

Management Team Meeting, 12 July 2018

Meeting Opened: 1:30pm Chaired: Fleur Dwyer (President)

Present: Fleur Dwyer; Carolyn Smith; Chris Bembrick; Kaye Separovic; Barb Perry; Garry Clear; Nan

Anderson

Guest: Carole Thomas (filling in for Sue)

Apologies: Sue O'Loughlin

1. Welcome and opening of meeting: Fleur

➤ Welcome to all

- > Thanks Barb for Assets Register & organising carpet cleaning
 - o Thanks also for organising Rick & Judy to move furniture (Rick goes above and beyond)
 - O Barb has also been sorting out our mailing list and getting it in order. Mailing list was found to have 50% anomalies people who joined U3A before 2015 can be sorted. Fleur has confirmed emails with some members.
- > Carole has newsletter ready to go
- > Carolyn talked about pictures available on website for PowerPoint presentation for birthday celebrations. Terry thinks that they will not be good
- ➤ Apologies to Terry for not keeping website going while she was away please send Terry anything for website prior to her leaving the country again
- Carole is now working with Sue O'Loughlin. First newsletter about to come out.
- Thanks Kaye for taking on the leadership of Program Team

2. Minutes from previous meeting:

- ➤ Chris would like it noted that the Constitution states that the Management Committee is limited to 10 members
 - o Carole is a guest of Sue O'Loughlin not part of the Management Team
- Amendments:
 - Carole guest
 - o Gary Scott-Holland
 - Apologies: Terry

Motion: Minutes from meeting 14 June accepted as true and accurate

Moved: Nan Seconded: Chris CARRIED

3. Business Arising from previous minutes

- a) 21 Birthday Celebrations good to go
 - o Try Booking non-member cost \$15
- b) New Newsletter available for viewing
 - To be distributed to snail mail list
 - Newsletter distribution can be done on Friday's when the office is open
 - Chris to check online registration to delete "online newsletter" option if possible
- c) Badges thanks Terry, Kaye, Carole for your input
 - Garry, Nan & Fleur discussed badges with the Brains Trust liked smaller badge
 - Small badge magnet back with new art \$5.70
 - Large badge \$6

- d) Future's Planning Meeting with John, Sue, Fleur, Carole, Garry, Molly L
 - > Review how things went with trial run at Tura & Tathra. Better at Tura
 - > Future time frame for planning session with other groups
 - 2nd August: Programs Team
 - 22nd July: general members' session
 - 15 August: Brains Trust (library)
- John and Sue suggest that we might like to rather than wait for whole process start trying to implement some suggestions as we go along eg evaluation of course leaders (evaluation specialist team or group) – in context of Course Leader Support & Development
 - this needs to be contextualised (perhaps get Course Leaders to come for afternoon tea on the last Friday of the month 31 August
 - Course leaders might well come to the point of "evaluation" of themselves
 - Nan wasn't certain that an actual statement in regard to this evaluation was made
 - We need to proceed with great caution in regard to this

Motion: Last Friday of the month will be set aside for social gathering of Course Leaders beginning on August 31: 1:30 – 3:15pm

Moved: Carolyn Seconded: Chris CARRIED

Programs Team can personally invite the leaders for whom they are responsible

e) Bega Working Party

- nothing has happened on the Working Party front

Initiatives to be progressed next month – meeting of team (Garry, Sue, Carolyn, Lindy)

- Particularly a gathering in Bega for members in Bega and the surrounds along with the wider community
- f) **Bega Funhouse Birthday Party** 20th July: 11:30-2:30 Carolyn to attend and hand out pamphlets

4. Correspondence:

• Ian Robertson has offered to speak at 21st Birthday on behalf of U3A NSW Network General discussion about this offer and the role of the Network The Brains Trust believe Ian better placed addressing members on another occasion General feeling of meeting is that Ian be invited to speak at the next AGM – Carolyn to send letter to confirm

5. Treasurer's Report: distributed

- a) 3 applications for grants discussed at last meeting were unsuccessful:
 - * IT upgrade Club Grants
 - * Banners Horizon
 - * Card tables Bendigo Bank
- b) We now have a debit card for U3A use
- c) Our budget is based on last year's numbers
 - costs compared with budget currently significantly over budget of \$14,000 as we have spent \$20,000 as we have expended moneys on things such as brochures (Stationery & Printing) \$880 for which were reimbursed
 - auditors over by \$800 as this was not budgeted for last year
 - catering for Seniors' Festival (Grant covered this)
 - assets banners, card tables (unanticipated expense)
 - 2 items rental Bega/Library no budget last year
 - \$6,000 discrepancy
 - \$900 offset no NSW Conference this year
 - one off of \$400
 - \$5,000 net excess but a lot of this is not in the budget

Income (Tura) & library usage January: \$214 down from \$1,600

March – figures down

May - \$2,300 vs \$817 in 2018

Some classes pay one amount at the end of term

d) Value of Assets

We committed to re-valuing assets this year. Chris and Barb have this. Devalue by \$1,1043

e) Grant available in August. Chris now on mailing list.

Motion: Funding for IT upgrade as described in Club Grants application be approved. **Moved:** Barb **Seconded:** Terry **CARRIED**

Motion: That Treasurer's Report be accepted and that the payments listed on the cashbook page be

ratified and paid.

Moved: Chris Seconded: Gary CARRIED

- 6. Other Business
- a) Brains Trust see earlier reports
- b) **Awards** an issue with 5 & 10 year awards. Jenny tried to do this and was accurate from her perspective> The information available was the issue and wasn't all accurate. Fleur has checked with some members who remember that this is an ongoing issue.

This issue of awards is fraught with danger – needs action.

Keep in mind that 5 & 10 year awards – people nominate themselves.

It is better not to have automatic recognition if the information cannot be accurately verified.

More information is being sought

c) Friday Afternoons consider once a term new member welcome

Motion: That new member welcome be held once a term (prospective date 17 August)

Moved: Carolyn Seconded: Barb CARRIED

- d) Health and Wellness
 - Outreach contact with ACT COTA they welcome us to become involved
 - Pambula Community Health Centre also involved

Fleur – email addresses, phone calls might be appropriate

We have members who are undergoing tough times

Nan- there are lots of people who go to Canberra for treatment

Carers' ACT are a support organisation

e) Committee member absences

Terry away 6 – 16 August, then 28 September – 1st November

President	Secretary