

 **Management Team Meeting Minutes – 24 November 2022**

**Club Sapphire Meeting Room 1:30pm**

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

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

**Welcome:** Paul Strutynski welcomed attendees.

1. **Minutes from previous meeting**: **Motion:** Minutes from meeting held 27 October 2022 accepted as true and accurate. **Moved:** Paul **Seconded:** Garry
2. **Business arising from previous meeting:**
* **Senior’s Festival Update:** No Council Grants this year. No further action.
* **Christmas party update:** 81 booked, Sue O organizing donations for lucky door prizes. Noted need for prices for members and non-members for next year.
* **ABN Status update:** Application for an ABN was originally recommended by the Network, and is necessary to obtain DGR (Deductible Gift Recipient) Status, should we want it in the future. An ABN is also required for some funding. There was discussion about the Network applying for DGR status, and it was suggested Ian Robertson may know the history. Agreed to keep the ABN as it is without cost, but update details to clarify our incorporation as an association. *Garry* to follow up.
* **Attendance recording for insurance.** Still no information from the Network. Resolved to discontinue keeping attendance records, with the onus on members to complete Incident reports. Garry raised the issue of activities in people’s homes, and the need to ensure they are adequately covered with pubic liability insurance. *Sue with Garry* to finalise advice for all Team Leaders, as they will need to verify insurance, and have incident report forms on hand, which need to be completed asap after any incident, and forwarded via Team Leaders to Carolyn for safekeeping.
* **Tura Centre Update:** Structural engineer has visited, no further news.
1. **Correspondence:**
* **U3A Network Census**- has been completed and submitted. Waiting for a Certificate of Compliance for Insurance.
1. **Treasurer’s Report** (emailed)

Judy noted the WYKS account for our website was a big expense this month, paid in American dollars. The small deficit was noted, new memberships and renewals are slow, but tracking ok.

**Motion:** Report to be accepted and payments listed in the cashbook and bank reconciliation are accepted and approved. **Moved:** Garry **Seconded:** Paul

1. **Brief update from team leaders:**
* **Program Team**: Paul tabled a written report from Sue. A successful afternoon tea was held for team leaders with approximately 1/3 attending, plans are underway for 2023 with continuing courses, 2 new courses in train – Astronomy and Tai Chi, and a new co-ordinator to pick up Critiquing Cinema.
* **Team Office**: No report - all going well.
* **Newsletter Team:** Paul reported all going well, with contributions due soon for the next edition. Need to make sure there are photos from the Christmas party.
* **Publicity:** No report. Merryn noted an increased Facebook presence*.* Discussed difficulty of getting publicity to potential members. *Paul* to contact local paper with a story, perhaps including a photo eg of Christmas party.
1. **Grants and Submissions Update :**
* Current Grant Opportunities and Grant wishlist – nil to report.
1. **Other Business**
* **OMAIL policy:** Paul proposed an OMAIL policy which was adopted.

Policy: In addition to Newsletter distribution, OMAILs are to be used for management team sanctioned single issues of relative importance, or with new information.”

* **Plans for 2023:** It was agreed that 2023 was to keep on keeping on, with an aim to bolster the Program Team.
* **President’s column:** Christmas Party, Membership and renewals, Abolition of attendance records

**Meeting Concluded: 2.45pm Next Meeting: WEDNESDAY 25 January 2023**