

 **Management Team Meeting Minutes – 30 June 2022**

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

**Present:** Paul Strutynski, Judy Brand, Garry Clear, Roger Harris, Julie Novotny, Merryn Dowling

**Apologies :** Sue O’Loughlin, Carolyn Smith, Sue Fowler

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

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

 **Moved:** Judy **Seconded:** Paul **Carried**

1. **Business arising from previous meeting:**
2. Grants and Submissions Update

Paul reported the submission for funding for the folding door has been submitted.

Garry reported he is finalizing a submission for IMB Community Grants for a Data Projector, given identified need. Computer did not meet funding guidelines. Discussion re current ownership/functionality of equipment. *Julie to check current status*, *Garry to have carriage of submission*. Noted IMB Grant if successful would require an IMB account to be opened and 2 progress reports. Value of grant approximately $4K.

1. Revenue Raising Suggestions

Paul spoke to his paper (previously circulated), noting the financial situation is better than expected, given increase in memberships and income. Liquidity is OK. Impact of increased rental payment to be monitored and financial situation reviewed in 3 months.

In summary:

* Increase membership – supported and ongoing
* Increase usage of TBC – centre is well utilized by U3A, night-time and external options difficult
* Increase Annual Fee – not generally favoured at the moment, possible for the future
* Reduced fees for half year – possible, pending ease of administration
* Early bird offer – possible
* More external publicity – happening, especially through Facebook, and possibly local papers. *Julie is following up*
* Increase in sessional fees and requiring fees from other venues discussed, especially in relation to equity issues. Issues of insurance coverage when courses are in people’s homes was raised. Importance of attendance sheets and incident reports noted. *Program Team to remind course leaders.*
* Surcharge for new starters – not generally favoured
* Course leaders to systematically check that participants are current members. *Program Team to remind course leaders*
* Fund raising and grants – usually not revenue raising as income is offset by specified expenditure. Pursue as appropriate.

1. Bermagui and U3A SC joint arrangements for “one offs”

Negotiations ongoing between Program Team Leaders. Bruce Leaver has a course 22/7 and others including Indigenous Culture, Trojan Wars are in planning, with ukulele and travel sketching also in discussion. Reimbursement for fuel raised – *Sue and Jan Rivers to negotiate as required.*

1. **Treasurer’s Report** (emailed)

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

 **Moved:** Julie  **Seconded:** Garry **Carried**

1. **Brief update from team leaders:**
2. **Program Team**: Paul on behalf of Sue: Sue is pursuing revised Zoom arrangements. There is a string of new one off courses, papercraft is being repeated, legal advocacy cancelled due to lack of interest.

1. **Team Office:** Michele training new volunteers. Paul to follow up moving bookcase so library is near internal door – needs to be screwed to the wall.

**Motion:** Our warmest and most sincere thanks to Marg Nicholl for her contribution, and our very best wishes for her future. **Moved:** Garry **Seconded:** Judy **Carried**

1. **Newsletter Team:** Are putting together procedures for work flow. July 8 planned publication. Michele and Julie rotating publishing, Kaye Separovic taking on editorial role.

OMail data indicates who has received email, not who has opened.

Garry commended the Newsletter Team on the quality of the newsletters.

1. **Publicity:** Julie is promoting the Newsletter and one off courses on Facebook and is preparing an article for Bega newspapers. Discussion about Computer Group not operating , Be Connected - E-Safety, a federal government initiative with funding. Difficulty for U3A accessing/using funds which could be seen to be a conflict of or self-interest.
2. **Other business:**
* Marg Nicholls’ Resignation and support for Team Office

**Motion:**  Thanks to Marg and Michelle for their great job in recruiting volunteers to help replace Marg.

* New MT Membership

**Motion:** To appoint Roger Harris to the casual vacancy created on the Management Committee of the U3A Sapphire Coast by the resignation of Marg Nicoll.

**Moved:**    Garry  **Seconded:**   Julie                       **Carried**

* President’s column

Ideas for courses, general comments about financial situation, requesting feedback

 **Next Meeting: 28th July**

**Future absences:** Julie, Judy, Garry