MANAGEMENT TEAM MEETING MINUTES

Date: 11 October 2018

Meeting open: 1.36pm Chaired: Fleur Dwyer

Present: Fleur Dwyer (President), Garry Clear (VP), Chris Bembrick (Treasurer), Nan Kennedy (Wellbeing), Barb Perry (Resources), Cherie Glanville (Minutes)

Apologies: Kaye Separovic (Programs), Terry Prowse (Technology), Sue O’Loughlin (Publicity), Carolyn Smith(Secretary)

1. Fleur welcomed everyone & thanked them for their work. Numerous absences from this meeting reinforced the value of building teams to ensure there is always someone available to substitute for the leader of the team if and when they are unavailable.
2. Minutes of previous meeting held on 12 September 2018 were passed.
3. Business Arising:
* Accommodation and BVSC

Fleur has been contacted by John Beever of the Grants group and Anne Cleverley, Community Resources, BBSC. No further progress made.

* Non Member participation in USASC Courses

Fleur contacted nine other NSW U3As to determine how they handle these issues. They all kept a roll. They’d only had a total of six NM experiences.

Action: Barb to contact Michael to remind him re the Non-Member policy.

Action: Kaye to send reminder to course leaders re Non-Members.

* Insurance Info Update

Chris advised that U3A’s Insurance Company is not new, but they have a new name; Australian Insurance (underwritten by CGU).

It was noted that the insurance company could insist that the four recommendations outlined in the minutes from 13 September 2018 be upheld (item 6/Public Liability Insurance).

Management Team have decided to research the afore mentioned recommendations more thoroughly before deciding on a course of action that U3ASC will follow.

All contractors are meant to have public liability insurance. Issue raised regarding cleaners not having their own public liability insurance.

Action: Fleur to ask Brains Trust re past experiences with insurance.

Action: Fleur to liaise with the cleaner about her obtaining her own public liability insurance.

* Grants Group

John Beever, Bill de Jong, Chris B, Garry C, Nan K and Fleur Dwyer met for first time on Wednesday 10/10. They will report after their November meeting.

* Christmas Planning Group

Venues, entertainment and caterers all reviewed. The entertainment needs to allow for the U3A profile group of 50 – 90 year olds.

Suggestion: Venue: Wolumla Hall, Caterers: Cheeky Mango traditional lunch $25pp and a range of entertainment, including Dancing Dogs, U3A Singing Group, Carpet Bowls and other activities.

Team agreed that U3A will subsidise all members 50% of the total cost.

Action: Fleur to get back to the Management Team regarding costs.

* Resources

New Dyson vac purchased.

New Apple TV now in situ at the Tura Beach centre for Course Leaders to use during their sessions.

Procedural Change: From this point on, new resources will be expensed at the time of the purchase and therefore not included on the Balance Sheet.

Action: Barb to email course leaders about appropriate use and care of new vac.

1. Reports: Treasurer's Report (Chris)

Current balance approximately $54.5k.

Agreed that the cleaner does not need to come in during the holidays except for the week after the last class of that term. In the New Year the cleaner will start a fortnight after the first class.

1. Other Business:
* Name tag distribution

It will cost $500 to get them all posted out so the preferred option is to keep the new cards for registration day so that members can collect them then

* New Member welcome

Agreed solution: the welcome letter of welcome will include their badge and an invitation to visit the office for a Friday cuppa and a chat.

* Agreed 2018/19 Calendar dates

21 January – Tura/Merimbula Registration Day. 10am – 1pm (lunch provided for team)

22 January – Bega Registration Day (2 hours)

24 January - Eden Registration Day (2 hours)

23 January - Course Leader Training Day

8 March - AGM

* USASC Office staffing

Action: Barb to coordinate a committee/management member roster for Friday office staffing.

Action: Fleur to coordinate volunteers for the roster.

* Futures planning

Input received from approximately 70 members. Overall they and others who met at the various consultations are reasonably happy with the way things are going. Garry’s team has held Futures Planning workshops. His team is hoping to produce a list of action items to forward to the Management team for consideration. The team is also considering running a survey to assess further interest.

* Bega Working Party

Subject to Sue’s availability, the group is having a stall at the Raising the Roof Fair. They’ll hand out a questionnaire to gauge course interest in the area.

OTHER ISSUES RAISED

* Registration Day arrangements – 6 or 7 enrollers/renewals needed. Last year it was Robbie W, Kym M, Barb Perry, Garry C, Regina and Chris B.

Action: Fleur to invite Robbie West, Kym M and Regina K to assist on Registration Day.

Meeting closed: 3.40pm