

Minutes Management Committee meeting
Friday 13 December 2019 @ Uniting Church Taree

Opening: 9.32

1.1 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).

1.2 Apologies: B Fieldhouse (Asst Treasurer);

2.1 Minutes of the previous meeting: 18 October 2019 previously distributed.

Motion: That these minutes be confirmed

Moved: C Abbott

Seconded: A Haydon

CARRIED

2.2 Business arising:

2.2.1 Regional Conference 9.11.19 – L Ingram & H Abbott were to attend

Cancelled due to fires. Now on 22/2/20. Anticipate two members attending as was determined previously. L Ingram suggested that there were members off committee who expressed an interest in attending. Who and for what purpose? An example who is disgruntled about changes being promoted through Network and how this works out in the Manning Valley U3A. Other committee members could see no point in this happening and that committee members who are the elected representatives should attend.

2.2.2 Response to network docs/requirements – C Abbott

Some 12 documents have been sent by U3A Network NSW. All have been circulated to committee members. We have acted on the use of the UK trust logo copyright; the copyright requirements; homebased courses; Network information update

2.2.3 Inactive members: what are they doing? Survey results – C Abbott

205 members (i.e., 38.2% of total membership) did not participate in any Term 3 and 4 courses. I contacted 131 (24.4% of total membership or 63.9% of the 205) by email to find out why. By 10.12.19 I received 51 responses (39% of 131 email out). All these gave a reason and were appreciative of the contact being made by the U3A. 29.4% indicated they were away or travelling. 21.5% had been ill or had some medical issue. 23.5% were committed elsewhere, usually helping other family members. Smaller percentages indicated they were taking a break; were not interested, had moved away or could not get to courses. A couple did not like the 'same old' course offerings or a particular course leader. Some indicated they would be returning in 2020.

2.2.4 Course fees review – K Formann

Document provided showing the income from and expenditure on many courses. Highlights the need to increase course fees as expenditure has risen due to rent increases, storage costs, use of kitchen facilities especially at TUC and other costs. In order to maintain the current offerings of a range of classes and sizes fees need to increase. Increases are moderate and may equate to 10, 20,

30 or 50 cents per week. Some courses run for 48 weeks of the year. Some examples of impact on members presented.

Motion: That course fees increase for the courses identified by the amounts shown on the Term 1 2020 enrolment form (the range is \$1 - \$5)

Moved: C Abbott

Seconded: K Formann

CARRIED

2.2.5 Refund policy – K Formann

* A draft policy was presented to the meeting. Discussion focussed on point 1. below

“The policy refers to refunds which members may be entitled to arising from their participation in Manning Valley U3A courses and activities.

It must be read in conjunction with the Manning Valley U3A Inc. Authorised Expenditure and Reimbursement Policy (Authorised by the Manning Valley U3A Inc. Management Committee 3.5.2019).

The following will apply:

1.The annual membership fee is not refundable.

2.Enrolment fees will be refunded if a class/activity is cancelled by the Manning Valley U3A Inc. Office Bearers or Management Committee.

3.In other circumstances the class/activity enrolment fee(s) are refundable only at the discretion of the Office Bearers (President, Secretary, Treasurer acting in committee).”

Motion: That the Refund policy be adopted by the Manning Valley U3A

Moved: K Formann

Seconded: D Rankin

CARRIED

2.2.6 Promotion at Taree Central- who? what? when? – All

The use of a small space has been booked with Taree Central’s management. This is near the top of the escalator in the vicinity of Big W. They provide a table. We will provide personnel, leaflets and the banner etc. Commences 9 am on Thursday 23 and Friday 24 January. Suggested that 500 B&W leaflets be printed (cost \$45 + GST). 250 be allocated for distribution each day. When they are distributed, we leave. Staffed by on Thursday 23 C Abbott, K Formann, D Rankin; on Friday 24 C Abbott, A Haydon, R Neufeld. (if you wish to sit you will need your own chair)

Motion: That 500 B&W leaflets (\$45+GST) and 500 colour, better quality card (\$145+GST) be printed for distribution at Taree Central and for other locations/uses throughout the year.

Moved: C Abbott

Seconded: R Neufeld

CARRIED

2.2.7 2020 Calendar – C Abbott

Some minor changes made from previous distribution: Regional Forum re-located to 22 February; Committee meeting changed from 20 March to 27 March.

2.2.8 Succession planning for 2020-2021 - All

Members mentioned some possible names. Some had been approached and got a negative response. Others not considered suitable. Needs further efforts over the next 2 months by whole committee.

2.29 6/12 concert review – All

Generally considered that this went well. Began 15 minutes late and finished late by similar amount. D Waugh thanked for his role. His son Cameron was also most helpful. Auditorium 'full' but a more precise figure was not forthcoming. Some matters/disruptions need to be managed better, e.g., emcee needs to be briefed carefully beforehand about role and requirements; groups outside making noise; dismantling of art display mid program; length of some items.

3. Reports

3.1 President: L Ingram

Comments made in other parts of the meeting filled as report. Special concern expressed for those members dislocated, suffering loss and hardship from the fires.

3.2 Secretary: C Abbott

Since the last meeting:

- Communicated with (to and/or from):
 - All members of the Management Committee, Webmaster
 - All course leaders & 131+ members; survey of non-participants in Terms 3 and 4 courses; concert email reminder
 - U3A Network NSW re various memos – rescheduling Regional Forum to Feb 2020; amending/repealing constitutions; 2020 data collection for insurance and licences; NewsLink; 3rd Age Trust UK re logo use and copyright
 - Non-members enquiries about joining
 - Printer re printing quotes and requirements
 - Taree Central re use of space on 23 and 24 January for U3A promo
- Received: as mentioned above but from outside organisations/individual, the following:
 - Samaritans Newsletter
 - Bank statement notification
 - Trevor King vocalist wanting us to organise performance for him via our U3A
- Sent: and as mentioned above,
 - Items for publication in MRT and M-GL Extra
- Drafted & circulated the Management Committee meeting 18.10.19 minutes
- Drafted & circulated agenda for this meeting
- Circulated items from media

3.3 Treasurer: K Formann

- Holiday Coast has been consumed by the Regional Australia bank
- Referred to the renewal of the term deposit
- U3A Network NSW 2020 Information update and invoice \$1347.11 (increase on 2019 cost)
- Cash flow and reconciliation documents at end of minutes pp. 6-10

3.4 Members: C & H Abbott

536 members at census date (30.11); begun revising members' list where known deaths; left area; non-anticipation survey as mentioned in Secretary's report and 2.2.3 above

3.5 Programs: C Abbott

- *Courses added for 2020*: Bridge an intro; Cryptic crosswords; Tai chi beginners; Intro to Mahjong; Music makers; Understanding the Internet; Wingham Museum; Time traveller
- *Revamped*: Art in the Gallery; All the world's a stage into The Play's the thing
- *Lost*: Irene/Gwen art. Have asked a few art teachers, artists and the regional gallery if they are available and/or know someone who might be interested, but all negative so far
- *Term 1 break*: Let's walk; Spanish conversation
- *Notifications*: Stretch & Strength continues but could be leaderless from T2 when Lynne B retires and no succession. Silver Tones Pam A has indicated she will retire at the end of term 1 successors need to be sourced. There are members within STs capable of taking this role on
- One class leader a week late with course information but still permitted to offer course
- No truth in claims that Ballroom dance was folding; that Ukes were condensing to one day
- Chasing up a possible yoga teacher, waiting for a yes or no
- Have been in contact with J Glassop at Tai chi class in last couple of weeks re her situation re fires and commitments for next year
- All venues notified about bookings for term 1; awaiting confirmation from Chatham UC, Guides & Club Taree

3.6 Copyright: H Abbott

- Successfully completed the course copyright survey except for 2 courses who are non returners.
- One of these course leaders was particularly rude, abusive and has failed to understand the importance of the issues involved. Queried why this person is permitted to run under our banner when she is non-compliant. (Will be given the opportunity to comply in term 1. Then her situation will be reviewed by the Programs Director)
- Most courses compliant; some need further guidance and will need to make changes from 2020.
- Licences secured and paid for as they are due.
- A formal policy will be drafted for future discussion.

3.7 Publicity: D Rankin

Indicated difficulty of using ABC radio due to fires; accessed local radio @ RE & 2Bob

C Abbott placed a notice over 2 weeks prior to the concert in M-GL Extra Community Notices; organised photographer for cheque handover and wrote the item for use with the photo for the MRT which was published online 11.12.19

3.8 Webmaster: R Connell NIL report

3.9 Welfare: R Neufeld

Referred to various ill members whom she had contacted by phone, visit, mail.

Motion: That these reports be received

Moved: C Abbott

Seconded: R Neufeld

CARRIED

4. General Business

4.1 Review of T1 2020 documents – C & H Abbott

It is essential that committee members examine the documents carefully to ensure they are:

1. Accurate
2. Clear
3. Consistent with one another

A superficial reading won't really do the job. Please advise me of corrections before Christmas

4.2 Term1 2020 enrolment day catering for new enrolments; proactive concierge; accuracy – C Abbott

Roles as per previous. Stations to be numbered and one checker designated to take new enrolments and issue New Member's Kit. Concierges need to be proactive in ensuring people go the right places in the right order. Cashiers should send unchecked forms back to enrolment checkers. Checkers need to ensure details are clear, especially email address; highlight course/s and fees to be paid. A Thomas available for forms collating.

C Abbott will check R Connell for enrolment desk.

Doubt over B Fieldhouse's availability for cashier, check if L Cross is available. Do we need another given busiest day of the year?

So, Concierge: L Ingram & R Neufeld. Stations are as follows -

1. Enrolment form check: A Haydon, R Connell and New members joining: C Abbott
2. Cashiers: K Formann, D Rankin, PLUS 2?
3. Members/Badge issue: H Abbott

Collation: A Thomas

Refreshment A Haydon & R Neufeld

Meeting closed: 11.45

Next Meeting: 9.30 am Friday 7 February 2020 @ Uniting Church, Taree

BANK RECONCILIATION AS AT 31 OCT 2019

Cash at Bank as at 30 Sep 2019	<u>\$15,986.80</u>
Less unrepresented cheques Sep	1,721.28
	14,265.52
Add Cash Receipts Oct	7,998.44
	22,263.96
Deduct Payments Oct	6,136.95
	16,127.01
Add unrepresented cheques Oct	1,470.00
	17,597.01
Add cancelled unrepresented cheques Oct	972.00
	18,569.01
Add adjustment	14.10
Closing Balance as per Bank Statement	<u>\$18,583.11</u>

Unpresented Cheques for October 2019

671516	01/05/2019	Chris Evans	12.00
738163	18/10/2019	J Orr-Bowman	25.00
738166	18/10/2019	I Dailhou	12.00
738167	18/10/2019	J Byrne	12.00

738168	18/10/2019	P Wolfenden	12.00
738173	18/10/2019	B Sweers	240.00
738179	29/10/2019	Church of Christ	476.00
738180	29/10/2019	B Lieberman	46.00
738181	29/10/2019	Taree Girl Guides	450.00
738182	29/10/2019	Printright	185.00

Cancelled Unpresented Cheques for October 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
738136	09/07/2019	B Lieberman	46.00

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

Statement of Cash Flow for OCTOBER 2019

Cash Receipts

Printed Newsletter	270.00
Membership	80.00
Courses	4,232.00
EOT Lunch	312.00
Donation	7.50
Bank Interest	2.14
Misc. Silver Tones Donations	3,094.80
TOTAL	<u>\$7,998.44</u>

Cash Payments

Courses	240.00
Rent	4,687.00
Printing	691.60
Refreshments	337.35
Mship Refund	107.00
Bank Charges	10.00
Postage	61.70
TOTAL	<u>\$6,136.95</u>

BANK RECONCILIATION AS AT 30 NOVEMBER 2019

Cash at Bank as at 31 Oct 2019	<u>\$18,583.11</u>
Less unrepresented cheques Oct	1,470.00
	17,113.11
Add Cash Receipts Nov	92.20
	!7,205.31
Deduct Payments Nov	436.02
	16769.29
Add unrepresented cheques Nov	448.02
Closing Balance as per Bank Statement	<u>\$17,217.31</u>

Unrepresented Cheques for November 2019

671516	01/05/2019	Chris Evans	12.00
738183	08/11/2019	H Abbott	23.42
738184	29/11/2019	K Formann	20.60
738185	29/11/2019	Friends of the Gallery	392.00

Term Deposit stands at \$10,837.97 maturing 14/05/2020

Statement of Cash Flow for NOVEMBER 2019

Cash Receipts

Courses	27.00
Misc. Silver Tones Donations	65.20
TOTAL	<u>\$92.20</u>

Cash Payments

Courses	392.00
U3A Conf	20.60
Postage	23.42
TOTAL	<u>\$436.02</u>