

**Minutes Manning Valley U3A Management Committee Meeting  
9.30am Friday 23 March 2018 at Uniting Church Taree**

1. **Opening:** all welcomed at 9.30 am by President
2. **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); Judith Byrne (Assistant Treasurer); Asha Vadujkar (Refreshments)

**Apologies:** Jennifer Glassop (Luncheons Co-ordinator); J Kokany (Publicity)

3. 1. **Minutes of the previous meeting:** 2 February 2018 previously distributed  
Motion: that the minutes as previously distributed be confirmed  
Moved: J Byrne                      Seconded: L Cross                      CARRIED

## 2. Business arising:

1. EOFY Audit
  - now completed and signed off by auditor
  - Statements of Audit and of Income and Expenditure, Bank reconciliation, and Interest-Bearing Deposit documents tabled
  - auditor suggests that some more specific breakdown of components be used
  - letter of thanks to be sent to Keith Bedggood Honorary Auditor by secretary

## 2.Management Committee succession – visits to other classes

Committee members indicated that they have or will be speaking to groups as indicated in previous meeting about the AGM, the need to attend and the possibility of taking on a committee role

### 3.Term 2 2018 enrolment day organisation

To be laid out as per discussion and C Abbotts's sketch plan; more signage; L Cross to act as concierge. All will hopefully improve flow and movement

## 4. Reports

1. a. President
  - advised Club Taree booked for December concert
  - advised dodgy emails being sent to committee members using L Seaton's name.Please refer to him
- b. Membership Officer
  - advised that membership records older than 2 years have been shredded
  - advised that enrolment form has luncheon menu with note that vegetarian meal is available on request
  - more lanyards need to be purchased
  - generic Gmail account for membership to be created (allows for 500 addresses)
- c. Programs Director
  - advised of term 2 organisation and some venue changes
- d. Webmaster
  - advised updated home page; removal of redundant data; link to NSW network

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already and so no need for their newsletter to have a special place on our webpage;  
be aware that we may be a target for commercial exploitation

### **2. Secretary**

Correspondence in:

- Port Macquarie 'Watonga' U3A including cheque for us after dispersal of their assets
- Various emails from Management Committee members; members; school principals re 'In School'
- U3A NSW Network e-Bulletins
- Margaret Moon advising of the death of a former member, Mr Jan Arie Kooij in January 2018. He had returned to Holland a few years ago
- Margaret Moon advising dates, venues & contacts for Sunday Lunch Club 2018
- Receipt of six nomination forms for Management Committee office bearer / member

Correspondence out:

- Port Macquarie 'Watonga' U3A thank you and acknowledgement of funds dispersal cheque
- Various emails to Management Committee members; members;
- letters of appreciation to school principals re 'In School' visits to St Joseph's Taree; Taree West Public & Manning Valley Anglican

### **3. Treasurer**

- Cash flow for January 2018 Receipts = \$8,203.03; Payments = \$1,578.32
- Bank reconciliation as at 31 January 2018 = \$19,514.59
- Cash flow for February 2018 Receipts = \$2,786.0; Payments = \$493.80
- Bank reconciliation as at 28 February 2018 = \$20,807.62
- Term deposit matures 14.5.18 = \$10,453.73
- Noted that the auditor found no problems during audit but has suggested adding further breakdown of components in accounts
- A thank you letter to be sent to the auditor Mr Keith Bedggood and invitation to him and his wife to be our guests at the end of term luncheon
- Motion: that the Treasurer's report be accepted

Moved: K Formann

Seconded: L Seaton

**CARRIED**

### **4. Publicity**

- J Kokany absent but discussion about the need to continue to promote U3A. Further suggestions include: Mid Coast Council website and Manning Community News

### **5. Welfare**

- Various ill members mentioned; members who had a bereavement in the family

## **5. General Business**

### **1. Review of Term 2 2018 draft newsletter, enrolment form & timetable**

- These had been distributed prior to the meeting for members to read and check. No

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major issues.

- Noted that Newsletter was smaller in size due to more compact layout; a lack of pictures etc has reduced it to 10 pages. C Abbott expressed concern about print run version determining content and size of it.

### **2. AGM preparation**

- Agenda to be finalised; minutes of previous AGM need to be there; audit documents to be included in minutes
- Ballot papers may be needed if a vote for committee positions is called for
- John Dun to be invited to act as Chair in transition from 2017-2018 to 2018-2019 executive during meeting

### **3. Change of calendar dates**

- C Abbott requested, and it was agreed, due to his absence that:  
the June Committee meeting be changed from 15.6.18 to 22.6.18  
the June Presenters' Afternoon be changed from 17.6.18 to 24.6.18

### **4. Luncheon menu**

- dealt with in 1.b above

### **5. Lions Recycle for Sight**

- A Haydon had been asked whether we could place a box for deposit of old glasses on U3A cupboard in the Uniting Church. It was pointed out that there was no space to do this. Suggested that an approach be made to the church for a suitable spot.

## **VOTE OF THANKS**

Motion: that L Seaton be given a vote of thanks for his service to Manning Valley U3A for his contribution to it over the last seven years as a member, Secretary and President.

Moved: K Formann      Seconded: L Cross

CARRIED WITH ACCLAMATION

**Meeting closed:** 11.28 am

**Next Meeting:** 9.30 am 4 May 2018 at Uniting Church Taree

President:

Secretary: