup> May at 2.00 pm in Glen Gardens.

Help from green-fingered Committee members would be most welcome for a couple of hours on the day. I will go along and take some photographs of the work in progress as well.

A number of groups have re-started and others have set forward dates for circulation to members.

We have the new capacities for the Fell, Garden and Woolman Rooms in the Meeting House and are due to meet with the Friends soon to clarify procedures for 2021/22. The Committee may wish to consider the implications of the changes we will now be facing.

I prepared an analysis of the recorded use that groups were making of the rooms back in September/October and November/December 2020, and shared it with the Treasurer and Anna. As soon as we have final arrangements in place I will advise the Group Leaders.

I am still working on the other arrangements for 2<sup>nd</sup> June that I undertook to carry out, but have nothing further to report at present

Rosemary Royds Tree  
Groups Co-ordinator

## Membership Secretary's Report – May 11, 2021

### Membership

We currently have 1,516 members. This month we have had 12 new members and 10 of these joined on line.

## **Procedure Manual**

I'm still working on the procedure manual and keep thinking of new sections which need to be added. When I've completed the manual I will write a short manual for the office volunteers.

## **Renewals**

- The Renewal emails and forms will be sent out at the end of July. Renewal forms will only be sent to members who did not renew or join online.
- Mo will be in the office with me when I print the renewal forms, covering letters to go with the forms, membership cards and covering letters to go with the membership cards.
- On August 5<sup>th</sup> and 6<sup>th</sup> we will both be in the office, which is when the Renewal Forms will start arriving. I will be able to train Mo so that she will be able to process renewals and new members by herself.
- For the rest of August I will be in the office for three days a week and Mo will be in the office for two days.
- I expect that during September it will only be necessary for someone to be in the office two days a week. I will schedule this at the end of August.
- I have assumed that there will be volunteers in the office from the end of July to mail the Renewal Forms and later to check the payments and mail the Membership cards. If office volunteers are not available at least two people must be in the office as there is too much work for one person.
- Obviously, if a new Membership Secretary is appointed they will be in the office when I do the printing and on August 5<sup>th</sup> and 6<sup>th</sup>. The schedule in August will also change.
- I will be standing down at the end of September after the majority of renewals have been processed.

## **Banking**

Since lockdown I have been making the bank deposits, this was previously the cashier's responsibility. Will the cashier be resuming her duties in August?

## **Grace Period**

I have been thinking about the grace period, which is a feature of Beacon which we didn't have in our old system. We agreed on an eight week grace period. This means that members will be shown as current until the end of the grace period which will be confusing to Group Leaders who are using Beacon to manage their groups.

I suggest that we either don't have a grace period or we have a four week grace period. If we have a four week grace period Group Leaders would be told to check their membership in September, when most of the groups restart.

Sandra Mason

## Newsletter Editor's Report

Sorry I can't join you tomorrow.

I have nothing particular to report except to ask that any content for the June edition of Newsmail be with me ideally by Monday 17th May.

Nick

## Talks Secretaries Report

- June and July: Lorrae has ceased to host the Saturday Talks. It was wonderful while she did it but it was always extra to her many other duties She has scheduled June and July and may buy extra capacity. Tom and I will host the June 12 meeting (Helen Walsh on Pottery collection in Art Gallery) and we will find someone for July 10 when Peter will be giving the Talk and Tom and I will be on holiday. I will send info to the Newsletter about these talks next week and to Lorrae for the general communication to members.
- Blended Meetings: Martin Birley and I are hoping to enter the CMC on May 28<sup>th</sup> to see if we can extend the range of the wifi there. He will also advise on a suitable webcam and microphone for the speaker to make his talk accessible on Zoom as well as in person.
- U3A Day: I have now joined the Community Learning Partnership run by York Learning and including most of the organisations in York which provide educational opportunities to its citizens, from the Railway Museum to the University of York. They are planning a 'Learning Festival' from September 6-12<sup>th</sup> 2021 – will be discussed 1 June. I suggested to David and Rosemary, and now to the Committee, that we participate in this Festival (which will be advertised by CYC and co-ordinated from a central point like York Explore) rather than in the official U3A Day in June. We could run a programme of taster sessions and mount a small exhibition along the lines of the Open Day we were planning for June 2020. It would be good to hear other Committee members' views.