

Minutes of the Manning Valley U3A Management Committee Meeting

9.30am Friday 2 February 2018 at Uniting Church Taree

1. **Opening:** President opened the meeting @ 9.32 am and welcomed everyone

Present: Lloyd Seaton (President, Membership Officer, Programs Director, Webmaster); Ann Haydon (Vice President & Refreshments); Chris Abbott (Secretary & Newsletter editor); Kerry Formann (Treasurer); Liz Cross (Welfare Officer); Jennifer Glassop (Luncheons Co-ordinator); Judith Byrne (Assistant Treasurer); Asha Vadujkar (Refreshments)

Apologies: Jennifer Kokany (Publicity)

2. 1. **Minutes of the previous meeting:** 15 December 2017 previously distributed
Moved: C Abbott Seconded: L Cross CARRIED

2. Business arising:

1. Publicity / promotion – not covered due to the absence of Publicity Officer
2. EOFY audit – Treasurer advises this has not been submitted due to the need to gather all information together
3. Ormsby house clean out and distribution of excess materials to members at enrolment day – undertaken by A Haydon, J Glassop & C Abbott; table now clear as working space again; members enrolling in person appreciative of the notebook and pen and other items to give away.
4. Management committee roles review – How you see / experience it against the role statement
 - Not covered

4. Reports

- ## 1. President & Membership, Program, Webmaster

- AusPost box and mail box @ Uniting Church used widely for enrolments prior to and during enrolment time. The problem with these is that they can be over or under covered for fees
- Website can have issues round 'peak' time (near enrolment days) when many other U3As are accessing server. Working at keeping it 'current'. Do we know how many 'hits' we get? No
- Enrolment days have usually been on day 2 of school terms where day 1 is a school development day but this does not need to be so. Tidier to have it on Monday to avoid confusion.

Motion: that in our next calendar Monday be designated as enrolment day except where a public holiday falls

Moved: L Cross Seconded: K Formann CARRIED

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2. Secretary

‘Correspondence’:

- U3A Network Newsletter;
- W Toohey thanks re Christmas Lunch
- R Walker Port Macquarie U3A Watonga re: funds transfer because of closure
- Bushland health group thanks for entertaining at Christmas party

3. Treasurer

- Cash flow for December 2017 Receipts = \$13.51
- Cash flow for December 2017 Payments = \$4,962.09
- Bank reconciliation as at 31 December 2017 = \$16,210.23
- Term deposit matures 14.5.18 = \$10,453.73
- Concerned that cheque deposit costs are now \$0.50 per cheque. What will future methods be?
- Only one unpresented cheque remains for \$660

Motion: That the Treasurer’s report be accepted

Moved: K Formann

Seconded: A Haydon

CARRIED

4. Publicity

Nil - absent

5. Welfare

- Members need to communicate information about ill or bereaved other members if any contact is to be made with those requiring support
- Various members referred to re health, bereavement

5. General Business

1. Newsletter printing costs worked out at a cost of \$6.21/ letter this time due to snippets of colour on other than front & back; Need to ensure that these are not there in future. 69 were mailed; there is a slight increase in demand for the term 2 one.
2. Management Committee Succession – need for committee members to publicise this to all groups to ensure we have sufficient pool of people to join the next management committee prior to AGM.

These allocations were made:

L Seaton - Ballroom dancing, Cryptic crosswords; Meditation; Stretch & Strength

C Abbott – Gentle exercise; Art in the gallery; In School; Poetry; Plays;

Philosophy; Silver Tones

K Formann – Ukes old and new; Spanish

A Haydon – Irene’s art; Ukes old and new; Social craft; Table games

J Glassop – cinema goers; Tai Chi old and new

L Cross – Open Forum; Silver Tones

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J Byrne – modified line dancing
E Hollebone – cards

3. Enrolment Day

The following aspects were discussed with a view to improving the organisation and traffic flow for term 2: need for signage (e.g., register, cashiers, badges, refreshments); a concierge role?; re-arrange the steps into a more flowing process line in the hall instead of going back and forwards.

Action: ?

Meeting closed: 11.20 am

6. **Next Meeting:** 9.30 am 23 March 2018 at Uniting Church Taree

President:

Secretary: