



1. **Opening:** President Lina welcomed all at 9.39 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); Liz Cross (Welfare); Nancy Dixon (Publicity); Dawn Rankin (Publicity).
2.Apologies: Asha Vadujkar (Refreshments)

1. **Minutes of the previous meeting:** 19 October 2018 previously distributed
Motion: That these minutes be confirmed
Moved: C Abbott Seconded: J Byrne CARRIED

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D Rankin to investigate further and report back next meeting.

*Discussion about subsidy ensued. Committee believes we are in financial position to subsidise this kind of function.

Motion: That the Manning Valley U3A subsidise the meal component of the function up to \$10pp.

Moved: R Connell

Seconded: K Formann

CARRIED

**NB Luncheon scheduled for 9 July 2019

7. Revised publicity leaflet & other 'advertising' – C Abbott

*Leaflet/flyer is with the printer. Had hoped they would be available for this meeting but printer advised very busy. We are all familiar with what we are getting having seen the proforma go around and round. Distribution by members & committee from January 2019.

*Banners – no action yet. C Abbott suggests that a very simple design be developed and we all respond to suggestions which will circulate probably through January so that these can be made up for 2019.

4. Reports

1. President

Overall, been a pretty good year. We have experienced a sound learning curve as a new committee. Many thanks for your efforts. Have a nice Christmas everybody!

2. Secretary

Since the last meeting I have:

- Prepared the application for Ormsby House rental subsidy
- Liaised with MCC property officer re this application
- Organised Ormsby House signing of lease for a 5 year term
- Updated the key & equipment register
- Made changes to the formats of the letterhead, Media Release to incorporate the 'Inc.' and Network NSW logo as required
- Finalised the 2019 calendar/planner
- Drafted the next Newsletter
- Drafted a 2019-2020 Management Committee Nomination form
- Communicated with (to and/or from):
 - All members of the Management Committee
 - Membership Officer re modification of the membership/enrolment form for 2019
 - Programs officer re courses and info for incl in next newsletter
 - All class leaders re attending T4 luncheon
 - All class leaders re having a presence at the T1 2019 Enrolment day
 - Some class leaders re their profile
 - Various members
 - Various enquiries re membership



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- Bob Birrer Regional Coordinator re forum & evaluation; reports from NSW Network meetings; accuracy of info on Network NSW website
- Network NSW re info about 20th anniversary July 2019
- U3A online re info in listing of U3As re Manning Valley
- MidCoast council re rental subsidy for Ormsby House
- Tuncurry Bowling Club & St John's Anglican Church which were venues for Silver Tones concerts thanking them for their support
- Club Taree re concert venue
- *Manning River Times* re advertising
- Manning-Great Lakes *Focus* magazine 'What's on' section re 2019 enrolment
- Bill @ printright re leaflet revision/corrections
- Falk family return thanks
- Samaritans Christmas appeal
- Manning Regional Gallery and Manning Entertainment Centre re 2019 programs

3. Treasurer

- *See October & November cash flow and bank statement documents at end of minutes.
- *+10c out which is annoying.
- *Some 'landlords' very slow to cash their rental payment cheques.
- *Note that \$3000 needs to come out of these figures to be given as Silver Tones charity donations.

4. Membership

I have contacted P Hollebone and we have set in motion the name badges for 2019. There are 115 who last enrolled in 2017. These I am deleting before Term 1, 2019 enrolment. I will leave them on the email, but not produce name badges for them. Therefore, I will have to produce 443 badges for Term 1. New name badges will have a change of logo, and a membership number for each member in anticipation of internet or direct banking.

Some statistics you might be interested in:

Final figures for classes for Term 4.

New Members	16
Newsletter	70
All the World's a Stage	9
Art in the Gallery	10
Ballroom Dancing	10
Cinema Goers	5



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Collectors Club	19
End of Term Lunch	43
Gentle Exercise	37
Irene's Art – Do Your Own Thing	12
Let's Walk Again	19
Maggi's Talks	16
Modified Line Dancing	31
Music Makers	18
Open Forum	14
Philosophy for Everyone	12
Saturday Arvo Card Sharps	22
Silver Tones Singers	45
Social Craft	14
Spanish Conversation	18
Stretch & Strength for Everybody	34
Table Games	30
Tai Chi Continuers	17
Tai Chi Beginners	11
Time Traveller – Russia	37
Ukulele – MUGS	31
Ukulele – SUS	30
Xmas Luncheon	12

78.10 % (346) of our members are women, 21.90% (97) are men. 56.95% take one class only, 21.19% take 2 classes, 11.59% take 3 classes, 8.28% take 4 classes and 1.99% take more than 4 classes.

New enrolments by term were: Term 1 46, Term 2 16, Term 3 26, Term 4 16 =Total 103.

I received my last enrolment form on 22 November and last payment for luncheon on 30 November. Re not accepting enrolments after 8th Feb 2019 as per newsletter- is this a hard and fast rule, or at my discretion?

We also have a new look enrolment form with a small survey included. It will be interesting to see how many are completed.

Additional comments/suggestions from others:

- course leaders need to know who emergency contacts are for participants
- course leaders to ensure that participants are paid up and Membership officer knows of any discrepancy, ie., late self-enrolment
- course leaders need to ask members to bring & wear name tags

5. Program

The program for Term 1, 2019 has almost been completed. I am waiting for B Sweers to provide details about Cinema Goers. This is usually sent to our PO Box (advised subsequently received via phone to Secretary).

A new course 'Understanding the Internet' which will be presented by K Hinton.



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Another new course is 'Just Read' to be coordinated by H Abbott.

Harmonica Jam Sessions will be held on Tuesday afternoons.

L Barnes is off to Japan in late January and so Stretch and Strength will commence on 21 February. She has been trying to get someone to take over the course but has been unsuccessful so far even though several class members can do it.

I Flissinger has put out an Expression of Interest for a weight loss support group.

I heard that G Weeks was interested in a beginners' ukulele group. I spoke to him at the concert and he also wants to put an EOI in the newsletter as there needs to be a reasonable response to make it viable.

J Glassop is unable to run the beginner's Tai Chi course and is hoping someone will step forward to continue the Tai Chi course in 2020.

6. Publicity

- Updated noticeboards at Uniting Church & Church of Christ
- concert promoted in Extra (2 weeks)
- promo on radio 2RE, ABC
- promo needs to be advanced esp. where MRT is concerned. Their resources are stretched. No Wingham Chronicle office; staff work from home. May disappear in takeover (Fairfax swallowed by 9)
- remember the best publicity is word of mouth, not through advertising. This is supported by the audience surveys done at Silver Tones concerts

7. Webmaster

There's not a lot to report. A couple of updates have been made to the web page - the photo on the header has been changed, and a thank you to those responsible for organising the concert.

8. Welfare

Reference was made to 2 ill members; one of whom had 2 serious falls.

Motion: That these reports be received

Moved: C Abbott

Seconded: J Byrne

CARRIED

5. General Business

1. Evaluation Concert 7.12 – All

- *Overall, went well; some hitches; disappointing turn out? Given we have 400+ members there were about 150 present, many of them concert participants. How do we get more members to attend?
- *Aged care facilities were contacted and there were about 20-25 from Storm & Estia
- *Some concerns about food quality in restaurant after from some of those who stayed on
- *Timing? Morning or afternoon?

2. Fees 2019 – All

Membership remains same @\$10 pa. From Term 2 printed newsletter & postage



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increases by \$1 to \$6. Course fees are still low.

3. Review draft 2019 T1 Newsletter, timetable, enrolment form – All

All on time and fine. Few minor adjustments needed on TT & newsletter.

Final versions must be ready by Sunday 6 January so that they can go to the printer. PDFs to the Secretary.

Print copies posted Friday 11 January, and all go online on that date.

