

U3ASC MANAGEMENT TEAM MEETING AGENDA

Date: February 14, 2019

Meeting open: 1.32pm

Chaired: Nan Kennedy

Present: Chris Bembrick, Carole Thomas, Barb Perry, Kaye Separovich, Garry Clear, Fleur Dwyer, Nan Kennedy

Apologies: Carolyn Smith, Terry Prowse, Sue O'Loughlin

Previous Minutes

Chris provided the following clarification of the collection of course fees and the distribution of surplus monies.:

1. *One/Off events, all monies to go to U3ASC(Guide to One/Off events, item 3, para 5)*
2. *All other Courses, money collected may go to the Course Leader or any other purpose, end of term or year (ref: Course leader resource folder item 4E)*

Nan moved the previous Minutes be accepted. Barb seconded.

BUSINESS ARISING

Public Liability and Duty of Care

Action Item: Kaye to advise Course Leaders of the Public Liability issues. done

Action Item: Sue to update the Course Leader Manual with Public Liability information. done

Action Item: Barb to purchase a current snake bite kit that details the latest snake bite treatment. done

Website Review

Action Item: Terry to replace any references to the phrase Tutor on the website and replace them with the phrase Course Leader (except in MyU3A where it cannot be changed). done

Action Item: Sue to perform the same actions as Terry with the Course Leader's Manual and include them in the latest update. done

Action Item: Carole/Fleur/Sue to create a competition to promote the website and the Facebook page in the January newsletter. done

Action Item: Terry to create regular submissions for the newsletter based on the different information that people can find on the website and on the Facebook page. TBA

Newsletter

Action Item: Carole and/or Fleur – Please include a reminder in the body text of the next few newsletters reminding people to renew their membership. done

Futures Plan Report and Recommendations

The team agreed that the next step will be to pursue the notion of a personality for U3ASC with Terry's Y concept, in the New Year.

Action item complete: Terry send the team her Y document. done

AGENDA ITEMS

- Business held over from last Meeting, December 2018

Computer purchase for Tura Centre to be used by office volunteers, enrolling members and course enrolments online (Kaye) AS all members of Team Office use their own computers. It was agreed that the purchase of a U3ASC computer was not required.

- **REPORTS: Treasurer's Report**(Chris)

- Payments for December and January be accepted. Moved Garry Seconded Barb
- Chris provided a review of the annual financial report. He identified that we are now minus \$2 500 in overall expenditure compared to 2017. Explanations for this expenditure is available in the financial report.
- There was considerable discussion about our current financial situation and the cost of running the U3ASC TBC. Matters of fee equity across the various venues and member payment were also discussed.
- The matter of future accommodation options was reviewed, particularly the current Eol application to BVSC for the 'Managers' Residence'.

The Treasurer's Report, was accepted. Moved Garry and Seconded Barb.

- **AGM, Friday, 15 March, RSL, 2.00pm - 4.00pm**, followed by Afternoon Tea
Special Resolution, Garry explained we wish to retain Chris Bembrick as Treasurer for another year.

Nominations for each of the MT positions were completed

- Futures' Planning Discussion Continued

Recommendation: Social activities for U3ASC members

Team Social, is now up and running, as a pilot, under the leadership of Pam Summerell. 7 members are part of Team Social.

Recommendation: Curriculum Development:

Task: Kaye will invite Suzanne Simon to discuss developing the U3ASC curriculum

Recommendation: Core Values

Y Charting of Values, again the MT grappled with the task of bringing the 'core values', to life and the implications of these being meaningful for the membership at large.

Towards the end of the meeting a value was selected by each of the MT members to try the Y Chart exercise, viz:

Effective Communicate	Kaye
Innovation	Nan
Respect & Inclusion	Barb
Innovation	Chris
Sense of Community	Carole

Task: Each of the MT members try Y charting one of the 'core values', as listed above.

Other Business

Task: Barb requested new table for TB

Meeting closed 3.40pm