

**Minutes Manning Valley U3A Management Committee Meeting
9.30am Friday 22 June 2018 at Uniting Church Taree**

- 1. Opening:** President Lina opened the meeting at 9.30 am and welcomed everyone
 - 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)
Apologies: Asha Vadujkar, Dawn Rankin
3. **1. Minutes of the previous meeting:** 4 May 2018 previously distributed
Motion: That these minutes be confirmed
Moved: C Abbott Seconded: R Connell CARRIED
- 2. Business arising:**
1. Alternative forms of enrolments & payments – K Formann / R Connell
 - consulted credit union; each member would require a unique number to use as reference
 - could be done easily but problems rest with links to courses enrolled in
 - need subcommittee to investigate further whole issue of course fees and the banking implicationsMotion: that a subcommittee of K Formann, R Connell & J Byrne devise a fee & banking proposal which the committee can consider for implementation.

Moved: C Abbott Seconded: R Connell CARRIED
 2. Webmaster: acting & training – R Connell
 - E Hollebone taken over as acting Webmaster
 - training of interested committee members R Connell & C Abbott to occur at a mutually convenient date
 3. Presenters' Afternoon – all
 - Discussed last minute organisational matters such as which space; hot water etc
 4. Review Management Committee role statements (extant version attached) – all
 - Sections examined and modified include: Committee member; Secretary; Program Director; Membership officer; Newsletter editor
 - Revised document to be presented next meeting
 5. Return of keys, records, documents from L Seaton - L Ingram
 - Most keys returned but Ormsby House outstanding
 - J Byrne to enquire about this when she next meets with L Seaton

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4. Reports

1. President Lina

- attended funerals of past members V Fealy & G Perry noting the reference to U3A in particular at one of these

2. Secretary Chris

- please ensure you address your email to me through official address:
secretary@manningvalley.u3anet.org.au
for internal purposes this connects to:
secmanningu3a@gmail.com instead of my 'personal' email address. This allows for separation of U3A business.
- Created Register of Committee Members. This needs to be completed by members and maintained as part of our record by the Secretary
- Correspondence – In
 - : Many email conversations between committee members; other members, class leaders and outside bodies / individuals, eg., responses to invitation to Class presenters / leaders' afternoon tea
 - : Robert Birrer new regional rep
 - : advertising materials
- Correspondence – Out
 - : Many email conversations between committee members; other members, class leaders and outside bodies / individuals, eg., invitations to Class presenters / leaders afternoon tea; invitation to participate in 'In School'
 - : Robert Birrer new regional rep
 - : thank you to Laurene Mulcahy re participation on 1.5.18

3. Treasurer Kerry

Cash receipts for May = \$4,760.43

Cash payments for May = \$622.15

Term deposit = \$10,534.05

Bank Reconciliation @ 31.5.18 = \$20,456.70

1 dishonoured cheque cost \$2.50

Copy of these documents follows

Motion: that the Treasure's report be received

Moved: K Formann

Seconded: J Byrne

CARRIED

4. Membership Judith

- Continuing to learn the ropes
- some problems with tech transfer from L Seaton to J Byrne
- links for online access to newsletter, enrolment & timetable with input from the Webmaster
- organisation for enrolment day: prepared and laminated signs

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5. Programs Ross

The program for Term 3 will be finalised after the Class Leaders' meeting 24.6. I will start booking venues on 25.6. There are a few new / returning courses; thanks to Chris Abbott and Ern Hollebhone. Some courses are unavailable this term. They are: Harmonicas, as Cheryl Ritchie is unavailable.

Music, as Heather McLaughlin is unavailable. Some courses will run under modified circumstances. They are: Art, as Irene Flissinger has family commitments that may result in her missing some art classes but is confident the group can continue without her when necessary. Stretch and Strength, as Lynne Barnes is available for five weeks only.

6. Publicity Nancy

- Media contacts list, Media release pro forma provided by C Abbott
- input re Enrolment day needs to go to MRT – 'Extra' asap

7. Welfare Liz

- number of names mentioned requiring TLC

8. Webmaster - nil

5. General Business

1. Review of Term 3 documents – newsletter, timetable, enrolment form
 - these documents reviewed (all incomplete in some way or another)
 - Newsletter to be produced in 2 different forms – online & print. Now quantity and range of material and photos is restricted by trying to keep print version as cheap as possible.
 - Date to printer by Tuesday 3.7, so that they can be collected 5.7 & mailed out 6.7. Placed onto website at this time too
 - PDFs of each need to be sent to C Abbott for delivery to printer
2. Organisation of Term 3 Enrolment day
 - Roles assigned as follows: Concierge – L Ingram & L Cross; Enrolment check – C Abbott, A Haydon, N Dixon; Cashiers – K Formann, R Connell, B Fieldhouse; Collator – A Thomas; Membership/badges – J Byrne
3. Photocopiers and photocopying
 - R Connell outlined problems with photocopiers. Difficult to find appropriate toner; copy speed etc. Decided to continue for the moment till it is no longer viable. Seek pricing from Printright who have already done large jobs for choir
4. Regional contact wishes link on our website
 - It was agreed that this link should be placed on website

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5. Approval to post AGM minutes on website

Motion: that the AGM minutes be placed on our website

Moved: L Cross

Seconded: J Byrne

CARRIED

6. Other

1. Concert – Christine Ritchie to be approached to coordinate
2. Silver Tones successful part of Manning Winter Festival with other choirs in performance. Our earnings from this = \$1,078 To be retained by them for choir purposes
3. Who is our oldest member? Some suggestions made
4. 2019 will be 20th anniversary of Manning Valley U3A. Consider what could be done simply to acknowledge this

7. **Next Meeting:** 09.30 27 July 2018 at Uniting Church Taree

Meeting closed: 11.31 am

President:

Secretary:

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Manning Valley U3A

Statement of Cash Flow for MAY 2018

Cash Receipts

Membership	300.00
Printed Newsletter	270.00
Courses	3,958.00
EOT Lunch	228.00
Bank Interest	4.43
TOTAL	<u>\$4,760.43</u>

Cash Payments

Bank Charges	16.00
M'ship Refund	24.00
Fair Trading	45.00
Refreshments	371.15
Admin	20.00
Computer	119.00
Dishonoured Chq	25.00
Dishonour Fee	2.00
TOTAL	<u>\$622.15</u>

FIXED TERM DEPOSIT **\$10,534.05**

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MANNING VALLEY U3A

BANK RECONCILIATION AS AT 31 MAY 2018

Cash at Bank as at 30 April 2018	19,730.19
Less unrepresented cheques April	3,671.77
	16,058.42
Add Cash Receipts May	4,760.43
	20,818.85
Deduct Payments May	622.15
	20,196.70
Add unrepresented cheques May	260.00
Closing Balance as per Bank Statement	<u>\$20,456.70</u>
Unpresented Cheque for May 2018	
592316 30/04/2018 Taree Girl Guides	260.00

Term Deposit stands at \$10,534.05 maturing 14/11/2018