Management Team Meeting Minutes –
Meeting Room, Club Sapphire   Monday 18 August, 11.00am

Present: Sue O'Loughlin, Carolyn Smith, Benita Thistlethwayte, Jane Thomson, Neil Walker, Jenny Bannam
Apologies: Judy Brand, Heather Percival
Visitors: None

1. **Welcome:** Sue O'Loughlin

2. **Minutes from previous meeting**
   Motion: Minutes from the previous meeting of 21 July 2025 are true and accurate
   Moved: Carolyn Smith **Seconded:** Benita Thistlethwayte

3. **Business arising from previous meeting:**
   - Facebook
   - **ACTION**: Jane and Sue to work together to post a notice on the old Facebook page advising people that there is a new Facebook page and providing a link to the new one. The notice and link need to be pinned to the top of the old Facebook so it doesn't fall down the page and get lost.

   - Chairs
     - We now have more than enough chairs and a discussion ensued as to what to do with the excess. It was decided to keep a total of 30 – 35 chairs; these will be a mixture of 6 – 8 of the larger white plastic chairs with arms, most of the newer heavy padded chairs (get rid of the badly stained one if the stain won't come out) and then the balance will be the multi-colored plastic chairs. We will then offer the excess chairs to members and/or charity.
     - **ACTION**: Jenny to do the sorting etc. Neil to create an equipment/furniture list with an estimated value.
       Moved: Neil Walker **Seconded:** Jenny Bannam

   - Letterbox
     - In the months that Neil has been Treasurer and has been checking the PO Box – there has been no relevant U3A correspondence received. We have paid for the PO Box for one year and still have approx. 8 months usage left, at which time we will not renew the box. We need to change all letterheads, website etc to remove the PO Box address and either leave with no address or the shop address.
     - **ACTION**: Neil to continue monitoring PO Box. Jenny to ascertain if letters can be 'posted' under our door – if not, we will need an alternative – we will discuss at next meeting based on outcome. Carolyn advised that Carole Thomas can update our letterheads.

4. **Correspondence:**

Carolyn reported the following correspondence and action:

- Volunteer Application – Bega Valley Community Service Directory – more information required.
- Four queries were forwarded to Sandy to attend to in relation to programs
- Four accounts were forwarded to Neil for payment
- Important Christmas Party information was forwarded to Benita
- Various other small items were dealt with as necessary.
- Carolyn also noted that much of our correspondence is addressed to 'old' committee members.

ACTION: Neil to make a list of accounts with dubious addressees and give to Carolyn who will then send out minutes of our AGM showing new committee members.

ACTION: No further action to be taken by Management Team but Jenny to speak to Rosie to ensure that she knows that part of her duties as Office Manager is to ensure we do not run out of essentials such as toilet paper.

5. **Treasurers Report:**

Neil presented and explained his new reports.

- **Motion:** Reports to be accepted and payments listed in the cashbook and bank reconciliation are accepted and approved.

Moved: Sue O'Loughlin **Seconded:** Carolyn Smith

Neil also advised that the debit card (current limit $500) is no longer required for its original purpose (to pay Splash Acct). It was decided that the card could be used to purchase small items for the center that currently are paid privately by members and then they are reimbursed.

- **Motion:** Neil to organize for the debit card limit to be reduced to $200, Jenny to find a safe place to keep the card (somewhere in the locked Team Office drawer) and advise Michele and Rosie of its purpose.

Moved: Sue O'Loughlin **Seconded:** Carolyn Smith

Sue thanked Neil for his ongoing efforts to ensure we do not waste any opportunities to save money.

6. **Brief update from team leaders:**

Program Team:

- Jane advised that while she was away everything ran smoothly. There is some issue with the croquet playing in Merimbula as the surface is very rough where they currently play. Benita suggested that Jane advise Sandy to approach Club Sapphire re using the old 'green 3' for their croquet. Jane also mentioned that we could do with a few more 'one-off' courses. Jane will also ask Sandy to check the centers calendar – as it currently shows a lot of use during school holidays which we are doubtful of.
- While our current policies do not allow us to pay anyone to run a course Sue has suggested that in some instances – e.g. Yoga which is a highly requested course – we could consider this option if the provider of the course was able to offer our members a reduced rate. This would mean an amendment to our policies and sourcing of course provider. In the interim, Jenny will find out how much the Yoga courses at the Bridge Club cost – as this might be an option for our members.

Team Office:

- Disabled toilet key

  Jenny has finally managed to get a new key cut for the disabled toilet. Being new it is a bit sticky and needs some jiggling!

  ACTION: Jenny to put the key somewhere obvious in the kitchen with a notice regarding where the toilet is and to return the key.
- Secure Shredding

  Jenny has investigated secure removal of old paperwork and presented findings to committee.

  ACTION: Jenny to choose a company and organize for rental of secure shredding bin/s and ultimate disposal.

  Moved: Sue O'Loughlin **Seconded:** Neil Walker

Newsletter Team:

As we now meet earlier that the Newsletter Team there is nothing to report this month.

ACTION: No action required.

7. **Other Business**:
   - Keeping the community aware of our existence.

     ACTION: All Management Team members to keep copies of our brochure in their cars and update local noticeboards as required.
   - Policies on handling death of members and use of omail to inform members the death and funeral details. Sue had already drafted policies for both items – these were discussed and approved by all (with a couple of minor tweaks).
   - Christmas Party – discussions of Benita's progress to date resulted in the date of Thursday November 27th at the RSL being confirmed. Some discussions re decorations (maybe ask Rosie); donations – stick to fewer prizes and contact only larger organisations for donations (e.g. Woolies, Coles)
   - Some groups are finding the heating does not seem to be working as well as it could at the Centre.
   - ACTION: Jenny to ask Rosie to organize a service of the aircon.
   - Moved: Benita Thistlethwayte Seconded: Neil Walker

Future Absences: Jenny Bannam

Meeting Concluded: 12.35 pm **Next Meeting:** Monday 15 September at 11.00 am in Meeting Room

Signed: ………………………………………………. (President)