



The Secretary, Manning Valley U3A Inc., PO Box 436 Taree NSW 2430
Email: secretary@manningvalley.u3a.net.org.au ABN 29 612 623 666
Web: <http://manningvalley.u3a.net.org.au> INC 3409944



'LEARNING FOR LIFE' AND CELEBRATING 20 YEARS IN 2019

MINUTES Management Committee meeting 9.30 am 1 February 2019

1. **Opening:** 9.35 am with a welcome to all, especially Bob Birrer.
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); Asha Vadujkar (Refreshments)

Guest: Bob Birrer MNC Regional Representative

2.2 Apologies: nil

3. **1. Minutes of the previous meeting:** 14 December 2018 previously distributed

Motion: That these minutes be confirmed

Moved: C Abbott

Seconded: A Haydon

CARRIED

2. Business arising:

1. Celebrating 20 years

a. 9 July Luncheon – D Rankin & L Ingram reported on venue enquiries and costs.

Exchange Hotel Waterfront room = \$2000 food/drink min spend + \$250 room hire; 2 course alt?

Club Taree = \$33/head (subsidised \$10 by U3A = \$23pp) 2 course, alt drop? + No room charge

Discussion ensued about various matters, eg., parking, better venue, quality, what are the 2

courses, venue size dependant on numbers (looking for 100?); dessert will be a birthday cake etc

Motion: That we book with Club Taree as the venue for 9 July 20 years Celebration Lunch

Moved: D Rankin

Seconded: K Formann

CARRIED

Action: D Rankin to liaise with Club Taree for booking & other details

b. other – ALL, so who gets invited in the way of special guests? Life members; MNC Regional rep; Mayor; **ACTION: C Abbott** to send Mayor an invitation;

Action: J Byrne to send invitation to members by email where possible

2. Reminders to course leaders /forms? (badges, paid up, emergency contacts) – J Byrne

Course leaders expected to carry out reminders, eg., badge distribution, name tag wearing; unpaid up members/guests in class; emergency details for health & safety

3. T1 Enrolment Day – ALL: Very busy, hot, congested because layout not as well spaced as before; need 4 cashiers for term 1, takings (\$6648) balanced which was great; direct new members to a separate person? welcome package?

4. Reports

1. President – be happy, look after/out for each other

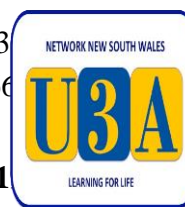
2. Secretary - Since the last meeting I have:

Communicated with (to and/or from):

- All members of the Management Committee



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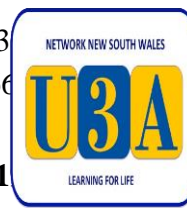
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- Various course leaders & members
 - Liaised with parties involved in Silver Tones charity cheque presentation
 - Fielded various enquiries re membership
 - Bob Birrer Regional Rep re Network NSW matters
 - Network NSW Newsletter ed. re info about 20th anniversary July 2019; items from newsletter
 - Bill @ printright re newsletter printing etc
3. Treasurer – due to change of personal circumstances access to records not available; forms and money still coming in; full documentation to come
4. Membership -computer problems slowing things down. Enrolment day went smoothly. Enrolment details to date:

Members	314
Newsletters	63
All the World's a Stage	9
Art in the Gallery	13
Ballroom Dancing	10
Cinema Goers	9
End of Term Lunch	35
Gentle Exercise	32
Harmonica Jam Session	8
Irene's Art – Do your own thing	8
Just Read	9
Modified Line Dancing	29
Music Makers	8
Open Forum	15
Philosophy for Everyone	13
Sat Arvo Card Sharps	13
Silver Tones	55
Social Craft	13
Spanish Conversation	15
Stretch & Strengthen for Everybody	38
Table Games	30
Tai Chi Continuers	22
MUGS	31
SUGS	29
Understanding the Internet	21
New Members	37



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Once again completion 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 8 and 3, 7 and 1 confused.

There have been several notes re online enrolment and direct deposit for enrolment.

Considering the number of mistakes now, introducing these could be difficult. The Uniting Church Centre not being open until 29th means that there were very few early enrolments.

While I feel I will make the rolls on time, name tags are becoming an issue due to the number of existing members who have not collected theirs either because they didn't come to the table and get them, have enrolled by mail or through the mail box at UC.

