

Minutes Management Committee meeting

Friday 18 October 2019 @ Uniting Church Taree

1. Opening: 9.30 am

1. Present: Lina Ingram (President); Kerry Formann (Treasurer); Chris Abbott (Secretary/Programs/Newsletter Ed/ Members); Ann Haydon (CSO/Refreshments); Dawn Rankin (Publicity); Heather Abbott (Asst Secretary/Copyright/ Members); Robyn Neufeld (Welfare).

2.Apologies: Barbara Fieldhouse (Asst Treasurer)

2. 1. Minutes of the previous meeting: 13 September 2019 previously distributed.

Motion: That these minutes be confirmed

Moved: C Abbott

Seconded: A Haydon

CARRIED

2.2 Business arising:

1. Concert 6.12 organiser

A Haydon advised that a member had tentatively offered to do this. To be confirmed Monday 21/10. If not, D Rankin expressed an interest in picking it up.

2. Support for Silver Tones Concerts 20 & 27 October

C Abbott advised that L Ingram would have the support of S Varela at Forster. For Taree, on door L Ingram & D Rankin; assist arvo tea A Haydon & R Neufeld

3. Refunds policy

K Formann to draft a simple statement to be communicated to the committee prior to the next meeting for ratification then.

4. Door Hazard Garden Room (rapid snatch shut; closer needs adjustment?)

C Abbott advised that church office had been advised about this on 13.9.19. That other entry & exit points should be used was most obvious solution.

3. Reports

1. President: L Ingram thought that everything was “chugging along”. Some concern about the 6.12 concert getting off the ground.

2. Secretary: C Abbott

Since the last meeting:

- Communicated with (to and/or from):
 - All members of the Management Committee, Webmaster
 - Some course leaders & various members
 - B Sweers private house use for U3A courses safety & insurance issues (letter & phone conversation)
 - N Dixon resignation from committee

- U3A Network NSW re various memos – copyright licences, use of pvt residences, age discrimination, privacy, Governance advice, the danger of expressing an opinion; copyright; disability discrimination
- Regional Bob Birrer re various matters incl 9 November regional conference
- Non-members enquiries about joining
- Printer re printing requirements
- Received: as mentioned above but from outside organisations, the following:
 - Netball NSW re walking netball
 - Bank statement notification
 - Wingham Librarian Sheryl Amos re support for grant application for opening up space in building
- Sent: as mentioned above and:
 - copies of T4 Newsletter to MCC, mayor & all councillors; MPs federal & state; some local schools
 - Items for publication in MRT & Extra
- Drafted & circulated the Management Committee meeting 13.9.19 minutes
- Drafted & circulated agenda for this meeting
- Circulated items from media

Business arising:

Drafted a letter in support of Wingham Library's grant application 'Spacemaking'
 Read to the meeting.

Motion: That the letter of support re the grant application for adding space to Wingham library be forwarded to S Amos Librarian Wingham

Moved: L Ingram *Seconded:* A Haydon **CARRIED**

3. Treasurer: K Formann

- Income from enrolments lower for same period than 12 months before
- Rentals have increased at Uniting Church by about 20%
- Raised the matter of varying our annual membership fee and course fees. Discussion ensued. The fee had been reduced 21/2 years ago (from \$15 to \$10). Suggested that a review of course fees be undertaken by the treasurer and advice forthcoming at next meeting. Timely to increase membership as costs have increased, notably rent and insurances.
- Cash flow and bank reconciliation for July, August and September at end of minutes

Business arising:

Motion: That the Manning Valley U3A Inc annual membership fee due in January 2020 be increased by \$5. The new fee will be \$15 pa.

Moved: L Ingram *Seconded:* K Formann **CARRIED**

4. Members: C & H Abbott

Processing of enrolments being undertaken. 80 enrolled before enrolment day; 150 on enrolment day; (and a further 31 after and prior to close of enrolment on 18.10. Total 261.) What are the balance of inactive members doing?

On 14.10 new members 7; printed newsletter 45 (continuing downward trend)

On 14.10 Class # were: AWS 9; Gallery 12; Ballroom dancing 6 (a concern again; may get to 10; question ongoing viability); Cinema 8; Collectors 7; Irene & Gwen's art 14; Just Read 7; Walk Tues 6, Walk Thurs 8; Lunch 35; Line dance 26; Money 3; Open forum 14; Philosophy 12; Cards 14; Silver Tones 40; Social craft 11; Spanish 14; Stretch 28; table games 23; Tai chi 21; MUGs 37; SUS 22

5. Programs: C Abbott

- Course numbers in some courses a concern – ballroom dancing; Money, Money, Money, but hoping for some improvement to be viable before enrolments close.
- Courses new for T1 2020, there are some possibilities being explored. It is hoped that about 6 or so new or returning courses will be offered in addition to the bulk of the existing courses offered.
- No Stretch and Strength T1 2020 unless someone else takes it up, L Barnes may be back in T2. No Cinema Goers T2 2020.

6. Copyright: H Abbott

Tabled an information document, a survey of our 'intellectual property' usage, particularly for class leaders to complete to allow us to get a complete picture of copyright material usage. This will help to inform our licences cost.

See document at end of minutes

7. Publicity:

D Rankin advised she had placed material with local radio stations

C Abbott advised he had placed items over 3 weeks in extra's community notices and placed an item which MRT published online 11.10.19

Also referred to coverage of Silver Tones in print and NBN TV news; Probus club's report of meeting where he spoke; Focus magazine coverage of Richard Coleman (Philosophy class leader)

Noted the support of Glenda Smith distributing newsletters and flyers in Wingham

Advised that the printed leaflets were down to about the final 80 (of a 1000 print run from earlier in the year). Reprint? or Revise? Replace? Print?

8. Webmaster: R Connell

The pattern of visits to the website was consistent with that of last term.

Following the Secretary's email on 19 September that the newsletter, timetable and enrolment form were available there was a sudden increase in visits on 19 September. This lasted about a week before numbers dropped off. Then there was another increase in visits immediately prior to enrolment day.

Since I installed the software for measuring statistics visits have been:

May-106; June-600; July-2761; August-419; Sept-1697; Oct-650

9. Welfare: R Neufeld NIL to report, but a couple of names referred to follow up

Motion: That these reports be received

Moved: C Abbott

Seconded: D Rankin

CARRIED

4. General Business

1. UC venue costs increase – any change to course costs? Course fees vs running costs? –

K Formann

See Treasurer's Report above

2. Review of T4 Enrolment processes – All

- Basically fine. A few people turn up quite early and also late, despite time being 9.30 – 11 am for some time

- Checkers & Cashiers need to make sure new enrolments visit badges table.

- Cashiers need to ensure that forms received in person have been checked. If not, they should be referred back. This would help to prevent errors creeping in.

- Concierge needs to be active in monitoring where people are going after filling in their form.

- many members rely on picking up a printed enrolment form either from letterbox cupboard or on the table instead of printing at home. Many more forms are printed to keep up with this despite the printer printing 150 for initial use.

3. Succession planning: 2020-2021 Office bearers & committee – All

- There will be vacancies next year so it is essential that members are identified who can be asked about taking on a role. We need to be proactive and cannot just say that people don't want to. If they don't want to then U3A can't function.

- Invite members to committee meetings to see what happens?

- Run training session?

- We need members who have capacity and skills to service what we do at U3A to take up roles

4. Draft 2020 calendar – Secretary/Asst Secretary

Copy provided for checking. Please do so carefully and get back over the next week or so if there are any problems

5. Term lunches 2020 – All

J Glassop discussed a change on the occasion of the recent OBE lunch. C Abbott advises that only 5 of the possible OBEs were in attendance. He read an email from J Glassop outlining a proposed new lunch format for 2020. Basically, at Sailors food quantity had diminished with caterer change and considered less value for money (\$12); difficult to park and downhill slope.

In 2020 move to Club Taree. Better parking and access. More variety with \$10 lunches which can be chosen from a variety of menus (These could be sampled in the newsletter). Have a designated U3A seating area. No orders or payments taken by U3A. Members sign on for the lunch on the enrolment form. If they do not attend then no wastage, refunds required.

The committee agreed with the suggested change and thought the new year was an appropriate time to make this change. Details and information requirements to be developed and communicated to members in T1 2020 newsletter

6. Participation at Regional Conference Port Macquarie Saturday 9.11.19

Numbers and names required before Monday 30 October

Attending: L Ingram; Suggested H Abbott; L Ingram thought Ross Connell might be interested. C Abbott to forward him information. Others??

7. Promotion at Taree Central prior to Jan 2020 enrolment day

A Haydon advised that space was available at the top of the escalator (Big W in the background) for a small table, our banner and some members with leaflets, newsletters displayed. Suggested dates are Thursday 23 & Friday 24 January 2020 just before enrolment day, probably 9-11 am? Will need members to staff it.

8. Action/s required from Network memos?

Six received to date. Of these two have had specific follow ups. They are: Home based U3A courses (see B Sweers/Cinema Goers references in secretary's report) and Copyright (see Copyright officer's report and ongoing work in this area).

5. **Next Meeting:** 9.30 am Friday 13 December 2019 @ Uniting Church, Taree

Meeting Closed: 11.35 am

Signed off by

on

Statement of Cash Flow for JULY 2019

Cash Receipts

Printed Newsletter	336.00
Membership	230.00
Courses	4,530.00
EOT Luncheon	228.00
Donation	6.00
Bank Interest	2.41
Luncheon	46.00
Cake tray refund	20.00
TOTAL	<u>\$5,398.41</u>

Cash Payments

Bank Fees	14.00
Refreshments	410.15
Postage & Stat	143.14
Mmbership Refund	344.15
Admin	203.60
Computer	105.45
Printing	713.65
Insurance	329.07
Rent	4,162.30
Courses	216.00
Misc – Anniv Lunch	2,464.00
TOTAL	<u>\$9,105.51</u>

BANK RECONCILIATION AS AT 31 JULY 2019

Cash at Bank as at 30 June 2019	<u>\$20,623.81</u>
Less unrepresented cheques June	1,905.90
	18,717.91
Add Cash Receipts July	5,398.41
	24,116.32
Deduct Payments July	9,105.51
	15,010.81
Add unrepresented cheques July	2,395.85
	17,406.66
Deduct adjustment	52.50
Closing Balance as per Bank Statement	<u>\$17,354.16</u>

Unpresented Cheques for July 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
738136	09/07/2019	B Lieberman	46.00
738139	09/07/2019	D Rosenbaum	23.00
738140	09/07/2019	V Parker	23.00
738144	19/07/2019	MR Sailing Club	588.00
738146	19/07/2019	U/C Chatham	315.00
738149	19/07/2019	Belle Sweers	216.00
738150	26/07/2019	Lina Ingram	38.35
738154	26/07/2019	Lyn Mills	118.70
738155	31/07/2019	Printright	89.80

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

Statement of Cash Flow for AUGUST 2019

Cash Receipts

Printed Newsletter	12.00
Membership	30.00
Courses	322.00
EOT Luncheon	12.00
Donation	3.00
Bank Interest	2.14
TOTAL	<u>\$381.14</u>

Cash Payments

Bank Fees	0.50
TOTAL	<u>\$0.50</u>

BANK RECONCILIATION AS AT 31 AUG 2019

Cash at Bank as at 31 July 2019	<u>\$17,354.16</u>
Less unrepresented cheques July	2,395.85
	14,958.31
Add Cash Receipts Aug	381.14
	15,339.45
Deduct Payments Aug	.50
	15,338.95
Add unrepresented cheques Aug	1,223.00
	1,6561.95
Add adjustment	3.00
Closing Balance as per Bank Statement	<u>\$16,564.95</u>

Unrepresented Cheques for August 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
738136	09/07/2019	B Lieberman	46.00
738139	09/07/2019	D Rosenbaum	23.00
738149	19/07/2019	Belle Sweers	216.00

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

Statement of Cash Flow for SEPTEMBER 2019

Cash Receipts

Printed Newsletter	18.00
Courses	260.00
Donation	0.50
Bank Interest	2.02
TOTAL	<u>\$280.52</u>

Cash Payments

Luncheon	372.00
Printing	495.00
Refreshments	363.67
Postage	126.28
TOTAL	<u>\$1,356.95</u>

BANK RECONCILIATION AS AT 30 SEP 2019

Cash at Bank as at 31 Aug 2019	<u>\$16,564.95</u>
Less unrepresented cheques Aug	1,223.00
	15,341.95
Add Cash Receipts Sep	280.52
	15,622.47
Deduct Payments Sep	1,356.95
	1,4265.52
Add unrepresented cheques Sep	1,721.28
Closing Balance as per Bank Statement	<u>\$15,986.80</u>

Unpresented Cheques for August 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
738136	09/07/2019	B Lieberman	46.00
738139	09/07/2019	D Rosenbaum	23.00
738149	19/07/2019	Belle Sweers	216.00
738159	24/09/2019	Heather Abbott	108.28
738160	27/09/2019	David Carrigan – Sailos	372.00
738161	27/09/2019	Gwen Weston	18.00

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