

**Management Team Meeting Minutes – 26 May 2022**

**By Zoom 1:30pm**

**Present:** Paul Strutynski; Sue O’Loughlin; Carolyn Smith; Judy Brand; Merryn Dowling

**Apologies :** Garry Clear; Marg Nicoll; Sue Fowler; Julie Novotny

1. **Welcome:** Paul welcomed attendees.
2. **Minutes from previous meeting:** 26 April 2022

 **Motion:** Minutes from meeting held 26 Aprilaccepted as true and accurate

 **Moved:** Sue **Seconded:** Judy

1. **Business arising from previous meeting:**
* Meeting with Landlord.

Paul had previously emailed a report on his meeting with the landlord, which was generally positive. Noted that parking outside the shops is a problem and attendees at U3A requested to park further away when possible. Has been actioned through Newsletter. Agreed to add landlord to Newsletter mailing list, and send out copy of the last Newsletter (**Action:** *Carolyn*). Noted full rent to be paid from 1/7/22.

* Grants

Sue was to explore options for a grant and has emailed response - Garry confirmed it wouldn’t fund infrastructure projects. Suggested we have a number of projects ready for small grants should they become available. Sandy Coates to be approached to follow up. (**Action***: Sue)*

* Legal liability if others use our facility. Judy has previously emailed re this - if a non U3A group are using our premises they will be covered under our policy in the event of an accident or something if the U3A has been negligent. Otherwise they are not covered. Others using the centre need their own insurance. Noted that contractors are specifically excluded and must have their own insurance.

Use under our lease specifies seniors’ activities and learning – all use needs to comply.

Need a hiring strategy and pricing structure, to include in discussion on revenue raising.

1. **Treasurer’s Report** (emailed)

**Motion:** Report to be accepted and that payments listed in the cashbook and bank reconciliation are accepted and approved.

Discussion – noted increase in bank balance, and increased membership of approximately 50 since AGM. Writers group recently contributed $104 – much appreciated.

**Moved:** Paul **Seconded:** Carolyn

1. **Brief update from team leaders:**
2. **Program Team**: Sue O’L

Sandy Coates has initiated new courses including origami and paper folding, and car club. Tura Country Club is offering short introduction to golf.

Discussion about inclusion of National Heart Foundation course as U3A. Resolved that it should not be our course as it is run exclusively by a specific not for profit business, which excludes it from our remit. **Action*:*** *Sue to follow up with Sandy Coates*

1. **Team Office:** Marg away so no report
2. **Newsletter Team:** Paul reported there had been a brief mention of the expansion of the newsletter by including community notices. Discussion and resolved that it was not appropriate for Newsletter to include general items. They can be referenced in Facebook posts. Discussion on roles of Newsletter and Publicity and noted the need for a role definition for Publicity Officer’s job. However, Paul noted that contact with the media was excluded since the local media advise they are not interested in giving free publicity to our courses. He suggested the role would therefore seem to revolve primarily around Facebook. **Action:** *Paul to raise at next Newsletter Team Meeting*

Paul questioned whether it was known how many newsletter emails were opened. **Action***: Carolyn to follow up*

Office Phone not answering: Carolyn has followed up with new credit card.

Email sign offs – Julie following up and shortening email sign offs

1. **Publicity**: Julie away so no report
2. **Other business:**
* High consumption water charge – Noted it is a cost across all businesses and not one we can easily change.
* IMB Bank Community Foundation – 2022 It may be possible to get funding to complete renovations of Tura Centre. **Action:** *Paul, Garry to follow up*

Opening of Mumbulla Foundation for Grants to be followed up as they may be able to fund smaller one-off items eg equipment

* Bermagui and U3A SC joint arrangements for “one offs”

Idea is well supported to increase diversity and broaden range of courses and participants. There are a couple of courses ready to go. It was suggested that one off courses could be advertised in the other’s newsletters. The possibility of joint Zooms was raised, or Zooms with guest speakers. **Action:** *Paul and Sue to follow up with Program Team leaders at Bermagui.*

* Revenue Raising Suggestions – general discussion

Paul’s email was discussed item by item and the various ideas proposed canvassed. There were a lot of positive ideas and some interesting comparisons with other U3A revenue raising models. **Action:** *Paul to update and email for further discussion at the next meeting.*

* President’s Column

Paul would like key management team messages to be reflected in his regular column in the Newsletter. Today’s priority is to encourage people back to using the Tura Centre, and possibly gently introducing changes in light of our financial situation.

 **Meeting concluded: 3 pm**

**Next Meeting**: 23rd June 2022, 1.30 pm Club Sapphire

**Future absences:** Merryn Dowling