

**Minutes Manning Valley U3A Management Committee Meeting**  
**9.30am Friday 27 July 2018 at Uniting Church Taree**

1. **Opening:** President Lina opened the meeting with a welcome at 09.30 am
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); Nancy Dixon (Publicity); Dawn Rankin (Publicity); Asha Vadujkar (Refreshments)  
**Guests:** E Hollebone and J Glassop (at start of the meeting)  
**Apologies:** Liz Cross (Welfare)
3. 1. **Minutes of the previous meeting:** 22 June 2018 previously distributed  
Motion: That these minutes be confirmed  
Moved: C Abbott                      Seconded: J Byrne                      CARRIED
2. **Business arising:**
  - 1. Website & master – E Hollebone
    - Reminded members to look at our website often; needs updates periodically
    - acting Webmaster E Hollebone & trainee R Connell have had a tutorial session; former thinks latter is ‘up to speed’ already
    - when R Connell is ready to take over E Hollebone will step aside, but is prepared to be backup
    - there were some issues with links and getting Term 3 newsletter, enrolment form & timetable out, but these were resolved
    - Any material must be sent to R Connell in the first place before the webmaster will place it on the website
  0. Luncheons’ Timing – J Glassop  
It has been noted that numbers have been down. Believe that this is due to the timing in term. Suggested that it be placed in first week of school holidays and on Tuesdays in 2019. Committee agreed to program it this way
  1. Alternative forms of enrolments & payments – K Formann / R Connell / J Byrne  
Yet to meet; report next meeting
  2. Webmaster: acting & training – R Connell  
See -1 above which covers it
  3. Review Class leaders/Presenters’ Afternoon – all
    - Twenty seven attended; nine apologies and three ‘no show’
    - Several issues raised included: number, nature and timing of courses; finalising enrolments; late enrolments; some people attending but not paying members; is a free course a good thing; participant’s commitment to courses; class trials, course tasters; some course leaders could give more specific information re their courses; fee for ‘Art in the Gallery’ goes to FOGS as a donation, perhaps members not aware of that; leader/presenter profiles; giving thanks to leaders/presenters
    - Some of these issues ‘addressed’ in the term 3 Newsletter as suggested

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- Three leaders volunteered to take on the December Concert coordination. Thanks to Gabrielle, Greg & Heather
  - Thanks to Ann & Liz for preparing the lovely afternoon tea
  - In general, committee considered afternoon went well and achieved its purpose
4. Review of Management Committee role statements and their revision (previously distributed) – C Abbott
- This was the latest version (20.7.18) and highlighted the fluidity of this document as changes are made, for example, with reference to item 3.2.-1 above. This necessitates changes in Webmaster's role. This document is constantly under review
  - Committee members need to be familiar with roles and what is required of them
  - should it be placed on website? Consider this.
5. Review of T3 enrolment day – all
- positive member responses to having concierge/greeter at entry
  - many enrolment forms and payments in prior to enrolment day
  - less cheques and members often compensating for their use by including 0.50 bank fee
  - checkers need to ensure legibility on forms especially of email addresses
  - too many turning up without their printed enrolment and expecting to do it there
  - noticeable by passing of checkers where the above occurs, then going direct to cashiers. Suggested slight change to layout to prevent this and for concierge / greeter to direct more clearly
  - members need to be reminded that they need to enrol each term
6. Return of keys, records, documents from L Seaton *et al* continued - L Ingram
- Missing one Ormsby House key – L Ingram to follow up with council
  - C Abbott has created key and equipment register. Has been in contact with all committee members; most recent past and current class leaders to ascertain what they have. Aims to have this completed soon

### **4. Reports**

#### **1. President**

Based on comments made on the day and from previous experience of enrolment days – we had a ‘cracker’! Enrolment forms were having to be printed to keep up with the requests and there were people constantly at the table working out their programmes. Several people were delighted to find just how wide a variety of courses we had and that it was on more than one day a week. Everybody on the committee played their part well and we were a good, but exhausted, team. Thank you all for your wonderful efforts.

#### **2. Secretary**

Communications – numerous in and out with members and committee members; Regional rep Bob Birrer requesting EOI re Mid North Coast Conference and attendance at a management committee meeting; Senior citizens re Christmas lunch at Ormsby House; FACs re NSW Seniors Festival; local media (MRT/M-GL Extra; Radio 2RE) re enrolment day; Samaritans newsletter received

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3. Treasurer

Term 3 Enrolment Day 24 July brought in \$3,162.00. Postal enrolments and the Uniting Church letterbox have brought in another \$1,736.50, making a total up to and including 27 July of **\$4,898.50**.

**Term 2**

Rent was \$4,191.90.

Printing costs for our newsletter and associated documents was \$313.20.

Public Liability Insurance 01.7.2018 – 28.2.2019 was \$146

Refreshments was \$626.85

Admin & Computer costs were \$256

End of Term lunch was \$276

Sundry small expenses

The current bank balance in our HCCU trading account as at 27 July is **\$21,950.54** with \$2,428.00 unpresented cheques awaiting payment.

\*\* Note: documents attached at end of minutes.

Motion: That the Treasurer's report be received

Moved: K Formann

Seconded: R Connell

CARRIED

- Query about comparative data, 'same time last year'. Treasurer to pursue

4. Membership

Have almost finished entering enrolments. Will clear the mail boxes again and hope to do rolls on Saturday and have ready for Monday. We have fifteen new enrolments and 258 enrolments overall, numbers for courses as of today are as follows:

Irene's Art	15
Art in the Gallery	9
Ballroom Dancing	9
Cinema Goers	4
OBE Luncheon	26
Let's Walk Again	13
Gentle Exercise	30
Poetry Readers	2
In School	8
Modified Line Dancing	30
Open Forum	10
Philosophy for Everyone	12
Play Reading	7
Saturday Arvo Card Sharps	19
Silver Tones Singers	43

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Silver Ukulele Strummers SUS	27
Monday Ukulele Strummers MUGS	21
Monday Ukulele Beginners	7
Social Craft	11
Spanish Conversation	10
Stretch and Strength for Everyone	26
Table Games	27
Tai Chi Continuers	15
Tai Chi Beginners	16
Ekaterinburg Murders	29

Thought enrolment day went well. We need to consider the number of enrolment forms we provide, and I thought people were relying on us to provide enrolment forms for them rather than printing their own.

### 5. Programs

A few people noticed the error in the term 3 timetable re Tai Chi times, even though it had been sent to the committee for checking on several occasions. This leads me to question the need for the timetable as it only duplicates information contained in the newsletter. Do people make use of the timetable? (A resounding 'Yes' from the committee members.)

Because of comments made by Lynne Barnes at the class leaders' meeting, I checked with Club Taree management about our charging for Stretch and Strength. They agreed that we could do so if it was made clear that the charge had been levied by U3A and not the club. From 1st term 2019 there will be a charge of \$10 per term and notice should be given in the term 4 2018 newsletter.

Lina Ingram and Maggie Abberley have come up with a suggestion for a series of talks in 4<sup>th</sup> term. Maggie is thinking about a talk on decluttering, Helen Hannah has proposed a talk about Landcare and the Dept. of Fair Trading can provide a speaker on several topics. As I will be away for the first 5 weeks of term 4, this may have to be postponed until next year.

It would be appreciated if any proposals for new courses could be directed to the Programs Officer for discussion about suitable times and venues.

### 6. Publicity

- Noted that coverage of enrolment day had appeared in MRT and M-GL extra and online
- Old handouts (maybe 100?) recovered from Ormsby House storage. They need some correction/modification before distribution; physical alteration needed
- C Abbott pointed out that some additional newsletter copies had been distributed by him in the lead up to Enrolment Day as follows to: Taree library; Mayo Physio; Janet Mears podiatrist; Wynter st medical; Johnson medical; Albert St medical; Braithwaite dental; Laverty pathology; Wingham hairdresser; Wingham arcade; Manning uniting church.

