

MINUTES Management Committee meeting

9.30-11.30 am Friday 13 September 2019 @ Uniting Church Taree

- 1. Opening:** 9.30 am. In the President's absence D Rankin took the role of chairperson
 - 1. Present:** Chris Abbott (Secretary/Programs/Newsletter Ed/ Members); Heather Abbott (Asst Secretary/Copyright/ Members); Nancy Dixon (Publicity); Ann Haydon (CSO/Refreshments); Dawn Rankin (Publicity); Robyn Neufeld (Welfare).
 - 2. Apologies:** Lina Ingram (President); Kerry Formann (Treasurer); Barbara Fieldhouse (Asst Treasurer)
- 2. 1. Minutes of the previous meeting:** 26 July 2019 previously distributed.
 Motion: That these minutes be confirmed

Moved: C Abbott

Seconded: A Haydon

CARRIED

2.2 Business arising:

1. Meeting procedures - C Abbott went through *A guide to Management Committee Meeting Procedures*, previously distributed (& attached at end of minutes). Need to focus on starting and finishing on time; Agenda arrived at collectively, distributed beforehand; Agenda can't be interfered with unless majority decide so; the chairperson to control meeting's focus/direction; recording voting on motions if not unanimous; listening to one another; time limit available for minutes corrections to be followed. Procedures need to be followed more carefully so that meetings are efficient.
2. Missing documents – C Abbott expressed concern about original documents not being tabled to the committee. Were there any others that had not been presented? Highlights also the importance of communications to U3A coming through the Secretary and not being held on to by others.
3. Concert 6.12 organiser – A Haydon outlined what she had done to find an organiser. No volunteer to date. Would it be a 'bad' thing to miss a year? Most thought it needed to go ahead. A Haydon to prepare an outline of what is required which will be sent with the links for Term 4 newsletter, enrolment & timetable late next week. Also encourage members to bring a non U3A friend along.
ACTION: document to be prepared and circulated by A Haydon as soon as possible, no later than Tuesday 17.9 for consideration by committee.
4. Refunds policy – Treasurer absent
5. Contribution to Seniors Xmas Day lunch – Senior citizens advise they are no longer seeking a contribution from U3A.
6. Unresolved issues re President's activities - as far as this Management Committee is concerned, we have done what can be done. We have suggested meetings for

reconciliation etc to occur, but this has not happened. Six weeks has passed since this was last suggested and nothing has happened. The matters which remain are seen as being between L Ingram, N Dixon & K Fuller and need to be sorted out by them if they so wish.

Motion: That this committee consider the matter re the Gentle exercise class has been worked through by various steps, such as, the establishment of a grievance procedure, the code of conduct, meetings of the grievance sub-committee, expectations of course leaders, leaders' meeting. Resolution processes have been suggested but ignored and given the amount of time spent on it the matter is now considered closed.

Moved: D Rankin Seconded: H Abbott CARRIED
 (Voting in favour: D Rankin, R Neufeld, C Abbott, A Haydon, H Abbott
 Voting against: N Dixon)

3. Reports

1. President: L Ingram - no report provided
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
 - President U3A Network NSW re logos and their use
 - Webmaster U3A Network NSW
 - NewsLink ed U3A Network NSW
 - Non-members enquiries about joining
- Received: as mentioned above but from 'outside organisations, the following:
 - Manning Uniting Church advice about room hire charges increased from Term 4 (referred to Treasurer for further advice)
 - Request from Focus magazine to identify members who could be featured in the October issue with a focus on seniors. Contacted four members. Provided the names of two members with their permission.
 - Taree Local Collectors Club re wish to run a one off course in November. Despite being a late request, they were informed that either 14 or 28 November were available. Chose latter and will run from 1-3 pm with afternoon tea provided. Will be in newsletter.
- Sent: as mentioned above
- Drafted & circulated the Management Committee meeting 26.7.19 minutes
- Drafted & circulated agenda for this meeting
- Drafted & circulated *A guide to Management Committee Meeting Procedures*

3. Treasurer: K Formann - no report provided
4. Members: C & H Abbott
 - Processed final term 3 enrolments at 6.8.19
 - Continued update of member records for T3
 - Created new members' badges as needed
 - Expressed concern about absences from courses. This was noted after reviewing rolls collected from term 2 classes. Members need to take responsibility for advising absence to course leaders in a timely fashion.
 - Advised that cost of printed and posted newsletter etc were in the vicinity of \$5.85. Currently charging \$6 for this. Postage set to rise. Numbers involved have diminished to the low 60s. Monitor decreasing numbers and costs involved.
 - Who determines when enrolments are closed? The person/s who have to do the work processing the information, i.e., membership officer/s
5. Programs: C Abbott
 - Communicated with all course leaders re T4
 - Contacted all venues with dates and times for classes to continue in T4
 - Let's walk returns on Tuesdays and Thursdays; Money, Money, Money as follow up to the Smell of Money in T2 on Tuesdays; Collectors one off in November.
 - Course info for T1 2020 required by 29 November. A couple of members have expressed interest in offering a course in 2020.
 - Concerns expressed about the viability of ballroom dancing given numbers hovering around the 10 level
 - Some discussion from members about possible course offerings by them. Such as: 'At the Movies' (DR); Intro to Yoga & Manning Valley Museum (AH)
6. Copyright: H Abbott
 - Changes to legislation have led to changes in licences which are an improvement in that they cover what we do better. These will replace existing licences.
 - We need to identify coverage of groups required, send this information to the licencing agency and wait for invoicing for coverage effective 2020.
7. Publicity: N Dixon & D Rankin
 - Notice in extra re course proposals; items on church noticeboards
 - Suggested by other members that more items need to be sent to the MRT/Extra to lift our exposure. These could focus on a couple of courses each time with a photo provided. Whether they 'publish' in print or online is up to them.
8. Webmaster: R Connell

There's not much to report. I borrowed a book on WordPress, which is the system most web sites are based on, from Taree Library. I was trying to create a gallery page but couldn't follow the book. I think the fact that the book was a few years old and there have been many updates to WordPress in the meantime makes it a bit difficult.

In the past month there have been 80 visits to the Home Page. Other pages most viewed are the current newsletter, courses and timetable.

The Jetpack Plug-in that I installed for statistical purposes also gives advises me whenever anything needs updating which is very useful.

9. Welfare: R Neufeld - Nil to report

Motion: That these reports be received

Moved: C Abbott

Seconded: D Rankin

CARRIED

4. **General Business**

1. Review of T4 documents: Newsletter, timetable, enrolment form

- Drafts presented prior to the meeting and some corrections made from member's feedback
- It is very important to read these critically looking for discrepancies in information between newsletter and timetable and enrolment form. Minor things like item numbers, dates, punctuation etc
- Final drafts will be circulated and need to be read carefully and returned by Sunday 15 afternoon.
- Docs will go to the printer Monday am; Posting, emailing and uploading to website on Friday 20.
- This gives members 4 weeks to organise their enrolment in one way or another

2. Support for Silver Tones concerts 20 (St Alban's Anglican Forster) & 27 October (St John's Taree)

- Suggested that L Ingram & K Formann attend Forster from 1 pm to 'sell' tickets
- Suggested that L Ingram & D Rankin attend Taree from 1pm to 'sell' tickets
- A Haydon (& perhaps R Neufeld) to help with afternoon tea at Taree

3. Term 4 enrolment day roles

- Concierge: L Ingram & R Neufeld
- Checkers: C Abbott, R Connell & A Haydon
- Cashiers: K Formann, B Fieldhouse, D Rankin
- Members: H Abbott; Collation: A Thomas
- Morning Tea: A Haydon
- Set up 9 am

4. Hazard

- N Dixon advises danger of external door in Garden room (MUC)
- To advise MUC office and/or advise members not to use it. Use other entry points

Meeting closed: 11.12 am

5.Next Meeting: 9.30 am Friday 18 October 2019 @ Uniting Church, Taree

A guide to Management Committee Meeting Procedures

A.) The 2016 Constitution (p.6) outlines the basics as follows:

"18. COMMITTEE MEETINGS AND QUORUM

(a) The committee shall meet as often as is required to conduct the business of the association and not less than 6 times each calendar year.

(b) Notice of committee meetings shall be given at the previous committee meeting or such other means as the committee may decide upon. Time and place of meetings shall be agreed upon by the committee.

(c) Any half of the members of the committee, plus 1, constitutes a quorum for the transaction of the business of a meeting of the management committee.

(d) The committee shall have power to fill casual vacancies.

(e) A casual vacancy may occur if there are insufficient nominations to fill the committee or if a member:

(i) resigns in writing from office or

(ii) is absent from 3 consecutive committee meetings without leave or

(iii) is suspended as a member of the association or

(iv) becomes insolvent under the administration within the meaning of the Corporation law
or

(v) dies.

(f) Each member present shall have 1 vote and where there is an equal division of votes the chairperson shall have a second or casting vote."

B.) Current practices:

- the committee meets twice per term, 8 times per year
- notice of meetings as above plus scheduled in our annual calendar and in term newsletters
- meetings commence at 9.30 am and are held at the Manning Uniting Church Taree
- a quorum is 6 committee members
- an agenda is constructed by the Secretary based on standard meeting format. A draft is circulated to all committee members at least once prior to the scheduled meeting and they are able to place agenda items on it. Where possible reports are provided prior to the actual meeting
- meetings are intended to be finished by 11.30 am but often overshoot this
- where motions are proposed and voted on, they are noted as 'carried' which suggests unanimity
- minutes are prepared by the Secretary and circulated within a few days of the meeting to allow for corrections to be made. A time limit has been placed on this in order to finalise the minutes
- at the next meeting a motion to confirm the minutes is moved and voted on. When passed they are signed off by the president & secretary. They are then posted on the website in the 'Governance' section.

C.) Suggested practices:

1. Committee members need to refer to the Committee Roles & Responsibilities document 21.6.19 version re expectations about participation etc.
2. The Chairperson declares the meeting open promptly at 9.30 am and declares it closed noting the specific time.
3. The meeting proceeds within the 9.30 am – 11.30 am time frame. The Chairperson needs to be aware of the time, keep the meeting focused on the matter before it and moving along in a timely fashion. If there is a need to extend this then a motion seeking a 15 minute extension is moved. A majority of the committee must support this.
4. Suspension of the agenda may only occur where a motion to do so is moved. A majority of the committee must support this.
5. The Chairperson needs to maintain order and ensure that whoever is speaking is being listened to politely and respectfully.
6. Where motions are proposed and voted on, the numbers for, against and abstentions are counted and recorded. (Identifying who voted which way may be a further clarification? Or could be requested by individual members?). Where necessary, a brief 'action plan' needs to follow showing who is responsible, by when etc.
7. Minutes to be circulated within 48 hours of the meeting where possible to committee members. Corrections to be sent within 5 days of their distribution by email to allow for finalisation.
8. Minutes are a 'reflection' of the business proceedings of the meeting: issues raised, reports given, discussion and decisions made. They do not record every word that was spoken.
9. At the next meeting a motion to confirm the minutes is moved and voted on. When passed they are signed off by the president & secretary. They are then posted on the website in the 'Governance' section.

Prepared by C Abbott Secretary
7 September 2019