



## Minutes of Management Team Meeting – 25 January, 2024

**Present:** Judy Brand, Jane Thomson, Garry Clear, Roger Harris, Paul Strutynski, Merryn Dowling

**Apologies :** Carolyn Smith

1. Paul welcomed everyone, especially Jane Thomson, newly installed Program Team Leader
2. **Minutes from previous meeting** 23 November 2023  
Motion: Minutes from meeting held 23 November are true and accurate  
**Moved:** Paul                    **Seconded:** Garry
3. **Business arising from previous meeting:**
  - *Micro courses update:* Discussion over whether to continue to promote this program given it hasn't been taken up with enthusiasm. Agreed not to pursue it further.
  - *Christmas Party review:* Christmas Party was very successful – great entertainment, good food and no hassles with special meals or non-attendance. Secret Santa interesting!
  - *Data Security and Bigpond emails update:* Several of us met with Chris Bembrick to discuss access to the data base, and the levels of access necessary for various functions across U3A. As a result, the levels of access to the data base have been defined for various roles, the list of people with access has been updated, and Marg Nicoll has taken on a Level 8 admin role in collaboration with Chris, so she can now update passwords and access, as well as undertake some of the other MyU3A admin roles. This shares both the workload and skill set.  
Issues with Bigpond seem to be resolved with no recent 'send-backs' but agreed to maintain separate mailing list for Bigpond users until situation is clearer.
4. **Correspondence:**
  - Mumbulla grants open. NFA
5. **Treasurer's Report (emailed) and Annual Financial Report**  
**Motion:** Report to be accepted and payments listed in the cashbook and bank reconciliation are accepted and approved.    **Moved:** Garry                    **Seconded:** Merryn

The financial report looks good, on budget, and very close to last year.

Judy pointed out that every year she has to account for amortization which is the same every year, and which reduces profit, yet in 2022 there was an increase in money in the bank, which is why she prefers to report income and expenditure. Previously U3A operated on a cash basis but the auditor wanted a shift to accruals, which is in progress. This year she needs to adjust small pooled assets, which need to be written off.

Looking to increase fees next year, the amount discussed and to be determined at a later date.

## 6. Brief update from team leaders:

- **Program Team:** Jane has taken over from Sue and so far so good. The rollover was completed, there are new short courses, including an intro to keeping bees and a consultation about a multi-generational project at Tura Beach. She has met with the team and is interested in new short courses, especially those which engage the brain. Jane will be away from 10 March until 10 May. Management Team will help with opening up, meeting and greeting presenters, and other support as necessary in her absence.
- **Team Office:** All going well. The suggestion was made that the Program Team implement a system of email addresses similar to Team Office, where a number of email addresses specific to that team are allocated to people who need to use email. This would alleviate a problem of Program Team using Team Office email addresses. Discussion re use of 'official' versus private emails. Acknowledging the difficulty of people dealing with multiple email addresses, it is recognized that for some positions the official email address means there is a record/trail of discussion and decisions, whereas for others it doesn't matter. Jane will follow up re email addresses for some program team members.

Need to emphasize to all the necessity to stick within the boundaries of their own roles, and not change/interfere with the work of others.

- **Newsletter Team:** The Team met last week, and newsletter for Jan-Feb is about to be issued.

## 7. Other Business

- **AGM Planning:** Agreed AGM to be held on Friday 22 March at 11 am, depending on Club Sapphire room availability. **(STOP PRESS – date unavailable, Thursday 21<sup>st</sup> Booked)**. All committee members indicated they were prepared to stand for re-nomination, although President, Treasurer and Secretary flagged they would like to retire at the end of 2024. Discussion of what was required for succession planning and it was decided that an Assistant Treasurer should be appointed at the AGM to learn the role prior to taking full responsibility. Essential attribute in addition to the specific skill-set to include being a team player.
- **Office opening during summer vacation.** Discussed that a significant number of people attended the office to find it closed, and the only assistance for people finding it difficult to renew registration, or enroll was through the webpage. Team Office to be approached re the possibility of opening for the last 2 Fridays of the summer holiday to provide this support.
- **President's column:** AGM, Course leaders checking that fees are paid. Discussion of column and committee endorsed the possibility of a briefer article.

**Future Absences:**

**Meeting Concluded:**

**3.05**

**Next Meeting: 22<sup>nd</sup> February 2024**