

**MINUTES Manning Valley U3A Management Committee Meeting
9.30 – 11.00am Friday 7 September 2018 at Uniting Church Taree**

1. **Opening:** President Lina welcomed all to the meeting at 9.37 am
2. **1.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); Dawn Rankin (Publicity);
Guest: Bob Birrer Mid North Coast NSW U3A Network representative

2.Apologies: Asha Vadujkar (Refreshments) (absent 6.9 - 15.11.18)

3. 1. **Minutes of the previous meeting:** 27 July 2018 previously distributed
Motion: That these minutes be confirmed
Moved: C Abbott Seconded: J Byrne **CARRIED**

2. Business arising:

1. Alternative forms of committee meetings, enrolments & payments – K Formann / R Connell / J Byrne

- Had a meeting but want to wait till we have heard more about 'My U3A' the online enrolment package. The experience of other U3As with it will be gathered at the Regional Forum in October
- Conscious of Membership Officer's workload receiving enrolments & payments. Treasurer will assist in monitoring what's coming in through U3A's church 'mailbox'

2. T3 course enrolment numbers & profit/loss – R Connell / J Byrne

- class numbers, costs& profit /loss data presented. Overall, it's a 'break even' situation.
- 'blow out' in the costs of some courses noted
- class leaders need to advise Membership Officer of changes to class rolls: ins & outs

3. Ormsby House – ‘missing’ key & rental arrangement – L Ingram

- As far as MCC is concerned we have two keys only (Currently held by J Byrne & R Connell)
- Rent has increased from original \$500pa to \$660pa
- Secretary requested to write a letter to council outlining who we are, what we do & ask for rent reduction to \$0. Addressed to whom?

4. *Publicity:*

1. distribution old leaflets – N Dixon
 - Been distributed to various places, eg., tourist information centre, St Pauls, Karingal gardens, Church of Christ; others to go to other places to be visited, such as, Estia
 - Note also the establishment of our noticeboard in hallway adjacent reception/office area at Uniting church Taree
2. distribution more newsletters? – C Abbott
 - an extra 50 to be printed for distribution by committee members (five each; leave one at any place visited)
3. design & production of new leaflet – C Abbott

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- Motion: That a subcommittee of C Abbott, N Dixon & D Rankin meet to redesign new leaflet and establish broader publicity program
- Moved: C Abbott Seconded: L Ingram **CARRIED**

5. *Draft 2019 calendar – C Abbott*

- Any feedback ...?
- Identified that seniors festival in wrong column (March instead of February)

6. Seniors Festival 2019 – C Abbott

- No action

4. Reports

1. *President* - I have enjoyed this term. I feel the general atmosphere at courses I've attended is very positive & pleasant. 'The Red Dove' is a good 'before & after' meeting place & has had some improvements made; don't forget to book ahead for Xmas. Our Dec 7 concert is looming; we'll all be flat out before we know it. I am always happy to help as best I can.
2. *Secretary* – usual extensive communication between committee members, members.
 - Course leader profiles were sent out & many have been completed & returned. Some of these appear in the T4 Newsletter.
 - communication to high school principals (Taree HS, Wingham HS, St Clares, MVAC, Taree Christian re participation in 'In School'. Responses from first four.
 - Letters of appreciation sent to these schools for their participation
 - communication with NSW U3A Network regional representative Robert Birrer about visiting us, participation in webmasters' course & regional forum
 - Thank you card from Macinnis family following Don's death in August
 - Draft media release for Silver Tones October concerts from Roger Stanley who is doing the publicity for this
3. *Treasurer* - Enrolments and Fees continued to come in via mail & the Uniting Church letter box throughout the weeks since Term 3 Enrolment Day on 24 July 2018. Altogether, enrolments & fees have realised over \$6,083 for Term 3, with further postal enrolments of \$1,184 added to the \$4899 previously banked before 28 July 2018
 - Rent for Ormsby House has been billed by MidCoast Council & paid at \$330.20 on a six monthly basis. In 2017, U3A paid \$566 p.a., & in 2016, U3A paid \$555.50
 - As at 6 September 2018, the bank balance is \$20,194.16 with two cheques totalling \$701 still unrepresented.
 - The term deposit stands at \$10,534.05.

