**Date:** 12 December, 2019

**Meeting Opened:** 1.35pm **Chaired:** Fleur

**Present:** Fleur Dwyer, Chris Bembrick, Kaye Separovic , Nan Kennedy, Carole Thomas, Carolyn Smith, Garry Clear, Terry Prowse, Margaret Nicoll (Team Office), Sandra Coates (Team Office), Pam Summerell (Team Social), Penelope Murphy, John Mikus, Margaret Brown

**Apologies :**

**Welcome**

Fleur welcomed all, especially John, Penelope and Margaret. Thanked all of the team for their hard work in 2019.

**Minutes from previous meeting:**

Minutes from November 14, meeting approved and accepted as true and accurate.

**Moved:** Nan **Seconded:** Kaye **Carried**

**Business Arising from Previous Meeting**

1. Refurbishment to start from 21 December – tradespeople, contractors for supply etc

- Builder to start 23 December. Timetable on track

- wine glasses taken away

- 12 noon, office to be packed up (Carole and Carolyn to help)

- hamper given to Richie

* In view of recent correspondence from Penelope Murphy about the refurbishment of the Tura Beach Centre, Fleur made the following observations:
* The work of the management team relies heavily on member feedback
* There has been much work done in “breaking down the barriers” that might exist in the minds of members
* We are not a bureaucratic organisation as once was the case – structure now is quite flat
* U3A SC is a particularly unique organization, given the nature of its membership
* The consultation process used was chosen judiciously based on the 4 main forms of consultation
* Fleur always seeks to have as many people as possible involved in anything we do in U3ASC. Our admin team is 10 people strong for that reason. In the case of the refurbishment the team had members from the general membership. All course leaders using the Tura Beach Centre were consulted, along with others not using the centre. Team Office had a large part to play. The ‘Brains Trust’ has had ongoing involvement in the process.
* Planning for refurbishment really commenced well before this MT commenced activity in August 2017
* The bequest from Chris Klassen h been saved over a significant time for the purpose of setting up our courses’ admin centre, wherever it was to be located
* The plan posted in the TBC was probably iteration 10 or more and incorporates many inputs that users and others have provided.
* Fleur noted that Penelope thought that refurbishment was a significant move to change how the TBC space was used and the role it plays in the organization. We hope that it becomes a hub for members to bring their enquiries, meet other members, to renew memberships and enroll in courses.
* Fleur talked about the difficulties that our previous TBC coordinator had when trying to change scheduling in order to be fair and equitable in allocating times for classes and noted the “resistance and intimidatory behaviour” associated with suggestions about change
* Fleur asked Penelope to tell MT what her thoughts were on:
* What she thought was important as to hoe the TBC needs to change
* What were the potential consequences of no change?
* Willingness to share the space with other users, perhaps by rotating spaces around the shire
* Fleur reiterated a conversation with Penelope, about her concerns – which ended after an accusation followed by a clarification…by Penelope stating that ‘if the decision was already made” she (Penelope), “would be happy to go along with it”.
* Penelope had concerns in regard to
* When the contract was signed
* When was the notice put on the board for member comment?
* Members not being given time to say whether they wanted the refurbishment to happen or not
* Fleur asked Penelope what she wanted from this?
* Penelope believed that:
* the refurbishment shouldn’t go ahead as members hadn’t had time to comment nor do we have the numbers using the TBC to justify the refurbishment (14% of membership)
* more time should be committed to consultation
* accessibility to bathroom was a waste of time
* amount of money being spent was colossal’
* plans were not conducive to member movement within the building – particularly those with mobility issues
* Fleur asked Penelope what would happen if she didn’t get what she wanted: Penelope replied that she would, “Go home, watch TV and have a cuppa – the money was too much.”
* In response to Fleur’s question re how to change TBC.

Penelope indicated that:

* The large room shouldn’t be made into small rooms
* The TBC should be left as one large space
* The kitchen space should be opened out as people come to courses to meet other people

Further:

* Little money needs to be spent if we got rid of the bench, air conditioner, put on a bit of paint and improved the lighting (especially adjacent to kitchen

 General discussion:

