

**MINUTES Management Committee meeting**  
**Friday 07 February 2020 @ Uniting Church Taree**

**Opening: 0935**

**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:**

**2.1 Minutes of the previous meeting:** 13 December 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 22.2.20 – attending L Ingram & H Abbott

Updated document, Manning Valley U3A 2019 Positives & Areas for development (version 6.2.20) distributed. This will form the basis of reference about what Manning Valley U3A is doing/has done for presentation purposes at regional conference.

H Abbott has been paid for; L Ingram to pay on the day(?)

**2.2.2** Response to network docs/requirements – C Abbott

UK trust logo licence signed. Shown to meeting.

**2.2.3** Promotion at Taree Central outcome - C Abbott

Thanked K Formann, A Haydon, R Neufeld & D Rankin for their participation. About 350 leaflets distributed over the 2 x 2hrs session on the 2 days. Was it worthwhile? Not really. There were some 'serious' enquiries and people were given a copy of the newsletter, a timetable and enrolment form. Result: one direct enrolment came from the 2 mornings as far as known.

R Neufeld suggests doing something in MCC Seniors month program 2021. Not clear what, as these tend to be specific focused events.

**2.2.4** Enrolment Day 28.1.20 – All

Generally, seen as successful. Some irregularities need more careful checking, e.g., incomplete forms, no signatures. 4 cashiers good. About 2/3 of enrolments occurred on the day; the other 1/3 are either before ,during or after enrolment day.

**2.2.5** Succession planning for 2020-2021- All

Some names mentioned as possibilities to take on roles. No nomination forms received as yet.

**3. Reports**

**3.1 President:** L Ingram

"We just have to keep on doing what we are doing ..."

### 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 & 500?+ 'members' past & present
  - U3A Network NSW re NewsLink; Norfolk Is travel
  - 3rd Age Trust UK re logo use and licencing
  - Non-members enquiries about joining
  - Printer re printing quotes and requirements
  - Taree Lib re placement of display banner etc for 1 week prior to enrolment day
- Received: as mentioned above but from outside organisations/individual, the following:
  - Thank you card from former member Rene H.
  - Samaritans Newsletter
  - Bank statement notification
  - Norfolk Is Travel re possible visits to NI (Referred to President, Network NSW re address to U3A & use of copyright logo)
  - AON 'Vital Pack Insurance' renewal ref to Treasurer
  - Manning Uniting Church rental statement for term 4 2019
  - request from Ingenia Gardens Taree to participate in open day
- Sent: and as mentioned above,
  - Items for publication re enrolment in MRT online/in print and M-GL Extra
  - Letters to B Sweers re requests for information from her re change of course dates T4 , copyright survey, films to be shown T1 - thrice 23.12.19, 10.01.20 & 31.1.20
  - Copies of newsletter to MCC Mayor, councillors, relevant staff; state & federal MPs
  - Copy of Course Leaders/Presenters Handbook 2020 sent to all T1 leaders email/hard copy
  - Copy of enrolment form & timetable to B Weltner Old Bar
- Drafted & circulated the Management Committee meeting 13.12.19 minutes
- Drafted & circulated agenda for this meeting
- Drafted & circulated Manning Valley U3A 2019-2020 Positives & Areas for Development
- Circulated items from media

#### 3.2.1 Business arising:

*Motion:* That the secretary write to B Sweers about her failure to comply with Management Committee requests made previously on three occasions and that consequently her course be terminated at the end of Term 1 2020.

*Moved:* H Abbott

*Seconded:* A Haydon

**CARRIED**

### 3.3 Treasurer: K Formann

- The income from Enrolment Day on 28 January 2020 brought in \$6,777.00 with 205 receipts written. Postal enrolments and the Uniting Church letterbox have brought in another \$4,087.00 with 123 receipts written. At this time, total banking for Term 1 is \$10,864, with 328 receipts having been written.
- Rents for Term 4, 2019 have been paid in January for a total of \$3,287.

- Rental for Ormsby House storage room of \$444.20 p.a. is due February, 2020.
- AON Insurances premium of \$457.86 p.a. is due February 28, 2020.
- All other payments are up to date.
- And some discussion about a replacement auditor after this year. C Abbott to approach a possible candidate.
- December's Statement of Cash Flow and Bank Reconciliation follow at end of minutes

### **3.4 Members: C & H Abbott**

- \*An extensive process of updating the members spreadsheet has begun.
- \*Many members have been contacted by email about their relationship with us. Some have indicated they do not wish to remain in contact. Firstly, removing those who have advised this and then removing any from 2018 who have been in contact with us. Sustained email contact has meant that members feel a little more connected with U3A even if it is just to touch base with them. (What non email contactable members think we are not really sure of). No one has complained about being intrusive. It has prompted some members to share what is happening in their lives and in some cases to get involved again. Many members appreciate the contact. We expect that no response says it all anyway.
- \*The facts are that we lose about 100 members one way or the other every 12 months. This is evidenced in the deletions from 2016 onwards in our spreadsheets record. Whilst there is a stable, core base of active members and with regular new members arriving we sort of sustain an operational level around 328 members. 131 may get involved in subsequent terms.
- \*For term 1 there are 44 new members. This is a little less than last year but ahead of 2016, 2017 & 2018. As mentioned, we have quite a large turnover each year with approximately 100 members leaving.
- \*There is also a significant non-active section who are doing other things, such as, travel, family commitments, looking after their own health issues etc. Membership base data has been inflated unfortunately because not regularly updated/culled by previous officers.
- \*Those new members who identified how they found out about U3A probably reflect the experience of many others. A small sample of 13 shows: Print media = 3; radio = 2; internet = 1; friend = 7, thus reinforcing the power of word of mouth.

### **3.5 Programs: C Abbott**

- C.328+ members active in programs
- Tai Chi beginners big growth. Ballroom dancing has picked up to 16. Most others are consistent with past.
- Disappointing response to Cryptic Crosswords; Bridge; Mahjong (though latter 2 leaders were happy with their numbers)
- About 22 indicated for lunch at Club Taree which is a change of venue. Think some previous participants @ Sailos have overlooked it.

- Venues issues - Plays going to MEC for free this term; Silver Tones use of CUC ac hall vs church for term 1. Club Taree has reviewed use of rooms and cut us out. Thus after 1<sup>st</sup> 2 weeks Stretch & Strength must come to TUC for rest of the term. It is a larger class than ever – 48 enrolled. Problem!
- Course numbers as follows:  
 Printed newsletter 54; Art in Gallery 12; Ballroom dancing 16; intro bridge 4; Cinema goers 8; Cryptic crosswords 6; intro Mahjong 4; Just Read 10; Mod line dancing 25; Music makers 14; Open forum 15; Philosophy 15; Sat cards 15; Silver Tones 49; Soc craft 16; Stretch & strength 48; Table games 24; Tai chi cont. 22; Tai chi beginners 33; Play's the thing 10; Time Traveller 33; Mugs 40; SUS 30; Understand internet 20; Wingham Museum 10
- Course leaders issues - P Archer indicated she will remain course leader till suitable replacement confirmed; L Barnes retiring? B Sweers as mentioned above.
- Possible courses for T2 – Yoga Confirmed, will be offered; need Honorary Membership for the course leader L Murphy as this may be a 'one off'. Others??
- Course Leaders/Presenters Handbook 2020 – any feedback? Seen as a useful document which brings together the essentials.
- Costs of running courses, e.g., cards ran 14 sessions between 19 Oct and 25 Jan which cost in rent \$ 450 but with 15 players that raised \$300 (not to mention refreshments) – so they are heavily subsidised. Even though there has been an increase this does not cover term 1 costs

### 3.5.1 Business Arising:

*Motion:* That L Murphy be granted honorary membership for term 2 2020 in order to lead the Yoga course for that time

*Moved:* C Abbott

*Seconded:* R Neufeld

**CARRIED**

### 3.6 Copyright: H Abbott

\*Licences took affect from Jan 1 2020

\*Identified issues with some course leaders and on compliance.

\*New course leaders have been approached about the issues.

\*One course leader had even submitted survey a second time for T1 2020 despite never being requested to do so.

\*Working with P Archer (Silver Tones) to ensure full compliance as this is a major area of copyright.

\*Will require attention again at Course Leaders/management Committee meeting

### 3.7 Publicity: D Rankin placed notice on local radio stations; L Ingram contacted ABC.

C Abbott placed a notice over 2 weeks prior to the enrolment day in M-GL Extra Community Notices (16 & 23.1.20); item re enrolment day appeared online (20.1.20), in print (24.1.20) and

also on their Facebook page. Enrolment day coverage online & in print (31.1.20). Suggests that MRT is giving us a good coverage.

### **3.8 Webmaster: R Connell**

The pattern of visits to the website was consistent with that of last term. Following the electronic newsletter being sent on 10 January there was a marked increase in visits to the web site.

Statistics for the past three months are:

November - 115 visitors who looked at 467 pages

December - 108 visitors who looked at 431 pages

January - 437 visitors who looked at 2164 pages

One U3A web site I have always liked is that of Port Macquarie (they have a Web Manager, an IT Manager and a Database Manager). They use a different platform from most U3As so it was satisfying when one of our members told me that it was much easier to find information on our website than on Port Macquarie's site.

Also, an instance of alleged identity theft using our website newsletter to obtain an image and phone number of past committee member. Subsequently, suggested that U3A may not be the source but a lost/stolen mobile phone.

### **3.9 Welfare: R Neufeld**

Various members illness raised. Contact made with many – appreciated.

D Rosenbaum died and her funeral held today at 3.30 pm. Some Management Committee members attending as she was a long term, elderly member. Need to identify member/s to write about her for next newsletter.

*Motion:* That these reports be received

*Moved:* C Abbott

*Seconded:* A Haydon

**CARRIED**

## **4. General Business**

**4.1 C Abbott asks:** Where did the sound system which has appeared in Ormsby House recently come from? L Ingram suggested it may have been 'returned' by L Bokulic. Been in her possession for some time. Lina will ask her.

**4.2 C & H Abbott, K Formann** advise periods of absence in February, March & April.

Meeting closed: 11.40 am

**Next Meeting:** 9.30 am Friday 27 March 2020 @ Uniting Church, Taree

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

### **Cash Receipts**

<b>TOTAL</b>	<b><u>\$00.00</u></b>
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### **Cash Payments**

EOT Lunch	396.00
U3A Network Admin	1,375.11
Computer Req	100.00
Donation Silver Tones	3,160.00
Refreshments	159.40

<b>TOTAL</b>	<b><u>\$5,190.51</u></b>
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## **BANK RECONCILIATION AS AT 31 DECEMBER 2019**

<b>Cash at Bank as at 30 Nov 2019</b>	<b><u>\$17,217.31</u></b>
Less unpresented cheques Nov	448.02
	16,769.29
Add Cash Receipts Dec	nil
	16,769.29
Deduct Payments Dec	5,190.51
	11,578.78
Add unpresented cheques Dec	12.00
<b>Closing Balance as per Bank Statement</b>	<b><u>\$11,590.78</u></b>

### **Unpresented Cheques for December 2019**

671516 01/05/2019 Chris Evans	12.00
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**Term Deposit stands at \$10,837.97 maturing 14/05/2020**