**Date:** 8 August, 2019 **Venue:** Tasman Room, Club Sapphire

**Meeting:** 1:30 **Chair:** Fleur

**Present:**

**Apologies :**

**Welcome:**

1. **Business Arising from Previous Meeting:**
2. Badges/Membership:

ONGOING ACTION: Chris to advise Margaret when someone re-enrols from a year prior to the last one.

ACTION: Team office to advise Chris on an ongoing basis whether members paying for their membership with cash have been issued a receipt

1. Newsletter/Website review:

ONGOING ACTION: Any items for the newsletter need to be sent to Carole, Terry, and cc-ed to Michelle Patten at [mikepapa88@bigpond.com](mailto:mikepapa88@bigpond.com?subject=Update%20for%20the%20U3ASC%20website).

ACTION: Terry also requests that MT members contact her and Michelle Patten when they notice any out of date items or other discrepancies on the website.

1. Values/Personas:

OUTSTANDING ACTION: Cherie to amend the section of May’s minutes regarding: 'The MT agreed to delay further discussions regarding **U3ASC’s Values** until the next meeting’ to something that better describes the incomplete nature of this issue.

ACTION: Cherie will now present info on personas at the August meeting

1. Insurance and Constitution

ACTION: Given that the NSW U3A meeting in August will also cover some constitutional matters, MT members now have until 7 September to read the U3ASC Constitution (available on the U3ASC website) and provide feedback to Cherie.

ACTION: Cherie to schedule a reminder for MT members regarding their feedback for 7 September.

1. Toilet Chair:

ACTION: Pat from Team Office to create another sign for the toilet at Tura Centre

f) OHS

ACTION: Kaye to advise Course Leaders to ensure their course space is a safe environment and to report any OHS issues to their Program Team contact as soon as any issues are noted.

ACTION: Pat from Team Office to create another sign for the toilet at the Tura Beach Centre.

1. Team Officehas lost a few members.

ACTION: Team Office to prepare an ad for new members and a blurb about their ‘mini open day’ and email it to Carole, Terry and Michelle.

ACTION: Team Office to advise Chris on an ongoing basis whether members paying for their membership with cash have been given a receipt.

1. Tura Beach Centre Window

ACTION: Carole will look into the option of a Perspex insert for the Tura Beach Centre window to solve the issues of course lists blocking the natural light.

1. Accommodation
2. U3ASC Tura Beach Centre – Cleaner
3. MyU3A Workshop – Melbourne, Friday 4 October
4. NSW Network Meeting, August 10
5. Thank you, cards,
6. U3A extending membership and courses to Aged Care Facility clients.

- What are the requirements which need to be fulfilled by these facilities?

**Reports:**

**Treasurer’s Report:**

**Other Business:**

* Gazebo (Carolyn)

**Meeting Closed:**

**Future Absences:**