

**Minutes Management Committee 'meeting' COVID-19
Before, during Friday 27 March 2020 and after by email & phone**

Opening:

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: 7 February 2020 previously distributed.

Motion: That these minutes be confirmed

Moved: C Abbott

Seconded: H Abbott

CARRIED

2.2 Business arising:

2.2.1 Regional Conference 22.2.20 Report – H Abbott (N.B., some matters referred to had been attended to/known about previously)

Speaker Laurene Mulcahy

On 22nd February an enjoyable day was spent at Port Macquarie U3A. It was good to meet fellow members, sharing experiences of our journey with U3A and to learn about and clarify our understanding of “good governance”.

Manning Valley was represented by Lina Ingram and Heather Abbott.

The state president Laurine Mulcahy ran the conference mainly focusing on good governance and other current issues facing U3A's. The program allowed time for questions and sharing of information.

The following points are a summary of the information presented on the day.

- **Every region in the state is symbolised by a colour.** Mid North Coast is grey/silver. This can be used to code publications, worn at occasions etc (Colours for other NSW regions can be seen on map on U3A NSW web site)
- If we use the **U3A logo** we must approach the UK trust for permission to use it. Manning Valley U3A have already done this and given approval. **When we use the logo, it must be centre stage so to speak, & dominant.**
- **Good governance** means that we must comply with NSW U3A policy in the ways that we organise and operate. It goes without saying that we comply with “the laws of the land” The networks website has all the guides and memo's required for good governance.
- **U3A are strongly advised to adopt the constitution on the U3ANSW website and not to change it.** However, if you do you need make changes you are strongly advised to get legal advice about what you are doing and the wording for the amendments. It is recommended that changes can be addressed by passing by-laws bearing in mind that they must not contradict the constitution. The updated current generic constitution is on the U3ANSW website.
- U3A is in favour of **electronic voting** for office bearers. Laurine stated that “this will happen”.
- There is a need for U3A's to have a **dedicated email**. Accessible by all the executive.
- The U3ANSW website has all the guides and memos that are required for good governance.
- **INSURANCE:** If you are required to advise of “interested parties” on an insurance issue or claim, you must contact Roger Current at: u3answ.insce@gmail.com He will give guidance and support

with this matter and any other insurance issues you may have.. If you require Voluntary Workers Personal Accident OR Protector/Association Liability insurances contact Roger. The insurance company used is AON.

- There is currently a checklist being devised by U3ANSW, to help executive members make an appropriate decision re the **suitability or not, of a private residence as a venue** for a U3A class, including appropriate insurance. The policy for this must be cited. The appropriate U3A executive member must do a walkthrough to confirm the suitability of the home. Stay tuned.
- **All attendees at classes MUST always sign on.** This includes any one-off visitors. The date changes of any lessons/gatherings must always be recorded on the roll AND the person responsible for programs or the secretary must be advised of the date change.
- **Membership categories:** Dora Creek use the categories of Ordinary Member, Honorary Member and Holiday Member. This third category could be renamed to better describe the member group you are trying to recognise. You can belong to more than one group if you pay full membership for each group.
- The **BLUE BOOK** is not current. Do not use it. (Each U3A was given a “Blue Book” when it was established) A new updated version will be put on the website soon.
- **All rolls and U3A records must be kept for 7 years.**
- Any **incidents that occur during a U3A activity** must be recorded on a U3A incident report form when they happen. Each U3A must devise a report proforma appropriate for their local U3A.
- **Groups are encouraged to incorporate into their executive a “buddy system”.** That is link say the treasurer with another member, and initially they can be given smaller jobs associated with the role. Over time this can develop into a fuller knowledge of the office bearer’s role to the point that this person can become the “new” treasurer when the time comes. That is a gentle form of succession planning.
- There is a need for a **Mid North Coast Regional Representative**. Nominations are encouraged or approach any person you feel may be able to fill this role.
- **myu3a software**, is the software that is recommended for running your regional administration. If you need any support in using it contact the Melbourne based group who created it at: support@myu3a There was some talk of a Zoom webinar. Unsure about details of this.
- **Conference 29th April – 1st May Wollongong.** Tutorials and Workshops and Open Forums will include topics and issues of planning for the, Strategic planning, Know where u are going, Insurances, Policy and procedures, How to attract people to committee, Developing interesting programs and courses, How to do teamwork, Use of websites.
 There will be a keynote speaker who addresses “Enhancing the Third Age” and a regional roundup. The conference should be reported back to the local U3A that the participant comes from

Ideas for courses:

- Local butcher, know your meats and cuts • Know your motor vehicle course • Basic cooking
- Botanical gardens tours OR local garden tour led by gardener or council employee responsible etc
- Pruning workshop • Propagation workshop • Cheese making • Welding • Orienteering • Ukulele
- Sewing • Family History • Aikido • Surfing

