



## Management Team Meeting Minutes – 25<sup>th</sup> January 2023 Club Sapphire Meeting Room

**Present:** Paul Strutynski, Judy Brand, Garry Clear, Roger Harris, Merryn Dowling

**Apologies :** Carolyn Smith, Sue O’Loughlin, Sue Fowler

**Welcome:** Paul Strutynski welcomed all.

1. **Minutes from previous meeting:** Motion: Minutes from meeting held 24 November are accepted as true and accurate Moved: Paul Seconded: Roger
2. **Business arising from previous meeting:**
  - **Christmas party update:** It was generally agreed the Christmas party was successful. 81 people booked, and 67 people attended. Lessons for the future would be to have separate prices for members and non-members, and follow up on possible double bookings. Some feedback that a 2 course meal would have been sufficient. We still have not paid Club Sapphire. *Merryn to follow up.*
  - **ABN Status update:** Ian confirmed the Network encouraged U3As to obtain an ABN, which is necessary for DGR status, which is only relevant for some grants. We need to advise the ABN registry of our change of status, ie that we are an incorporated association. *Garry to follow up*
  - **Tura Centre Update:** Paul reported that Sue Pauline had advised that work was to commence this week. The brickwork will be done first, then glass, etc etc. It may take some months.
3. **Correspondence:**
  - U3A Network Newsletter. Agreed to put a link to this in our newsletter. *Merryn*
4. **Treasurer’s Report** (emailed)
  - 2022 Financial outcome and projections for 2023 (refer to emails). Judy spoke to the proposed budget and suggested rates and insurance may have been underestimated, insurance in part because of the timing of payments. Clarification and discussion about current and predicted financial situation, given uncertainty of membership and full rental payment this year. Bank balance is OK and small deficit as forecast would be manageable. Monitor monthly, and perhaps review membership price for next year.  
It was noted the books are with the auditor in preparation for the AGM in March.  
**Motion:** Report to be accepted and that payments listed in the cashbook and bank reconciliation are accepted and approved. Moved: Garry Seconded: Paul
5. **Brief update from team leaders:**
  - **Program Team:** Paul reported things are in place for the new year, with 2 new courses of Tai Chi, and some one-offs. Plans for astronomy and critiquing cinema did not eventuate. Sue away all February.

- **Team Office:** Michele's emailed report was tabled. Difficulty of office opening on Fridays was noted, Program Team are aware of the issues. Huge appreciation to Michele for her work on the key register! Discussion about how perhaps to allay costs and manage numbers of keys. The possibility of the lock on the old door having been disposed of in the cleanup after the accident was noted! Need new door to be keyed alike with back door.
- **Newsletter Team:** Another excellent newsletter published and distributed in January.
- **Publicity:** Julie forwarded Facebook stats but no-one had had time to study them.

#### 6. Grants and Submissions Update :

- Current Grant Opportunities and Grant Wishlist  
Noted the request from Program Team for new whiteboards for TBC . Need to establish what is required from course leaders, and ask Team Office to purchase.

#### 7. Other Business

- **Membership renewal update for 2023:** Memberships are slowly coming in – 208 on 20<sup>th</sup> January, and expect more especially during the first week of term.
- **AGM and Julie's resignation.** Julie's decision to resign at the AGM was noted with regret. Discussion about her replacement and the need to have a designated publicity person especially for social media promotion.  
It was agreed to hold the AGM on 31<sup>st</sup> March at 11.30 am at Club Sapphire.  
Given the AGM is close to normal general meeting for March, the general meetings for February and March will be amalgamated and held on 9<sup>th</sup> March at 1.30. *Merryn* to organize agenda, notices and room booking.
- **President's column:** AGM, Membership (not finances), Centre update

#### Future Absences:

**Meeting Concluded: 3.10 pm      Next Meeting: 9<sup>th</sup> March 1.30 pm**