



The Secretary, Manning Valley U3A Inc., PO Box 436 Taree NSW 2430  
 Email: [secretary@manningvalley.u3anet.org.au](mailto:secretary@manningvalley.u3anet.org.au) ABN 29 612 623 669  
 Web: <http://manningvalley.u3anet.org.au> INC 3409944



**'LEARNING FOR LIFE' AND CELEBRATING 20 YEARS IN 2019**

## **Minutes Management Committee Meeting 9.30 am 3.5.2019 @ the Uniting Church Taree (v19.6)**

1. **Opening** at 9.47 am. Welcome to all especially new members
2. **1. Present:** Lina Ingram (President); Chris Abbott (Secretary/Newsletter Ed); Kerry Formann (Treasurer); Ann Haydon; Heather Abbott; Judith Byrne; Nancy Dixon; Robyn Neufeld;  
**2. Apologies:** Dawn Rankin (surgery)

3. **Minutes of the previous meeting:** 22 March 2019 previously distributed

*Motion: That these minutes be confirmed*

Moved: C Abbott

Seconded: J Byrne

**CARRIED**

### **4. Business arising:**

#### 1. Committee Roles & vacancies; role descriptions, responsibilities-L Ingram/C Abbott/K Formann

- \* New members asked if they had any issues, thoughts, concerns they wished to raise – one mentioned her age as an 80 yr. old and wondered where the 'younger' ones were.
- \* Distributed 'Responsibilities of committee members and office holders' – read this document carefully and note its contents. Each member must be familiar with our constitution, legal obligations, roles and associated responsibilities.
- \* Distributed the 'Skills Based Matrix for Management Committee' - suggested that this be completed by individual committee members about themselves in the first instance. May also be completed about the office bearers. Done anonymously, it is intended as a document which will provide useful feedback, as it provides baseline data in identifying our strengths and weaknesses and how we deploy members to roles etc. Bring to the next meeting.
- \* Distributed our Committee Roles (7/18 version) to those needing a copy. This is available on our website under 'Governance'. This document needs to be reviewed by each member regarding the description of each role, especially their own. Will also need additional update for new roles. Any thoughts to the Secretary so revised version prepared for next meeting.
- \* Specific roles advised by the President –

#### **2019 - 2020 Management Committee \*\***

President	Lina Ingram	6552 5080
Secretary, Programs & Newsletter Editor	Chris Abbott	0400 306 778
Treasurer	Kerry Formann	0409 909 899
Committee Support Officer & refreshments	Ann Haydon	6552 2953
Membership Officer	Judith Byrne	0439 713 488
Assistant Secretary & Copyright Officer	Heather Abbott	0419 493 065
Publicity Officer	Nancy Dixon	6551 2756
Publicity Officer	Dawn Rankin	6552 3131
Welfare Officer	Robyn Neufeld	6553 8742

Email contacts are: [secretary@manningvalley.u3anet.org.au](mailto:secretary@manningvalley.u3anet.org.au)

[publicity@manningvalley.u3anet.org.au](mailto:publicity@manningvalley.u3anet.org.au) [membership@manningvalley.u3anet.org.au](mailto:membership@manningvalley.u3anet.org.au)

[newsletter@manningvalley.u3anet.org.au](mailto:newsletter@manningvalley.u3anet.org.au)

*\*\*The following positions are not on the Committee:*

Webmaster & Public Officer

Ross Connell

65652 5951



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Lunches  
Technology Adviser

Jen Glassop 6550 5279  
Kerry Hinton 0417 883 857

\*As there was no offer to serve as VP it was decided to put this role ‘on the backburner’. If and when the situation arises where it is necessary, for example, to chair a meeting a VP will be selected at that time.

#### 2. Celebrating 20 years lunch organisation update etc – D Rankin/C Abbott

\* D Rankin was to contact Club Taree re lunch menu options etc, but this has not happened due to absence. To be followed up. Up date needed before midterm. It was noted that 66 members to date had booked for this

\* It was decided that Life Members (3) would not pay, nor invited guests: Mayor, MP Myall Lakes and Hon Auditor (and that the latter’s wife be offered the members subsidised rate)

\* ‘Share your reflections on being a member of Manning Valley U3A Inc’ to be distributed to all members, either by email or placement in rolls or by post? Will be collected and published in some form. Due back by 7.6.19

\* R Neufeld advised that she and J Glassop would lead in decorating the space on the day.  
Others welcome?

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

Major items to note are the importance of securing our identity via the trademark; need for constitutional updates; review copyright; insurances especially personal liability of committee; good governance. President noted that she had enjoyed the experience overall.

#### 4. Authorised Expenditure and Reimbursement policy adoption – C Abbott

This policy had been presented at the last meeting and the only alteration was the deletion of ‘Appendix A Expenses Claim form’ and replacement with the current practise of using the ‘cheque requisition form’.

*Motion: That the Authorised Expenditure and Reimbursement Policy be adopted*

Moved: C Abbott

Seconded: K Formann

**CARRIED**

#### 5. Banners – C Abbott

Advised that these would be ready from Printright on Monday 6 May

#### 6. Return of keys by ex-committee members

R Connell – 1 key Ormsby House given to C Abbott

A Vadujkar – 2 keys Sailing Club; TUC cupboard given to A Haydon

L Cross – not known, C Abbott to check

#### 7. Grievances

C Abbott reported on two grievances involving two separate courses.

The first grievance he has followed up with complainant twice and believes that the matter is under control due to her specific actions. She indicated she appreciated the follow up and support.

The second grievance has a longer chain of events, but this person was given the opportunity to identify her concerns at a meeting held on 2 May at Taree Uniting Church along with N Dixon, R Neufeldt as observers and a support worker. These were noted and reported on today. These relate to disability recognition, being offered opportunities to participate, being spoken to respectfully. The only people to speak were the person expressing their grievances and the Secretary C Abbott, recording this information and summarising back what was said. It was noted that the member was not enrolled in the course this term for medical reasons. To resolve this some work needs to be done.

The classes and people involved were identified in the meeting but are not published for privacy reasons.

*Motion: That a sub-committee discuss and determine the way forward to a resolution with these committee members as participants: L Ingram, R Neufeld, N Dixon, C Abbott.*

Moved: C Abbott

Seconded: N Dixon

**CARRIED**

#### **4. Reports**

##### 1. President

- as per earlier comments and those of the AGM, Thanks to all for your efforts.

##### 2. Secretary

Since the last meeting:

- Communicated with (to and/or from):
  - All members of the Management Committee
  - Various course leaders & members
  - Virginia Hey re Taree Guides Hall lease
  - Bob Birrer Regional Rep re Network NSW
  - Bill @printright re printing & banners
  - Newsletters to Gillespie, Bromhead, Mayor & Councillors
  - S Bromhead re invite to 9 July 20 birthday lunch
  - Mayor's office re attendance 9 July 20 birthday lunch
  - Ingenia Gardens re invitation for U3A to participate Seniors Expo 7 May
  - Manning Valley Volunteer Expo 23 May Club Taree
  - Sent thank you to auditor for auditing 2018 financial year
  - Sent Network NSW information update following AGM
  - XX trophies re Life Membership badge
  - Two members re class concerns
- Received:
  - Virginia Hey re Taree Guides Hall (& lease plus other documents)
  - Responses to newsletter from Councillors Bell & Smith
  - Responses to 9 July 20 birthday invitations from Mayor & S Bromhead
  - C Ritchie thanking U3A for support over recent health issues
- Revised Authorised expenditure / Reimbursement policy

- Drafted Agenda for AGM
- Drafted Agenda for this meeting
- Drafted a reflections document for members to use
- Drafted a Code of Conduct
- Drafted a list of Course ideas
- Posted second notice in the Daily Telegraph ‘Insearch’ section (19.4.19) for the 20 birthday celebration
- Raised issue of Life Member badges size and quality as a new one required for L Bokulic. Can it include the network and or logos? Separate badge?

### 3. Treasurer

- advised that only March Bank Reconciliation and Cash Flow presented as April had not been completed. These are attached at the end of the minutes.
- Term deposit matures 14.5.19; will renew despite low interest

### 4. Membership

Enrolment seemed to go well, despite a change from our usual room and the electoral people outside.

Enrolment details to date:

Members (including new members)	299 (11)
Newsletters	68
All the World’s a Stage	8
Art in the Gallery	9
Ballroom Dancing	7
20 <sup>th</sup> Birthday Lunch	66
Cinema Goers	7
Gentle Exercise	31
Irene’s Art – Gwen’s Watercolours	16
Just Read	8
Let’s Walk	19
Modified Line Dancing	29
Music Makers – Simplified Classics	9
Music Makers – Singing from Music	11
Open Forum	15
Philosophy for Everyone	17
Sat Arvo Card Sharps	18
Silver Tones	48
Social Craft	11
Spanish Conversation	14
Stretch & Strengthen for Everybody	27
Table Games	24
Tai Chi Continuers	19
The Smell of Money	14

Time Traveller – Scandinavia	38
Ukulele – New Beginners	9
MUGS	29
SUGS	28

I have received phone calls from people re late enrolment and have a list of names for those people who want to enrol after the cut-off date. Most usual reason is that they are travelling interstate and won't be back until after May 10. Also had a couple of calls from people thinking if they didn't enrol on Monday 29<sup>th</sup> they would miss out.

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

0 Subject	<b>0</b>
178 1 Subject	<b>58</b>
79 2 Subject	<b>26</b>
30 3 Subject	<b>10</b>
12 4 Subject	<b>4</b>
More	
9 than 4	<b>1</b>
299	<b>100</b>

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

<b>Female</b>	<b>316</b>	<b>79.4%</b>
<b>Male</b>	<b>82</b>	<b>20.6%</b>
	<b>398</b>	

<b>Female</b>	<b>87</b>	
<b>Male</b>	<b>25</b>	<b>2018</b>
	<b>112</b>	

16 people from 2018 have enrolled this term. Most of these enrolled in Let's Walk and Time Traveller, which were not held in Term 1.

The lanyards have been received and I will keep some at home and store the remainder at Ormsby House. There was some misunderstanding about the quote which meant they cost more than our original quote, but still cheaper than the other quote.

Class rolls will be produced over the week-end and delivered next week. New name tags will also be produced and delivered over the same time frame.

#### 4. Programs (R Connell to 29.4)

I was contacted by Virginia Hey (Assistant Region Manager, North Pacific Coast) re our booking for the Taree Girl Guides Hall for the art class. Virginia has taken over responsibility for the hall and advised that we should sign a lease agreement with the Girl Guides. I completed the necessary forms and emailed them to Virginia on Tuesday 23 April. Virginia, who is based in Wauchope, will email the lease documents to me on



Thursday 2 May. We are charged a flat rate of \$225.00 per term, which equates to \$12.50 per hour over a nine week term.

(C Abbott advised that a new lease had been signed and returned; copy on file. Documents provided by the guides re health& safety, first aid etc were forwarded to I Flissinger as class leader whose art group uses this hall. A Haydon advised that it is heavily cockroach infested and needs spraying. This was passed on to the guides.)

Virginia’s taking over of the bookings may remedy the problem we have had for many years with unpresented cheques.

On 10 April I advised the following people by email of the dates for Term 2:

Joy Shaw, Manning River Sailing Club  
Lea Svenson, Church of Christ  
Lisa Ruprecht, Club Taree  
Helen Walters, Chatham Uniting Church

I also handed Kathy Lewis at Taree Uniting Church an abridged timetable with their dates.

5. Publicity (N Dixon)

- Placed our notice of Term 2 Enrolment in the library, with some brochures
- Placed the Community notice in the Times and Extra
- Sent Media release to the Times, published Friday 26 April edition
  
- D Rankin indicated she had been in touch with local radio stations.

6. Webmaster (R Connell to 29.4)

Deleted L Cross, A Vadujkar and myself from the committee page.  
Added R Neufeld’s photo to the committee but need a telephone number.  
Spoke to H Abbott who will send me a photo and telephone number.  
Following the AGM, I amended the scrolling message from the Notice of the AGM to congratulations to L Bokulic.  
Updated the Life Members page for L Bokulic.

7. Welfare (L Cross to 29.4)

- deaths of Ross Wilkinson, Don McKellar, Dennis Smith (last 2 not members)
- R Neufeld preparing Vale for Ross for next newsletter
- other members mentioned due to illness or surgery

*Motion: That these reports be received*

Moved: C Abbott

Seconded: A Haydon

**CARRIED**

**5. General Business**

1. Management Committee Register update – C Abbott

We are required to update this register. Will complete.

2. a.) Taree Seniors expo @ Ingenia Gardens 7.5 & b.) Volunteers Expo Club Taree 23.5 – C Abbott

a.) 9.45 am Chris

b.) 11.30 am Chris





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11 am	Chris & Ann	12 noon	Chris & Lina
12 noon	Chris & Lina	1 pm	Chris & Lina
1 pm	Chris & Judith?	2 pm	Chris & Lina
2 pm	Chris & Judith	3 pm	Chris & Ann

3. Volunteer Hours log – C Abbott

This will provide important data to see the extent of volunteer hours by committee members. Please note time accurately. Provide input into looking at workloads.

Period 1: 29.4 – 11.5.19 (first 2 weeks of term)

Period 2: 3.6 – 8.6.19 (mid 1 week) optional

Period 3: 24.6 – 5.7.19 (last 2 weeks)

4. Class Leaders/presenters & Management Committee afternoon 30 June 2 – 4 pm- ALL

- Invites from Secretary to all relevant attendees
- opportunity for class leaders/presenters to speak, share concerns ...
- expectations of course leaders/ presenters
- possible SHORT presentations incl dealing with difficult people (Bob Birrer has been approached to present this); copyright; disability
- Afternoon tea provided in middle of program or finish with?

5. Grievances procedures, anti-discrimination, bullying policies, code of conduct etc-C Abbott/ N Dixon

Draft Code of Conduct distributed. Needs to be considered carefully. Will need to go with ‘An Expectations of Course Leaders/Presenters’ document and development of a simple grievances procedure document.

6. Publicity required

a.) the AGM, new life member, new management committee

b.) 20<sup>th</sup> Anniversary.

N Dixon to organise.

C Abbott has organised ‘interview’ with Focus magazine for July issue shortly

L Ingram asked what had been planned for radio while D Rankin unavailable. N Dixon advised she did not do radio and it would have to wait. L Ingram offered to help if asked.

7. Course Ideas – C Abbott

Distributed a sheet with suggestions. Others?

8. L Ingram asked N Dixon (a) why she had contacted her & C Abbott at Tamworth saying the former Welfare Officer had made things “10x worse” and (b) why, without consulting the Management Committee she had directly contacted B Birrer (Network NSW MNC Rep) in April to come and sort out our problems? L Ingram asked for an explanation or apology or resignation from the committee three times. An explanation was offered by N Dixon, but this was not clearly audible to L Ingram.

**Next Meeting:** 9.30 am 21 June 2019 @ the Uniting Church Taree

**Meeting closed:** 12.15 pm



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## **BANK RECONCILIATION AS AT 31 MARCH 2019**

Cash at Bank as at 28 February 2019	<b><u>\$2,319.49</u></b>
Less unrepresented cheques February	2,070.06
	20,249.43
Add Cash Receipts March	101.54
	20,350.97
Deduct Payments March	1,315.27
	19,035.70
Add unrepresented cheques March	1,366.00
Closing Balance as per Bank Statement	<b><u>\$20,401.70</u></b>

### **Unrepresented Cheques for March 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
671509	22/03/2019	EconoLodge	440.00

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





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## **Statement of Cash Flow for MARCH 2019**

### **Cash Receipts**

Printed Newsletter	12.00
Membership	50.00
Courses	35.00
Bank Interest	4.54
<b>TOTAL</b>	<b>\$101.54</b>

### **Cash Payments**

Rent	437.00
Computer	250.94
Admin	25.00
U3A Conference	440.00
Refreshments	109.40
Postage & Stat	52.93
<b>TOTAL</b>	<b><u>\$1,315.27</u></b>