**Date:** 14 November, 2019

**Meeting Opened:** 1.35pm **Chaired:** Garry Clear

**Present:** Chris Bembrick, Nan Kennedy, Carole Thomas, Carolyn Smith, Garry Clear, Terry Prowse, Margaret Nicoll (Team Office), Sandra Cootes (Team Office), Pam Summerell (Team Social)

**Apologies :** Kaye Separovic, Fleur Dwyer, Jenny Smith, Ann Murray

**Welcome**

Garry welcomed all.

Minutes from October meeting approved and accepted with the following amendment.

* Fleur received notice of approval of increase of fees not Chris.

**Moved:** Nan **Seconded:** Chris **Carried**

**Business Arising from Previous Meeting:**

* **Seniors’ Festival 12-23 Feb**

**Motion:** U3A SC focusses on Council Expo rather than Seniors’ Festival in 2020

 (Carolyn to investigate)

**Moved:** Carolyn **Seconded:** Carole **Carried**

* **U3A Tura Centre Renovations**
* **Stages**
1. New partition, kitchen. Storage, bathroom, office access to toilet and kitchen
2. Partition
3. Carpet, ceiling tiles, repainting

**Stage 1**: Plumber and electrician have committed to working during the holidays

* Kitchen and flooring deposits required now
* 1 air conditioner now, the other one later
* Change of ceiling tiles can be done later
	+ Chris to maintain $5000 in bank
	+ Updated quote for electrical work and final quote for kitchen still to come
* Thank you, Carole for the work put into this.
* Key for accessible toilet in Tura Centre is required in order to cater for the needs of members with disability (toilet is located near the butcher)

**Motion of thanks** to Carole, Fleur, Jenny Smith, Michele Paten, for the hard work that our Renovations Team has done.

**Moved:** Carolyn **Seconded:** Carolyn **Carried**

Carole approved by the committee as Project Manager for paying bills after consulting with Chris.

**Motion:** Go ahead with Stage 1 for estimated cost of approx. $37000

**Moved:** Chris **Seconded:** Carolyn **Carried**

Motion: That Richie be given wine and a hamper as a thank you for the work that he has done on this project. His work is also to be acknowledged in the next newsletter.

Carole to organise

**Moved:** Garry **Seconded:** Carolyn **Carried**

* **GST:** Registration for GST discussed.

**Motion:** MT has decided not to proceed with registration for GST.

**Moved:** Chris **Seconded:** Nan **Carried**

* **Membership Drive:** Lots of renewals have been online. Team Office have been dealing with Christmas Party payments
* **Christmas Party Update:** Pam
* Deadline is absolutely 15 November
* Waiver form for hire of hall, required
* 110 tickets sold (close ticketing tomorrow)
* Margaret to email her list to Chris on Friday – final list to club by Monday morning
* Doors open at 11:30. Pam requests that we close doors at 12:15 with notification of this to members prior to the day
* No ticket – no entry
* **Succession 2020**
* Terry not standing but will do web page
* Carolyn not standing
* Chris to remain
* Fleur not standing
* Garry probably
* Sandy – on committee, will be able to stay
* Nan able to stay
* **AGM in February**. A motion will have to be included in next AGM to amend the 3 year tenure for Management Team members

**Treasurer’s Report (emailed and tabled)**

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

**Moved:** Chris **Seconded:** Carole **Carried**

**Other Business:**

* **Usernames and passwords:** Please give Terry all user names and passwords for U3A technological equipment so that these can be kept on record.
* **Gazebo from Horizon:** Horizon has denied sponsorship for Gazebo but can offer one that we can use for free
* **Report from Sandra May – My U3A**
* Carole will put in Newsletter asking for help on the MyU3A site
* **Lease change:** The lease is to be changed to reflect that we don’t pay GST
* Chris has made the appropriate changes & has not heard back from Clarke Rideaux
* **Bookings for Tura Centre after renovations:** Terry suggest that either Team Office or the Program Team might take responsibility for the booking of the two separate sections after the renovations are complete
* **Logo:** Carole queried usage of our logo on the shop as long as she complies with rules from the landlord.
* Chris suggested that if the guidelines are adhered to then the logo can be used.
* Terry would like to use our own logo instead of the U3A logo
* Carole will work it out

Closed: 3:36pm