



U3ASC MANAGEMENT TEAM MEETING AGENDA

Date: February 14, 2019

Meeting open: **Chaired:**

Present:

Apologies: Carolyn, Terry, Cherie

Previous Minutes

BUSINESS ARISING

Public Liability and Duty of Care

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

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

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

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).

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

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

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.

Treasurer's Report

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.

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.

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 (Kay)

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

- **AGM, Friday, 15 March, RSL, 2.00pm - 4.00pm,** followed by Afternoon Tea

Special Resolution

Nominations

- Futures' Planning Discussion Continued

Team Social

Curriculum Development

Y Charting of Values

- Team Office