



**Minutes: Manning Valley U3A inc.  
Management Committee Meeting 9.30 – 11.00am  
Friday 19 October 2018 at Uniting Church Taree**



1. **Opening:** President Lina opened the meeting with a welcome at 9.38 am
2. **1.Present:** Lina Ingram (President); Chris Abbott (Secretary/Newsletter Ed); Kerry Formann (Treasurer); Ann Haydon (Vice President/Refreshments); Judith Byrne (Membership); Liz Cross (Welfare); Nancy Dixon (Publicity); Dawn Rankin (Publicity);

**2.Apologies:** Ross Connell (Programs); Asha Vadujkar (Refreshments)

3. 1. **Minutes of the previous meeting:** 7 September 2018 previously distributed  
*Motion:* That these minutes be confirmed

Moved: C Abbott

Seconded: L Cross

**CARRIED**

**2. Business arising:**

1. *Alternative forms of enrolments & payments* – K Formann / J Byrne  
Still in process of investigation. Need to follow up what was said about 'My U3A' at recent MNC Regional Forum. In the meantime, all members will be allocated a membership number in preparation for a possible shift to EFT. A paper completed enrolment form will still be required. J Byrne, K Formann & R Connell to meet again on the latter's return.
2. *Ormsby House* – 'missing' key no longer & rental arrangement – L Ingram/ C Abbott  
Executive to meet with MCC officer Tuesday 1.30 pm 23.10 re application for rental subsidy for Ormsby House. (unfortunately, Ross's key has now gone missing; L Ingram asked to check her bags etc for inadvertently picking up envelope intended for C Abbott from PO Box; other 3 key holders do not have it)
3. *Calendar/Planner 2019* – C Abbott
  - Previously distributed in email. Includes more information and identified dates. Feedback?
  - Suggests that the July luncheon be billed as 20<sup>th</sup> birthday lunch
4. *MNC Regional Forum 13.10* – L Ingram, C Abbott, K Formann, N Dixon  
4 Participants found it a useful experience. There were 21 all together from MNC, ie., 30% of all possible management committee members. Gained some insights into the functioning of other U3As; possibilities re grants; use of NSW network logo with our own on all U3A materials and the use of 'inc' a part of our full title.  
There was a feeling however that many things were adding to our workload.
5. *Enrolment Day 15.10*  
Good steady stream of enrolments; slight modification to flow improved things; checkers highlighting helpful; less need for enrolment forms although still many relying on us providing one currently; usual last minute and too late attempts at enrolment
6. *Silver Tones Concerts 21 & 28 Oct @ Tuncurry & Taree* – C Abbott  
Staffed as follows: On door collecting money/distributing programs:  
Tuncurry- L Ingram & K Formann



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Taree- L Ingram, J Byrne, D Rankin; Refreshment assist – A Haydon, N Dixon;  
Singing (both venues) – C Abbott, L Cross

#### **4. Reports**

1. *President* – Regional Forum useful; enrolment day good. Overall continue to think we are working well together
2. *Secretary* – usual extensive *communications* amongst committee members and some members, regional rep, non members.
  - IN
    - info request Manning River Times
    - offer to run new courses from K Hinton
    - MCC re Ormsby House
    - thank you card from C Evans
    - Silver Tones concerts R Stanley
    - printer re costs of printing revised leaflet
    - complaint about missing facilities at Manning River Sailing Club D Waugh
    - responses from State mp, MCC Mayor & another councillor re sending newsletter
  - OUT
    - newsletter and photos to MRT
    - newsletter to Federal & state mps; MCC mayor & councillors
    - MCC GM re our Ormsby House lease and rent arrangement
    - K Hinton re offer of new courses (forwarded to R Connell Programs)
    - printer re costs of printing new leaflets
    - Manning River Sailing Club complaint to J Shaw
  - Need to redesign letterhead to include NSW Network logo
3. *Treasurer* – reports that:
  - Enrolment Day banking totalled \$3,429. A further \$1,996 has been received via the church letterbox and Post Office box up until 18 October. Altogether, enrolments and fees have realised over \$5,425 so far for Term 4, with more expected in the coming week
  - Rents for Term 3 venues have been paid. The total amount was \$4,314
  - Printing for the Newsletter was \$368, and postage was \$124.83
  - Printing for Silver Tones' concerts flyers was \$218, with a further invoice for \$221 for programmes
  - Four committee members attended the regional forum at Port Macquarie on 13 October 2018 at a cost of \$120 including travel
  - Please note that the financial statements (cash flow and bank reconciliation) are at the end of these minutes



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4. *Membership* - Enrolment day went smoothly. Do we need large white board with newsletter on it? (Yes, was the answer) Enrolment details to date:

New Members	12
Newsletters	62
All the World's a Stage	10
Art in the Gallery	10
Ballroom Dancing	9
Cinema Goers	5
Collectors Club	7
End of Term Lunch	37
Gentle Exercise	37
Irene's Art – Do your own thing	11
Let's Walk Again	17
Maggie's Talks	16
Modified Line Dancing	29
Music Makers	18
Open Forum	11
Philosophy for Everyone	11
Sat Arvo Card Sharps	20
Silver Tones	37
Social Craft	11
Spanish Conversation	13
Stretch & Strengthen for Everybody	31
Table Games	26
Tai Chi Continuers	15
Tai Chi Beginners	7
Time Traveler Russia	34
MUGS	28
SUGS	27
Xmas Lunch	12
Donations	\$13.50
Total Entered	266

- Kerry has been collecting most of the enrolments and doing the banking, making it much quicker for me to do the data entry as I do not have to do deposits and batches
- Filling in of enrolment forms leave a bit to be desired. Some details left blank and a few with 'as usual'. Email addresses need to be very clear as many now have . in them and can easily be missed, also #s 8 and 3, 7 and 1 confused
- Checkers highlighting the courses on the enrolment form greatly appreciated.
- I will be contacting P Hollebhone to teach me how to produce the name badges. Hopefully, this will happen next week so that I can do them for term 4

5. *Program* - The program for Term 4 was completed with a minimum of fuss although



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producing a simple document like the timetable can be quite stressful

- M Abberley had previously expressed an interest in getting speakers to do presentations on topics that may be of interest to our members. The result is that a speaker from the Department of Fair Trading will present talks on three subjects chosen by M Abberley
- while L Ingram has offered to host a 'Show and Tell' afternoon with the Taree Collector's Club.
- A very highly qualified fellow, newly arrived to the area, wrote to the U3A offering to present some courses and provided outlines for two – 'Describing the Universe' and the other 'Understanding the Internet'. Both will be presented in layman's terms. I have responded to him advising that I will be in touch when I begin planning for Term 1 on my return from holiday.
- C Abbott has prepared an 'EOI' for a proposed course 'Wineries of the Great Lakes & Manning Valley'

6. *Publicity* – N Dixon & D Rankin organised coverage in print & radio meeting for enrolment day respectively

- noticeboard updated
- investigated promo materials such as exhibition banners at Officeworks. Cost \$99 / banner, 2000mmx841mm
- with C Abbott re-worked the existing leaflet which is outdated
- C Abbott advises that a slight redesign and reprint with Printridge will cost \$245 for 1000 including necessary changes (Cost for same in 2016 was \$235)
- Suggestion that members are each given 2 to give to friends to help promote U3A. Balance to be distributed by committee

6.1 Business arising

*Motion:* That we purchase 2 Manning U3A banners at \$99 each from Officeworks and organise for the printing of 1000 flyers at \$245 from Printridge

Moved: D Rankin

Seconded: L Cross

**CARRIED**

- L Ingram reported that she had been contacted by the 'Manning-Great Lakes Extra' sales to place an advertisement in an upcoming promotion called 'Expand your horizons' Whilst this will be run over 3 weeks she suggested that we take up a week only valued at \$150 for 1/16 tabloid page (9.2 cm x 6.3 cm space). She also believed that given the Times free coverage they had given us and the Silver Tones concerts that a paid advertisement was appropriate

6.2 Business arising

*Motion:* That we purchase an ad space as described above to the value of \$150 to be placed in the 8.11.18 edition

Moved: L Ingram

Seconded: D Rankin

**CARRIED**

**Immediate action is needed, and L Ingram will follow up after the meeting**

7. *Webmaster* - E Hollebone and I attended the webmasters course at Port Macquarie on 21 September. Being a novice at the webmaster game I was completely out of my element.



