



Management Team Meeting Minutes From May 9, 2019

Meeting open: 1.34pm

Present: Barb Perry, Carolyn Smith, Chris Bembrick, Fleur Dwyer, Garry Clear, Terry Prowse, Cherie Glanville, Kaye Separovic and Nan Kennedy

Apologies: Carole Thomas

Welcome from Fleur

Fleur thanked the Management Team (MT) for all their work over the last month.

Fleur re-raised the topic of organisations and how they're run. Based on recent feedback from members and the lack of attendance at the AGM, the MT team is under the assumption that members are content with current U3ASC management practices.

Issue raised regarding members who aren't tech savvy not enrolling online but still attending class.

ACTION: Newsletter article needed to advise people of the correct procedure.

Minutes from last meeting were passed.

Business Arising From Last Meeting's Action Items

Carole has created the **U3ASC MT business cards** and had them printed. Cards were distributed to the MT. Remaining cards will be kept at the Centre so they can be accessed when more are required.

Fleur has looked into how other U3As handle the issue of **paid presenters**. Her research showed that none of those organisations pay presenters. Kaye's Program Team discussed the matter at length and had difficulty coming to a conclusion. The MT agreed that course leaders will not be paid from the club's General Funds. Any queries regarding payments for guest speakers should be referred to Clause 2a of the U3ASC Policies on Courses and Events.

The MT agreed that they will acknowledge donations, or Grant money, in writing on the website for a short period of time and via the relevant newsletter.

MT agreed that social events (as opposed to skill related learning and recreational activities) will be referred to Team Social to organize and promote.

Team Office has created a sign regarding the **toilet frame at the Tura Centre**. The sign is now in situ, however, some members still feel compelled to move the frame, which then blocks the door and the sink and makes movement in the bathroom very difficult for everyone. Given the small size of the bathroom area, this

matter will remain under review until the matter of new and/or improved accommodation has been resolved.

Fleur has arranged for Sue Birks to come to the June meeting to discuss the **Constitution review**.

Financial Report

Financial Report was passed. The MT discussed the ongoing costs of rent. Payments were approved. The MT also approved the need for an Asset Management Re-evaluation.

Other Business

Omail is presenting some issues because it is currently sending emails to non-financial members.

ACTION: Fleur to discuss the email coding with the MyU3A team.

Fleur and Kaye looked at Nan Kennedy's commercial premises as one of the **new accommodation options**, however it's been deemed unsuitable.

Draftsman Richie O'Neil will be looking at the Tura Centre on Saturday to entertain further possibilities in that space should the lease be renewed.

Fleur and Garry met with several members of the BVSC today at the Council's invitation. Accordingly, U3ASC has been offered occupancy of 64sqm in the Regional Learning Centre at commercial rental rates with a possible discount. The space is upstairs however it is accessible and there is a lift. U3ASC would have to share that space and facilities with the other tenant organisations and abide by their entrance requirements.

The Council also offered the space under the Tura Beach Library. That space is much larger than the Regional Learning Centre. Council offered it on the proviso that U3ASC would provide approximately \$150,000 for capital works. U3ASC would need to obtain a large grant/s to pursue that avenue.

Proposal raised and passed for U3ASC to write to council to begin the process of pursuing those options.

ACTION: Fleur to write the letter.

Kaye raised the option of U3ASC promoting **TEDX Talks**.

ACTION: Kaye to write an article for the newsletter and website.

The Program's Team raised the idea of having a **Book Swap** outside the Tura Centre.

ACTION: Caroline to speak with the Council to check requirements for a Street Library.

The original Italian tutor is no longer available. No-one has offered to take over as an **Italian Language Tutor**. The possibility of purchasing a foundation audio course was raised, however Clause 2 precludes U3A from paying for the audio.

The MT agreed to delay further discussions regarding **U3ASC's Values** until the next meeting.

An issue was raised regarding **missing keys for the Tura Centre**.

ACTION: Caroline to send the Key Letter to the MT for consideration at the next meeting.

Coming Absences:

Terry is away until 7th July. Michelle Patton will look after the website in her absence.

Kaye will be away mid May to Mid June. Barb will look after the Programs Team in her absence

Meeting Closed 3.50pm