

Cymru Older People's Alliance
Board of Trustees' Meeting
 25th September 2020
 Via Zoom

Attending: Steve Milsom, Ralph Stevens, Lyn Finn, Mike Oliver, Angela Tritschler, Gaynor Davies, Hazel Maguire, Ken Davies, Wyn Llewellyn, Andrew Hinchliff, Rachel Dawson, Kathy Lye.

Apologies: Sue Jones

<p>0.0 0.1</p>	<p>Welcome/Apologies</p> <p>Mike Oliver was a guest at the meeting and introduced himself.</p> <p>Mike is the Events Coordinator with Caerphilly 50+ Forum. He has already talked with Angela but it would be helpful to get together and talk about running some events. At the moment he is working on a virtual reality project; filming across south Wales and taking the films into care homes. Other events include 'poetry together' and an intergenerational lunch club.</p> <p>Ralph commented that after developing an event for LGBT older people in Caerphilly he felt it was important to be "less parochial" and to liaise with other forums. Mike was keen to get involved.</p> <p>Hazel contributed an idea around judo. She is a Black Belt and has been meeting with ten other older Black Belts, one of whom runs a care home. Hazel is currently working to fundraise for Alzheimer's Research. She suggested that Mike could provide some support with event planning with this group.</p> <p>Lyn suggested that Mike could join the communications group, and Mike agreed.</p> <p>Gaynor wanted to hear more details about the work Mike does. She stated that she struggles with envisioning how to start things off. Could Mike come back and explain that part of the process in more detail? Action</p> <p>Rachel Dawson – new Engagement Support Coordinator at Age Cymru. Rachel explained her role and that she will be working closely with Kathy and Amanda.</p> <p>Declarations of Interest None</p>
<p>1.0</p>	<p>Review of COPAs Constitution</p> <p>Steve presented the revised draft constitution for discussion. The constitution will need to be reviewed further in 2021 in light of the updated strategy for an ageing society, Welsh Government Review of Engagement of Older People, and</p>

Coronavirus. The current constitution is not fit for purpose. We need to develop the membership model and engage better with forums. The group has already discussed in July amendments and the draft has been circulated to take account of these. There is one clean copy and one with tracked changes.

Wyn said that he had one key question; Is it fit for purpose in its redrafted form? We cannot anticipate the changes to come in 2021/22. Does this redrafted constitution reflect what COPA is about now?

The revised constitution must go out to members and the Charity Commission to come back to the meeting in November, before adoption at the AGM in January.

Steve outlined some of the most important changes to the Constitution.

Steve raised the cost and practicality of having a Board of more than 12 people around the table, whether virtually or face to face.

The section on establishing regional groups has been removed.

Elected trustees have been limited to eight – with balance of geographic areas as per the current arrangement. This could benefit from further work and change in 2021. Two of the every three trustees will be elected, and the other coopted/nominated. There is flexibility to disregard the geographic stipulations if we can't find candidates from certain areas. It would be for the Board to decide that we need to look felsewhere for a Trustee.

Andrew spoke about engaging with members in North Wales. Wyn raised the point that coronavirus might change the way we meet forever. Even when we can meet in person we might choose to circulate papers online and use Zoom because it is quicker and cheaper,

Steve replied that having twelve members is affordable for the moment but we have to think that our budget might change in the future due to financial difficulties. We have to know what our cloth is before we decide how to cut it.

Wyn pointed out that we might not know for twelve months due to the capacity of Welsh Government.

Achange to the maximum of two terms to three years for Elected Trustees is proposed. Otherwise in 2021 we will lose 5 trustees. In the future we could look to stagger appointees to avoid this. We will also need to have a person specification and criteria. An amendment to change the title of voting members was included as it was felt to be clunky. Suggestion to change it to COPA Forum Representative.

Suggestion to increase number of voting members to three so as to move towards increasing the involvement of forum members.

Ralph stated that fundamentally disagrees and finds it undemocratic as some areas can be outvoted easily.

Wyn made the point that it is a struggle to get nominations for voting members from 50+ forums. Not necessary to specify three voting members. Minimum of one. Steve explained that there are thirteen forums who have two members and four forums who have one each.