* Lights are to be replaced – extra fittings to put in where there are no lights
* Benches and counters are being removed to make the space wider
* The room is about 15 square metres
* The bathroom/toilet will be made “ambulatory” in order for members with mobility issues to access it more easily
* Privacy screens
* Number of people in the kitchen (congregation of people over a cuppa)
* Groups which access other facilities do not have a congregation area
* Last person who did the bookings had so many issues with class leaders that it is difficult to get anyone to do this job. Perhaps it might be something Penelope would consider?
* Penelope’s discussion with Carole and Fleur re “some” people being unhappy
* Term 3: only 7.9% 0f members used TBC
* Penelope asked that it be noted that, she takes records of her conversations and believes that Fleur has been antagonistic
* Fleur on behalf of the MT: stated that the MT was concerned for the “better good” and asked that thinking should be about the “greater whole”
* Carole/Fleur: Can’t change the decision, as contracts have been issued
* Penelope: Proceed if this is a ‘fait accompli’
* Margaret: Team Office has been consulted over a long period of time and consulted quite a bit and are very excited about the changes to be made – they have been involved in measuring out space, position of desk, accessibility issues
* Sandy: from a new person’s perspective – there has been lots of support, professional people and lots of consultation
* Team leaders have drawn on people with a broad understanding of our clientele
* MT has conferred with the Brains Trust, course leaders, program team
* John: only came as a supporter, he believes that:
* He was not consulted
* saw no plan
* his class of 25 would not fit in the space
* he now knows why he was asked to come to the meeting to support Penelope
* there are two form of consultation (people who are consulted and people who think that they are consulted
* no team leader with whom he has talked, were happy with the plan (5)
* the process has been a bit disingenuous
* the process could have been better handled prior to decisions being made
* there was no point in Penelope attending this meeting
* spending is in excess of 4 years of membership fees
* the consultation of the magnitude described, did not take place
* Fleur:
* Has a record of talks with all course leaders and believes that 9 out of 50 is not representative of the thoughts of the membership
* When considering types of consultation – chose process which had integrity and could be used judiciously
* Is not comfortable with John’s disappointment
* Spoke with the new leader of Taboo Topics, who is open to ensuring as discussion as possible and thought that circles could be used
* Our organisation is changing with younger members
* Has observed that sometimes space constrains us e.g. St Clements: there is a group of 4 who uses the whole of the TBC, while 25 members use the annexe at St Clements
* States that our members are scattered all around the shire in inappropriate areas for learning and in places where there is no facility for a cup of tea
* The TBC is often unavailable
* John: would have made it clear that his group wouldn’t fit in the TBC if he’s had the opportunity and argued that he hadn’t seen a floor plan and that the “strawman argument” didn’t fit
* Fleur: Plan at the time of discussion was unavailable
* Margaret B:
* Supports Penelope.
* Doesn’t remember being consulted
* Has been overseas and hasn’t been notified
* Is not comfortable with spending the money this will cost, without wider consultation. with more membership.
* Believes that there will be problems with advertising courses
* Feels that there will be issues with the soundproof petition – suggests that we need to think carefully about the type of group we put together
* Discussion about using the TBC as a meeting place on Friday afternoons with Team Office
* John: That’s a nice thing – really missed a nice description of how we could promote the social aspects of this
* Fleur**:**
* has been happy to contact people who have had concerns about anything to do with U3A SC – immediately rang Penelope
* has spoken to probably hundreds of people about what we are up to and has welcomed anyone who has wanted to be involved
* Penelope has been invited to attend the MT meetings
* John: Not too late to change. What is the why of this?
1. Christmas Party: 123 people attended. Good time had by all.
* Entertainment issue
* Money worked ok
1. Lease changes: there are couple of changes which need to be made:
* GST
* Our liability for cost of registration and owners’ legal fees
1. Grants – Community Underwriting for $5,000 unsuccessful – they seem to be working through a list – Bill Dejong
* $5,000 grant “Responsible Gambling” – precluded because our work had started. There are three rounds – March 2020 is the second round
1. . Tura Beach Centre Bookings – Groups still loathe to change
2. Booking System: Terry and Kaye hope to replicate the booking system used by the library. Perhaps a PT member can assist with this.
3. Logo: Our own logo can be used on signage, not necessary to use the old style logo

**Treasurer’s Report:**

* 319 of 577 members have renewed. Thank you to Margaret and TO for assisting with the renewal process.
* Lots of people have authority and access to MyU3A. PT – each team member will be responsible for the roll over of courses.

**Motion:** That payments listed in cashbook and bank reconciliation are approved and accepted

**Moved:** Terry **Seconded:** Carolyn **Carried**

**Program Team Report: Kaye**

* Team worked well this year
* New members were introduced with a buddy system
* Sue and Kaye brainstormed re training
* Course Leaders – Run MyU3A familiarisation course at the beginning of term and/or before they become course leaders
* Good job – Kaye (MT)
* How do we find new course leaders? One leader leaves – course goes on. Teams approach to course leading is an idea – could be used as much as possible

**Team Office Report: Marg N**

* 10 members
* Great working groups
* Digitising attendance records
* Organise tags and keys for TBC
* Have access to own area of website – rosters etc
* Thank you to TO members and all who helped with “learning the ropes”
* Special thanks to Fleur and Chris

**Tech Team Report: Terry**

* Terry will maintain web page
* Requests that people send things for inclusion in web page
* Please see if you can get more volunteers to help with page. Terry needs more help assistance. HELP!!

Garry spoke about the role of Team Office and that people don’t realise the workload that this team carries.

**Team Social: Pam**

* This team will have to fold if we don’t get more members
* Fleur will get some – otherwise it will fold

**Other Business:**

* **Phone in TBC**

**Options:**

* Splash installation + dish + modem = $180 installation + $50 for 100gb
* Southern Phone
* Optus Fixed Wireless
* NBN
* Wireless is the only way forward
* Terry will call and negotiate a deal and follow up
* We have somebody to take the plug out of the counter and lay against the wall
* **Christmas Party at Kaye’s:** details to be emailed
* **Constitution: Garry**
* A change in Constitution is required to allow people to stay in positions for more than the 3-year term ie 3 years with an option of renewing
* This might be possible by getting rid of the clause all together
* Garry will investigate this
* **2020 – Year of the Course Leader –** suggestion for theme for next year (Fleur)

Meeting Closed: 4pm

Next meeting: 2nd week January – Gary to chair

AGM February