

Cymru Older People's Alliance
Board Meeting
12 June 2020
Via Zoom

Attending: Gaynor Davies, Ken Davies, Lyn Finn, Ralph Stevens, Steve Milsom, Sue Jones, Angela Tritschler, Andrew Hinchcliffe, Wyn Llewellyn

Apologies: Hazel Maguire

0.0 Welcome and apologies:

Steve welcomed everyone to the meeting and apologies were noted.

After some discussion it was agreed that the meeting should be regarded as a formal Board meeting for decision making purposes rather than informal discussions. The Constitution should be examined as to the process for this in future and if necessary, a procedure/protocol agreed to cover the situation.

Hazel had asked, due to IT issues, could she receive hard copies of any papers. Steve noted this request.

1.0 Review of COPA – Next steps

In respect of the COPA proposal to engage with older people to get views on Covid-19 impact and exit, it was decided that Welsh Government should be contacted to get a response to our recent email to them.

ACTION – Rachel Lewis to be contacted re response to email - SM

It was agreed that this was an urgent agenda where COPA should take a proactive approach but that we should not “go it alone”. We should work co-productively with the COP, Age Cymru and others. It was important to involve other older people's charities who were members of Age Alliance as well (Hourglass and Men's Sheds were mentioned). Once a response by Welsh Government had been made, the Chair would have initial discussions with the Commissioner and Age Cymru about next steps should be held and report back to Trustees.

Ralph questioned who was coordinating the task of contacting all the local forums? He went on to say that it was important to finalise the COPA narrative and the appropriate questions, to help with the conversation.

Wyn suggested that we have a consistent message with key bullet points that we want to communicate.

Andrew noted that organisations such as Age Cymru and Age Connects could be used as a point of contact as they have access to a wide range of groups. Andrew offered to contact Age Connects North Wales.

ACTION – Contact to be made with Age Connects North Wales - AH

A draft email was discussed that set out this approach to forums identifying a “nominated Trustee” to make contact. This draft email would be circulated to Trustees for comments along with key supporting documents and script, together with contact details for agreeing which Trustee should contact which Forum and how it would all be co-ordinated and managed.

ACTION - Steve to email board members asking them which forums they would like to buddy up with – SM

2.0 Recruitment of Trustees

The options for recruitment of additional Trustees were discussed as set out in the meeting paper and it was agreed unanimously that Option 3 – wait until the completion of the COPA Review – should be adopted. In the interim any opportunities to co-opt Voting Members on a temporary basis to support our work should be explored.

It was noted that COPA was short of voting members. It was suggested that Forums were asked to reappoint a second voting members where they haven't already got one in place

ACTION - Prepare some text requesting for second voting member to be appointed as soon as possible – SM

The need to appoint a new Vice Chair was discussed. The draft job role, selection process and timetable outlined in the meeting paper were agreed.

Steve will circulate these papers and ask for Board members interested to apply.

A decision on appointment would be taken at the next Board meeting on 19 July.

ACTION – Paperwork to be circulated for Vice Chair role – SM

3.0 Web site Development

It was agreed that the comms team would carry on dealing with previous actions and inform the board of any developments. They will only seek approval of board if there is something of any significance that needs board agreement.

Other pts to note:

- Trustees would provide Pen Pictures and Photos to Ralph for the Web Site
- Trustees should provide items and stories from their local forums for the Website to RS
- A Blog would be created that the Chair would action each month but Trustees and Voting Members would be encouraged to participate too. A link to the Blog would be made regularly on the COPA Face book page. This approach would also be adopted generally for promoting items on the website

- Proposals made by Ralph to ensure the Web site had some information in Welsh should be taken forward
- Posting to the Website of the regular Covid-19 reports to Voting Members should be actioned.
- The information in the footer of the website needed review and those items that have no content should either be deleted or content provided

A discussion was held around intergenerational work and cross generational experiences.

Pts to note:

- Could younger people be encouraged to raise concerns from their older relatives?
- COPA should make contact with the Children and Young People's Parliament to identify common interests, particularly around Covid-19.
- LF will explore who we could do that and prepare some text with the support of AT to consider a potential face book post.

Action – Some text to be prepared for a potential Facebook post - LF / AT

Wyn noted that some intergenerational projects were taking place in Carmarthenshire.

ACTION – Wyn to share details of projects – WL

Discussions were held around when the tribute for Phyllis should be removed from the website.

It was suggested that a permanent page be set up for all ex COPA members.

ACTION - Steve to provide text for this page - SM

4.0 National Organisations Development Officer

It was noted that Welsh Government have agreed the funding for the Development Officer post. The role will be managed by Age Cymru who will provide more details in due course. It was agreed that once more information was available, the board would discuss how COPA are going to use this role.

5.0 COPA Printer

A discussion about disposal of the COPA printer was held.

Pts to note:

- Options of donating to Newport (Pembs) Forum or Susanne Jones – for personal use and Gwynedd Forum were discussed
- Sue and Gaynor did not take part in the discussions or voting, as both had an interest in this.
- After a vote it was agreed that the printer should go to Newport (Pembs) Forum.

- A disclaimer would need to be signed first.
- Arrangements would be made to test the printer and to delivered.

ACTION – Agreed to donate printer to Newport (Pembs) Forum - ALL

AOB:

The question was asked as to whether there was a need for the finance committee to hold a meeting via Zoom. Gaynor felt that wasn't a need at the moment. However, it was agreed that finance would be a standard item on future agendas.

ACTION – Finance as standing item on the Board agenda – SM

It was agreed that the board would have to start making some plans for the AGM. It is hoped that a face to face event could take place but there needs to be a backup plan to use Zoom or some other virtual method. It was noted that we have to the end of January to hold AGM but a plan is still needed.

Action – An amendment is needed in our constitution to be able to hold a virtual AGM - SM

Steve reported he would be making a 15-minute presentation on COPA response to Covid-19 at the Cross-Party Group on Older People meeting on 23 June. He would circulate his presentation to Trustees in advance.

The next Board meeting is scheduled for 21 July but an interim discussion should be considered. We should also proceed with the planned Voting Members Zoom meeting to help communications on the next stage of the Review.

ACTION – Arrange an additional meeting before board meeting in July – SM

ACTION PTS:

- Rachel Lewis to be contacted re response to email recently sent - SM
- Contact to be made with Age Connects North Wales - AH
- Steve to email board members asking them which forums they would like to buddy up with – SM
- Prepare some wording to ask for second voting members to get appointed as soon as feasible – SM
- Paperwork to be circulated for Vice Chair role – SM
- Some text around intergenerational work to be prepared for a potential Facebook post - LF / AT
- Wyn to share details of Carmarthen intergenerational projects – WL
- Steve to provide text for this ex member page – SM
- Finance as standing item on the Board agenda – SM
- An amendment is needed in our constitution to be able to hold a virtual AGM – SM
- Arrange an additional meeting before board meeting in July – SM