





2. Skills based matrix – All

C Abbott reminded the committee that this is an aid to reflect on their performance (& others if they so wished); that it was very relevant under our current circumstances. B Birrer also emphasised the value of it especially with new committee members.

3. Roles (‘old’ & ‘new’) review – All

C Abbott advised that the document Committee roles & responsibilities had been updated with the input of some committee members and others. It would replace the current website version.

4. Insurance update – K Formann

Explained difficulties with getting action on this both from AON the insurer and the Network NSW Treasurer. B Birrer offered to assist in helping to get this organised.

5. ‘Expos’ – C Abbott

Thanked Lina & Ann for their support at these expos at Ingenia gardens & MSS at Club Taree. Not sure of the value of these relative to time spent there, though some useful conversations were had with visitors. About 130 leaflets and some newsletters were given out.

6. Volunteer Hours Log – All

Received logs from Secretary, Treasurer, Membership, asst Sec/Copyright & CSO/Refreshments. The first 3 had spent very significant hours in the time frame measured roughly equal to 1 day, 1&1/3 days, 2 days respectively. Serves to highlight the intensity of demands at particular points in U3A’s operations. However, difficult to sometimes delegate tasks. B Birrer suggested that about 15 hrs/week was the ‘ideal’.

7. Class Leaders/Presenters & Committee afternoon agenda, arvo tea organisation etc – All

C Abbott reported that 26 course leaders and management committee members would attend. There are 2 apologies and 4 nonresponses. A program ‘Raising our awareness’ was presented. The program’s agenda was supported by the committee. A Haydon to organise afternoon tea.

8. Grievance & other docs (procedures, code of conduct, expectations of course leaders) – C Abbott

The following revised versions of these documents presented and read through.

a.) Our Code of Conduct

Motion: That Our Code of Conduct be adopted.

Moved: L Ingram

Seconded: R Neufeld

CARRIED

b.) Expectations of course leaders

Motion: That the expectation of Course Leaders be adopted.



- |   |                     |         |
|---|---------------------|---------|
| Moved: C Abbott                                   | Seconded: A Haydon  | CARRIED |
| c.) Grievance procedures                          |                     |         |
| Motion: that the Grievance Procedures be adopted. |                     |         |
| Moved: C Abbott                                   | Seconded: K Formann | CARRIED |

#### 4. Reports

##### 1. President

We have been busy with membership drives, preparations for 20<sup>th</sup> anniversary lunch & course leaders/presenters/management committee afternoon. There have been some internal delays, but we are working towards a resolution. I presented Lucy Bokulic with her life membership badge. She is very pleased to have it to enjoy.

##### 2. Secretary

Since the last meeting:

- Communicated with (to and/or from):
  - All members of the Management Committee
  - All course leaders & various members
  - Bob Birrer Regional Rep re Network NSW
  - Bill @printright re printing/banners
  - Lisa @ MSS re Manning Valley Volunteer Expo 23 May Club Taree
  - XX trophies re Life Membership badge for Lucia Bokulic (given to L Ingram)
  - MRSC re non-use of space Tuesdays 9-11 for rest of term 2
  - Venues for use term 3 – with MRSC, Club Taree, Church of Christ, Chatham Uniting Church, Taree Uniting Church organisers
- Received:
  - Written reflections, photos from many members re 20 years birthday celebration
  - M Gollan resignation
  - Samaritans Winter Appeal
  - J Byrne resignation
  - Request for reversal of decision to hold concert at Club Taree in December from E & P Hollebone, J Frederiksen, C Ritchie
  - J Byrne list of items returned to Treasurer & Public Officer at Ormsby House 17.6.
- Sent:
  - Acceptance M Gollan resignation
  - Course leaders/presenters invitation to 30 June afternoon (by email, post, personal delivery and by hand)
  - Acceptance J Byrne resignation
- Drafted & circulated the AGM (29.4.19) Minutes
- Drafted & circulated the Management Committee meeting 3.5.19 minutes
- Drafted & circulated agenda for this meeting
- Drafted, redrafted & circulated Grievance procedure document
- Drafted & circulated Expectations of course leaders/presenters



- Drafted, redrafted & circulated Our Code of Conduct
- Revised and circulated Committee Roles & Responsibilities document 28.5.19 version
- Participated in the Manning Valley Volunteer Expo 23 May Club Taree

*Business arising:*

2.1 Concert venue: Club Taree or Uniting Church auditorium?

A letter from E & P Hollebhone, J Frederiksen, C Ritchie was read making the request to return to the Taree Uniting Church for the concert. Discussed by the committee.

Motion: That this request be agreed to, that the Secretary book the date with the church and that Club Taree be informed.

Moved: L Ingram

Seconded: N Dixon

CARRIED

2.2 AGM minutes to be uploaded to website.

3 Treasurer

See cash flow reports and bank reconciliations at end of minutes.

4. Membership - nil

5. Programs

Liaison with all course leaders about the term 3 program. Less courses on offer.

Liaison with venues re bookings for term 3.

Some problem with Club Taree on odd date due to heavy bookings, but class cancelled on that date

Term 3 Timetable presented for perusal.

6. Publicity

Updated noticeboards

Preparing media releases for enrolment day

Will organise photographer for 9/7

Will check with Dawn re radio publicity

7. Webmaster

I received an email from the former Network Webmaster regarding a 3 hour training session at Morisset. The session was to be limited to 12 people and went from 10am to 1pm. The course outline appeared to be much too technical for me and travelling such a long distance in one day did not appeal so I sent my apologies.

