

**Minutes of the Manning Valley U3A  
Management Committee Meeting 9.30am  
Friday 15 December 2017 at Uniting Church Taree**

1. **Opening:** President welcomed everyone at 9.30 am
2. **Present:** Lloyd Seaton (President, Membership Officer, Programs Director, Webmaster); Chris Abbott (Secretary & Newsletter editor); Kerry Formann (Treasurer); Liz Cross (Welfare Officer); Jennifer Glassop (Luncheons Co-ordinator); Jennifer Kokany (Publicity); Judith Byrne (Assistant Treasurer)

**Apologies:** Ann Haydon (Vice president & Refreshments); Asha Vadujkar (Refreshments)

3. 1. **Minutes of the previous meeting:** 13 October 2017 previously distributed  
Moved: C Abbott                      Seconded: L Cross                      CARRIED

## 2. Business arising:

## 1. Concert

- All pleased with this re program, timing, venue, attendance (mix of participants, members and others)
- Noted the role A Haydon played both in organisation & as MC

## 2. *Publicity & Promotion*

- C Abbott had sent U3A Network's pro formae for banners, brochures etc to all with agenda. He advised info about banner costs obtained from Office Works: Single sided \$99, but double sided \$299. Considerably cheaper than Manning Signs.
- New / updated brochure needed for possible use
- Discussion about promo activities but no decision.

**Action:** J Kokany to further investigate these publicity / promotion options

### 3. Other

- Timetable dates do not match term Newsletter time frame

**Action:** dates provided by Programs Director to be used in Newsletter

## 4. Reports

### 1. *President and Membership, Program, Webmaster*

- Concert was good
- Silver Tones concerts proceeds paid
- request from Bridge club to be included in term 1 program. After some discussion it was decided to include them even though deadline had passed

Moved: L Seaton                      Seconded: K Formann                      CARRIED

- advised that he spoke at Probus about U3A instead of Publicity Officer
- advised that Ormsby House room door/s unlocked. Ensure both doors locked
- website more regularly updated to keep 'current'

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**2. Secretary**

*Correspondence in:*

- Samaritans - thank you & receipt from concerts (given to Treasurer)
- HCCU – confirmation of renewal of term deposit (given to Treasurer)
- Glasshouse Port Macquarie – promo letter
- Midcoast council – Ormsby House lease of office space follow up letter
- Forster-Tuncurry U3A – acknowledging receipt of termination of reciprocal membership arrangement
- Various emails within our management committee; NSW Network; other members; school principals

*Correspondence out:*

- Forster-Tuncurry U3A - re termination of reciprocal membership arrangement
- Request for participation of primary schools in 'In School' course – letters to principals of: Chatham, Cundletown, Adventist, St Josephs, Taree, Taree West, Wingham Brush
- Various emails within our management committee; NSW Network; other members; school principals

**3. Treasurer**

- Advised that actions required by Midcoast council had been undertaken. This will be a recurring event
- Preparations for EOFY audit (31.12.17)
- Claims/ refunds to Treasurer when asked for in meeting
- Term deposit matured 14.11.17 was \$10,331.57 + interest = \$10435.77 renewed to 14/05/2018
- Bank Reconciliation @ 31.10.17 = \$20,898.29  
(cash flow: receipts = \$9,226.77; payments = \$5,357.32)
- Bank reconciliation @30.11.17 = \$16,717.46  
(cash flow: receipts = \$241.17; payments = \$4,114.50)

That the Treasurer's report be accepted

Moved: K Formann

Seconded: L Seaton

CARRIED

**4. Publicity**

- Advised that TV coverage & promotion of concerts was good
- To get coverage of enrolment days for example requires an angle they can use
- MRT have changed process for lodging an item; a little more awkward to use

**5. Welfare**

- advised number of people ill and of recent deaths
- need to know so that communication can occur

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**5. General Business**

1. *Review of Term 1 2018 draft newsletter, enrolment form & timetable*

- carried out and all on track

2. *Term 1 2018 enrolment day*

- assumed all available for Tuesday 30.01.18, 9.30 – 11.30 am
- suggested that size of first name on 2018 name tags be made larger
- suggested that the bulk of notepads and pens stored in Ormsby be given away to members enrolling on day

3. *Management Committee roles – review needed?*

- suggested that ‘Committee Roles’ document needs to be reviewed because of overlaps; size of roles; misleading; disincentive to take on roles

**Action:** each member to look at role and identify what it is they do and re-examine at next meeting

4. *Other*

- ‘clean out’ of Ormsby House space proposed for week before enrolment day:  
J Glassop, C Abbott & A Haydon to carry out.

**Meeting closed:** 11.15 am

6. **Next Meeting:** 9.30 am 2<sup>nd</sup> February 2018 at Uniting Church Taree

President:

Secretary: