



Minutes of the Management Committee Meeting

9.30 am 22.3.2019 @ the Uniting Church Taree

1. **Opening:** Meeting opened at 9.35 am when the President welcomed everyone.
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);
2.2 Apologies: Asha Vadujkar (Refreshments)

3. **1. Minutes of the previous meeting:** 1 February 2019 previously distributed

Motion: That these minutes be confirmed

Moved: C Abbott

Seconded: L Cross

CARRIED

2. Business arising:

1. Celebrating 20 years lunch organisation & banners order– D Rankin/J Byrne/C Abbott

- banners: C Abbott advised that printright had been asked to take over delivery (start to finish) of the project as uncertainty about going to Officeworks. First proforma has been circulated. Originally, \$200 expenditure had been approved for this at an earlier meeting. Printright's costs are \$368. Committee supportive of the design with some proposed amendments and in favour of supporting a small local business. Will be ready for 29.4.?

Motion: That the banner budget be increased to cover this amount (\$368) for the work from Printright

Moved: C Abbott

Seconded: J Byrne

CARRIED

- Lunch: D Rankin advised that no cost for venue was only applicable if 100 people attend. Besides 2 courses + cake (purchased from Woolworths?) suggested placement of water and juice on tables. D Rankin to follow up.

- invitation: J Byrne presented an invitation design for use with next 'mail out'.

: C Abbott read invitation to Mayor (to date no response received). Committee thought it appropriate to invite local member. To be done post-election results.

2. NSW Network Conference 10-12.4.19 – L Ingram/C Abbott

Both President & Secretary now attending. Former to be voting delegate.

Costs: Conference registration and dinner \$281.20; Bed & Breakfast \$440; Fuel to be reimbursed post conference.

Motion: That these costs be approved for expenditure.

Moved: C Abbott

Seconded: L Cross

CARRIED

3. Life Membership policy – C Abbott

This document was previously distributed to the committee. One correction was made to the draft.

Motion: That the Life Membership policy be adopted.



Moved: C Abbott

Seconded: D Rankin

CARRIED

4. Authorised Expenditure and Reimbursement policy – C Abbott

This document was previously distributed to the committee.

Discussion about the draft document ensued especially whether 'the claim form (Appendix A)' should be introduced in preference to the existing requirements of receipt presentation and the use of the cheque requisition form. It was decided to retain the latter at this stage. Policy to be redrafted and represented noting this requirement at the next meeting.

5. New members kit – J Byrne

In a plastic sleeve the following items to be placed and given to new members: lanyard, membership card, welcome document, calendar, committee who's who, timetable, flyers.

Need for purchase of new lanyards as supply exhausted.

Motion: That 500 lanyards be purchased from the Lanyard factory Tuncurry at a cost of \$632.50.

Moved: J Byrne

Seconded: N Dixon

CARRIED

6. Management Committee monitoring of classes - J Byrne

Discussion ensued and covered the following points:

- It is a role of each committee member (see role descriptions document), so visits need to be made. Many are by virtue of delivering rolls; taking photos for newsletter etc. A visit is a good thing to do as it promotes awareness of committee members to the course leaders & members.
- Oversized classes, notably Gentle Exercise; Stretch & Strengthen – should limits be placed on enrolments? Advice to be sought by Programs Officer from course leaders

4. Reports

1. President

We have been doing something right to have attracted so many new members.

I hope the trend continues. Keep your eyes out for suitable committee members, it won't hurt to have someone on standby. General comments with few exceptions, seem to be very favourable. Looking forward to the state conference.

2. Secretary

Since the last meeting:

- Communicated with (to and/or from):
 - All members of the Management Committee
 - Various course leaders & members
 - Complaints from 2 members re course leaders
 - Bob Birrer Regional Rep re Network NSW matters
 - NSW Network conference organiser

- Ingrid Bayer Focus magazine
- Bill @printright re banners
- Former members re 20th celeb
- Circulated Network NSW Newsletter
- Received:
 - Thank you note from Merlin Freeman re Bill’s death
 - Samaritans Tax deductible receipt \$1500
 - Returned mail from AusPost
- Drafted Life Membership and Authorised expenditure / Reimbursement policies
- Revamped Life Membership Certificate and Accident/Incident Report form
- Drafted Agenda for AGM
- Analysed and commented on Newsletter survey data
- Surveyed a sample of 2018 new members about their participation in our U3A
- Posted notices in The Sydney Morning Herald ‘RSVP’ section (2 March) & The Daily Telegraph ‘Insearch’ section (23 Feb) for the 20 birthday celeb

3. Treasurer

Mentioned that last refreshments bill seemed high. Larger numbers of biscuits bought? The November, December, January & February cash flows and bank reconciliations presented. Attached at end of minutes.

4. Membership

Since enrolment day I have written 193 receipts to the value of \$3,694.50 and banked same. 18 people enrolled in courses to the value of \$413.00 after the cut off date of 8th Feb. Most of these people contacted me to see if they were still able to enrol. Printed and used an extra 52 copies of enrolment form.

Enrolment details to date:

Members (including new members)	369
Newsletters	73
All the World’s a Stage	11
Art in the Gallery	14
Ballroom Dancing	14
Cinema Goers	9
End of Term Lunch	39
Gentle Exercise	39
Harmonica Jam Session	10
Irene’s Art – Do your own thing	21
Just Read	11
Modified Line Dancing	30
Music Makers	9
Open Forum	17

‘LEARNING FOR LIFE’ AND CELEBRATING 20 YEARS IN 2019

Philosophy for Everyone	14
Sat Arvo Card Sharps	18
Silver Tones	61
Social Craft	15
Spanish Conversation	20
Stretch & Strengthen for Everybody	42
Table Games	33
Tai Chi Continuers	24
MUGS	32
SUGS	30
Understanding the Internet	23
New Members (included in Member No)	51

Following is a table of the number of people doing courses.

24	0 Subject	7
212	1 Subject	58
81	2 Subject	22
31	3 Subject	8
13	4 Subject	4
5	More than 4	1
369		100

Following is a table of the makeup of our membership by gender.

292	Female	
Members		79.13%
77	Male Members	20.87%
369	Total	
		Term 1
		Enrolments
100	Female	
Members		
28	Male Members	2018 Members
		Not enrolled
128	Total	2019

I have been investigating the purchase of new lanyards. I have also found out through talking to Pam that while a new member gets their lanyard free, the next one should be \$5 to purchase. I received two quotes, one from the business that supplied the original and one from a business in Tuncurry. These have been forwarded to committee members. Have completed enrolment form for Term 2, and invitation for our 20th Birthday Luncheon. All paperwork ready for enrolment day and for AGM.

5. Programs

The program for Term 2 is almost completed. Heather McLaughlin and Irene Flissinger have both come up with some interesting courses. Let's Walk is back this term as is Beginner's Ukulele, while Time Traveller is heading to Scandinavia.

I would like to thank Judith Byrne for all her work contacting gentle exercise participants last week due to the Sailing Club being without power and the road being blocked off by council following the storm the previous weekend. A huge job! Ballroom dancing was likewise cancelled.

I would also like to mention what an excellent presenter is Kerry Hinton. I was concerned that his internet course would be on too high a level but that certainly is not the case.

Judging by the questions being asked by the participants I think they have all found it a very interesting course.

6. Publicity

- Printed notices for next term and put them on the display boards at Uniting Church and Church of Christ. Have a few more for others to distribute
- Have a Media Release ready to send to the Times in a few weeks.
- Will send in our Community Notice to the Times, Extra and Wingham Chronicle as soon as appropriate

7. Webmaster

Since the last committee meeting, I have:

- *Changed the photograph on the front page
- *Changed the scrolling message to note the arrival of the latest Newslink magazine
- *Added a message about the 20th anniversary lunch
- *Added the latest approved committee minutes
- *Started a Life Members' photo gallery
- *Looking to 'energise' it
- *Policies to be placed on website

8. Welfare

Deaths of Joan Guthrie, Bill Freeman & Dennis Brown noted.

Motion: That these reports be received

Moved: C Abbott

Seconded: L Cross

CARRIED

5. General Business

1. Term 2 Newsletter, membership/enrolment form & timetable accuracy check – ALL

So far, so good. Enrolment form to have every second line shaded to help differentiate items. Final dates for checking Saturday 6 April; to printer 7 April, collection 11 April, posting/emailing/website 12 April



The Secretary, Manning Valley U3A Inc., PO Box 436 Taree NSW 2430
Email: secretary@manningvalley.u3a.net.org.au ABN 29 612 623 669
Web: <http://manningvalley.u3a.net.org.au> INC 3409944

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2. Membership numbers & AGM quorum figure – J Byrne
End of T1 are 369, so AGM quorum requirement = 37
3. Other policy documents required? – C Abbott
None specifically identified at this time
4. Who are the next committee members? – ALL
14 possibilities had been identified (criteria: younger (under 65) members; actively participating as course leaders/class members) they were all female. Between the 3 Executive members they had been contacted and asked about the possibility of nominating. Some expressed interest, but no firm commitment as yet.
5. Visits to classes to promote 29.4 & committee member duties on day – ALL
We all need to visit to promote AGM & nominating for a role.
29.4 roles: Concierge = L Ingram & L Cross; enrolment check = C Abbott, A Haydon, R Connell; Cashiers = K Formann, N Dixon, B Fieldhouse?; Members = J Byrne;
Refreshments = A Haydon, J Byrne.
D Rankin & A Vadujkar unavailable.
6. Results of Term 1 survey re Newsletters – C Abbott
This information previously circulated and to be published in T2 Newsletter.
Overall a very positive response.
7. Farewell & Thanks to retiring committee members – L Ingram
Many thanks to R Connell, L Cross & A Vadujkar for service to our U3A over the last year or few years.

6. Meeting closed: 11.35 am

Next Meeting: 9.30 am 3 May 2019 (new committee) @ the Uniting Church Taree

President:

Secretary:



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'LEARNING FOR LIFE' AND CELEBRATING 20 YEARS IN 2019

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>

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>



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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

Statement of Cash Flow for DECEMBER 2018

Cash Receipts

End of Term Lunch	24.00
Bank Interest	4.65
TOTAL	<u>\$28.65</u>

Cash Payments

End of Term Lunch Costs	537.50
Printing	297.00
Advertising	150.00
Computer	29.00
Refreshments	333.92
Postage & Stat	20.00
TOTAL	<u>\$1,367.42</u>



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BANK RECONCILIATION AS AT 31 DECEMBER 2018

Cash at Bank as at 30 November 2018	<u>\$22,624.49</u>
Less unrepresented cheques November	1,214.00
	21,410.49
Add Cash Receipts December	28.65
	21,439.14
Deduct Payments December	1,367.42
	20,071.72
Add unrepresented cheques December	1,238.50
Closing Balance as per Bank Statement	<u>\$21,310.22</u>

Unrepresented Cheques for December 2018

592336	09/07/2018	Ch of Christ	476.00
671460	03/10/2018	Taree Girl Guides	225.00
671484	12/12/2018	Sailors Restaurant	537.50

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Statement of Cash Flow for JANUARY 2019

Cash Receipts

Printed Newsletter	276.00
Membership	2650.00
Courses	4471.00
End of Term Lunch	372.00
Donations	9.00
Bank Interest	4.44
TOTAL	\$7,782.44

Cash Payments

Rent	3932.10
Courses	240.00
Printing	924.00
Donations	3000.00
Membership Refund	8.00
Refreshments	36.70
TOTAL	<u>\$8,140.80</u>



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BANK RECONCILIATION AS AT 31 JANUARY 2019

Cash at Bank as at 31 December 2018	<u>\$21,310.22</u>
Less unrepresented cheques December	1,238.50
	20,071.72
Add Cash Receipts January	7,782.44
	27,854.16
Deduct Payments January	8,140.80
	19,713.36
Add unrepresented cheques January	5,932.30
Closing Balance as per Bank Statement	<u>\$25,645.66</u>
Unrepresented Cheques for January 2019	
592336 09/07/2018 Ch of Christ	476.00
671460 03/10/2018 Taree Girl Guides	225.00
671480 18/01/2019 Manning R Sailing Club	899.50
671481 18/01/2019 Taree Girl Guides	225.00
671483 18/01/2019 Ch of Christ	540.00
671484 18/01/2019 Belle Sweers	240.00
671488 24/01/2019 Printright	310.10
671490 29/01/2019 G L Womens Shelter	1500.00
671491 29/01/2019 G L Manning Support Services	1500.00
671492 29/01/2019 Pam Archer	16.70

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



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Statement of Cash Flow for FEBRUARY 2019

Cash Receipts

Printed Newsletter	276.00
Membership	2650.00
Courses	4471.00
End of Term Lunch	372.00
Donations	9.00
Bank Interest	4.44
TOTAL	\$7,782.44

Cash Payments

Printing	144.36
Computer	27.50
Admin	780.06
U3A Conference	281.20
Bank Charges	10.00
Refreshments	411.65
Postage & Stat	281.07
TOTAL	<u>\$1,935.84</u>



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BANK RECONCILIATION AS AT 28 FEBRUARY 2019

Cash at Bank as at 31 January 2019	<u>\$25,645.66</u>
Less unrepresented cheques January	5,932.30
	19,713.36
Add Cash Receipts February	2,471.91
	22,185.27
Deduct Payments February	1,935.84
	20,249.43
Add unrepresented cheques February	2,070.06
Closing Balance as per Bank Statement	<u>\$22,319.49</u>

Unrepresented Cheques for February 2019

592336	09/07/2018	Ch of Christ	476.00
671460	03/10/2018	Taree Girl Guides	225.00
671481	18/01/2019	Taree Girl Guides	225.00
671484	18/01/2019	Belle Sweers	240.00
671497	08/02/2019	NSW inc U3A Network	774.06
671500	12/02/2019	AustPost	130.00

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