4. Course offerings, alternative methods & venues – All

Committee asked to think about this – identifying possible course leaders and developing course options in areas such as Harrington, Old Bar, Wingham rather than always centred in Taree

5. Why do people leave U3A? - All

Besides the obvious ones, death and leaving area, other factors identified include: illness, ageing, inability to travel, course suitability

6. Enrolment Day Term 1 2019 Tuesday 29 Jan, 9 – 11 am availability & roles; course leaders - C Abbott

- All available; same roles as before except R Connell and N Dixon swap roles.

- 5 course leaders (B Sweers, I Flissinger, R Coleman, P Archer, D Ashwell /

Stephanie Brown said they would be there as a contact/promo point for their courses; H McLaughlin & L Barnes declined due to absence; no response from others

- At 10.30 U3A/Silver Tones cheques presentation to charities concerned (R Stanley to coordinate. K Formann to organise the 2 cheques (\$1500 each)

Please arrive at 9 am to help with set up.

6. Next Meeting: 9.30 am Friday 1 February 2019 at Uniting Church Taree

Meeting closed: 11.23 am



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Statement of Cash Flow for OCTOBER 2018

Cash Receipts

Printed Newsletter	325.00
Courses	4,958.00
Membership	140.00
Xmas Lunch	120.00
EOT Lunch	312.00
Donations	16.50
Bank Interest	4.30

TOTAL **\$5,875.80**

Cash Payments

Bank Charges	15.50
Xmas Lunch	120.00 donation 200.00
Refreshments	256.30
Computer	206.00
Admin	150.00
Postage & Stat	156.23
U3A Conf	121.20
Printing	814.40
Rent	4,313.90
Courses	468.00

TOTAL **\$6,821.53**



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BANK RECONCILIATION AS AT 31 OCTOBER 2018

Cash at Bank as at 30 September 2018	<u>\$20,086.04</u>
Less unrepresented cheques September	1,086.70
	18,999.34
Add Cash Receipts October	5,875.80
	24,875.14
Deduct Payments October	6,821.53
	18,053.61
Add unrepresented cheques October	2,555.00
Add Adjustment	0.10
Closing Balance as per Bank Statement	<u>\$20,608.71</u>

Unrepresented Cheques for October 2018

592336	09/07/2018	Ch of Christ	476.00
592339	09/07/2018	Taree Girl Guides	225.00
671457	03/10/2018	Ch of Christ	810.00
671460	03/10/2018	Taree Girl Guides	225.00
671465	15/10/2018	Merri Rumble	61.00
671471	23/10/2018	Manning River Times	150.00
671473	31/10/2018	Friends of the Gallery	288.00
671474	31/10/2018	Wilma Toohey	320.00

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



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Statement of Cash Flow for NOVEMBER 2018

Cash Receipts

Printed Newsletter	20.00
Courses	177.00
Membership	20.00
Bank Interest	4.48
Silver Tones Takings	3,000.10
TOTAL	<u>\$3,221.78</u>

Cash Payments

Bank Charges	15.00
Cancelled Cheque Reimbursement	150.00
TOTAL	<u>\$135.00</u>



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BANK RECONCILIATION AS AT 30 NOVEMBER 2018

Cash at Bank as at 31 October 2018	<u>\$20,608.71</u>
Less unpresented cheques October	2,555.00
	18,053.71
Add Cash Receipts November	3,221.78
	21,275.49
Deduct Payments November	-135.00
	21,410.49
Add unpresented cheques November	1,214.00
Closing Balance as per Bank Statement	<u>\$22,624.49</u>

Unpresented Cheques for November 2018

592336	09/07/2018	Ch of Christ	476.00
592339	09/07/2018	Taree Girl Guides	225.00
671460	03/10/2018	Taree Girl Guides	225.00
671473	31/10/2018	Friends of the Gallery	288.00

Term Deposit stands at \$10,634.95 maturing 14/05/2019