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U3ASC MANAGEMENT TEAM MEETING MINUTES

**Date: November 8 2018**

**Present:** Fleur Dwyer (President), Garry Clear (VP), Chris Bembrick (Treasurer), Nan Kennedy (Wellbeing), Barb Perry (Resources), Kaye Separovic (Programs), Terry Prowse (Technology), Jacqui Goodman, Carole Thomas, Cherie Glanville (Minutes).

Sue Mikus & John Mikus (for the Futures Planning section of the meeting)

**Apologies**: Carolyn Smith (Secretary), Sue O’Loughlin (Publicity)

**Meeting open: 1.40pm Chaired: Fleur Dwyer**

Fleur welcomed the team and welcomed Jacqui and Carole as guests to the meeting; advising that Sue and John Mikus would be attending later in the session. Fleur showed everyone the U3A article in the Merimbula Weekly written by Carole and thanked her for her efforts.

Minutes of previous meeting held on 11 October 2018 were passed.

**BUSINESS ARISING**

# Accommodation and BVSC

As per Anne Cleverley, a Capital Works grant is not available to U3ASC for the Library space, as a required DA has not been completed yet. Anne had no further updates for us and is now on leave.

Lucas Scarpine, Consultant with Kategic, will address the next Grants’ Group meeting in the next couple of weeks to inform members of the group of potential for funding.

**Non-Member Participation in USASC Courses**

# Michael Quinlin’s non-member tried to join online but was unsuccessful due to technical difficulties. Issue raised regarding a different U3A online organization. That organization has had two of our prospective members join them in error.

Barb and Kaye have communicated the Non-Member Policy last discussed at the last meeting to Course Leaders. To date there has been no response.

# Insurance Info Update

# Garry contacted the Brains’ Trust regarding insurance at Course Leaders’ homes. An example was given of a member suing a course leader for an accident in the home. The roll later showed that the litigating member was not present on the specified date. This proved the value of good roll keeping.

ACTION: Chris to contact our NSW insurer regarding private home cover.

# Jacqui confirmed that the U3A Cleaner has her own insurance.

Issue was raised regarding duty of care for the walking group who meet outdoors.

ACTION: Kaye to contact Walking Group leader to determine whether they have 1/ first aid training, 2/ first aid kit and 3/ snake & spider bite kit.

ACTION: Kaye’s team to look into First Aid Training for all Course Leaders and determine costs as they would be covered by U3ASC.

# Christmas Planning Group

# Costs for hall hire are still to be advised by BVSC in response to application for use. Maximum cost is $184.

Currently there are 25 confirmations for the Christmas Party. It cannot go ahead unless there are 100 confirmations. Possible issues with emailed newsletters not getting sent to everyone. There are Christmas Party posters up in the Centre.

ACTION: Carole to make up another poster to accompany the newsletters.

**Resources**

# Barb sent an email to Course Leaders regarding care of equipment at the Centre. Anecdotally leaders are filling but not using the urn. This leads to wasted water and electricity and potential OH & S issues with people having to empty a heavy urn full of hot water. One option is to remove the urn from the Centre and purchase another kettle.

ACTION: Barb to confer with Course Leaders and take appropriate action.

# Nametag Distribution

Fleur advised plastic holders aren’t available yet however the printed nametags are now available for pick up from the Centre every Friday.

**New Member Welcome**

Team clarified that rather than having a one off welcome function, new members will always be welcomed at the Centre on Fridays when they pick up their nametag. Agreement was further made to make it clearer that Friday afternoons are a social opportunity for all members.

**Agreed 2018/19 Calendar dates amendments**

22 January – Tura/Merimbula Registration Day. 10am – 1pm

23 January – Bega Registration Day, recommend Bega Working Group, 2hrs

25 January - Eden Registration Day recommend Bega Working Group, 2hrs

24 January - Course Leader Training Day between 10-12pm (especially for New CLs).

13 Feb – 24 Feb – Seniors’ Festival

8 March - AGM

**Registration Day arrangements**

Invitations have been sent to members outlined in last minutes to assist.

**USASC Office staffing**

Members of the Management Team and Programs Team have volunteered to man the Centre on Friday afternoons as per the following roster:

Kaye Separovic and Barb Perry  - every week until the end of this year

Nan Kennedy – 1st week of the month

Fleur Dwyer – Week 2

Robbie West – Week 3

Jacqui Goodman – Week 4

Garry Clear - Week 5 and as available.

Member volunteers:

Michelle Patten - Week 4

A call is going out in the November newsletter for more Member volunteers to join this roster.

**Bega Working Party**

The Bega Working Party at the Old Bega Hospital Fair didn’t happen due to absences.

**REPORTS**

**Treasurer’s Report**

Chris reminded the team that a single month’s figures should never be looked at without considering annual averages.

Treasurer’s report adopted and payments listed authorized.

Chris has put in a grant request for IT items. This was done separately to the Grants team, because the deadline passes before the next Grants team meeting.

There’s a Seniors Festival Grant deadline in less than a week.

ACTION: Management team to gather ideas for the Seniors Festival and submit them to Chris within the next few days.

**Futures’ Planning**

Sue Mikus & John Mikus attended the meeting to present their Futures Planning report and recommendations. Fleur thanked them for their wisdom, expertise, knowledge and efforts.

Participant feedback identified an overwhelming sense that U3ASC is headed in the right direction and that the issues that occurred last year will not be repeated with the current committee.

The team raised a concern that the participants surveyed were not a truly representative section of the full membership base. John advised that 25% of members were surveyed and that a good portion of those who responded were members who are not usually outspoken. John was confident that the cross section of members surveyed was very diverse.

The majority of those surveyed also agreed upon the set of core values suggested for U3ASC in the research.

John and Sue suggested that Aims in Attachment 4 of the report could be a starting point for determining a set of U3ASC Objectives. They made the point that there needs to be a specific objective that shows the co-relation between learning and fun. Suggestion made that a communication strategy should also be aligned with the yet-to-be-determined Objectives.

It was noted that it is difficult to enforce volunteers to behave in particular ways or undertake specific tasks.

Suzanne Simon has offered to lead a team to identify a different way to look at Curriculum development that could be tied to values and objectives. John and Chris support that suggestion.

Opportunity noted to share more with members relating to a potentially larger number of social opportunities for U3A members.

John and Sue were once again thanked for their many hours and efforts.

Management team will discuss the report and its findings in more depth at future meetings and determine a resulting course of action.

**OTHER BUSINESS**

**Visit from U3A Shoalhaven**

Fleur extended an invite to the management team to meet the Shoalhaven team at the Dolphin Room, Club Sapphire on 15/11/19.

**MT Members 2019**

ACTION: Fleur needs to know before the next Management meeting if current management team members will be standing for next year.

**Access Levels to MyU3A**

Rollover to next year’s information on U3A has been completed.

**Next Meeting of MTM on December 13**

Agreement made for the last meeting of the year to be a working meeting at Club Sapphire. Items for that meeting to include an overview of the website and a proposed change to the constitution regarding an increase to the number of Management Team members.

**MEETING CLOSED: 3.38pm**