2.2.2 Succession planning for 2020-2021- N.B., ONLY ONE nominee (Eileen Parr) to date (invalid nomination as seconder not a member for 12 months. Rectified by replacing seconder with C Abbott’s name and signature)

3. Reports

3.1 President

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 & 000's of members
 - Network NSW President & Secretary
- Received: as mentioned above but from outside organisations/individual, the following:
 - Network NSW re electronic voting for SGM resolutions
 - U3A Network NSW AON Insurance Certificate of Currency valid for 28.2.20-28.2.2021
 - Emails/calls from members re matters of membership, refunds, thanking us for our interest in them
 - Letter from B Sweers (rec'd 13.2.20) partial response to previous requests for information/explanation re Cinema Goers
 - Letter from B Sweers (dated 6.3.20) saying she would not attend the MC meeting (27.3.2020) invited to; would not be continuing with Cinema Goers
 - E Parr nomination for Management Committee 2020-2021
- Sent:
 - Letter to B Sweers (dated 21.2.20) inviting her to speak with Management Committee at 27.3.20 meeting
 - Certificate of Appreciation and Letter of Thanks (dated 20.2.20) to L Barnes for her course leadership
 - Drafted & circulated the Management Committee meeting 07.02.2020 minutes
 - Drafted & circulated agenda for this meeting
 - Emails to members re coronavirus and course cancellations, maintaining contact, providing information etc
 - Text messages to some members re wellbeing etc

3.3 Treasurer – K Formann

The EOFY statements and reports have been returned by Keith Bedggood, our Auditor. These will be presented at the AGM.

Refunds of \$351 for the cancelled Stretch & Strength class (including where \$15 M'ship Fee paid to attend that class only) have been made. The balance of income from that class has been re banked as Donations. Some requests came in late and have been distributed.

Memberships and enrolments continued to appear after the closure date. All have been accepted.

Our Post Office Box yearly rental of \$134 due March 31 has been paid.

All payments are up to date.

Rent payments for Term 1 will be paid in April.

January & February Bank reconciliations and cash flow statements appear at end of reports.

3.4 Members – C & H Abbott

- spreadsheet now more accurate, though some fine details to be chased up re accuracy of small number of email addresses.
- of 326 members, 268 (82.2%) have email & 58 (17.8%) do not have email. 22 (6.7% of all members) have only landline contact
- a small number of post closure enrolment dates memberships/course choices accepted
- noted meeting of committee with Network NSW President re disability issue

3.5 Programs – C Abbott

- With the Treasurer set aside time to provide cash refunds for cancelled Stretch & Strength class
- had one member ask about a refund following coronavirus course cancellations
- Term 2 program had some new and returning courses: Yoga; Acrylic Pour art; Legal Matters for Seniors; Uke beginners; Cribbage added to Table Games; Let's Walk x 2; Time Traveller backing up with new countries from T1; cryptic crosswords continuing; Music makers backing up from T1; new AIG exhibitions.

3.6 Copyright – H Abbott

The unfortunate suspension of U3A gatherings due to COVID-19 this term has meant very little activity.

Four new courses were introduced/reintroduced for T1. Cryptic Crosswords, Intro to Bridge, Understanding the net and Time Traveller Cambodia. All of which are compliant. All these courses use either their own material or no copyright material at all.

Two long standing classes appear not to comply.

1. Several approaches have been made to B Sweers about Cinema Goers and the necessity to document her film usage. These approaches have all been unsuccessful.

The secretary has received a letter from Belle stating amongst other things that Cinema Goers will not be offered again, so this will conclude the matter. However, it would have been a courtesy for an apology to be received re rude and inappropriate statements to me from Belle.

2. It has been established that Ballroom Dancing leader Dennis Waugh uses CD's as backing music to the lessons. It is unknown if they are originals or copies. He has been emailed and personally asked to return copyright forms documenting his use. At the start of T1 he told the Secretary in person he does not use any copied music tracks. This situation will need to be followed up when classes resume.

3.7 Publicity – D Rankin

3.8 Webmaster – R Connell

Statistics for the past two months are:

February - 184 visitors who looked at 863 pages

March - 76 visitors who looked at 270 pages

On 2 March I noticed that our website was down. I checked and found that the Network and other U3A websites were also down. I then received urgent notification from Laurene

Mulcahy (President U3A network) asking that files prior to the year 2018 be removed and backed up and personal backup plugins be removed. The server had run out of space and it caused a shutdown. This has now been resolved.

My PC is set to back up daily and these are retained for two years. However, the Network Webmaster advised me that good practice suggests the website shouldn't be a long-term file repository.

3.9 Welfare – R Neufeld

Various members sent cards, flowers, phone calls where required to/regarding death, turning 90, surgery, hospitalisation, respite care, relocation to Bishop Tyrrell.

Motion: That these reports be received

Moved: C Abbott

Seconded: H Abbott

CARRIED

4. General Business

4.1 Electronic Voting for Network NSW special resolution (consult information provided previously circulated) –

Motion: That K Formann be our voting delegate on this matter, allowing her time to register in the first instance and after receiving any response from other committee members prior to actual voting occurring, advises the committee of her intended vote, then votes accordingly.

Moved: C Abbott

Seconded: H Abbott

CARRIED

4.2 Review of Term 2 docs Newsletter, enrolment, timetable – NA @ this point in time

4.3 AGM 27 April not likely. Our Constitution says:

“20. ANNUAL GENERAL MEETING

(a) The Annual General Meeting shall be held at a time, date and place advised by the management committee. **This must be held within 6 months of the expiration of the previous financial year.** (Secretary's emphasis)

(b) Nominations for committee positions shall be made in writing and received by the Secretary 1 week (7 days) prior to the Annual General Meeting. Each nomination shall be signed by two financial members and accepted in writing by the nominee. No nominations will be accepted from the floor of the Annual General Meeting.

I If the number of nominations exceeds the number of positions then a ballot shall be conducted. This will take place at the Annual General Meeting in a proper manner as the Committee may direct.

(d) If there are not sufficient nominations for the committee and/or office bearers the position will be deemed to be a casual vacancy.

I The business of the Annual General Meeting shall be:

- (i) to confirm the minutes of the previous Annual General Meeting,
- (ii) to receive reports from the committee concerning the activities of the association during the preceding year,
- (iii) to receive and consider the annual financial statement,
- iv) to elect the office bearers and other committee members and
- (v) any prior notified general business."

Motion: That the AGM scheduled for 27 April be deferred to an appropriate future date.

The President's, Secretary's and Treasurer's reports be gathered and placed on our website in the meantime so that members are up to date with the state of Manning Valley U3A.

Moved: C Abbott

Seconded: H Abbott

CARRIED

Next Meeting: TBA

Minutes of this meeting: around 27 March 2020 previously distributed.

Motion: That these minutes be confirmed

Moved: C Abbott *Seconded:* H Abbott

CARRIED

Minutes confirmed on 8 April 2020

Signed by C Abbott Secretary

Posted on website 9 April 2020

Business Arising for next meeting TBA @9.4.20:

1. Planning for an AGM prior to 30 June 2020?
 - a. Office bearer reports to be posted on website prior to the 'meeting'.
 - b. Nature of a non-physical meeting
 - c. Elections and voting scenario
 - d. Other
2. Keeping in touch with the membership – continue with current methods

BANK RECONCILIATION AS AT 31 JANUARY 2020

Cash at Bank as at 31 Dec 2019	<u>\$11,590.78</u>
Less unrepresented cheques Dec	12.00
	11,578.78
Add Cash Receipts Jan	7,137.50
	18,716.28
Deduct Payments Jan	4,739.30
	13,976.98
Add unrepresented cheques Jan	3,569.00
Deduct Adjustment Jan	.10
Closing Balance as per Bank Statement	<u>\$17,545.88</u>

Unpresented Cheques for January 2020

671516	01/05/2019	Chris Evans	12.00
738194	20/01/2020	Chatham U/C	252.00
738195	20/01/2020	MR Sailing Club	455.00
738196	20/01/2020	Ch of Christ	480.00
738197	20/01/2020	Belle Sweers	270.00
738198	20.01/2020	MV Uniting Church	2100.00

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

Statement of Cash Flow for JANUARY 2020

Cash Receipts

Printed Newsletter	210.00
Membership	3180.00
Courses	3747.00
Donations	.50
TOTAL	<u>\$7137.50</u>

Cash Payments

Rent	3287.00
Courses	270.00
Printing	1087.80
Bank Charges	2.50
Postage & Stationery	92.00
TOTAL	<u>\$4739.30</u>

BANK RECONCILIATION AS AT 29 FEBRUARY 2020

Cash at Bank as at 31 Jan 2020	<u>\$17,545.88</u>
Less unrepresented cheques Jan	3,569.00
	13,976.88
Add Cash Receipts Feb	3,939.50
	17,916.38
Deduct Payments Feb	1,818.36
	16,098.02
Add unrepresented cheques Feb	12.00
Add Adjustment Feb	35.00
Closing Balance as per Bank Statement	<u>\$16,145.02</u>

Unpresented Cheques for February 2020

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

Statement of Cash Flow for FEBRUARY 2020

Cash Receipts

Printed Newsletter	996.00
Membership	1785.00
Courses	2039.00
Donations	9.50
Misc. (Advance Pyt)	10.00
TOTAL	<u>\$3,939.50</u>

Cash Payments

MidCoast Council Rent	444.20
Printing	78.90
Computer Req	141.12
Insurance	457.86
Refund of Fees	612.00
Bank Charges	8.00
Refreshments	23.40
Postage and Stationery	52.88
TOTAL	<u>\$1,818.36</u>