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

4. Membership

- Enrolment form is ready for review.
- All is ready to post out the newsletters by email & letter as soon as they are finalized.
- I have contacted Ann Thomas to assist me on enrolment day & she has agreed.
- I will be contacting Pam & Ern Hollebone to see if they can teach me how to produce the name badges. Hopefully, I can do this in term 4. Any suggestions for colour for our

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name badges for 2019 (Committee suggests ORANGE)

-Some statistics you might be interested in: Final figures for classes for Term 3

Irene's Art	18
Art in the Gallery	9
Ballroom Dancing	12
Cinema Goers	6
OBE Luncheon	29
Let's Walk Again	18
Gentle Exercise	39
Poetry Readers	6
In School	12
Modified Line Dancing	34
Open Forum	14
Philosophy for Everyone	13
Play Reading	9
Saturday Arvo Card Sharps	22
Silver Tones Singers	52
Silver Ukulele Strummers SUS	34
MUGS	21
MUGS – Beginners	4
Social Craft	15
Spanish Conversation	14
Stretch & Strengthen for Everybody	35
Table Games	33
Tai Chi Continuers	16
Tai Chi Beginners	18
Ekaterinburg Murders	33

-Our oldest member is DR, born in 1925 & our youngest is PS, born in 1970

- 78 % of our members are women & 22% are men

- 57.98% take one class only & 14.33% take 3 or more classes

- The remainder take two classes or are part of a small number who are members only, not taking any classes for various reasons such as ill health or travel, but who still want to keep in touch with U3A's progress

- 29 members will attend our OBE luncheon later this month & we have ten new OBE's.

- We have enrolled 23 new members for term 3

-For term 4 we will send out 369 newsletters, timetables and enrolment forms by email & 72 of the same will be sent by mail

-I have deleted 147 members who last enrolled in 2016. There are 115 who last enrolled in 2017. These I am considering deleting before Term 1, 2019 enrolment

-I received my last enrolment form on 24th August, 1 month after enrolment day

-K Formann now has a key for the mail box at the Uniting Church Taree. We are taking it in turns to check it now & we will work out a system for the week of enrolment as we go. There may be some confusion about the mail box as mail has been left there for the secretary – may need to emphasize that the box is only for enrolment

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5. *Programs*

The art class had need of another table, so I took one of the four tables we had stored at Ormsby House to the Girl Guides hall. While I was there I saw some of the work that they produce, & it is really of a high standard.

Chris Abbott has advised that he & Lina Ingram are trialling combining the poetry & play reading groups next term under the title 'All the world's a stage'.

John Dun will be running a Time Traveller course on Russia.

Heather McLaughlin will be running her Music Makers course next term. The Cundletown Uniting Church, where the course was held last year, is unavailable so it will be held at the Uniting Church in Taree.

At the last meeting I advised that Lina Ingram & Maggi Abberley have come up with a suggestion for a series of talks in 4th term. I gave Maggi a flyer from the Department of Fair Trading which listed possible subjects on which they could provide speakers. As I will be away for the first 5 weeks of term 4, I suggested to Maggi that this may have to be postponed until next year. However, Maggi spoke to me again last Friday and wants to try for next term, but she only has very limited time to get things organised.

I heard that Open Forum members were upset about not meeting during enrolment week. I made an error back in term 3, 2016, which will be remedied next term. I have apologised to Julie Frederiksen.

Greg Weekes has indicated he would like to run a beginners ukulele course twice each year. Last term's beginners course resulted in 5 people enrolling which cost the U3A \$220. I don't think running two courses for beginners is justified.

[Additional input from others re **Silver Tones choir concerts attendance & roles:

- a. 2 pm Sunday 21.10 Tuncurry – L Ingram & K Formann (money collection @ door) Need to be there at 1pm to start collection of entry money
- b. 2 pm Sunday 28.10 Taree - L Ingram, K Formann? & D Rankin (money collection @ door); A Haydon (organises liquid refreshments; assist with drinks service); J Byrne (assist A Haydon) & also C Abbott? (collect gold coin donation at arvo tea in hall) Need to be there at 1pm to start collection of entry money
- c. NB a 'float' needed for both venues & money storage container/s – K Formann?
- d. L Cross & C Abbott in choir]

6. *Publicity* – covered in 3.2.4 (Business arising) above

7. *Webmaster* - Ern Hollebone & I will be attending a webmaster course at Port Macquarie on September 21, organised by our regional representative, Bob Birrer. My next tutorial from Ern will be when the term 4 newsletter, etc. are uploaded to the website. I plan to make a few minor changes to the website after I take on the role of webmaster in January.

8. *Welfare* – reported on recent deaths, illness & hospitalisations of various members

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5. General Business

1. Guest: Bob Birrer Mid North Coast NSW U3A Network representative

Member since 2015. Committee roles were as an ordinary member, Vice-President & President. I have not led any courses.

I have participated in a course called *Cards, Pegs and Tiles* where I have learnt new games such as backgammon, which I have always wanted to learn, hand & foot, which is a version of canasta & I have resurrected games such as 500, which I have not played since I was 24.

I learnt Bridge, another game I have always wanted to play. I have played Mah-jong, a game which I have not played since I was 17; & I walk with the walking group, which takes about two hours.

