

DRAFT Minutes of Manning Valley U3A Management Committee

Friday 21 July 2017 at Uniting Church Taree

1. **Opening** – 9.35am, Lloyd welcomed everyone
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 the previous meeting:** 2 June 2017

1. That the minutes of the previous meeting be accepted

Moved: Chris Seconded: Ann

Carried

2. Issues and business arising from previous meeting

1. **Presenters' meeting**

- generally went well; gives sense of involvement through this meeting with committee and other course leaders
- raised need for a U3A noticeboard in Taree Uniting Church but: where? Size? Colour? Jennifer K offers to organise when details known
- Issue of creating a Facebook page – most presenters do not access however, it may be a means to help promote U3A

2. **Website review**

- No specific progress
- Needs further investigation
- Webmaster did not have specific ideas as his major concern was to implement what we decide

3. **Management committee vacancies**

- Nil change
- Some members approached without result

4. **Reports**

1. **President**

Nil

2. **Secretary**

What constitutes 'correspondence'? In the past, this would have been primarily material sent through postal system. It now comprises all sorts of communications – email, conversations, phone calls etc and is therefore difficult to log / reference. However, below reflects something of the situation.

1. Correspondence in:

- Manning Valley Community Transport dated 26.5.17; received 21.7.17 letter re 'Service Agreement 2017-18'
- U3A NSW Network 2.6.17 letter re Annual Conference & Annual Report copy
- Member B Mooney 7.6.17 email re personal details made public
- A Miles Hastings Choristers 20.6.17 email re performing with other choirs later in year

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- Toni Bell Manning River Times Ed 26.6.17 email re presenting at 'Media Matters' course
- U3A NSW Network Treasurer/webmaster 1.7.17 email re update of member branches information on the network
- Member P Archer 11.7.17 email re Hastings Choristers event
- Member C Abbott 14.7.17 email re seeking approval to access members' register

2. Correspondence out:

- Member B Mooney 7.6.17 email re personal details/referred to President
- Toni Bell (Manning River Times); Peter Denton (Radio 2RE); Kristy Coulcher (Prime TV); Georgina Maher (NBN TV); Di Morrissey (Manning Community News) 26.6.17 emails re participation in course 'Media Matters'
- Member P Archer 26.6.17 email re Hastings Choristers
- U3A NSW Network Treasurer/webmaster 1.7.17 email re updating information on network

3. Business Arising:

1. Motion: Secretary's request to access register of members
President ruled that as Secretary access already existing
Motion **Lapsed**

That the Secretary's report be accepted

Moved: C Abbott

Seconded: J Kokany

Carried

3. Treasurer

Operating Account Balance @ 30.6.17:	\$18,020.53
Funds banked since 10.7.17:	\$4,374
Operating Account Balance @ 21.7.17:	\$21,802
Term deposit (matures 14.11.17):	\$10,331.57

Note: Term 2 rental fees of about \$4,500 and newsletter printer costs \$235.20 have not been paid yet.

Insurance – Public liability was set at a lower rate \$0.50 per member (based on 461 members) by U3A NSW Network.

That the Treasurer's report be accepted

Moved: K Formann

Seconded: A Haydon

Carried

4. Program Director / Membership

- 14 new members; now 420 financial members
- Preliminary course enrolment numbers; data re costs and income tabled
- Uniting Church U3A mail box being used more
- Members' register needs to be carefully managed to ensure security of data
- Clarify Dept. of fair Trading requirements: Member names & dates of birth?
- See 5.1 below

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5. Publicity

- advertising for enrolment day through Manning River Times – Great lakes ‘Extra’; Mid North coast ABC
- see 5.3 below

6. Welfare

- Various members mentioned re illness, surgery, relocations, a 90 birthday

5. General Business

1. Enrolment Day – Lloyd

- Went smoothly
- Enrolment forms printed off successfully
- Newsletter printed copies down to 80; 70 posted. Printing cost \$235.20
- Printed newsletter costs \$4.76 each to print, envelope and post
- Members who want printed newsletter must ensure they fill in enrolment form each term and pay for it each term

2. Succession planning & recruitment – Chris

- Concern about who will lead groups (‘Silver Tones’ mentioned as an example) in the future with ageing membership
- Concern about recruitment of ‘younger’ members to fill the ranks of ageing membership
- Need for a more proactive membership recruitment strategy
- Membership Promotion via poster/leaflets in large institutions, such as schools, hospitals
- Promotion in shopping centres; at service groups meetings suggested
- Considerable inconclusive discussion ensued

3. Publicity – Jennifer K

- This is linked to 5.2 above
- Unknown number of small handout cards available; need updating of information, contacts etc but existing supply could be hand modified and used

6. Next Meeting: 9.30AM Friday 1 September 2017 at Uniting Church Taree

7. Meeting closed: 11.50AM