



Date: June 13, 2019

Meeting Opened: 1.35pm

Chaired: Fleur Dwyer

Present: Fleur Dwyer, Carole Thomas, Chris Bembrick, Garry Clear, Cherie Glanville, Barb Perry & Kaye Separovic

Apologies: Terri Prowse, Nan Kennedy, Carolyn Smith

Fleur welcomed the Management Team(MT). No issues have been flagged over the last month. Given that Kaye has been away, Fleur re-highlighted the value of having Second In Charges for the key team members.

Membership now over 500.

MT clarified that the newsletter will be distributed second Friday of each month, so content is preferably required by the first Friday of each month.

OMAIL can only send to all members, including non-financial members and members who have left the organisation. **ACTION: Carole to advise Chris when non-financials get the emails and want them stopped. Chris will action the necessary steps in MyU3A.**

Minutes of previous meeting held on May 2019

Amend: 'The MT agreed to delay further discussions regarding **U3ASC's Values** until the next meeting. 'to something that better describes the incomplete nature of this. See the action immediately below.

ACTION: Cherie to present info on personas at July meeting.

Business Arising From Previous Meeting

Members who are struggling with technology:

Article was placed in the May newsletter to advise people of the correct procedure for enrolling in courses. **ACTION: Newsletter team to repeat that article every two months.**

ACTION: Carole to place an Ad in the next newsletter for someone to offer one-on-one technical assistance to members.

ACTION: Barb to talk to Judith Reid regarding running her Computer Class once a term in Tura Beach.

Regarding possible accommodation solutions:

Fleur drafted a letter to the Council to begin the process of pursuing a grant for the \$150,000 for capital works for the possible redevelopment of the space under the Tura Beach Library. MT is currently awaiting plans on the proposed use of the existing Tura Centre from Richie McNeil so the response to council has been deferred.

ACTION: Fleur will contact Richie McNeil regarding plans for the proposed use of the space at the Tura Centre.

An article appeared in the May newsletter regarding TEDX talks. Some members have expressed interest. **ACTION:** Kaye to look further into developing a proposed program for talks.

Book Swap ACTION: Carole to purchase an interior bookshelf for inside the Tura Centre.
ACTION: Carolyn to speak with the Council to check requirements for a Street Library.

Missing keys for the Tura Centre.

There are five missing keys.

ACTION: Fleur to contact Pat McKay and ask her to become the Key Registrar. The first task is to purchase five new keys and arrange a key repository within the Tura Centre.

Treasurer's Report

MT approved the payments listed in the report. To access yearly Tura Centre costs, MT & U3ASC members can refer to audited financials presented to the 2019 AGM which can be found on the U3ASC website.

ACTION: Chris to follow up on the U3A NSW Newsletter re their suggestion on additional insurances like a Workers Compensation Scheme to cover injury to members and a Defacto Professional Indemnity Policy. Chris will report back to MT.

Other Business:

Constitution Review

Sue Burks attended the meeting to discuss a Review of the Constitution with the MT.

The last review took 18 months to complete. Sue's recommendation is that this review is completed in time for the next AGM in early 2020. Sue also suggested that the new review group, to be known as Team Constitution, only adjusts parts of the constitution that are causing difficulties for the running of the organization. The MT has identified the following possible action items for this review:

- Addressing difficulties e.g. 3 year term for MT members
- Fine tune the language
- Turn it into plain English
- Include all the legal requirements from the Incorporation Act.

Team Constitution now comprises: Cherie, Fleur, Sue and Kaye. Start date Wednesday 7 August.



ACTION: All MT members to read the Constitution (available on the U3ASC website) read the Constitution and provide feedback to Cherie before 7 August.

ACTION: Garry to email a link to the Incorporation Act to Cherie, Fleur, Sue and Kaye by end of June.

ACTION: Cherie to schedule a reminder for MT members regarding their feedback for 1 August.

ACTION: Fleur to approach Carolyn to check her interest and availability for the Review Team.

New Business

Fleur gave an overview of the work that **Team Office** are now undertaking. Amongst other things Team Office is arranging temporary **name badges for new members** with their name and member number until their official badges can be printed. Margaret Nicholl is coordinating Team Office. MT to cc Margaret Nicholl into any Team Office queries.

Meeting closed 4pm