

Cymru Older People's Alliance
Board of Trustees
20th August 2019
Age Cymru offices, Cardiff

Present: Steve Milsom – Chair, Phyllis Preece - Vice Chair,
Gaynor Davies – Treasurer, Ken Davies, Lyn Finn, Susanne Jones, Ralph Stevens,
Angela Tritschler

Apologies: Hazel McGuire

0.0 Welcome

The Chair welcomed everyone to the meeting.

0.1 Declaration of interest

None

0.2 To approve minutes of Board meeting 17th July 2019

Minutes agreed without amendment

Actions points:

A report on the summer conference to be circulated as soon as we get the answers back from the questions sent to Welsh Government

Action – Amanda to chase Rachel – AOS

National Organisations:

Steve confirmed the letter from the five Organisations has been sent to the Minister.

Discussions were held around the format of future meetings and it was suggested only the Chair and Vice Chair of each organisation need be invited.

Action – All to agree the relevant section of notes of the meeting in July and that these can be shared with the other Organisations. - **Agreed**

Action - Steve to distribute. It was noted that a paper copy be sent to Rhys. – SM and AOS

It was also agreed to suggest that we meet with the other Organisations once a response from Minister has been received.

Action: Outstanding item to carry forward: Steve to write to co-ordinators in Denbighshire, Wrexham and Powys with suggestions and get some dates for attending some of their forum meetings – SM

All other actions have either been completed or were on the agenda for 20 August.

It was agreed that the July minutes should be send to all COPA Voting Members and added to the Web site in due course

Action SM/RS

Steve asked for volunteers to attend the Public Health working together event.

The following agreed:

Oct 16th Suzanne

Oct 10th Gaynor / Ken

Oct 8th Angela

Action: SJ/GD/AT to respond to PH Wales Invitation

1.0 Communications

Website:

Ralph ran through the current set up of COPA website and explained how it was split into “legal”, fun and informative info.

Ideas for website were discussed:

- Information
- Minutes from meetings
- Lighter subjects maybe get other organisation to feedback items onto the website.
- Forum Focus – Articles sent in from other forums.
- Consultations – What we are planning to do
- Narrative first time round – What COPA is / does /

Facebook:

Ralph gave some background as to why Facebook is a good communication tool.

Discussions were held around what can be added / promoted on Facebook.

However, it was noted that volunteer capacity was needed to keep Facebook interesting and updated.

It was also suggested that training was needed for some Trustees.

Action - Ralph agreed to set up a page- RS

Action – Ralph suggested that COPA consider paying for Facebook pages to be promoted – This was agreed in principle subject to case by case approval - RS

Further points to note:

Steve to add general information onto the Facebook.

All Board members to input as appropriate to Ralph

Possible use of COPA members as volunteers to be considered.

Newsletter:

Discussions were held around the COPA newsletter.

It was agreed that

- i. two newsletters a year should be published.
- ii. The Summer Conference newsletter was the first one for 2019.
- iii. We should produce a newsletter after the AGM which will include feedback on the AGM.
- iv. The Communications Group would consider detailed issues e.g. Do we print copies and if so in what format? How will it be distributed and to whom? Do we just do a digital version and email to forums/other groups? Should we look at software to adapt the newsletter instead of a word document?

ACTION – Produce another newsletter post AGM – Communications Group

Camera Purchase:

A discussion was held around the purchase of a camera to use at future events to video record speakers. This could then be used for website and Facebook.

Ralph suggested that he has a camera which could be used in the short term with the view of purchasing one at a later date.

COPA Narrative:

Steve has circulated the current narrative.

Action - Ralph to add to website. - RS

Keeping in touch with voting members:

Discussions were held around the future of COPA

It was agreed that during the AGM discussions would be held to discuss how we move COPA forward and sharing best practice.

It was agreed that a timetable of forums meeting across Wales be drawn up and board members to volunteer to attend these meetings.

Other items:

It was noted that some members felt that there was a training need for using computers i.e. Basic IT training. It was agreed to look into using Skype for future meetings – possibly use the Age Cymru office in Mold office. We might hold more teleconferences

Discussions were held about using an Independent Consultant/ mentor to help us plan where we want to be in the future and how we might get there.