Lyn – we are down a trustee for Cardiff and the Vale. Can we leave this open for a temporary post? Difficult to get people to step forward – especially with Coronavirus.

Steve replied that unfortunately, we constitutionally can't do that (nb: but it was agreed at a previous meeting that this post and the second elected trustee for N Wales would not be filled until after the AGM).

Andrew asked if we are short of coopted trustees. We have an advert out for one at the moment but no interest yet. He suggested that if a third person came up whose skill we valued – we could bring them on as a voting member instead of a trustee? Steve replied that being a trustee is a lot more responsibility and different to being a voting member.

The group voted to stick at two Voting Members rather than the proposed amendment of three.

An amendment has been made to formalise current practice to allow us to have virtual meetings, boards and AGMs.

There was a general aspiration to shorten the constitution which has been achieved. However, we need to ensure that we act within the Charity Commission constraints. A plain English version will be available on the website to help ensure that COPA's constitution stays accessible.

All agreed that the constitution should go forward to next stage with the amendments discussed.

We clarified that COPA is the national voice for 50+ forums across Wales. This is our remit, not to represent all older people in Wales.

Wyn suggested that an advisory group of voting members may be the potential answer to the question about capacity. Steve replied that we have that in all but name already. Suggestion that it is called an advisory group? He gave an example of the work that he has been doing with Steve and Ralph, which has become like a working group/task group. A board member could liaise with non-board members to do similar work. However, Ralph commented that as present no voting members have come forward to volunteer to do that work. Wyn commented that if they see that the work as in their interest then they might be more keen. The Group were content that the Constitution already allows us flexibility to take forward these proposals

	<p>The paper and revised draft Constitution were agreed as slightly amended and Steve would now take the next step of consulting Voting Members (email and meeting in October) and the Charity Commission</p>
2.0	<p>COPA Communications Ralph reported back on the Communications Group recent meeting. A paper was issued on the 12th September.</p> <p>Wyn stated that the website is not being actively supported by the board. What do we do about it?</p> <p>Ralph stated that he is confident with uploading to the website but is not willing to offer help with writing or editorial support. Kathy and Rachel offered to do this if needed.</p> <p>Hazel would like to write in order to make connections between different groups, such as Unite in Swansea. She feels less confident in uploading but would skill-share with others.</p> <p>Wyn suggested that we could ask Voting Members to share the successes that they have had with building alliances and getting funded. Could ask them to share what worked.</p> <p>Andrew commented that he has a lot of information he would like to share on LGBT older people.</p> <p>Kathy and Rachel suggested a calendar to schedule content on relevant days throughout the year to promote engagement.</p> <p>Steve issued a challenge to the Board to each produce one piece of material to see what we can make of it all. Ralph reminded Board members that these would need to be staggered throughout the year.</p> <p>Ralph mentioned that members can submit creative content like poems. Content could be anything that might interest someone else. Increase the number of members.</p> <p>Gaynor said that she is unsure of what will be interesting to others. However, Ralph reassured that we can't know. We can only add things and see what picks up.</p> <p>Wyn reminded everyone that websites need to be dynamic. There ideally needs to be a change in the headline and a short paragraph on a regular basis. People will take notice. He also reminded us that social media, newsletters and the website all need to be in harmony.</p> <p>The group discussed some different ideas in the paper tabled for engaging forums including the development of buddying arrangements between trustees and forums, innovative projects that could be replicated, creating a suite of good</p>

