



**Date:** 08 August 2019

**Meeting Opened:** 1.35pm

**Chaired:** Fleur Dwyer

**Present:** Fleur Dwyer, Chris Bembrick, Nan Kennedy, Kaye Separovic, Carolyn Smith, Garry Clear, Terry Prowse

Margaret Nicoll, Pat McKay, Sandra Cootes (Team Office), Pam Summerell (Team Social)

**Apologies :** Carole Thomas,

## **Welcome**

Fleur welcomed all.

Thank you to Cherie who has been minute taker.

## **Business Arising from Previous Meeting:**

- Newsletter about ready to go
- Values Personas – held over til September meeting (especially in light of Bateman’s Bay meeting)
- Toilet chair – an extra sign has been made. Renovation may assist with the need for this aid
- OHS – Kaye following up, letter to be sent to team leaders to ask them to check that the environment is safe and to report any issues to PT contact
- Membership – 538
- Tura Beach window – Team Office have stuck the program pages together to make window neater and negate need for blu tak
- Advertising of community events to be restricted to notice board inside Tura Centre – not on window (in accordance with decision made in the past)
- Web page review – contact Terry or Michele if there are issues with page. When submitting photos please provide a blurb
- Office creates a good link to courses
- Marg – thank you for advertising for new Team Office members
- **Editable sign on attendance sheet for class leaders is now available – Barb to forward a copy to Terry for inclusion in website**
- Facebook page is managed by Sue, Kym and Terry: U3ASAPPHIRECOAST

#### Accommodation-

- no more investigation to take place at this point
- Golf Club has been advised that we will not be taking up their offer
- New cleaner is David Carter – one of few applicants who has insurance (being paid by hour). Pat has spoken to David about cleaning kettle (we will have to provide cleaning liquid)
  - Course leaders to be asked to vac and make sure that the Tura Centre is kept tidy and bins emptied when they need to be emptied – issues with cleaning to be addressed to Barb who will take responsibility for the cleaning
  - Carpet seems to be a bit smelly
  - Cleaner has offered to steam clean (we have always had this done regularly)

Note: (Fleur) a reminder to be put into newsletter to remind last class of the day to check for tidiness and empty bins

- Melbourne Workshop – MyU3A. Team Office and Program Team to represent us
  - Kaye and Sandy to go
  - Email either Kaye or Sandy with issues related to this program
- Query re back up of U3A information by Terry and Carolyn (affirmed)
- U3A Network NSW – meeting on Saturday
  - New president – Laurene Mulcahy will be present
  - 3 Flora Cres – Baylink Building
  - Information re constitution should be available
  - Chris, Fleur, Garry to attend
- “Thank you” cards have been purchased and are available – in filing cabinet at Tura Centre
  - These can be used as thank you for people who lead courses, one offs, edit: Richie Ritchie McNeil, people who offer services
- Stamped envelopes are available and are in filing cabinet – Marg to move stamps, business cards and thank you cards to filing cabinet. Envelopes to have a note on them to explain use
- Keys – moved to other business
- Aged care facility clients – other business

#### Treasurer’s Report (tabled)

- Value of fixed assets reduced – this is noted in the report and reflected in the figures
- When submitting invoices, whether original or scanned, clearly indicate whether payment is to be made to the supplier or whether it has been paid and reimbursement is required

**Motion:** That Team Office & Team Social have authority to spend up to \$100, as necessary

**Moved:** Chris Bembrick

**Seconded:** Barb Perry

**Carried**

**Motion:** That payments listed in cashbook and bank reconciliation are approved and accepted

**Moved:** Chris Bembrick

**Seconded:** Terry Prowse

**Carried**

#### Other Business:

- Gazebo – is there a possibility that we can purchase (or apply for a grant) for a gazebo for U3A use. Some groups are beginning public performances and we can use on other occasions for promotional activities.  
Carolyn to investigate cost.

- Accommodation: Garry and Chris met with landlord re proposed changes to the building and security of tenure
  - 5 year lease with 2x3 year option periods
  - Rent: \$200 (has been this, ever since Chris has been treasurer) with annual increase according to CPI
  - Landlord will pay for lease preparation and registration
  
- Plastic chairs in Tura Centre: Discussion re reducing number by 50% in relation to the proposed renovation of the TBC
  
- We will need:
  - 2 new air conditioners
  - New technology – smart TVs, computer for team office (?)
  - Office furniture
  - Floor covering
  - Blinds

**Motion:** That the following decisions are accepted

- I. Enter into a lease with Matanuska Pty Ltd for term of 5 years with 2 x 3 year option periods
- II. Rental on the basis of \$200 per week to be paid monthly and indexed according to annual CPI
- III. Cost of lease preparation and registration is at the Landlord's expense

**Moved:** Chris Bembrick

**Seconded:** Garry Clear

**Carried**

- Nan has an office space available at no cost – bathroom/shower/etc if team office wants to use it (general discussion)

**Motion:** That we seek comprehensive and detailed quotes for the basic renovations of the Tura Centre

**Moved:** Chris Bembrick

**Seconded:** Garry Clear

**Carried**

**Barb has been asked to undertake this endeavor and has accepted the responsibility**

Suggestion: Jennie Smith may be of assistance.

- Keys: Pat has given her key to Mahjong Leader.
  - How is it decided who gets a key? (people who need access to Tura Centre)
  - Course leaders
    - Committee
    - Program Team
    - Team Office

- Apple TV (Terry) why does this have to be packed away at the end of each session?

Instructions are available on website and at centre and these are easier to follow if left set up

- Apple TV and Chrome – both facilities need to be available
- Program Team needs to identify someone who can train people in Chrome as Terry does not use this platform
- Chrome won't work with a computer

**Motion:** Both devices are left by TV, Courses to be run to train people in how to use them.

**Moved:** Terry Prowse

**Seconded:** Carolyn Smith

**Carried**

- **Team Social (Pam)**

- Antique Cars – 30 August: 11 going so far
- Floriade: 23 September - \$40 per person minimum of 30 (\$1200 to start bus)
  - buggy hire available for people with mobility issues
  - Free to get in
  - Cancelled up to 7 days before
  - 3 1/2 hrs at Floriade
  - Pick-ups at Pambula (6:30am) and Merimbula (7am)
- Christmas Shopping: 29 October
  - \$40 per person
  - DFO, Bunnings, Christmas Shop
- Christmas Party: 25 November – only date available
  - Lunch
  - 11:30 arrival to look at static displays of class work
  - Dance floor
  - Boards for display
  - Subsidy (?)

- Performances by classes welcome – details to be provided a month beforehand
  - Negotiations to take place re inclusion of tea and coffee in price (\$29.50) - Fleur
  - Eventbrite to be investigated as an alternative to current ticket provider which does not provide single tickets if multiples are booked (Carolyn)
- Seniors Week information has arrived. We will wait for Council application due to time constraints

Closed: 3:30pm

Future Absences: Terry -10 September to 16 October, Garry – 2 months