Action – Steve to look into this – SM

Action - Minutes from Comms meeting to be circulated to board members - AOS

2.0 Trustee Matters

2.1 Capacity Building:

- Replacing North Wales Trustees (Co-opted)

Steve noted that WCVA and Ageing Well were to be approached to help. It was agreed that Andrew Hinchcliffe would be contacted directly and to re-advertise the post again.

ACTION – SM

- Appointing additional North Wales Trustees:

Steve tabled a paper on the appointment of an additional North Wales Elected trustee. It was agreed to appoint an additional North Wales elected Trustee.

Action – Recruitment process for elected Trustee to start as soon as possible –SM

2.3 Trustees 2019 – 20: Forward planning:

Board members were reminded that approval needs to be sort from local forums if Trustees wish to remain on the Board for an additional 2-year period. Some Trustees have contacted their forums but have had no response. Hazel and Gaynor have received approval.

It was agreed that the deadline set for a response should be maintained and if no answer received then the nomination goes through automatically.

2.4 COPA Development in North Wales:

Reference to the Action Plan was made:

Short term points have been dealt with.

The Medium-term actions are still outstanding and will be dealt with at subsequent Board meetings.

Reporting back – Delwyn Evans replied and thanked COPA for thinking of North Wales and will report back after his next Forum meeting in September.

It was agreed that there is now a plan in place and we just need to move it forward.

2.5 COPA AGM 2019:

Proposed Constitutional Changes

It was noted that there is a gap in the constitution about appointing a chair if no current Trustee could be appointed. A proposal was tabled for additional clause be added to address this.

Discussions were held around the current chair and what is required for the role. The role specification circulated was noted.

Action – Steve to table this proposed amendment for the AGM.

It was also noted that there is not enough expert resource on the Board. Discussions were held around the possibility of having the ability to appoint a further co-opted Trustee in addition to 3 co-opted experts already allowed under the current Constitution.

Action – Ralph to put a paper together for the AGM around the proposal to have the option for the Board to appoint an additional co-opted expert - RS

Action – Once the Welsh Government review of engagement of Older People has taken place, COPA board members to review its constitution. – SM

COPA to emphasise to Welsh Government the importance of clarifying their policy position on Regional Forums as part of the Review of Engagement. SM to contact Welsh Government

AGM arrangements:

Dates set: 30th, time 12pm – 3.45. Board meeting 11-2 on 31st October
Invites to go to voting members and travel will be paid for. Need to specify a reply date.

Invite Michael Phillips from Age Cymru as a speaker.

Other Organisations to be invited as courtesy - Age Cymru, Welsh Government, Commissioner, Older People

Action – Steve to circulate the draft annual report and ask for comments - SM

Other points to note:

The AGM Project Plan was reviewed and actions agreed.

All AGM papers must be issued 14 days before AGM

Agenda items only no AOB

Motions to be tabled at the AGM by 7th October

Rules for AGMs to be printed out in large text to be displayed on the tables

**Action – Delegate packs to be done by Age Cymru – AOS
An amended Project Plan for the AGM to be circulated - SM**

Phyllis noted that she was struggling to read the text on white paper.

Action – Think of ways to help Phyllis to read her paperwork - AOS

Translation – need to make sure it's clear on the invite that this is only available on request.

Equipment – Need to check with venue that there is a sound system and mics, lectern and hearing loop.

Action – Amanda to check with venue - AOS

COPA Campaigning Priorities Paper

Steve to draft and circulate for comment.

Action - SM to circulate - SM

Agenda needed for Board meeting following day

Action – Agenda - SM

3.0 Policy Development

3.1 COPA: Aims and Objectives – Easy Read:

Steve tabled the information that Sue Wright had written. The Board were happy with had been produced and circulated for the Conference – first two pages only.

3.2 Age Friendly Communities:

Steve tabled a draft position paper for discussion. No amendments were offered. It was noted that Welsh Government funding will need to be available for Age Friendly Communities to be promoted successfully.

Steve is attending a meeting on the 26th September with the Commissioner as COPA Chair and would discuss Age Friendly communities.

Action: It was agreed that the draft paper should sent to the Commissioner as a basis for further discussion with her office and would following any amendment required, be re-submitted to the Board for approval – SM.

4.0 Additional Business items

None

5.0 Finance Management

5.1 Funding 2019-20:

Gaynor confirmed that the money due has been received from Age Cymru. A further two quarterly payments would be paid this financial year.

Steve asked for clarification as to the terms and conditions of the Grant Agreement **Action – Ask Vicky from Age Cymru – AOS**

Gaynor mentioned that Winford Evans from Neath Port Talbot Forum arrived the day after the summer conference and wants to make a claim for the hotel stay and journey.

It was agreed after discussion to ask for a written case for reimbursement as there is insufficient information currently available to make a decision.

Action – Gaynor to contact Winford for more info – GD

5.3 Completion of Annual Accounts: progress:

Gaynor has had paperwork from PHL, in Carmarthen for the work to be carried out. **Action: GD to progress completion of the accounts by PHL and ensure the completed paperwork would be available to circulate for the AGM.**

5.4 Disposal of ACER tablets:

To date 8 have been sold.

It was noted that the tablets sold are being used for children's educational development.

There are 4 remaining (Steve has 3 and Hazel 1). If anyone else wants to buy one for the agreed purpose let Steve know before the AGM. Hazel to clarify the position regarding her ACER Tablet.

Action – all/Hazel

5.5 Application for Grant:

A discussion was held around applying for a grant for engagement in North Wales from Awards for All. The earlier Board paper on this was reviewed.

Points to note:

It was felt that it was a good idea and by time we are ready to put in bid we will hopefully have two new Trustees in North Wales.

Awards for all Grant application to involve North Wales more.

Options:

- i. Apply for grant for engagement first – six engagement events pilot to be carried out throughout North Wales (development phase)
- ii. Apply for £10K and carry out initial bid without prior consultation with N Wales Forums

The board voted on both options.

Action – Draft proposal to be made for a development phase involving engagement with N Wales Forums first. It should be drafted and circulated to Trustees for feedback - GD

6.0 Future Board Arrangements

6.1 Date 30/31 Oct AGM/Board meetings

6.2 Date for 2020 to be agreed

Future dates to be looked at by Age Cymru

Action – Dates to be arranged - AOS

Meeting closed at 15:05

Summary of Agreed Actions:

Amanda to chase Rachel Lewis re answers to Summer Conference questions.

Notes of the meeting in July with the National Orgs to be shared with the other Organisations. With a hard copy being sent to Rhys - SM and AOS

Steve to write to co-ordinators in Denbighshire, Wrexham and Powys with suggestions and get some dates for attending some of their forum meetings – to carry over to next meeting - SM

SJ/GD/AT to respond to PH Wales Invitation for October events

Ralph to look into paying for Facebook pages to be promoted. - RS

Ralph to set up a Facebook page- RS

Produce another newsletter post AGM – Comms Group

Ralph to add new narrative to website. - RS

Look into having an Independent / mentor to get someone in to help us plan where we want to be in the future. - SM

Minutes from Comms meeting to be circulated to board members - AOS

WCVA and Ageing Well to be contacted to re-advertise vacancy for N Wales Co-opted post. Andrew Hinchcliffe to be contacted directly about post. - SM

Recruitment process for elected additional N Wales Trustee to start as soon as possible –SM

Steve to table proposed additional clause for constitution on recruitment of Chair for consideration at AGM

Ralph to put a paper together for the AGM around the proposal to have an option to appoint an additional co-opted Trustee - RS

Once the Welsh Government review of engagement has taken place, COPA Board members to review its constitution. – Carry forward to next meeting. – SM

Steve to contact Welsh Government to emphasise the importance of clarifying their policy position on Regional Forums as part of the Review.

Steve to circulate the draft annual report and ask for comments - SM

Delegate packs for AGM to be done by Age Cymru – AOS

Think of ways to help Phyllis to read her paperwork - AOS

Steve to draft and circulate paper on agreed campaign priorities - SM

Draft paper on Age Friendly Communities should be sent to the Commissioner as a basis for further discussion with her office - SM

Vicky to clarify terms and conditions of WAG money – AOS

Gaynor to contact Winford Evans for more info – GD

Proposals to purchase remaining ACER Tablets to be submitted. Hazel to clarify position re her Tablet – all/Hazel

Gaynor to progress completion of the annual accounts by PHL and ensure the completed paperwork would be available to circulate for the AGM.

Draft proposal to Awards for All be made for the development phase option and circulate to Trustees for feedback - GD

Dates for next year meetings to be arranged - AOS