

Minutes Management Team Meeting  
Thursday 13 September 2018



Shared Learning

**Meeting open:** 1.30pm **Chaired:** Fleur Dwyer

**Present:** Fleur Dwyer (President), Garry Clear (VP), Chris Bembrick (Treasurer), Nan Kennedy (Wellbeing), Kaye Separovic (Programs) Terry Prowse (Technology), Barb Perry (Resources), Cherie Glanville (Minutes)

**Apologies:** Sue O'Loughlin, Carolyn Smith

1. Fleur welcomed everyone and thanked them for their work.
2. Minutes of previous meeting held on 23 August 2018 were passed.
3. Business Arising:
  - New Badge Update. The cost for 520 badges with new artwork: \$150. New badges to include Christian name, Surname, and Membership Number.

**Action: Barb** to create an excel spreadsheet from the U3A database.

- Accommodation Update  
Fleur and Garry met with council member, Gary Scott-Holland, BVSC Manager Community & Cultural Resources, regarding the timeframe and costs of using council owned premises. The general feel was that the cost may be too prohibitive.

There is a strong chance that Council will offer the downstairs space at the Library for exclusive use. The space comprises two rooms, a kitchen and an office. It's possible that revenue raised by U3A from running two classes concurrently in that space may cover the higher cost of this space.

Issues remain regarding the WIFI availability and reliability in that space, however the Library is looking to get a new network.

Concerns were raised about the timeline for the accommodation decision, given that there is no current long term lease for the current Tura Shops premises.

**Action: Terry** to contact Splash regarding WIFI and speak to staff at the library regarding improve-

ments to their internet service.

- Electricity

Chris has made a new arrangement with Origin that should save approximately \$300 per annum.

- Christmas Event

**Action: Kaye and Fleur** to invite U3A members to form a Christmas Event sub-committee.

#### 4. Correspondence:

**Action: Fleur** to follow up with Carolyn.

#### 5. Reports: Treasurer's Report (Chris)

We are currently down on this time last year. This deficit is due in part to the cost of the audit and other expenses. Rent is a significant cost. The revenue raised from classes is less than the cost of the rent.

- NEW ITEM: Vacuum cleaner.

The vacuum cleaner does not work and the cleaner is using her own vacuum.

**Action: Barb** to continue researching a new vacuum as a new motor will cost \$286. She and Terry will make the decision and purchase a new one.

- NEW ITEM: Technology.

**Action: Terry** to purchase some new hard drives, thumb drives and an apple TV.

#### 6. Other Business:

- Non-members are attending courses

This limits access for members. There is no way for the course leader to determine whether or not attendees are current financial members. Non-members are still meant to pay if they are attending try-out classes.

Team discussed the question of whose responsibility it is to ensure implementation of the policies around participation, money etc. Questions were also raised regarding purpose of and uses for attendance statistics.

**Action: Fleur** will contact a few U3As to determine how they handle attendance sheets.

- Public Liability Insurance

Jim Nichterlein, U3A Network, made the following recommendations to Garry and Fleur regarding courses that are run in private residences: 1/ instructions be sent to course leaders highlighting common risk areas, 2/ U3A Management team should inspect premises prior to a course being offered to ensure they are low risk locations, 3/ course leaders are made aware of and actively use incident reports appropriately, 4/ accurate attendance records must be kept.

Jim also raised the issue of whether all attendees are covered by public liability and whether management members could be exposed.

**Action: Chris** to update his copy of the insurance policy and look into any grey areas, for example “Incorporation protects committee members from most personal liability but leaves them with the responsibility to act honestly and prudently”.

**Action: Garry** to contact Jim to determine a way for course leaders to show they are displaying reasonable duty of care.

NEW ITEM: Accessibility upgrade for the Tura Centre toilet

**Action: Barb** to look into upgrading the Tura Centre toilet to provide extra hand rail.

#### 7. Future Committee Member Absences:

Terry will be absent from 28/9 – 1/1.

#### ISSUES FOR THE NEXT MEETING

- How can U3A be transparent and accountable for what we do?
- Is there a need for historical data to be kept? If so, why would we keep it, what would we keep, how would we keep it and what would it be used for?

Meeting closed at 3.40pm