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The speaker, Elena Scifleet, talked about website design, security, themes and plug-ins. The more she talked the more I thought ‘what have I gotten myself into?’

- Website design seemed a bit pointless as all U3As represented already have designed their sites. I did learn what themes and plug-ins are but not much about implementing them
- When Elena spoke about security I think everyone in the room shuddered as we were all doing exactly what Elena said we shouldn't. Putting email addresses, phone numbers, photos, surnames were some examples. In fact, I should even now be talking about Elena S and Ern H. However, the consensus among attendees with whom I spoke that perhaps Elena was being over security-conscious
- Perhaps if I had a little more experience dealing with the web page the course would've been more beneficial
- (When E Hollebhone was approached by the Secretary for his thoughts about this course, he described it as “a waste of time”)

8. Welfare – various members mentioned due to illness, surgery or death.

*Motion:* That these reports be received

Moved: C Abbott

Seconded: J Byrne

**CARRIED**

## **5. General Business**

### *1. Feedback – C Abbott*

- \* Appreciated feedback from fellow committee members and thanked them for it, especially J Byrne, R Connell, L Ingram
- asked that a response be given even if it is as simple as “Got it” in the first instance

### *2. Surveys – C Abbott*

- \* We can use the enrolment form to gather feedback from members by asking a simple question/s on the form. I am sure this would be useful.
- Experiment with T1 2019

### *3. Luncheons – All*

- Identify which course leaders are not going to the T4 one. C Abbott will contact, remind and invite
- Do we need to ‘roster’ committee members on to go to luncheons? The T3 one only President there

### *4. Concert 7.12 – All*

- Organisation has begun
- A Haydon advises she has passed on her organisation for 2017's to the organisers
- Timing needs to be kept tight
- L Cross to follow up organisers
- Nursing homes etc to be invited?



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5. *Celebrating 20 yrs. – All*
  - Proposed Birthday lunch with cake Tuesday 9.7.19
  - D Rankin to investigate possible venues and costs
  - Will cost be reduced by U3A coverage?
  - Invite 'dignitaries'? good for PR
6. *Enrolment day January 29 2019 – C Abbott*
  - 'Champagne & canapes' no
  - Invite course leaders to attend to represent themselves and promote the course/s they offer. C Abbott to contact

*Meeting closed: 11.45 am*

7. **Next Meeting:** 9.30 am Friday 14 December 2018 at Uniting Church Taree



## **Manning Valley U3A**

### **Statement of Cash Flow for SEPTEMBER 2018**

#### **Cash Receipts**

Printed Newsletter	5.00
Courses	10.00
Membership	10.00
Bank Interest	4.14
<b>TOTAL</b>	<b><u>\$29.14</u></b>

#### **Cash Payments**

Bank Charges	0.50
EOT Lunch	385.70
Refreshments	32.50
Computer	34.70
Admin	50.60
Postage & Stat	18.96
<b>TOTAL</b>	<b><u>\$881.40</u></b>

<b>FIXED TERM DEPOSIT</b>	<b>\$10,534.05</b>
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## **MANNING VALLEY U3A**

### **BANK RECONCILIATION AS AT 30 SEPTEMBER 2018**

Cash at Bank as at 31 August 2018	<b><u>\$20,524.36</u></b>
Less unrepresented cheques August	1,031.20
	19,493.16
Add Cash Receipts September	29.14
	19,522.30
Deduct Payments September	522.96
	18,999.34
Add unrepresented cheques September	1,086.70
Closing Balance as per Bank Statement	<b><u>\$20,086.04</u></b>

#### **Unrepresented Cheques for September 2018**

592336	09/07/2018	Ch of Christ	476.00
592339	09/07/2018	Taree Girl Guides	225.00
671455	07/09/2018	Sailors Restaurant	385.70

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