

1. **Meeting opened:** 9.32 am
Lloyd welcomed all to the meeting especially new members and members in new roles.
2. **Present:** Lloyd Seaton (President/Membership/Programs - interim), Chris Abbott (Secretary/Newsletter editor), Kerry Formann (Treasurer), Liz Cross (Welfare), Jennifer Glassop (Luncheons Coordinator), Ann Haydon (Refreshments other), Jennifer Kokany (Publicity), Asha Vadujkar (Refreshments UC)
Apologies: nil
3. **Minutes of previous meeting:** 17 March 2017
 1. That the minutes of the previous meeting be accepted.
Moved: Lloyd Seaton Seconded: Liz Cross *Carried*
 2. Issues and business arising from previous meeting: *Nil*
4. **Reports**
 1. **President**
 - two committee vacancies a positive
 - Currently membership is c. 380
 - AGM just achieved quorum; further reminders to classes needed; Wednesday different day, off putting? (See 5.4 below)

That the President's report be accepted.
Moved: Lloyd Seaton Seconded: Liz Cross *Carried*
 2. **Secretary**

Correspondence in:

 - U3A Network –NSW inc Notice of AGM; elections for Network Committee.
Action: Nil
 - Australia Government Australian Business Register update details needed. President had a non-informative phone conversation with them about this.
Action: Secretary to review

That the Secretary's report be accepted.
Moved: Lloyd Seaton Seconded: Liz Cross *Carried*
 3. **Treasurer**
 - Operating account balance 31 March \$18,801.22 and the term deposit stands at \$10,230.11 (see Agenda Appendix A).
 - Term 2 enrolment fees banked \$4,388

That the Treasurer's report be accepted.
Moved: Kerry Formann Seconded: Liz Cross *Carried*

Business Arising: need for more visibility especially to see what outgoings are on a monthly basis
Action: Treasurer to supply this to meeting in future

4. Program Director

- LS interim basis
- Tabled 'Courses Financial Planning and Review Sheet – 2017, Term 2'
- Discussion of benefits of the document re costs and numbers associated with each course/activity; review offerings; refreshment needs etc
- will assist in fees determination

5. Publicity

- contacted MRT, WC and radio 2RE for promotion of U3A prior to AGM and term 2 enrolment day
- items published

6. Welfare

- various members mentioned re support due to ill health / death; cards sent

5. General Business

1. Management Committee vacancies

- no volunteers as yet; Karenne Norling a possibility?

2. Form of new committee and portfolio allocations

- As per LS's email 27.4.17
- Committee / members' roles additional info: Newsletter Ed = Chris Abbott; Public officer/Photocopier Co-ordinator = Ross Connell; Webmaster = Ern Hollebhone
- LS drew attention to: (a) Google cloud doc U3A Contacts (includes; Management committee; course leaders; suppliers other members with roles; those with access can update as needed, has auto save
(b) Manning Valley U3A Committee Roles document
- AH now has Ormsby House key to access/store catering supplies

3. Banking signatories

- Bank account signatories confirm 2 of 3 to sign cheques
- Anne Haydon to be added to signatories
- Updated signatories are: LS, KF, AH.

Action: Treasurer to act on

4. Conduct of AGM

- Went longer than anticipated; late start chasing quorum; 'concert' discussion
- Suggestion that a motivational/interest speaker be part of it to attract attention
- Treasurer's report included audit which needs a thank you letter sent to the auditor Keith Bedggood.

Action: Secretary to compose letter and forward

5. Conduct of enrolments

- Went well
- Process caters for all through enrolment day; UC drop off box; mail
- What about electronic payments/enrolment? Problematic
- Check boxes not initialled as it didn't appear in copying clearly

- Human errors in recording

6. Public Officer's appointment and submissions to Fair Trading

- KF has material to pass on to RC. Must be sent within a month of AGM with payment

7. Report to Australian Business Register

- See 4.2 above
- Need to be informed with each change of leadership

8. Class leaders' meeting 18 June

- Class leaders and management committee attend
- time 1 – 3 pm

Action: Secretary to send reminder

9. Concert

- To avoid hot and horrible conditions at UC access to Club Taree facilities sought
- Email sent, but is a formal letter required?
- Change of date from 1 to 8 December may be required
- Invites to aged care facilities?
- Christine Ritchie volunteered to co-ordinate at AGM
- LS liaising with Club Taree

6. **Next meeting:** 9.30 am Friday 2 June (NOT 9) 2017 at Taree Uniting Church

7. **Meeting closed:** 11.17 am

President's signature:

Secretary's signature: