**Date:** 12 December, 2019

**Meeting Opened:** 1.35pm **Chaired:** Fleur

**Present:** Fleur Dwyer, Chris Bembrick, Kaye Separovic , Nan Kennedy, Carole Thomas, Carolyn Smith, Garry Clear, Terry Prowse, Margaret Nicoll (Team Office), Sandra Coates (Team Office), Pam Summerell (Team Social), Penelope Murphy, John Mikus, Margaret Brown

**Apologies :**

**Welcome**

Fleur welcomed all, especially John, Penelope and Margaret. Thanked all of the team for their hard work in 2019.

**Minutes from previous meeting:**

Minutes from November 14, meeting approved and accepted as true and accurate.

**Moved:** Nan **Seconded:** Kaye **Carried**

**Business Arising from Previous Meeting**

1. Refurbishment to start from 21 December – tradespeople, contractors for supply etc

- Builder to start 23 December. Timetable on track

- wine glasses taken away

- 12 noon, office to be packed up (Carole and Carolyn to help)

- hamper given to Richie

1. Correspondence from Penelope Murphy about the refurbishment of the Tura Beach Centre – robust discussion took place and a number of points of view were raised,
2. Christmas Party: 123 people attended. Good time had by all.

* Entertainment issue
* Money worked ok

1. Lease changes: there are 3 or 4 potential changes which need to be made:

* GST
* Our liability for cost of registration and owners’ legal fees

1. Grants – Community Underwriting for $5,000 unsuccessful – they seem to be working through a list – Bill Dejong

* $50,000 grant “Responsible Gambling” – precluded because our work had started. There are three rounds – March 2020 is the second round

1. Tura Beach Centre Bookings – Groups still loathe to change
2. Booking System: Terry and Kaye hope to replicate the booking system used by the library. Perhaps a PT member can assist with this.
3. Logo: Our own logo can be used on signage, not necessary to use the old style logo

**Treasurer’s Report:**

* 319 of 577 members have renewed. Thank you to Margaret and TO for assisting with the renewal process.
* Lots of people have authority and access to MyU3A. PT – each team member will be responsible for the roll over of courses.

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

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

**Program Team Report: Kaye**

* Team worked well this year
* New members were introduced with a buddy system
* Sue and Kaye brainstormed re training
* Course Leaders – Run MyU3A familiarisation course at the beginning of term and/or before they become course leaders
* Good job – Kaye (MT)
* How do we find new course leaders? One leader leaves – course goes on. Teams approach to course leading is an idea – could be used as much as possible

**Team Office Report: Marg N**

* 10 members
* Great working groups
* Digitising attendance records
* Organise tags and keys for TBC
* Have access to own area of website – rosters etc
* Thank you to TO members and all who helped with “learning the ropes”
* Special thanks to Fleur and Chris

**Tech Team Report: Terry**

* Terry will maintain web page
* Requests that people send things for inclusion in web page
* Please see if you can get more volunteers to help with page. Terry needs more help assistance. HELP!!

Garry spoke about the role of Team Office and that people don’t realise the workload that this team carries.

**Team Social: Pam**

* This team will have to fold if we don’t get more members
* Fleur will get some – otherwise it will fold

**Other Business:**

* **Phone in TBC**

**Options:**

* Splash installation + dish + modem = $180 installation + $50 for 100gb
* Southern Phone
* Optus Fixed Wireless
* NBN
* Wireless is the only way forward
* Terry will call and negotiate a deal and follow up
* We have somebody to take the plug out of the counter and lay against the wall
* **Christmas Party at Kaye’s:** details to be emailed
* **Constitution: Garry**
* A change in Constitution is required to allow people to stay in positions for more than the 3-year term ie 3 years with an option of renewing
* This might be possible by getting rid of the clause all together
* Garry will investigate this
* **2020 – Year of the Course Leader –** suggestion for theme for next year (Fleur)

Meeting Closed: 4pm

Next meeting: 2nd week January – Gary to chair

AGM February