

Cymru Older People's Alliance Communications Group meeting on 2nd April 2019 at Age Cymru Offices, Cardiff

Present

Steve Milsom
Phyllis Preece Chair
Gaynor Davies
Ken Davies
Lyn Finn
Angela Tritschler

Amanda O'Shea – Age Cymru - Secretary

1.Introductory Remarks

Thanks, were noted to Age Cymru for allowing COPA to use their office. It is nice that COPA now have a fixed address.

2. Minutes of Meeting on 5th February 2019

These are draft minutes which are to be agreed at the board meeting on the 15th May. Thanks to Angela for doing the minutes.

Paragraphs 2.7 and 4 set the scene for this meeting.

After further discussions it was agreed not progress the idea of having a choir at the summer conference.

OTHER points to note:

- The Summer conference is not an AGM and therefore must not be too heavy.
- It was agreed to keep other suggestions on the back burner for future events.
- Phyllis won't be at the conference as she will be away in Blackpool.

3.0 Planning for Summer Conference

- **Accommodation:**
Gaynor has booked 12 rooms in the Future Inn, including one disabled room and has also booked the conference room and catering.
The new Travel and Subsistence policy was discussed and it was noted the conditions for claiming overnight accommodation. However it was also noted that there are exceptions to these conditions.
- **Invitations:**
The Invite has been written.
Pts to Notes
 - Is it clear who is funded and needs to pay themselves? It was decided to add an additional sentence about voting members will be funded to attend the event. **ACTION - STEVE**

- Any special request re hearing or sight to be added to the reservation form. **ACTION – STEVE**
 - Requests to ask questions in Welsh to be added to reservation form **ACTION – Steve**
 - Amanda to source a translator for the day if required **ACTION – MAND**
 - Who can attend the event? –
 1. Voting members or substitute from any forum.
 2. There are currently 30 voting members including board Trustees on COPA alone.
 3. Second categories 2 members from National Organisations PFW, WSOP, NPC, Active Wales, plus open the invite to other forums (2 places) but make it clear that they need to pay for their own travel.
 4. Discussions were held around inviting a third category, nominated strategy co-ordinators, Other people to invite to include ex- board members, Sue Wright, Gordon Owen-Jones, Nancy Davies, Alan Hatton-Yeo, Andrea Nicholas-Jones.
 - Confirmation of attendance to be sent to Gaynor by 15th May. When confirmation of the place is sent then it must be made clear that if the attendee needs to cancel then Gaynor must be informed as soon as possible. **ACTION - GAYNOR**
 - Invite to state that lunch will be provided for all. **ACTION – STEVE**
 - It was agreed that a reserves list would be kept in case not enough replies were received.
 - Steve to email invites out to all members. **ACTION – STEVE**
- **Speakers/Panel**
 All speaker to be contacted nearer the time with specific information for the day. Steve to write the letter and Mand to send out. **ACTION – STEVE / MAND**
 Speakers include:
 Julie Morgan, Older People’s Commissioner, and Panel of Helena Herklots, Malcolm Fisk and Matt Jenkins
 - **Workshop**
 Steve and Phyllis are attending a meeting on the 11th April with Rachel Lewis, Vicki Lloyds and Mand. to discuss the running of the afternoon workshops.
 - **Delegate list/contact**
 List to be collated by Gaynor. **ACTION - Gaynor**
 - **Newsletter**
 A newsletter is to be included in the delegate packs. RCT have already provided info and we are just waiting on Age Cymru and Commissioners Office to provide some info. Steve to contact other voting members and will ask for further articles for the newsletter. Items to be in by Mid May. Mand will then print out the newsletter and include in the delegate packs. – **ACTION STEVE / MAND**
 - **Packs**

The delegate packs to include: Plastic envelopes, newsletter, agenda, Ageing Well “know your rights” booklet, pen and notepad. Lyn to purchase plastic wallets. **ACTION - Lyn**

It was agreed that Age Cymru would make up the packs. All information to be provided in advance. **ACTION – MAND / ALL**

It was agreed that 500 mid-range cost pens and post-it’s are purchased for the event. Steve to provide Mand with the logo who will then source these items. **ACTION – STEVE / MAND**

It was also agreed that two new pull up banners be ordered– Steve to provide info (bilingual) and Mand to arrange these. **ACTION –STEVE / MAND**

Other Items on Plan

- **Stands**

It was agreed the following companies would be approached to have stands at the event: Age Cymru, Care &Repair, Commissioners Office, Alzheimer’s Society. Steve to send out invites via Mand. **ACTION – STEVE / MAND**

- **Press Release**

Michael Phillips from Age Cymru to be approached to see if he would be willing to do a press release for the event and take photos on the day.

ACTION – STEVE

- **Room set up**

It was agreed the room would be set up cabaret style with a top table for the committee members.

- **Insurance**

Gaynor confirmed that the annual insurance had been renewed and will cover all events and Trustee Liability for the year.

- **Photos**

A photo consent form will need to be signed on the reception desk. Mand to work with Sarah Megson on this. **ACTION – MAND**

- **Welcome desk**

This desk to be manned by Gaynor Davies, Ken Davies, Lyn Finn and Angela Tritschler.

Ken would greet the speakers and show them to their table. **ACTION - KEN**

- **Name badges**

It was agreed that these will be done on the day to be done on the day by using sticky labels.

- **Other info for delegate packs**

Lyn to contact various organisations for additional info for these packs.

ACTION – LYN

- **Question slips**

Mand to make up question slips and Hazel to put out on the tables on the day.

ACTION – MAND / HAZEL

The board will have a bank of prepared questions in case we don’t get enough questions on the day. **ACTION - ALL**

- **Flip Charts**

2 Flip charts will be provided on the day. This may be needed to be revisited after meeting with Age Cymru.

- **IT**

It was agreed to have two laptops set up with the COPA website. Susanne to man this. **ACTION –SUSANNE**

Gaynor confirmed that a roaming microphone and hearing loop had been ordered.

- **Conference Report**

It was agreed that key points from the speakers are noted during the day together any question and answers. Mand to takes these notes on the day.

ACTION – MAND

- **Comfort break**

It was noted that no formal comfort break was allocated but there would naturally be one in between speakers and panel sessions.

4.0 Web Site / Facebook

Angela updated the group on a lady called Hannah Furnish from Linter link who has been asked her to help with the Facebook page. A few students are going to show Angela how to utilise the page.

It was agreed going forward that Board minutes and position papers such as the new ones recently agreed on Isolation and loneliness, paying for care be added to the website. Steve to put these on. **ACTION - STEVE**

Voting members have offered their time to help with other things so hopefully they may get involved in Facebook and the website.

Ralph has said he is happy to put things on the website but needs the work prepared first. Steve to talk to Ralph with a proposal of how to improve the website. **ACTION – STEVE / RALPH**

Angela meeting with Interlink to progress action to be discussed further on 15th May. **ACTION - ANGELA**

5. 0 Communications Plan

COPA used to have a communications plan for all activities and events. However, this is no longer in place due to Welsh Government review of engagement that is taking place. It was agreed that Steve would speak to Rachel Lewis to see what her plans are. It was felt that the Trustees didn't want to go and arrange to go speak to forums if that's not the direction WAG want to go. Steve has spoken to Rachel but hasn't had any clear indication as to the way forward. It was suggested that a formal letter be sent. However, it was agreed that further dialog was needed first with Rachel and then the group discuss again in May.

It was agreed that the planning for this review and expectation for COPA and other groups by WAG be discussed with Rachel Lewis next week by Steve and Phyllis.

ACTION – STEVE / PHYLLIS

6.0 AGM November 2019

Intentions for AGM were discussed. It was agreed that there needs to be a change to Trustees voting this year.

It was noted that there was a need to get other forums involved, currently 7 still not on board despite always invited to work with COPA.

Discussions were had around what type of AGM was wanted? Did we want a Business AGM? Do we need special speakers etc? It was agreed that the AGM was there to give COPA a chance to prove its worth over next few years in order to obtain maximum funding. It was agreed that there was a need to be careful how money was spend. Discussions were held around managing funds.

It was agreed that Steve would circulate a proposal for AGM, with options for the format and then this can be discussed at the next meeting on 15 May. **ACTION - Steve**

Date for the AGM to be agreed.

North Wales rep recruitment:

It was agreed that recruitment for North Wales would be looked at first. It had been suggested that an advert went out asking potential interested parties to contact Steve for more information. However Steve was not happy with this as he is worried this affected the recruitment process. Phyllis commented on how NPC recruitment worked. Steve agreed that he would rather send out full info of role. Steve to send out letter to Mand and Steve Huxton for distribution. **ACTION – STEVE / MAND**
Steve to put something together to discussion May meeting. **ACTION - STEVE**

7.0 AOB

Discussion about what to do with the unwanted laptops.

There are a number of options: Board members buy them or we donate to a charity. It was raised whether WAG should be contacted to see if we are ok to sell these on. It was suggested that if the laptops were sold on a nominal amount would be requested.

Steve agreed to send something round to members with the options. **ACTION - STEVE**

Angela asked if she could claim for printer ink? It was agreed that it could be claimed under miscellaneous items in expenses policy. However it was noted that going forward a lot of printing would be done by the secretariat.

It was noted that the following voting members don't have emails address; Cynthia Clarke, Delwyn (Gwynedd) and one other. Going forward the Secretariat would send out any papers to this group. **ACTION – MAND**

Andy Williams had sent an email to COPA detailing how he was trying to get his mother Jean Williams honoured for all the work she does for older people in Colwyn Bay. He has asked COPA if they can we support his application. As no one knew Jean Williams it was suggested we should respond politely saying we were unable to help **ACTION - STEVE**

It was noted that COPA's accounts would need to be audited. Mand to send Bloomfield and Alexander details to Steve. Steve to also ask Commissioners Office which auditors they use along with auditors he uses in Carmarthen. A quote from all three will then be sought. A draft copy of the accounts could be available for the November board. **ACTION – MAND / STEVE**

7.0 Actions Agreed

Steve - Additional sentence about voting members will be funded added to invite.

Steve - Special request re hearing or sight to be added to the reservation form.

Steve - Requests to ask questions in welsh to be added to reservation form.

Mand - Source a translator for the day if required.

Gaynor - When confirmation of the place is sent then it must be made clear that if the attendee needs to cancel then Gaynor must be informed as soon as possible.

Steve - Invite to state that lunch will be provided for all.

Steve - Email invites out to all members.

Steve / Mand - Letter to be written to speakers and panel members and Mand to send out.

Steve / Mand - Newsletter to be printed and included in delegate packs.

Lyn - Purchase plastic wallets.

Mand / All - Age Cymru would make up packs. All information to be provided in advance.

Mand - Source pens and post-its

Steve / Mand - New pull up banners.

Steve / Mand - Invites to stand holders.

Steve – Speak to Michael Phillips re press release.

Mand - A photo consent form

Ken - Greet the speakers.

Lyn - Contact various organisations for additional info for packs.

Mand / Hazel - Question slips

All - Bank of prepared questions

Susanne - Two laptops set up with the COPA website.

Mand – Note taking on the day.

Steve - Board minutes and position papers to be added to the website.

Ralph / Steve - Meet with a proposal of how to improve the website.

Angela - Meeting on 15th May with Interlink

Steve / Mand – North Wales Rep info to be sent out.

Steve – Proposal for AGM format.

Steve – Options for disposing of old notebooks.

Steve – Circulate Andy Williams email

Steve / Mand – Obtain some auditor information.

8.0 Next Meeting

15th May Board meeting

9.30 Board followed by

Comms

Finance