5. Program

Nothing much happened over the Christmas break other than tidying up a few loose ends with the program for Term 1, 2019 and finishing off the timetable. I did receive an email from a class participant expressing disappointment with the new charge for Stretch and Strength, but the writer was quite happy with my response

6. Publicity

(a) N Dixon

- Wrote an article for the Times early January, took it to the office & discussed it with Lauren Green
- booked photographer Scott Calvin for the cheques handover
- Wrote and sent the item for Community Life to Vicki Byram for the Times, Extra and Chronicle
- Spoke with Karen Fuller regarding her access to newsletter, timetable and enrolment form, took these to her home to facilitate her enrolment

(b) D Rankin

- Contact with 2RE & 2 Bob promo for enrolment day; L Ingram on ABC morning prog

7. Webmaster

I formally took over from Ern Hollebone as webmaster on 1 January. I did have a problem after the WordPress software used to operate the website was upgraded just before Christmas. Ern was unable to help so I emailed Elena Scifleet, the U3A Network's webmaster, who told me what steps to take and eventually I was able to get things working. Elena also sent a questionnaire, much of which I was unable to answer. However, Ern was able to provide me with the answers and the completed questionnaire has been returned

8. Welfare – various members raised re death, accidents and surgery

Motion: That these reports be received

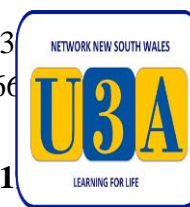
Moved: C Abbott

Seconded: R Connell

CARRIED



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5. General Business

1. Life Membership (doc sent via email) – C Abbott

- (a) nomination for life membership for Lucia (Lucy) Bokulic OAM (E Hollebone/L Ingram)
read to committee; spoken to by L Ingram; informal discussion

Motion: That this life membership nomination be endorsed by the Manning Valley U3A
Management Committee and be presented to the members at the AGM 29.4.19

Moved: L Ingram

Seconded: R Connell

CARRIED

- (b) C Abbott suggested that as we currently have no policy that he draft a simple Life
Membership policy for consideration by the committee at the next meeting

2. T2 enrolment day & AGM - C Abbott

Needs to be promoted further. Format the same as before, ie., Executive reports; election of
Executive positions and management committee positions; will also include the proposal for
Life Membership; MNC Regional Coordinator will speak briefly

3. 'Our brand' - R Birrer Network NSW MNC Regional Representative

Presented Network NSW's 'U3A: Past, Present & Future' with a focus on ensuring our brand
logo/trademark stands out & the protection of this logo/trademark; control of brand and image
extremely important; need to readjust ours so that the generic U3A is placed prominently on the
left and ours on the right (reversal of current representation).

Also raised: the importance of a 'vision' for U3A; finding out what members want; identifying
courses across U3As and offering standardised packages; 'the idea of recruiting new committee
members through a sharing & caring approach

4. Reimbursement policy (doc sent via email) – ALL

Should we adopt Network NSW's policy on this or simplify it? The latter but include claim
form for improved record keeping. C Abbott suggested that he draft a simple Reimbursement
policy for consideration by the committee at the next meeting

5. NSW Network Conference, 'Defy Expectation' Tamworth 10-12 April 2019 – ALL

B Birrer suggests sending and funding 2 members. Discount registration is currently available if
booked before 8 February @ \$95 instead of \$110. Discussion. Other costs would have to be
reimbursed such as conference dinner, 2 nights accommodation and travel

Motion: That 2 registrations be made before 8 February to receive discount price

Moved: D Rankin

Seconded: L Ingram

CARRIED

Action: Treasurer to organise now. One of these to be L Ingram, other TBA



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6. Should class leaders pay the annual membership fee? (& the whole issue of ‘pecuniary gain’) – R Connell / J Byrne

Context explained; discussion. Ultimately, the answer is NO as the basis for the U3A is that all members pay a membership fee, except Life Members

Pecuniary gain – there is none in U3A. There are no cash payments. Course leaders are offered a complimentary lunch once a year & Management Committee members a refreshment at each meeting they attend; reimbursement occurs where receipts are provided and approved

7. What ‘controls’ should the committee have over course leaders? – R Connell

Whilst course leaders have a certain level of autonomy, the Manning Valley U3A Management Committee has responsibility for what happens in our U3A. We must ensure that course leaders are operating within the parameters of U3A. Management Committee members need to be monitoring the classes

6. Next Meeting: 9.30 am Friday 22 March 2019 at Uniting Church Taree

Meeting closed: 11.40 am

President: _____

Secretary: _____