Is there anything else I would care to mention? Yes, there is, and it is in my role as Regional Representative. Of the seven U3As that I look after, you are my most courageous & most compassionate U3A. The reason that you are the most courageous is that you publish the minutes of your committee meetings on your website. It shows to be that you are a committee that serves the members of your U3A. It also shows your confidence in your members that they are adults who have the capacity to act that way in the matters that the committee are considering on their behalf. You are the most compassionate. Many U3As talk about people who are sick or not well informally before their meeting or even during it but as a U3A, you have gathered all that care & concern under the umbrella of your Welfare officer & made that position a member of your Committee. This emphasis on compassion & concern say enormous amounts about the values that underpin your U3A.

Why am I involved in U3A can be best summed up in these sentences? “People are living longer, & active life is also extending. I have noticed that U3A members act & talk much younger than their actual ages. For older people, three types of activity are beneficial:

1. Learning & cognitive activities are beneficial to the mind ('use it or lose it');
2. Physical activity benefits the body, & also the mind; &
3. Social links are strongly beneficial both for health & mental function.

The U3A movement offers these three types of activity on a 'self-help' basis.”

(From a correspondent in an email to a committee colleague at Kempsey)

(These notes provided by Bob Birrer)

Motion: That a vote of thanks be extended to Bob for his visit today & his generous words about the Manning Valley U3A

Moved: C Abbott

Seconded: L Ingram

CARRIED

2. Review of Term 4 Newsletter, timetable & enrolment form – All

- all documents previously provided

- a reminder that all committee members need to review these over the next few weeks prior to going to publication to ensure we are as error free as possible & please provide feedback to relevant people

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3. Organisation of Term 4 enrolment day Monday 15.10 – All (see Schedule previously issued)

Monday 15 Oct Enrolment Day roles NB R Connell & A Vadujkar absent;
Concierge – L Ingram & L Cross; Enrolment checkers – C Abbott, N Dixon, A Haydon (when able to); Cashiers – K Formann, D Rankin plus tba; Collation – A Thomas; Membership – J Byrne; Refreshment – A Haydon & J Byrne (when able to)

4. Participation at U3A Network Regional Forum 13.10.18

- at the July meeting six committee members expressed interest in attending: L Ingram, C Abbott, K Formann, R Connell, A Haydon, D Rankin
- Today A Haydon becomes unavailable; D Rankin unsure; N Dixon maybe interested
- C Abbott suggests that a block enrolment & payment (\$20.30pp) be done by K Formann prior to closing date; that we car pool (two cars – K Formann driving & takes L Ingram & R Connell; C Abbott driving & takes D Rankin &?); drivers should be reimbursed for fuel; anyone requiring special dietary needs?
- **Final names must be to K Formann by Wednesday 3 October so that she can complete enrolment**

6. Next Meeting: 9.30 am Friday 19 October 2018 at Uniting Church Taree

Meeting closed: 11.44 am

President:

Secretary:

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Manning Valley U3A

Statement of Cash Flow for JULY 2018

Cash Receipts

Printed Newsletter	285.00
Membership	270.00
Courses	4379.00
EOT Lunch	312.00
Donations	17.00
Bank Interest	4.32

TOTAL **5267.32**

Cash Payments

Bank Charges	17.00
Computer Materials	99.99
Postage	126.83
Refreshments	328.90
Printing	313.20
Rent	4191.90
Courses (Belle Sweers)	216.00

TOTAL **5293.82**

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

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Manning Valley U3A

Statement of Cash Flow for AUGUST 2018

Cash Receipts

Printed Newsletter	55.00
Courses	638.00
Membership	100.00
EOT Lunch	12.00
Donations	15.00
Bank Interest	4.43

TOTAL **\$824.43**

Cash Payments

Bank Charges	5.00
Rent	330.20
Refreshments	266.20
M'ship Refund	37.00
Printing	243.00

TOTAL **\$881.40**

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

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Manning Valley U3A

Quarterly Cash Flow for June-August 2017 and 2018

Cash Receipts	2017	2018
Printed Newsletter	340.00	345.00
Membership	405.00	100.00
Courses	4645.00	5114.00
EOT Lunch	348.00	324.00
Donations	7.00	32.00
Bank Interest	11.88	12.88
<u>TOTAL</u>	<u>5756.88</u>	<u>5927.88</u>

Cash Payments

Bank Charges	1.00	22.50
M'ship Refunds	60.00	37.00
Computer Materials		99.99
Admin Costs	275.68	37.00
Insurance	231.50	146.00
Postage		126.83
Refreshments	464.50	831.80
EOT Lunch	368.00	276.00
Printing	352.10	556.20
Rent	4581.66	4522.10
Courses	316.00	216.00
Donation		30.00
<u>TOTAL</u>	<u>6650.44</u>	<u>6901.42</u>