

**Minutes of the Manning Valley U3A
Management Committee Meeting
Friday 4 May 2018 at Uniting Church Taree**

1. **Opening:** meeting opened at 9.35 am. Welcome from new President Lina
2. **Present:** Lina Ingram (President); Chris Abbott (Secretary/Newsletter Ed); Kerry Formann (Treasurer); Ann Haydon (Vice President/Refreshments); Judith Byrne (Membership); Ross Connell (Programs/Public officer/photocopy coord); Liz Cross (Welfare); Nancy Dixon (Publicity); Asha Vadujkar (Refreshments)
Apologies: Dawn Rankin (Publicity)

3. 1. **Minutes of the previous meeting:** 23 March 2018 previously distributed
Motion: That these minutes be confirmed
Moved: C Abbott Seconded: L Cross CARRIED

2. **Business arising:** NIL

4. Reports

1. President
 - looking forward to working with the U3A team
2. Secretary
 - considerable email exchanges within committee regarding organisation leading up to Term 2 program, enrolment day, AGM etc
 - received a return thanks card and a thank you card for recognising a 90th birthday (given to Welfare officer L Cross)
3. Treasurer
 - outlined current financial position:
March - Cash flow: receipts = \$166.37; payments = \$485.25;
Bank reconciliation at 31 March = \$20,470.74
April – Cash flow: receipts = \$ 1,413.05; payments = \$5,609.07
Bank reconciliation at 30 April = \$19,730.19
Term deposit = \$10,453.73 matures 14.5.18 and will be renewed
\$4,000 enrolment fees banked
 - highlighted the cost of depositing a cheque. Bank charges \$0.50 per cheque. Members to be asked to avoid using cheques where possible. Reminder to be placed in term 3 newsletter.
 - Discussion about alternative forms of enrolment and payments. K Formann & R Connell to investigate electronic banking and to report back to the next meeting
 - Signatories (any 2 sign) to be K Formann, J Byrne, R Connell, A Haydon

Motion: That the Treasurer's report be received

Moved: K Formann Seconded: A Haydon CARRIED

4. Membership - J Byrne reported that she was working with L Seaton to learn how this worked

5. Programs - nil

6. Publicity - nil

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7. Welfare – various ill members mentioned; cards/flowers sent; visits to hospital
8. Newsletter – term 2 published in restricted size; need to include more interest material from committee and members
9. Webmaster – nil (but need to keep updating); L Seaton to act as till replacement identified; L Ingram to speak to Lloyd about this

5. General Business

1. Review of Term 2 2018 enrolment day & AGM
 - Enrolment format worked well with better flow; concierge and signage helped; more people remaining for refreshment
 - AGM attendance good with 56 members present (AGM Minutes distributed for perusal)
 - Thank you to be sent to guest speaker Laurene Mulcahy
 - L Seaton acting membership officer provided preliminary enrolment numbers. Committee thinks that we need to maintain small groups for program diversity
2. Management Committee roles - as per noted at 2. above; and
J Glassop (Luncheons Coordinator role, non-committee role)
L Seaton (acting Webmaster, non-committee role)
3. Presenters' afternoon 24.6.18 organisation
 - time 2 – 4 pm at Uniting Church Taree
 - All Management Committee members expected to attend
 - C Abbott to organise invitations for presenters by phone or email
 - afternoon tea provided; L Cross & A Haydon to organise
 - purpose is to allow committee and course leaders to meet, acknowledge contribution and to seek feedback
 - RSVP before 17.6
4. Management Committee role descriptions need review. C Abbott to send out. Discuss, clarify at next meeting
5. L Ingram to discuss transfer of keys and other U3A records, documents with L Seaton as soon as possible

6. Next Meeting: 9.30 am 22 June 2018 at Uniting Church Taree

Meeting closed: 11.15 am

President:

Secretary: