



Minutes for Management Team Meeting Thursday, 12 July commencing at 1.30pm

Meeting Opened: 1:30pm **Chaired:** Fleur Dwyer (President)

Present: Fleur Dwyer; Carolyn Smith; Chris Bembrick; Kaye Separovic; Barb Perry; Garry Clear; Nan Anderson; Terry Prowse

Guest: Carole Thomas (Publicity)

Apologies: Sue O'Loughlin

1. Welcome and opening of meeting: Fleur

Welcome to all

Thanks to Barb P for compiling and renewing the U3ASC Assets Register & recently organising carpet cleaning. Also, appreciation to member volunteers, Rick & Judy, for moving furniture in & out of the Tura Centre to facilitate cleaning.

Further thanks expressed to Barb P for helping with the upgrade of member email and snail mail lists

Thanks to new Publicity Team member, Carole Thomas, for preparing the newsletter.

Apologies from those with website responsibilities who did not keep it up to date whilst Terry was absent. New material for website needs to be submitted for inclusion by Terry immediately.

Thanks to Kaye for her leadership of the Programs' Team

2. Minutes from Previous Meeting, 14/6/2018

As the Management Team may only have 9 members, we welcome Carole as a guest from the Publicity Team. Her key responsibility is the monthly Newsletter.

Amendments:

It is noted Carole Thomas is a visiting guest to the Management Team meetings.

Correction to BVSC Manager of community & cultural resources: Gary Scott-Holland

Motion: Minutes from meeting 14 June accepted as true and accurate

Moved: Nan Seconded: Chris CARRIED

3. Business Arising from Previous Minutes

- . a) **21 Birthday Celebrations** – It is noted that some pics made into slides may not be high quality, however, they will be shown throughout the event.

Action: Fleur to request Kym to amend Trybooking to include – non-member cost - \$15

- . b) New Newsletter snail mail distribution out of the Office on second Friday of the month

Action: MTers at Friday Office to assist with distribution of Newsletter to members who use snail mail only.

Action: Chris to organise amendment of the mail/email option in the database

- . c) **Badges** - thanks to all MTers for input on Badge options.

Brains' Trust reviewed badge options with preference for the smaller size.

Costs: which include new art work:

- Small badge – magnet \$5.70 +GST

pin \$4.50 + GST

- Large badge - magnet \$5.40 + GST

pin \$4.00 + GST

Action: Fleur to take random poll of member opinion of proposed Badges

d) **Future's Planning** – FPers lately met and reviewed the success of trialling processes with TT in both Tathra and Tura. Discussion was had around the differences in member responses to the trial. Future meetings planned for the following dates:

- 2 August: Programs Team
- 22 July: general members' session
- 15 August: Brains Trust

It was suggested that implementation of the some suggestions which have already been proffered. One topic could be the evaluation of Course Leaders, within the context of Course Leader support and development. This was discussed by the MT and concern was expressed to consider all the issues in relation to evaluation and the Principles of U3ASC very carefully. Furthermore, it was recommended that both the Programs' Team and the CLs, themselves, be involved in any further discussion of the topic of evaluation.

To initiate the future development of Course Leaders, it is, firstly, proposed to grow the quality of the relationship with current CLs. For this end it was proposed CLs be invited to an afternoon tea the last Friday, of each month, commencing August 31 @ 1.30pm.

Motion: Last Friday of each month CL meeting and social gathering held, commencing at 1.30pm. Seconded and Carried.

Action: Kaye to prepare invitation for 'CL Contacts' in Program Team to send to all CLs for Friday, 31 August @ 1.30pm.

Action: Kaye to initiate discussion of the topic of 'evaluation and feedback' with Programs' Team

Action: Fleur to invite Brains' Trust to FP meeting on 15 August.

Action: Fleur to invite Sue Mikus to Advertise general members' FP sessions in the next Newsletter.

e) **Bega Working Party-** there has been no recent activity.

Action: Garry and BWP to invite U3ASC members in Bega & surrounds for discussion on how to proceed with the Bega initiative

Action: Carolyn to attend Bega Funhouse Birthday Party, 20 July, 11.30am -2.30pm to promote U3ASC and to hand out pamphlets

4. Correspondence: discussed.

Ian Robertson's offer to speak at 21st Birthday on behalf of U3A NSW Network was discussed by MT. BT has suggested a more appropriate time for Ian to speak is 2019 AGM. Given our understanding of the general role of the U3A NSW Network this suggestion was endorsed.

Action: Carolyn to respond to Ian's letter.

5. Treasurer's Report: distributed.

a. Treasurer informed MT that the 3 applications for grants discussed at last meeting were unsuccessful:

- * IT upgrade – Club Grants
- * Banners – Horizon
- * Card tables – Bendigo Bank

b. A U3ASC debit card, in the name of the Treasurer, is now available for online use, e.g. subscription fees for website, mobile phone fees etc.

c. Treasurer explained aspects of the current financial report, particularly:

over budget costs for Stationary & Printing, particularly costs for brochures were offset by income from Grant received. Expenditure for Seniors' Week Program was also offset by Grant monies received

Other unexpected expenditure included auditing costs of \$800

Banners & new Tables were expected to have received Grants and did not.

Discussion around income from Library Usage and Tura Centre, noted some reduction in income from 2017 could be explained by the reduced size of classes using the Tura Centre. Furthermore, some of the discrepancy could be attributed to some classes leaders not depositing monies collected from class participants till the end of Term.

Quoted from the Financial Report:

Income (Tura) & library usage
January: \$1,600 down to \$530
March – figures down
May - \$2,300 vs \$817 in 2018

d) **Value of Assets**

Revaluation of assets for 2018, by Resources Leader and Treasurer, led to devaluation by \$1403

e) Further Grant may be available in August. Treasurer now on mailing list.

Motion: Funding for IT upgrade as described in Club Grants application be approved.

Moved: Barb Seconded: Terry CARRIED

Motion: Treasurer's Report be accepted and that the payments listed on the cashbook page be ratified and paid. Moved: Chris Seconded: Gary CARRIED

6. Other Business

a) **Brains Trust** – see earlier reports

b) **Awards** – Discussion ensued about the accuracy and responsibilities for record keeping of member contributions through Course Leading and other volunteer activities throughout U3ASC over the long term. It was recommended the topic be researched and prepared by all MTers for the next meeting.

Action: All Management Team members to review the current policies for the 4 Awards which are described in Policies in preparation for the next meeting.

c) **New Members' Welcome.** Discussion around once a term new member welcome led to the following:

Motion: That new member welcome be held once a term

Moved: Carolyn Seconded: Barb CARRIED

d) **Health and Wellness**

- Outreach contact with ACT COTA – welcome us to become involved .
- Concern expressed for our members who are experiencing tough times. Numbers of people are in Canberra for treatment and involved for support with Carers'

ACT

- Pambula Community Health Centre – email addresses, phone calls might be appropriate

e) **Committee member absences**

Terry away 6 – 16 August & October

_____ President

_____ Secretary