Last month I installed a plug-in called Jetpack which produces statistics relating to visits to our website.

The statistics up until 16 June 2019 are:

May 106; June 268; Av/day May 15, June 17

Top posts from May 17 to June 16 were:

Home = 84 views; current newsletter = 43; course = 41; Timetable & SUS = 18;

Newsletters & Constitution = 12; Committee 2019-20, Contact Us, Enrolment form, Silver Tones, Committee Roles=10; End of year concert, Committee Meeting minutes,

Newsletter archives =8; Forms, What is U3A?,Contacts, Our Genesis =7; Courses & fees,



the Region =6; Policies, Fees, the U3A Movement =5; Calendar =4; the Regional rep, Governance =3; Life Members, About us =2; NewsLink, accident/incident report, AGM=1

8. Welfare

Purchased new cards and these have been sent to various ill or recovering members. Should cards be sent to J Byrne & M Gollan? The Secretary read acceptance of resignation letters sent which included thank you for their roles and work with U3A. The committee decided further communication was not required.

9. Public Officer

The annual summary of financial affairs which has to be submitted to the Department of Fair Trading within a month of the AGM was handed in at the Taree Office of Service NSW on 6 May and the \$46.00 fee paid.

On Monday 17 June I met with Judith Byrne at Ormsby House to collect all the U3A records she held, following her resignation from the committee. These are at Ormsby House.

Motion: That these reports be received

Moved: C Abbott

Seconded: K Formann

CARRIED

**5. General Business**

1. Review of newsletter, enrolment form, timetable for term 3 – All

C Abbott asked committee members to read carefully for mistakes not just read it as a Newsletter; check timetable and enrolment form against newsletter details re day, date, time. A new 2 sided application/enrolment form presented. More spacious, clearer. Space for emergency contact; agreement acknowledgement, advise disclosure of physical or other limitation; how did you find out about U3A? and a member information and privacy protection statement. Some suggestions made: on p. 2 bold item #s and "Bring your badge ..." statement; add Tuesday to SUS.

2. Enrolment day organisation – All

Monday 22 July 9 am for set up 9.30 opening

Roles: Concierge – L Ingram & R Neufeld; Checking – C Abbott, R Connell, A Haydon  
Cashiers – K Formann, N Dixon, H Abbott? Collator – A Thomas?

Refreshments – A Haydon; Member's table - Dawn?

3. Better ways to handle conflict from NSW Justice/Community Justice centres – hand out distributed by C Abbott relevant to recent events.

4. B Birrer mentioned that the network has had 2 resignations: President I Robertson and Webmaster E Scifleet. Latter's position has been taken up by 2 people.

**Next Meeting:** 9.30 am 26 July 2019 @ the Uniting Church Taree

Meeting closed: 12.36 pm

President:

Secretary:



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***

## **Manning Valley U3A**

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

#### **Cash Receipts**

Printed Newsletter	366.00
Membership	250.00
Courses	4,295.00
Donations	13.50
Bank Interest	4.17
Luncheon	1,311.00

**TOTAL** **\$6,239.67**

#### **Cash Payments**

EOT Lunch	322.00
Print	336.95
Admin	984.50
Bank Fees	1.00
Postage & Stat	146.12
Misc	26.50

**TOTAL** **\$1,817.07**



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

## **MANNING VALLEY U3A**

### **BANK RECONCILIATION AS AT 30 APRIL 2019**

Cash at Bank as at 31 March 2019	<b><u>\$20,401.70</u></b>
Less unrepresented cheques March	1,366.00
	19,035.70
Add Cash Receipts April	6,239.67
	25,275.37
Deduct Payments April	1,817.07
	23,458.30
Add unrepresented cheques April	1,910.50
<b>Closing Balance as per Bank Statement</b>	<b><u>\$25,368.80</u></b>

### **Unpresented Cheques for April 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
671510	10/04/2019	Dynamic Gift	797.50
671514	!6/04/2019	Dynamic Gift	187.00

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





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***‘LEARNING FOR LIFE’ AND CELEBRATING 20 YEARS IN 2019***

## **Manning Valley U3A**

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

#### **Cash Receipts**

Printed Newsletter	48.00
Membership	100.00
Courses	1,185.00
Donations	35.50
Bank Interest	5.14
Luncheon	115.00
<b>TOTAL</b>	<b><u>\$1,488.64</u></b>

#### **Cash Payments**

Courses	387.20
Rent	4,426.60
Print	374.00
Fair Trading	46.00
Bank Fees	9.00
Member Refunds	78.00
Refreshments	167.95
Postage & Stat	130.39
Luncheon	72.00
U3A conf. exp	132.00
<b>TOTAL</b>	<b><u>\$5,823.14</u></b>





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



## **MANNING VALLEY U3A**

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

Cash at Bank as at 30 April 2019	<b><u>\$25,368.80</u></b>
Less unrepresented cheques April	1,910.50
	23,458.30
Add Cash Receipts May	1,488.64
	24,946.94
Deduct Payments May	5,823.14
	19,123.80
Add unrepresented cheques May	2,155.00
Closing Balance as per Bank Statement	<b><u>\$21,278.80</u></b>

#### **Unpresented Cheques for May 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
671516	01/05/2019	Chris Evans	12.00
671518	01/05/2019	Val Turner	24.00
671520	03/05/2019	MR Sailing club	763.00
671522	03/05/2019	Uniting Ch. Chatham	420.00
671531	08/05/201	Mary Broderick	10.00

**Term Deposit stands at \$10,735.15 maturing 14/01/2019**