



Shared Learning

## Minutes Management Team Meeting, Thursday, August 23, 2018

**Meeting open:** 1.30pm **Chaired:** Garry Clear

**Present:** Garry Clear(VP), Terry Prowse(Technology), Kaye Separovic(Programs'), Chris Bembrick(Treasurer), Nan Kennedy(Wellbeing), Sue O'Loughlin(Publicity), Fleur Dwyer(President)

**Apologies:** Barb Perry(Resources); Carolyn Smith(Secretary)

### 1. Welcome and Formal opening of Meeting

Action: Fleur to discuss with Secretary the role of taking Minutes with proposal for changed action.

### 2. Minutes of previous Meeting: 12 July 2018

Amend the following:

Terry Prowse(Technology) present

Management Team 9 members not 10

Financials, Amount \$1600 to \$530. Also, in Financials, value of assets devalue by \$1403

Correct quoted cost of large and small badges.

In Business Arising: Amend to read: 'New members will not have the option of mail or email. Action: Chris Bembrick to amend options for receipt of mail.

Some discussion of FP and course leaders reaction, amend to proceed with caution.

**With the above stated amendments the Minutes are duly passed and are to be re-sent to all Management Team members.**

### 3. Business arising:

a. **21st Birthday Celebrations review.** Written feedback, as attached, was positive. Oral feedback has been largely positive and members were appreciative of the event. Rosie Young, speaker, was approved, music by Lee and Paul Daynes was acclaimed and members enjoyed the opportunity for having a chat. Some discussion about the quantity/quality of Afternoon Tea in relation to the cost of \$14.50.

b. **Badge** (image examples, of both large & small as separate email. Thanks to Carole Thomas). Further discussion took place about the preferred options of the (approx) 200 members who were surveyed. The smaller badge size is preferred by both sample of members and the Brains' Trust. The cost of new hard badges was reviewed in the context of our current financial position and the potential costs which could be incurred with new accommodation arrangements. It was agreed not to proceed with purchase. The Management Team recommended printed badges with our new image and appropriate formatting for easy reading of names. Further, that members be offered a plastic holder with pin and clip combo, rather than magnet.

Motion moved & carried. **The existing badge be revamped, printed and distributed to all members with plastic cardholder**

Motion put and carried. **The design (of Terry Prowse), featured on the banner, be used for the new badges.**

Action: Fleur to inform Brains' Trust of the decision of the Management Team

Action: Fleur to order new badges for all members.

Action: Terry to provide original design to the Carbon Copy Printers, Pambula

c. **Awards.** After lengthy discussion, the Management Team agreed that the current U3ASC Award System reliance on database and anecdotal records was inadequate in providing accurate information about volunteer's contribution and years of service. The inherent subjectivity in the current system was of considerable concern to the Team and did not reflect the spirit of U3ASC volunteering. The team believes that Awards create division in the membership and do not adequately acknowledge the contribution of volunteers equitably. It was noted that it has been 3 years since any of the four types of awards have been allocated.

It is recommended no further new names will be added to the honour role. Furthermore, that no other Awards be given. The current members who are in receipt of an Honour Award will continue to receive the benefits associated with that award.

It was agreed that all Course Leaders receive appropriate acknowledgement regularly and particularly at the AGM.

Motion moved and carried: **The U3ASC Award Program be discontinued. Though existing life members will continue to be honoured for their contribution, no further awards will be made.**

Action: Terry to remove Awards from the website.

Action: Kaye to pen a statement explaining U3ASC position on the subject of Awards. This statement will be published in the Policies' document.

d. **Accommodation.** (Commercial in Confidence)

Four options outlined:

1. Renew Lease for Tura Beach Centre and renovate the interior. Costs could be ameliorated through State & Federal Grant monies.
2. BVSC space under the Tura Library. This space is large enough for Office, Kitchen and 2 course areas for use, concurrently.
  - a. Negotiate with BVSC a 'take or leave' offer of \$8 000/annum for Tenancy for reasonable Lease period with associated options. BVSC to take total financial responsibility for the renewal of the allocated space, estimated at \$80 000
  - b. Negotiate with BVSC to contribute to the renewal of space under Library, estimated at less than \$80 000, for realistically reduced rent and for other preferred lease conditions. This relies on successful application for Grant Monies from various NSW State & Federal sources.
3. Merimbula Commercial Property (Robert Green Developments). An offer of reduced rent on a suitable space, for an initial period, has been made to U3ASC. However, this would only apply for 2-3 years, with a reassessment of rent at market value thereafter. The spaces are congenial for 2 courses to be run concurrently.

However, over time, U3ASC could face considerable financial pressure.

4. U3ASC have no permanent residence. Existing venues across the Shire, including church buildings & halls, be used to conduct all courses

As a result of discussion, it was agreed to cease any further negotiations with BVSC. Option 3 was rejected on several counts, including difficulty with parking and long term cost. The conversation continued around Option 1 and the renewal of a long term lease at Tura Beach Centre. It was proposed the lessor could share costs of a new tenancy agreement. No further action was suggested in relation to this discussion.

Motion moved and carried: **U3ASC to withdraw from further discussion for accommodation with BVSC. Withdraw from discussion with Council about the area under the Library.**

Action: Fleur to notify Robert Green of U3ASC's inability to proceed.

Action: Fleur & Garry to meet with Gary Scott Holland of BVSC to inform him of the Management Team decision

**e. Futures' Planning** topic: Evaluation. The Programs' Team have discussed the matter of Evaluation at some length.

Relevant questions posed included: What is the purpose of the evaluation/feedback? What will the information be used for? How will the information help U3ASC? What effect will an evaluation process have on the Course Leaders?

**f. Course Leaders' Afternoon Tea:** 10 Course Leaders have indicated they will be attending

**g. Bega Working Party:** Spring Fair at Old Bega Hospital coming up soon.

**4. Correspondence:** no correspondence was available

**5. Reports: Treasurer's Report**

Attention was drawn to the cost of electricity at the Tura Centre.

Motion moved and carried. **Treasurer's report is approved and accepted**

Motion moved and carried **Payments made in July are ratified.**

Action: Chris to research reduced electricity rates with different providers.

**6. Other Business**

**a. Christmas Event** 2016 Tathra Club Party was mentioned as good event, offering diverse and fun activities. Affordable catering to be investigated. Margaret Evans to be approached as organiser for 2018 Christmas Party asap.

Action: Kaye to ask Margaret to head an organising group of volunteers for the Christmas 2018 party.

Action: Fleur to seek volunteers through U3ASC Newsletter advertisement

**b. Newsletter Review**

Action: Printer of the Newsletter needs to ensure 5 copies printed for each Library Bega, Eden & Tura for distribution. Sue to distribute to Eden & Bega.

**c. Technology,** Tech Tips will be a new feature of the Newsletter.

**Future Committee Member Absences:** Sue - September; Terry- October

Secretary:

President: