

**Minutes**

**Management Team Meeting, March 13 2020**

**Date:** 13 March 2020 **Venue:** Tasman Room, Club Sapphire. 1:30pm

**Meeting Commenced:** 1:30pm **Chair:** Garry Clear

**Present:** Fleur Dwyer; Garry Clear; Kaye Separovic; Carole Thomas; Margaret Nicoll; Chris Bembrick; Sandra Coates; Nan Kennedy; Carolyn Smith

**Apologies :** Pam Summerrell

**Welcome:** Welcome to all new committee members

**Minutes from last meeting:** 13 February, 2020

Amend last minutes – carpet has been mended

Motion: Minutes true and accurate.

Moved: Kaye Seconded: Nan Carried

**Business Arising from Previous Meeting** (13 February, 2020)**:**

* + - 1. Still anomalies in course numbers – help has been offered by PT contacts to class leaders re assistance with class lists
      2. Synchronised Swimming – letter has been sent to Mayor – her assistant has confirmed that she will respond with regard to:
  + Non-payment by some groups: schools, Dragon Boat team
  + Group has used medium sized pool – 9 people
  + Waiting for a response

**3.** Trial for song writing group this Thursday

**Treasurer’s Report:** tabled – copy to be forwarded to all committee members by email

1. With our current assets we will be able toapply for a number of grants
2. Discussion re Contingency Fund so that we have money “quarantined” to meetcontingencies
   * A separate account would be required
   * Poker Machine Grant – next round – minimum grant $50,000. John Beever & Bill DeJong may have some ideas

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

**Moved:** Chris **Seconded:** Carolyn **Carried:** by email majority

**Other Reports:**

1. **Program Team (Kaye)**
   * 1. Kym Mogridge also will receive booking requests for U3a Tura Beach Centre and has been earmarked as ‘Booking Coordinator 1’ on the booking calendar page on the website.
     2. We have a new member on the Programs Team, Linda McMorrow from Kalaru – welcome to Linda who has now received all the necessary permissions and passwords – thank you Chris and Kym. Terry has also been requested to add Linda’s details to the Programs Team contact details on the website.
     3. John Fuary has now changed the day of his Arabic classes to Thursday 9.00 am – 12.30 pm (in lieu of Monday) as this was the only booking space available in the U3a Tura Beach Centre. This week I received an email from Bridget O’Hanlon who wishes to conduct a four-week Trivia course during the month of May and has assumed the U3a Centre will be available for this. Trivia attracts quite a few members and the class would need the entire space plus access to the TV. My question is, do I ask John Fuary, who has a maximum of 5 members in his class, to temporarily find an alternative venue e.g. Team Office or simply request that Bridget find an alternative one?
     4. Information about precautions relating to the Coronavirus have been forwarded to members and also posted to Facebook and on the U3asc homepage. To my knowledge, the U3a Network nor the BVSC has made any community announcement concerning the virus or the organisation’s response to the situation.
2. Team Office (Margaret)

* Working well
* Discussion re storage of Treasurer’s and Secretary’s archival material

**Other Business:**

1. **Corona Virus**

* Email sent to all course leaders through PT contact people
* Email to all members
* Information put on Facebook and webpage
* Discussion re potentially shutting down a course/courses
* Classes to be given option of buying provisions to help to ensure member safety (hand sanitizer/soap) at venues other than Tura.
* Perhaps we could present classes online – including “one offs” and workshops

1. **U3A Centre, Tura Beach (leaking roof)**

* Roof to be renewed by Merimbula Roofing

1. **Course Leader Welcome:**

* Great event – thanks to Kaye, Pam, Fleur
* We can afford to pay for catering for these events in the future
* Great to see course leaders happy & talking

1. **Grant applications**

* IMB – note to say that grants are available from IMB Foundation.
* Amplifiers are needed for Ukelele Group $2,830 (Amazing Greys Out Loud)
* Brains Trust – Judith Reed sought permission to apply for Clubs Grant for computer equipment to be used by people in her group
* Bendigo Bank – has indicated that it is likely that we would get a grant (Phil Smith – Bega Branch Manager). We could move some money to that bank. Grants distributed at end of each month.
* Other items that we might be able to purchase with grants include: Metal trolley (professional) for TV in Tura Centre; Computer & TV to be used together for course presentations – could also be applied for under Club Grants.
* Defibrillator would also be useful
* State Gov’t Grant due May 8

1. **AGM Outcome:**

* Discussion: Where to from here
* Fleur mentioned possibility of a letter to member (counter signed by MT members)
* Discussion re relevance of Constitution
  + 10 people voted against change to Constitution
* MT leads by example with mindfulness and compassion
* Chris has been appointed to casual position of Treasurer in accordance with legislation (to fulfil requirements in regard to a quorum)
* As Constitutional change was defeated – what are the requirements for a further Special Meeting in May? (Michele Patten to be asked if she would follow up)
* This year will be Chris Bembrick’s last year

**Meeting concluded:** 3:32pm

**Future Absences:**