

**Management Team Meeting Minutes– 28 July 2022**

**Club Sapphire Meeting Room 1:30pm**

**Present:** Paul Strutynski, Sue O’Loughlin, Sue Fowler, Garry Clear, Carolyn Smith, Merryn Dowling

**Apologies :** Judy Brand, Julie Novotny, Roger Harris

1. **Welcome:** Paul welcomed attendees.
2. **Minutes from previous meeting:** **Motion:** Minutes from meeting held 30 June accepted as true and accurate. **Moved:** Garry **Seconded:** Paul **Carried**
3. **Business arising from previous meeting:** Bookcase was to be moved but plans have changed and it will remain where it is.
4. **Correspondence: Motion:** That a letter of thanks be sent to Meals on Wheels for the donation of a First Aid Kit from Essential Energy. Kit is at the Centre and may be useful for group activities away from the centre, eg walkers.
5. **Treasurer’s Report: Motion:** That the Report be accepted, and payments listed in the cashbook and bank reconciliation are accepted and approved. **Moved:** Sue **Seconded:** Garry **Carried**
6. **Brief update from team leaders:**

**Program Team**: Sue reported the relationship with Bermagui U3A is going really well, with several one off sessions planned. Zoom issues have been resolved after problems resulting from their change of security arrangements and access to passwords, only 2 course leaders using it. Sandy Coates is preparing several one off sessions. Sue is planning a Course Leaders get-together in spring.

**Team Office:** No report – *Merryn* to contact Michele for an update for next meeting.

**Newsletter Team:** Sue has written an article on Zoom, shared with Bermagui and Paul is preparing an article on COVID as per president’s column. Thanks to Newsletter team for a great job.

**Publicity:** Julie sent a first round report of Facebook stats which will enable monitoring of Facebook activity.

1. **Grants and Submissions Update:** Garry circulated a proposalto put grant applications on a more systematic basis. It was agreed grant submissions tend to be more reactive than planned, and that it would be sensible to have a list of needs/wants – which can then be tailored to grant opportunities, or needed items purchased, as appropriate. It was agreed to establish this list as a standing agenda item. Computers should be included as they are needed for learning, including those used by Team Office. We also need to keep ideas for events, including for Seniors Festival next year. The NSW government grants deadline is 1 August, which is too close to apply, but council will in all probability have funding for small events, so ideas are now needed. Agreed to have a standing agenda item.
2. **Other Business**
* **Bank Signatories.** It was noted Horizon has changed its processes so some signatories cannot actually sign. **Motion**: That new Office Bearers be added to the account signatories. Authorised account signatories are: Judy Brand, Garry Clear, Chris Bembrick, Paul Strutynski and Merryn Dowling. Sue and Carolyn will be taken off the signatories list. **Moved**: Merryn **Seconded:** Garry **Carried**
* **Xmas party:**  Sue Fowler volunteered to start organizing a Christmas Party for late November or early December weekday. The preferred option is a 2 course lunch at eg Oaklands for approximately 100 people, to be subsidized by 50%, depending on quotes, guests purchase their own drinks. A dance floor and live music was proposed for entertainment.
* **TBC usage.** Noted that revenue from useage is down, but the centre is fully booked so the real issue is the number of participants in sessions. Discussion about how to increase participation, as attendance also disappointing at recent one-off session. Expanding Facebook reach and use of other Community based information sharing opportunities such as Notice Boards, newspapers and community radio discussed. Follow up with Julie, and include in revenue review in September.
* **GEMS newsletter:** Good value information and auseful resource for Facebook, Newsletter, need to check copyright issues.
* **Early Bird annual fee payment system:** Noted that an early payment system is in place and fees will be reviewed with the Financial review scheduled for September.
* **President’s column:** Paul previously emailed a draft column re Covid policy for discussion and has received some feedback. It was agreed that a policy is necessary but it is not possible to mandate mask wearing. It was agreed that mask wearing, social distancing, sanitation and aeration should be strongly encouraged in the interests of the health of all members. In the absence of a Covid officer, *Merryn t*o ask Michele and Team Office to prepare a notice for the Centre so expectations are clear.

**Meeting Concluded:** 2.45pm **Next Meeting:** 25th August 2022

**Future Absences:**