	<p>practice that might help forums, ideas for age friendly communities, and adhering to GDPR. Kathy can circulate some material she already has. However, this is in the Age Cymru office and is a CD with PDFs.</p> <p>Andrew stated that it is hard to make plans for engaging forums when lockdowns are ongoing. May not meet in person for a year.</p> <p>Hazel talked about the difficulties of councils seeing 50+ Forums as just one group like a church group or a craft group. However, it is a wider network. In Swansea they found a Chair who is good with IT and collaborated with other groups like UNITE and CADR, which has led to success on issues like public toilets.</p> <p>Wyn made the point that we cannot rely on councils at the moment as they have their hands full. We need to collaborate and have conversations about common interests and goals, as it is down to us to create change.</p> <p>Steve gave an overview of the buddying system. Carmarthen has Big Lottery funding for a befriending project. We need to have conversations about what works. It was agreed that the priority would be developing the buddying arrangements and sharing good practice on projects with Forums. Ralph and Steve would develop some plans with Kathy</p> <p>Voting Members There will be another meeting with voting members in October.</p> <p>It was suggested that it would not be unreasonable to assume that the Trustees should have a chat with their designated buddy (s) from the 50+forums once a month so it becomes a habit.</p> <p>Agreed that the group can do this where possible but we can only do what we can do i.e we cant reach the ones that don't respond. Steve and Kathy will work together on contact details.</p> <p>AGM January 2021</p> <ul style="list-style-type: none"> - 21st January AGM and 22nd January Board meeting - Things to come back to regarding resolutions, motions, and speakers Communications group need a discussion - Ralph – any ideas about speakers let us know. - Will probably have motions for debate regarding Covid but other suggestions welcomed
3.0	<p>To approve minutes of Board Meetings 28 August 2020 Actions from Minutes and update</p> <p>Steve to contact Clive from the NPT50+ forum – SM DONE</p> <p>All information from the talks with the Chairs from the various forums to be pulled together into a report form ready for the next meeting – SM</p>

	<p>Still light of a few reports that should be submitted – Sue in Gwynydd and Hazel in Swansea. Yvonne in Anglesey. Sylvia in Conway. Andrew agreed to contact Sylvia</p> <p>Update page numbers on last set of minutes – AOS DONE</p> <p>Steve to share COVID survey again with all members – SM DONE</p> <p>The minutes were agreed as a true record</p>
4.0	<p>Finance</p> <p>Update from Treasurer 2019 – 2020. Accounts sent to accountant and they've been checked, accepted and verified as correct</p> <p>Since the last financial report the only change has been a cheque that was made out at the last physical meeting and then not cashed until July.</p> <p>Reserve of £6000 and in addition the balance is £6047.70.</p> <p>Need to pay accountant just over £900</p> <p>Current total £5087.70 (plus £6000 reserve)</p> <p>It had been confirmed with Age Cymru that we can't claim expenses for meetings or events that we haven't held due to Coronavirus but we can claim operational costs.</p> <p>Around £3000 a year is spent on operational costs and the rest is events/expenses.</p> <p>Unlikely for the Welsh Government to give as much funding as usual (£12,800) in new year due to constrained budgets.</p> <p>Andrew queried that spending a twelfth of income on an auditor after Gaynor has already checked them seems like a lot of money to spend. However, we have to comply with charity law. If income dips below £10000 the Charity Commission rules change</p> <p>Wyn commented that if we aspire to keep the income below the threshold needed for an accountant, then we are not working towards challenging goals. Need to do more to bring in income, spend it, and increase turnover.</p> <p>Steve spoke about securing additional funding and said that Caerphilly and Carmarthenshire could provide inspiration in this respect. He asked, where do we want to take this charity? We could potentially one day coordinate all-Wales funded projects that link to the forums for example.</p>

It was agreed that the COPA 20-21 Financial Estimates should be reviewed at the October meeting

Risk Register

- Steve has circulated a revised risk register
- Coronavirus is a large risk at the moment but from a COPA perspective an effective contribution is being made to communications through regular 2 weekly meetings with the Commissioner and reporting to Voting Members as well as initiating the Covid-19 survey
- Ralph pointed out a typo – currently reads budding not buddy.
- Wyn asked about creating a recovery plan that would be brief but would outline what COPA would do if the Chair or Vice Chair were unable to continue.
- **The group agreed the updated risk register**

Any other urgent business

Discussed the recruitment and reappointment of co-opted trustees.

Steve would like to have another three years as a co-opted trustee. This was supported by Angela and other members of the group. Steve offered to Chair for one more year if needed but he stated that it is not healthy for a charity to have a chair in post in perpetuity. He proposed that we should do some succession planning and consider advertising for someone else in 2021.

Ralph made the comment that the new Chair needs more time to learn the ropes, they cannot come in with a month to go.

Wyn asked a question about governance. Is it ideal to have coopted trustee as chair? Could it be an elected trustee? Also tenure – what's the expected situation for the tenure of the Chair? Steve confirmed that coopted and elected trustees have the same status under the constitution and tenure will be discussed as part of the recovery plan.

