

Minutes Management Committee meeting

9.30-11.30 am 26 July 2019 @ Uniting Church Taree

1. Opening: 0935

- 2. 1. Present:** Lina Ingram (President); Chris Abbott (Secretary/Programs/Newsletter Ed); Kerry Formann (Treasurer); Heather Abbott (Asst Secretary/Copyright); Nancy Dixon (Publicity); Ann Haydon (CSO/Refreshments); Robyn Neufeld (Welfare).

2.Apologies: Dawn Rankin (Publicity)

* At this point the President made some remarks about another document from the past she had been given by a third party referring to meeting organisation and procedure which had not been presented previously and was not made available to the committee. She made some comments about being dissatisfied with the agenda. It was pointed out that she had ample time to peruse it and to have input into its creation as all committee members do. The format has been in use for the last two and a half years. It follows a standard format. It was not appropriate to run over what had been prepared. The committee insisted that the agenda as presented by the secretary be followed. The meeting continued with the agenda as provided.

3. 1. Minutes of the previous meeting: 21 June 2019 previously distributed.

Motion: That these minutes be confirmed

Moved: C Abbott

Seconded: A Haydon

CARRIED

2. Business arising:

1. Celebrating 20 years lunch – All

Attendance numbers were 60/75 participants on day; 8 apologies, 7 no show.

The lunch celebration was seen as an overall success with members enjoying the occasion. Three unidentified complaints verbally received by L Ingram about the timing of the serving of the food, not being the previously advertised time. Other comments made were favourable.

2. Insurance update – K Formann

Insurances are current, running from 24 June 2019 to 28 February 2020. Next year all insurances will be consolidated so that only one premium has to be paid. These should be under the auspices of the NSW Network.

3. Class leaders/Presenters & Management Committee afternoon – C Abbott

Summary of this distributed and is attached at end of minutes. Re copyright aspects H Abbott reported that the focus for T3 and T4 will be to guide and support class leaders in assessing their compliance with copyright requirements.

4. T3 enrolment day – All

Ran smoothly with good movement of members through the stages of enrolment. N Dixon reported that an 'unidentified' member of the ex-Gentle Exercise class spoke inappropriately to her causing distress. Ample copies of the enrolment form were provided (based on previous experiences of members arriving without them) but seem to be less used. A fairly typical term 3 re enrolment numbers and payments made.

5. Concert change of date & venue – C Abbott

Suggested that the date change from 6 to 13 December as this finished off the term better. However, consensus was to stick to what had been scheduled, i.e., 6th from 10 am-12 noon. Note venue change from Club Taree to Uniting Church. Both venues advised and confirmed with latter. Who is the organiser? A Haydon to approach G Clement.

4. Reports

1. President: L Ingram

- Highlighted the 20th birthday celebration.
- Referenced interest from a past Gentle Exercise class member about offering a course in 2020

2. Secretary: C Abbott

Since the last meeting:

- Communicated with (to and/or from):
 - All members of the Management Committee, Webmaster
 - All course leaders & various members
 - Members emailed their link via the website to T3 documents
 - Members re enquiries about 20th birthday and T3 documents
 - Members distribution by post for those who had ordered T3 print copy
 - Bob Birrer MNC Regional Rep re Network NSW
 - Webmaster U3A Network NSW
 - Bill @printright re printing
 - Taree Probus club
- Prime TV sought comment on Government deeming policy – declined
- Received:
 - Some enrolments/payments for T3 passed on to Treasurer
 - Manning Valley Choral Society advertising 2 performances of latest production
 - Samaritans newsletter
- Sent:
 - Thank you letter to Club Taree re 20 birthday celebration
 - Email to Club Taree advising 6 December concert booking no longer required
 - Bob Birrer's 'report on the Gentle Exercise incident' to relevant parties
- Prepared the program, organised speakers & resources for Course leaders/Presenters/Management Committee afternoon 30.6.19

- Drafted & circulated the Management Committee meeting 21.6.19 minutes
- Drafted & circulated agenda for this meeting
- Drafted Hazards Report form (copy at end of minutes)
- Updated New member's kit
- Updated information for course leaders in rolls
- Spoke at Taree Probus Club 16.7.19 about Manning Valley U3A
- Set up one of our banners in Taree Library from Monday 15-Saturday 20 July incl

Business arising:

- Suggestion that one way we could better promote U3A is by identifying members prepared to distribute newsletters/brochures in various localities in which they live. C Abbott advises he has established contact with one such member (G Smith) in Wingham. Can we identify others in Old Bar, Harrington, Halliday's Point etc to do the same?
- use the banner more often as passive advertising by placing it in appropriate venues around town (such as the Library already mentioned above) for short periods of time.
- Documents (originals) '#5 Margo Gollan change of resignation date May 21 2019'; # 6 Margo Gollan, Report back to the gentle exercise class from class leader May 21 2019' and '#12 40 letters of support for Margo Gollan from gentle exercise class members- various dates' that are referred to in Bob Birrer's report on 'Gentle Exercise Incident' have *not* been tabled at any Manning Valley U3A Management Committee meeting. (*Copies* of #12 subsequently presented by the President at the meeting. Queried about where were the others. No response.)

3. Treasurer: K Formann

- Unpresented cheques still an issue. I now deposit Term rental monies directly into the accounts of some providers to avoid unpresented cheques. See list in financial statements.
- To send out final reminder for other unpresented cheques
- \$6.65 cash reimbursement for Gentle Exercise participants. This was given to L Ingram to return to the participants; each one to sign for this. To date, some refunds are still to be distributed.
- Financial statements at end of minutes

4. Members: C & H Abbott

- Corrected some inaccuracies in members' spreadsheet information
- Updated new member's kit
- Processed term 3 pre-enrolments 44 + 5 new @19.7.19
- Processed term 3 enrolments from 22.7.19; updated member records for T3
- Created new members' badges

- Enrolments at 22.7.19: overall = 224 incl 21 new members.
- Printed posted news = 49; All the world's a stage = 7; Art in gallery = 13; Ballroom dance = 6; Cinema goers = 6; Irene/Gwen art = 20; Just Read = 7; Mod Line dancing = 27; Music makers = 9; OBE lunch = 23; Open forum = 11; Philosophy = 12; Cards = 14; Silver Tones = 45; Soc Craft = 12; Spanish = 11; Stretch & Strength = 26; Table games = 22; Tai chi = 19; Time Traveller = 16; MUGS = 38; SUS = 24. These figures will change when final processing occurs post 29 July.
- Creating class rolls.
- What are the balance of members (c.150) doing if they not enrolled in any course?
- A reminder to members that MCC libraries provide free internet access which means our website and email can be accessed by you if you do not have personal access at home. Library staff are available to help if requested.

5. Programs: C Abbott

- as per newsletter/TT. Investigating some additional ones for T4 & T1 2020
- Suggestions for courses as follows mentioned in the meeting:
 - o Cundletown Museum & history of Cundletown - R Neufeld
 - o The role of religion in history – R Neufeld
 - o Handwriting analysis/graphology– N Dixon
 - o Writing focusing on recording ones 'First Experiences' of something- K Fuller
- if there are members wishing to offer courses for consideration, they need to be submitted to me by due dates for T4 30 August and for T1 2020 by 29 November

6. Publicity: N Dixon & D Rankin

- *Updated bulletin boards at Uniting Church and Church of Christ re Enrolment and dates for Term 3
- *Community Notice to Times, Extra re Enrolment Day and course changes
- *Attended Anniversary lunch, spoke with several founders re early history of our U3A to update website
- *Researched and wrote media release about Anniversary lunch
- *Liaised with Dawn re speaking on ABC radio about Enrolment day

7. Webmaster: R Connell

I continue to have a look at the website when time permits and try to make improvements. The Home Page is starting to look a bit more presentable. Some of the improvements are not obvious as they involved tidying up the Dashboard, where I make any changes.

Below are the statistics as at 21 July. They reflect the success of the secretary's change in the delivery method of the electronic newsletter.

It's interesting to note that 271 people looked at the newsletter but only 208 looked at the enrolment form. It's good to see quite a few took the time to look at other pages.

Months and Years

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019					106	608	2,102						2,816

Average per Day

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Overall
2019					15	20	105						49

Recent Weeks

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Average	Change
<u>Jun 10</u>	<u>Jun 11</u>	<u>Jun 12</u>	<u>Jun 13</u>	<u>Jun 14</u>	<u>Jun 15</u>	<u>Jun 16</u>			
12	55	45	2	4	9	7	134	19	
<u>Jun 17</u>	<u>Jun 18</u>	<u>Jun 19</u>	<u>Jun 20</u>	<u>Jun 21</u>	<u>Jun 22</u>	<u>Jun 23</u>			
38	31	14	20	24	29	8	164	23	+22.39%
<u>Jun 24</u>	<u>Jun 25</u>	<u>Jun 26</u>	<u>Jun 27</u>	<u>Jun 28</u>	<u>Jun 29</u>	<u>Jun 30</u>			
39	22	3	30	15	17	49	175	25	+6.71%
<u>Jul 1</u>	<u>Jul 2</u>	<u>Jul 3</u>	<u>Jul 4</u>	<u>Jul 5</u>	<u>Jul 6</u>	<u>Jul 7</u>			
63	39	51	629	232	103	64	1,181	169	+574.86%
<u>Jul 8</u>	<u>Jul 9</u>	<u>Jul 10</u>	<u>Jul 11</u>	<u>Jul 12</u>	<u>Jul 13</u>	<u>Jul 14</u>			
100	71	124	85	72	29	39	520	74	-55.97%
<u>Jul 15</u>	<u>Jul 16</u>	<u>Jul 17</u>	<u>Jul 18</u>	<u>Jul 19</u>	<u>Jul 20</u>	<u>Jul 21</u>			
130	49	44	66	48	55	9	401	65	-12.05%

Top Posts for 30 days ending 2019-07-21 (Summarized)

June 21, 2019 to Today

Title	Views
Home	709
Current Newsletter	271
Enrolment Form	208
Timetable	199
Courses	168
Newsletters	102
Courses & Fees	97
Calendar	59
Forms	46
End-of-year Concert	46
The Silver Ukulele Strummers	43
Policies	42
Life Members	40
Silver Tones	32
Newsletter Archives	30
Committee 2019 – 2020	23
Our Genesis	22
Committee Meeting Minutes	21
Contact us	20
Governance	19
Fees	19
The U3A Movement	17
Committee Roles	16
Annual General Meetings	13
Contacts	11
Constitution	10
The Regional Representative	7
Accident/Incident Report	6
About us	4
Nomination for Committee	4
Gallery	3
Contact the Webmaster	3
What is U3A?	2
Home page / Archives	1
The Region	1

- *Discussion* about website's enhancement ensued.
- The use of the website shows what a valuable and useful communication tool it can be

- Ask the Webmaster to compress the data in future reports

8. Welfare: R Neufeld

- * Four members mentioned who have been ill. Get well cards forwarded to them. Thank you responses received. Other names referred in course of meeting
- *Reminder to refer names to me for follow up

Motion: That these reports be received

Moved: C Abbott

Seconded: H Abbott

CARRIED

5. **General Business**

1. Refunds policy – All

-Information to come. Carried over to next meeting.

2. U3A contribution to Seniors Ormsby House Christmas Day lunch – K Formann

- Historically about 10 of our members have participated out of 40-50 who turn up
- Discussion about whether or not should continue to support this event to the extent of the \$200 given last year. Previously we paid for a number of chickens to help cater for part of the meal with a value of c. \$70-\$100.
- Points of view expressed included:
 - * we should not subsidise lunch without our membership being aware of this practice
 - * it should be completely stopped
 - * it should continue as before.

Due to lack of time it was decided to review the matter again at the next meeting and make decision

-Whilst on catering, L Ingram advised that Sailors restaurant has changed hands and our previous arrangements re luncheon menus and costs may be different.

Refer to J Glassop to follow up

3. Filling a Management Committee casual vacancy – K Formann

A valid nomination form received for B Fieldhouse to join committee was tabled. B Fieldhouse to be identified in the role of Assistant Treasurer.

Motion: That the nomination of B Fieldhouse to fill a casual vacancy on the Manning Valley U3A Management Committee be accepted

Moved: K Formann

Seconded: A Haydon

CARRIED

4. Unresolved issues re President's activities – N Dixon

Document tabled 'Misled Committee: Lina Ingram to answer questions and address issues'.

Some of the issues were briefly raised but a lack of time curtailed the matter. However, L Ingram said she was willing to meet with K Fuller to clarify issues raised. This could occur with any available Management Committee members, especially our Welfare Officer R Neufeld and an appropriate support person present. When would this occur? Soon. Not to be allowed to drag on. K Fuller to be advised by Secretary. Who will initiate the meeting?

6. **Next Meeting:** 9.30 am 13 September 2019 @ Uniting Church, Taree
Meeting closed: 11.34 am

President:

Secretary:

BANK RECONCILIATION AS AT 30 JUNE 2019

Cash at Bank as at 31 May 2019	<u>\$21,278.80</u>
Less unrepresented cheques May	2,155.00
	19,123.80
Add Cash Receipts June	225.30
	19,349.10
Deduct Payments June	631.19
	18,717.91
Add unrepresented cheques June	1,905.90
Closing Balance as per Bank Statement	<u>\$20,623.81</u>

Unpresented Cheques for June 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
671520	03/05/2019	MR Sailing club	763.00
671531	08/05/2019	Mary Broderick	10.00
671534	21/06/2019	Pam Archer	108.70
671538	21/06/2019	Lyn Mills	86.20

Term Deposit stands at \$10,735.15 maturing 14/11/2019

Statement of Cash Flow for JUNE 2019

Cash Receipts

Courses	73.00
Luncheon	148.00
Bank Interest	4.30
TOTAL	<u>\$225.30</u>

Cash Payments

Bank Fees	.50
Refreshments	461.34
Postage & Stat	74.90
Admin	13.00
Computer	81.45
TOTAL	<u>\$631.19</u>

***Raising our Awareness - Issues/ideas from the Course leaders/Management Committee
 afternoon 30.6.2019***

* Attendance = 26/33 (apologies 4; no response 3)

* Pluses being CL = sharing; meeting people; breadth of experience; satisfaction; fun; enjoyment; finding what you didn't know; social aspects; lots of laughs; meeting challenges enriching moments; see a coming together in performance; exercising grey matter; topical

* Matters raised in no particular order ...

- Establish a U3A library
- Venue alternatives when one is not available, e.g., Club Taree has no space for S&S on one day
- Thanks to Club Taree, reference to be placed in newsletter
- Copyright costs
- Ticketing; reminders about course enrolments (but seen as unrealistic)
- Publicity e.g., putting up notices. Who? When? Where? Value of??
- Giving other members phone numbers; advised not to give it out
- Succession planning
- Refunds?

* Chris A – Policy: four documents were presented

* Chris A - Risk assessment – venues asked for their 'policy'. Organisations themselves do not appear to have policy or document to refer to (except Taree Guides Hall)

Identifying hazards in venues we use. CLs need to be aware of hazards in the venues they use. Need to advise participants of them and inform Management Cttee.

* Kerry F - Insurance update – public liability; not-for-profit office bearers/committee members; volunteers accident. We had to arrange coverage ourselves for latter 2. To be taken up by Network NSW in Feb

* Heather A - Copyright presentation – a summary of what is required to comply with law. Recognise owner's rights. As an 'educational' institution we have specific licences to help us but need to be aware there are extensive limitations on copying, distribution & use. Adhere to the basic 'golden rule', i.e., 10% of an item only can be reproduced. Many other issues re music, film screenings etc ...

* Karen Fuller - Disability Awareness a presentation re her experience and life with visual impairment

*Bob Birrer – dealing with difficult people. Handout provided

Hazard Report (Course leader/s or Management Committee member to complete)

If you identify a hazard or one is reported to you, please complete and return to the person identified below:

Venue name:

Date & time:

Where is the hazard?

What is the hazard?

What is the risk?

Rate the risk using the following scale as a guide. Circle one below:

1. Extreme risk; action required immediately to rectify hazard
2. High risk; action required quickly
3. Medium risk; action required over the next week
4. Low risk; action required over the next few weeks
5. Minimal risk; action required over the next month

How likely is it to cause harm/injury?

What action did you take?

Reported by:

Date:

Refer to the Secretary Manning Valley U3A Phone 0400 306 778 or post to PO Box 436 Taree 2430 or email secretary@manningvalley.u3anet.org.au

Management Committee action taken:

Date: