**U3ASC MANAGEMENT TEAM MEETING MINUTES**

**Date:** December 13, 2018

**Meeting open:** 1.45pm **Chaired:** Fleur Dwyer

**Present:** Fleur Dwyer (President), Garry Clear (VP), Chris Bembrick (Treasurer), Nan Kennedy (Wellbeing), Barb Perry (Resources), Kaye Separovic (Programs), Terry Prowse (Technology), Carole Thomas (Newsletter), Sue O’Loughlin (Publicity), Cherie Glanville (Minutes)

**Apologies**: Carolyn Smith (Secretary)

Fleur welcomed everyone to the final meeting for 2018 and thanked them for all their time and efforts throughout the year. She reinforced the need for people to put their health and their families first and asked that people consider these before committing to future terms on the committee.

**Previous Minutes**

A correction was noted for minutes of the previous meeting held on 8 November 2018. On Page 1 of those minutes please let it stand that Garry contacted the Canberra U3A – not the Brains Trust. The minutes were passed after that correction was noted.

**BUSINESS ARISING**

Public Liability and Duty of Care

After liaising with Ian Robertston, President of the NSW U3A network, and hearing his recommendations regarding public liability, the U3ASC Management Team strongly recommend that anyone running a course in their own home have public liability insurance. This recommendation comes in the event that a participant is injured on their premises during a course. Leaders should check their Household Insurance to determine if it includes Public Liability cover. If it does not, those Course Leaders should consider taking out their own cover. Another alternative would be to opt out of using their homes for courses. The Management Team is looking into alternate venues.

It is the Course Leader’s responsibility to ensure that all members are aware of any potential risks that may occur during their course. Leaders could get members to sign waiver forms, however it was noted that while this is a good way to make everyone aware of the risks, the forms themselves will not prevent legal action being pursued.

Barb will purchase a current snake bite kit for the Walkers Group. It will be the Course Leaders’ responsibility to ensure that the leader on any given day carries the kit with them. Walkers in the group need to be advised that it’s in their best interest to carry their own snake kit. *Note: the latest kits include new snake bite bandages. Elastic bandages are no longer considered appropriate.*

Action Item: Kaye to advise Course Leaders of the Public Liability issues.

Action Item: Sue to update the Course Leader Manual with Public Liability information.

Action Item: Barb to purchase a current snake bite kit that details the latest snake bite treatment.

Christmas Party

Thank-you to all those who contributed. A full overview of the event had been communicated to the team prior to the meeting.

**REPORTS**

Treasurer’s Report

There have been a number of larger purchases and an audit this year. These costs contribute to the current cash flow situation. The team was content with these explanations. More monies from renewed memberships are expected to come in and this will boost the account. The report was passed and endorsed.

Chris made a request to be recompensed for new printer cartridges after printing off the large numbers of receipts for people aren’t online. Payment was approved.

Action Item: Carole and/or Fleur – Please include a reminder in the body text of the next few newsletters reminding people to renew their membership.

**OTHER BUSINESS**

Website Review

Terry is doing a full review of the website. She took the team through the pages were getting the most views and identified pages that will be removed because they are either outdated or not being used. Overall it was noted that neither the website nor the Facebook page are receiving much traffic.

Terry advised that she needs to have a back-up person trained so they can update the website in her absence. It was noted that candidates need to have a keen interest in digital technology and the necessary time to commit. She asked the team to provide recommendations.

Action Item: Terry to replace any references to the phrase Tutor on the website and replace them with the phrase Course Leader (except in MyU3A where it cannot be changed).

Action Item: Sue to perform the same actions as Terry with the Course Leader’s Manual and include them in the latest update.

Action Item: Carole/Fleur/Sue to create a competition to promote the website and the Facebook page in the January newsletter.

Action Item: Terry to create regular submissions for the newsletter based on the different information that people can find on the website and on the Facebook page.

Action item complete: Cherie and Terry solved the issue of the ‘vanishing hover’.

Futures Plan Report and Recommendations

Much conversation was had regarding the Futures Plan report, its recommendations and possible uses for the work, however no agreements were made regarding practical implementation. The team agreed that the next step will be to pursue the notion of a personality for U3ASC with Terry’s Y concept in the New Year. It is important to the team that the report is given the full attention it deserves.

Action item complete: Terry sent the team her Y document.

Surplus Course Funds At Years End

Identifying appropriate uses for surplus course funds by Course Leaders is currently under consideration. Chris advised that until a policy is put in place, Course Leaders should ask their course participants how they would collectively like the funds used and act accordingly.

Accommodation

Garry and Fleur met with Richie McNeil, architect of the new Tura village currently under development next to the Garden Centre. Richie will be lodging a DA for a community centre within that village early next year. If approved, the new community centre is unlikely to be finished until 2020 but it provides an option for a dedicated U3ASC space of 250 square metres (as opposed to the current 90 square metres).No costings are available as yet.

Round The Table Yearly Overview.

Each member of the team gave a brief overview of their work throughout the year and was thanked individually for their efforts.

Sue is updating the Course Leader manual. She introduced the monthly radio interviews with Course Leaders with great success and is looking for more people to be interviewed next year.

Barb has enjoyed this year. She has improved U3ASC’s resources so much that she may have made that position redundant! Barb is looking forward to a lighter load next year.

Chris is able to continue in his finance role next year, for which the team is very grateful.

Carole has made invaluable contributions with the newsletter this year. The team is keen to continue making good use of her talents.

Nan provided research, political correspondence, work on the Grants Group and well received wellbeing contributions. She has three people lined up to help out next year.

In addition to his much appreciated work as Vice President, Garry worked on the Futures Plan, Bega Working Party and Accommodation Project this year.

Fleur has appreciated discovering the numerous talents of the management team this year and learning more about the diverse group that comprises U3ASC. She advised that the Management Team will need a new secretary next year. Among other things the role of the secretary includes; taking care of the correspondence, sourcing consistently available meeting rooms, responsibility for the mobile phone, the AGM and keeping archives and records.

Cherie has greatly enjoyed coming on board to take the minutes for these meetings and is happy to continue doing so next year. She will also take minutes at the AGM.

Next Meeting

The next meeting will be held on the first Thursday of February.

Meeting closed 4.10pm

Items not discussed that need to be included at the next meeting:

* Computer purchase for Tura Centre to be used by office volunteers, enrolling members and course enrolments online (Kay)
* Yarn Bombing – Merimbula