



Minutes of Meeting of Management Team Meeting – 23 November, 2023

Present: Paul Strutynski, Carolyn Smith, Sue O’Loughlin, Garry Clear, Merryn Dowling

Apologies : Judy Brand, Roger Harris

1. **Welcome:** Paul welcomed members present. Unfortunately Jane Thomson was unable to attend.

2. **Minutes from previous meeting** 26 October 2023

Motion: Minutes from meeting held 26 October are true and accurate

Moved: Carolyn **Seconded:** Paul

3. **Business arising from previous meeting:**

- *Succession Planning/Program Team Leader Update:* Sue O’Loughlin has resigned from the Management Team, and Program Team Leader role. Jane Thomson has been nominated as her replacement. Jane has a long history of involvement with U3A as both presenter and participant and will be a most welcome addition to the Management Team. Jane has commenced transitioning into this role.

Motion: That the casual vacancy on the Management Team created by the resignation of Sue O’Loughlin be filled by Jane Thomson, and that Jane be given the role of Program Team Leader. **Moved:** Carolyn **Seconded:** Garry

Motion: Thanks are expressed to Sue for her outstanding contribution to U3A Management and Program Teams, including the blood, sweat and tears expended to get work done, often under very difficult circumstances. Her contribution has been outstanding, and very much appreciated by those who have worked with her.

Moved: Carolyn **Seconded:** Garry

- *Public relations strategy and promotional flyer update:* Paul has copies of one of the flyers and there are some at TBC. He has visited notice boards in Merimbula arcades, and noted there are no spaces in Woolies or Aldi. Copies were distributed for committee members to put up on appropriate notice boards. It was noted most notice boards lack space and many are cleared off regularly - one also needs a supply of blue tac or drawing pins. Positive feedback about the posters. Agreed to enquire about posting at Merimbula Visitors Centre
- *Micro courses update:* Sue put out one request, with no response. A request for a German course, which wouldn’t be a micro course, got no response. Still early days – another promotion in the Newsletter.
- *Christmas Party update:* Despite the stuff up with the date there has been a good response – 25 on Trybooking and 26 through TBC. 7 cancellations from the change of date, but also some people who can now come. Agreed to send a reminder omail closer to the closing

date, with a reminder to bring a gift for Secret Santa.

Entertainment will be the recorder group from 12 – 12.30 while people are arriving. Main meal will be served at 12.30. Cherie and Ann will sing for about ½ hour from 12.45, with dessert service between 1.05 – 1.15, and Cherie and Ann will sing during tea/coffee service. Secret Santa – people with presents will be given a raffle ticket, and bring their ticket at the end of the meal to exchange for a present. Paul will MC and say a few words. The club is supplying a tree, and equipment for Cherie and Ann is organized.

- *Data Security and update:* We have not made progress in deleting former members from our data base, in part because it seems it is impossible to remove people entirely, in part because of financial record keeping requirements. We can delete details of former members to minimize the amount of information we keep, and to prevent non-members from accessing their accounts.

A list of users of MyU3A was examined but was found confusing as many course leaders were not included on the list, there were a lot of people who no longer need access, and the levels of access required for different roles was unclear.

Motion Moved that:

1. Sue, Michele and Merryn meet with Chris Bembrick to clarify who needs what level of access to the data base
2. Chris to be asked to delete those who definitely do not need access, in accordance with Michele’s list.
3. Chris be asked to train someone to have admin rights so there is more than one person able to perform this role.

Moved: Carolyn **Seconded:** Paul

- *Bigpond emails:* Bigpond is inconsistent in its refusal to deliver Omails to members with bigpond.com or bigpond.net.au email addresses. Over 90 members with bigpond addresses were emailed to check whether they had received the 2 latest emails, and suggesting an alternate email address could be helpful. 35 members responded, 7 of whom received both 24 didn’t receive anything and have no alternative email, and 9 changed their email address, 55 unknown. Discussion of options, including refusing bigpond addresses, and posting the newsletter, neither of which are acceptable. It was agreed the secretary will maintain a separate mailing list for all Bigpond users, who will be advised of this and have the option to opt out. Article to be included in next Newsletter.

4. Correspondence:

NSW Network conference – To be held on 8 and 9 April, hosted by Eastlakes U3A. Include notice in Newsletter with information that members are welcome to attend in their own right, but to remember they are individuals, not representatives of U3A Sapphire Coast.

5. Treasurer’s Report (emailed)

Noted projected deficit is \$4,000, TBC income good. Still dues to come in during December, last year’s Christmas party was paid in 2023, impact of half rent during Covid.

Motion: Report to be accepted and payments listed in the cashbook and bank reconciliation are accepted and approved. **Moved:** Carolyn **Seconded:** Sue

6. Brief update from team leaders:

- **Program Team:** Course leaders Afternoon Tea on 2 December, Management team invited
- **Team Office:** All going well except for bird droppings at the front. Discussed – problem for all shopfronts. Request windows be cleaned. Recent storm damage was minimized by the quick action of Teresa Hamer and her Italian Class . The exact cause is unknown but probably a blocked gutter overflowed. Merryn to write to our landlady requesting gutter clearing and mention the bird mess.
- **Newsletter Team:** Met last week. Nil to report.

7. Other Business

- *Change of the rule requiring non-member guests to pay more to attend Courses:*
Motion: That non-member guests pay the same fee as members to attend courses on an occasional or one-off basis.
Moved: Sue **Seconded:** Carolyn
- *Correspondence Protocol:*
 Concern was raised that correspondence, especially emails, are being sent with various signature lines, not necessary U3A recognized roles. It was agreed that all correspondence sent should clearly indicate its authority from a position or team membership. Members to be informed through the newsletter.
Motion: All correspondence, including emails, sent under U3A Sapphire Coast auspices should clearly indicate its authority. This authority comes from the identified positions of President, Vice President, Secretary, Treasurer, Program Team Leader or Team Office Leader, or membership of a team: Management, Office, Newsletter or Program.
Moved: Garry **Seconded:** Carolyn
- *President's column :*
 Reflection of the year, rebuilding numbers and courses, microcourses, one off's, welcome to Jane, membership renewals reminder, Happy Christmas!

Meeting Concluded: 3.25 pm

Next Meeting: 25th January 2024