**Date:** 12 September, 2019 **Venue:** Tasman Room, Club Sapphire

**Meeting:** 1:30 **Chair:** Fleur

**Present:**

**Apologies :** Terry,Garry

**Welcome:**

1. **Business Arising from Previous Meeting:**

* Barb’s resignation - implications
* Editable sign on attendance sheet for class leaders is now available – Barb to forward a copy to Terry for inclusion in website (?)
* Course leaders to be asked to vac and make sure that the Tura Centre is kept tidy and bins emptied when they need to be emptied – issues with cleaning to be addressed to Barb who will take responsibility for the cleaning
* Note: (Fleur) a reminder to be put into newsletter to remind last class of the day to check for tidiness and empty bins
* Melbourne Workshop Query re back up of U3A information by Terry and Carolyn (affirmed)
* U3A Network NSW – meeting at Batemans Bay
* Stamped envelopes are available and are in filing cabinet – Marg to move stamps, business cards and thank you cards to filing cabinet. Envelopes to have a note on them to explain

Use

* Aged care facility clients – other business
* Gazebo - Carolyn

**Treasurer’s Report (circulated)**

Future Absences: Terry -10 September to 16 October, Garry – 2 months

**Other Business:**

**Meeting Closed:**

**Future Absences:**