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- Perhaps each committee member could take a few extra copies in future and distribute likewise?
- C Abbott offers support to the publicity officers to develop their roles

7. Welfare – nil due to absence

8. Webmaster – see 3.2.-1 above

### **5. General Business**

1. Regional conference Port Macquarie & visit of Bob Birrer Regional rep NSW

Network – C Abbott

- EOIs taken for attendance at this, either Saturday 6 or 13 October, 9 am – 2.30 pm
- Details ‘vague’
- Bob will be at our next meeting in September
- Noted that Bob has organised a training day in Port on 21 September for webmaster/s, R Connell will attend and probably E Hollebhone

2. Brainstorm for courses – all

See Reports 5 above but also note L Cross suggested prior to the meeting ‘Comparative Religion’ and N Dixon wants to coordinate some sessions on ‘My First ...’, for example, ‘car’

3. Draft 2019 Calendar / Year Planner – C Abbott

- 2019 calendar presented for input on
- Changes to enrolment days already noted on it
- Noted that it will be UN International Year of Indigenous languages; Moderation and the Periodic Table of Elements
- Changes to luncheon dates/days as per agenda item 3. 2.0 above will be placed on revised version
- Feedback required

4. Seniors Festival 2019 – C Abbott

- All seniors activities aggregated to 13-24 February 2019 in Seniors Festival, including Premier’s concerts
- Small grants funding available of \$1000. Is it worth applying for? We are very healthy financially, but these funds could be used to promote U3A through some different means, for example: pop up stall? Renting shop front with displays prior to an enrolment day? Limited time frame to do so, they close at 11.59 pm Friday 10 August

5. Ormsby House rental – R Connell

We currently pay council \$500 for the annual rental of a room in Ormsby – why? As far as we are aware the Senior Citizens who use more of the space do not. Need to address

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council on this and ask for free rental. The president to follow this up with council and report back

6. Christmas Lunch at Ormsby House and our financial contribution – L Ingram  
In 2017 we donated \$70 to assist in catering. Suggestion that we could do better in 2018 and assist the organiser (Wilma Toohey) to lift the quality of the event.

Motion: That Manning Valley U3A donate \$200 to the 2018 Ormsby House Christmas lunch

Moved: L Ingram

Seconded: A Haydon

CARRIED

7. Query about harmonica class reappearing under U3A banner given that now it is meeting privately. Partly depends on previous class leader's ongoing availability. Ascertain level of interest / commitment

**6. Next Meeting:** 09.30 7 September 2018 at Uniting Church Taree

Meeting closed: 11.35 am

President:

Secretary:

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**\*\* Statement of Cash Flow for JUNE 2018**

**Cash Receipts**

Printed Newsletter	5.00
Courses	97.00
Bank Interest	4.13
<b>TOTAL</b>	<b><u>\$106.13</u></b>

**Cash Payments**

Bank Charges	.50
Public Liability Ins	146.00
Refreshments	236.70
Admin	37.00
End of Term Lunch	276.00
Donation	30.00
<b>TOTAL</b>	<b><u>726.20</u></b>

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

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**\*\* Bank Reconciliation as at 30 JUNE 2018**

<b>Cash at Bank as at 31 May 2018</b>	<b>\$20,456.70</b>
Less unrepresented cheques May	260.00
	20,196.70
 Add Cash Receipts June	 106.13
	20,302.83
 Deduct Payments June	 726.20
	19,576.63
 Add unrepresented cheques June	 276.00
 <b>Closing Balance as per Bank Statement</b>	 <b><u>\$19,852.63</u></b>

**Unrepresented Cheque for June 2018**

592331	27/06/2018	Sailors Restaurant	260.00
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**Term Deposit stands at \$10,534.05 maturing 14/11/2018**