Ken said that he was planning to resign as a co-opted Trustee during October meeting. He will provide a formal resignation in writing. On behalf of the Board, Steve thanked Ken for his contribution to COPA over many years and said that he personally valued the work that Ken has done, and his cooperative and collaborative approach. Ken confirmed that he will continue being a strong supporter of COPA. Hazel added a personal thank you to Ken.

Gaynor added that her tenure is up in August 2021. We will need to find someone else as Treasurer to do the accounts.

Wyn said that due to time constraints it is difficult to have a meaningful discussion about recruitment now but it should be a big agenda item for the future.

An advert was sent widely for a co-opted trustee but there were no responses. It was agreed we should re-advertise including targeting of suitable candidates.

Lyn said that it is sad that we didn't get a response but not surprising in the current circumstances. Can Kathy help target the advertising to interested parties/with capacity? Kathy confirmed that she is happy to help and do the best she can, although the potential candidates might be people we already know or who are already busy.

Angela asked about the person who contacted the group over Facebook. No response from him.

Andrew commented in relation to GDPR that he felt it was difficult to contact the forums and that it should be our right to get in touch with them. The population that we could be approaching may not realise that the group exists. Steve advised we had taken this issue up with the Commissioner's Office and **agreed to do so again to seek further advice.**

Acknowledged that being a trustee is a legal responsibility which could put many people off.

Wyn commented that he didn't see the adverts in the media when they were out. Asked to have more information about where they were posted and how compelling they were. Offered to help formulate an advert. The advert should focus on selling COPA and raising the profile of COPA as well as saying what we need. **It was agreed to initially re-advertise** the opportunity for two co-opted members. The additional knowledge and skills to bring to the table that were required will need to be highlighted

Kathy spoke about recently working with voluntary councils in Wales, and the Positif Wales manifesto portal. These are an opportunity for raising the profile of COPA. The website and social media are an important for this too. Kathy also suggested getting hard copies printed and distributed within the community.

Ralph suggested that the Communications Team get together to discuss how the advert can engage potential candidates in COPA's work. Steve stressed the importance of it being an open and fair competition and having a Welsh translation.

Andrew commented that designing a CV might be daunting to some candidates as they might not be sure what we need to know. Steve said that we can try and be less formal and more helpful, but we have to ensure that it is sufficiently rigorous in order to comply with the Charity Commission guidelines about the role of Trustees.

Covid -19 Survey

- There have been over 1000 responses. Currently analyzing the results. When there's a draft report we can discuss how to take it further. – we will meet the other National Organisations to discuss how can we use the results of the survey to set the agenda.

	<p>Political Manifestos for 2021 Welsh Elections</p> <ul style="list-style-type: none"> - Presuming they are still on. - Ralph and Steve going to draft a manifesto to circulate for comment and discussion. This was agreed - Andrew previously attended a meeting for older LGBT people at Age Cymru. They then sent a report to every candidate. Once candidates declare they are standing, they will need to share email addresses. Andrew suggested that there is one page in English and one in Welsh and that it outlines why we need support. - It was agreed that a communication strategy to influence party manifestos would need to be developed
	<p>Meeting Closed</p>

Actions

SM – Schedule a longer meeting of the Board with Mike.

SM – Amend constitution after feedback and continue to follow processes for adoption.

RS – Convene a meeting of the Communications Group to discuss recruitment of Trustees and engagement with forums further.

EVERYONE – Send to Kathy some ideas for something that we could feature on the website/social media

SM and RS to meet Kathy to discuss her new role in respect of COPA and how she could help progress the issues discussed including the buddying system and sharing good practice.

Outstanding reports on Forum engagement should be submitted as soon as possible (Sue, Andrew and Hazel)

SM to follow up with Commissioner's Office on application of GDPR by Councils in relation to some Forums database

The COPA 20-21 Financial Estimates should be reviewed at the October meeting

SM – Correct typo on risk register.

SM to circulate draft report on Covid-19 survey when available for discussion following meeting with other National Organisations

SM/RS – Draft paper for discussion on a “rescue plan” for the role of Chair and Vice Chair

SM and RS – Work together on a draft manifesto for 2021 Welsh Elections and an associated communications strategy