

Minutes of the Manning Valley U3A Management Committee 9.30am Friday 13 October 2017 at Uniting Church Taree

1. **Opening:** 9.30 am. All welcomed by President.

A welcome to Judith Byrne who has nominated for one of two vacant committee positions (Nominated by C Abbott, seconded by L Seaton). It was moved:

That Judith Byrne's nomination be accepted

Moved: L Seaton

Seconded: L Cross

CARRIED

L Seaton presented J Byrne with a committee member's badge.

2. **Present:** Lloyd Seaton (President, Membership Officer, Programs Director (interim); Ann Haydon (Vice president & Refreshments); Chris Abbott (Secretary & Newsletter editor); Kerry Formann (Treasurer); Liz Cross (Welfare Officer); Jennifer Glassop (Luncheons Co-ordinator); Judith Byrne and Karenne Norling.

Apologies: Jennifer Kokany (Publicity); Asha Vadujkar (Refreshments)

3. **Minutes of the previous meeting:** 1 September 2017. It was moved:

1. That the minutes of the previous meeting be accepted

Moved: C Abbott

Seconded: L Cross

CARRIED

2. Issues and business arising from previous meeting:

1. Confirm roles for Silver Tones Concerts

- as per previous allocation
- run through process of admission

2. Concert 8.12.17

- Noted that Christine Ritchie (a convenor) had been injured in an accident at a class site (Report provided dated 19.9.17). A Haydon (a convenor) advised this had restricted Christine's mobility however, planning was underway. Christine wishing to still be involved
- A Haydon also advised that J Glassop would assist
- Need to liaise with Club Taree about the facility to be used; A Haydon to meet Events Coordinator
- At convenor's request the concert was advertised in term 4 Newsletter and letters inviting various nursing homes (6) to attend were sent

3. Christmas lunch Ormsby House

- Currently 10 U3A members nominated to attend

Minutes of the Manning Valley U3A Management Committee

9.30am Friday 13 October 2017 at Uniting Church Taree

- C Abbott advised that Wilma Toohey (organiser) had been in contact wanting to know numbers and about U3A's commitment to paying for the chicken component of the lunch. We need to be billed for this cost.
C Abbott to clarify with W Toohey

4. Publicity & promotion

- C Abbott advised that there had been a significant amount of publicity in print, online, TV and radio media about the Term 4 enrolment day and Silver Tones concerts done by him and R Stanley. C Abbott developed a simple 'Media Release' pro forma which was used to relay information to all media outlets on these events
- C Abbott advised that design & costs of retractable banners had been obtained from Manning Signs. These are 2m high x 850mm wide; comes with carry bag; has rod to support it remaining up, but not suitable for windy locations. Cost for 1 \$390+gst; for 2 \$700 +gst
- Use? To draw attention to, advertise the presence of Manning Valley U3A at events, for example, enrolment days, concerts, publicity events
- Other committee members suggest further investigation at possibly cheaper cost. Try NSW U3A (is there a standardised one to which our logo /name could be attached?); Vistaprint; Bill Collins – C Abbott to investigate
- A Haydon advised that use of Taree City Centre was possible prior to Term 1 enrolment day 2018 to promote Manning Valley U3A. A small space could be allocated at the top of the escalators for free; space in the central area of the building was available at the cost of \$220 / day. A whole day booking was not envisaged as necessary. Whether ukes could be used in some way appears possible still but probably in a limited fashion. Need for a new handout. Requires further discussion

4. Reports

1. President

- Some query about whether we accept cheques for enrolment: yes we do; still convenient way for some members to pay fees
- Webserver issues – been state-wide problems, some notably on enrolment day
- Issue of generic email addresses still problematic. Some work, some don't; how many able to have really
- Website updates made
- Alerted the committee to some issues which may affect the performance of the treasurer & publicity officer
- Expressed concern that Silver Tones Concert poster did not identify Manning Valley U3A but only U3A
- Indicated he will not be standing for President in 2018 as he will have moved to Forster
- Finally updated Australian Business Register requirements

Minutes of the Manning Valley U3A Management Committee

9.30am Friday 13 October 2017 at Uniting Church Taree

- Described the omission of some dates from term 4 Newsletter as an “act of vandalism”. Newsletter Editor suggested that the version of the newsletter sent for printing was one mistakenly chosen.

2. Secretary

Referred to a printout of pages of email correspondence between office-bearers, committee members, members and various external organisations about the work of Manning Valley U3A – available for perusal

1. Correspondence in (written):

- J Byrne nomination for committee member 2017-18 form (received at today’s meeting)
- V Parker Accident Report re C Ritchie dated 19.9.17 (received at today’s meeting)

2. Correspondence out (written):

- Letters of thanks to presenters of ‘Media Matters’ term 3 course: Toni Bell (Fairfax newspapers); Peter Denton (Radio 2RE); Georgia Maher (NBN news) & Kristy Coulcher (Prime news); Di Morrissey (Manning Community News)
- Letters of invitation to attend December’s concert to: Karingal Gardens; St Pauls Retirement; Estia (Alma Place); Bishop Tyrell; Whiddon Group & Storm Village

3. Treasurer

- | | |
|--|-------------|
| - Cash Receipts September 2017 | \$361.62 |
| - Cash Payments September 2017 | \$1093.39 |
| - Operating Account Bank reconciliation @30.9.17 | \$17,477.14 |
| - Term deposit (matures 14.11.17) | \$10,331.57 |
- Basically, “we are holding our own”. In 2016 at this same time the balance was about \$16,000+; currently as reported above ‘better’
 - Correspondence from Mid Coast Council (MCC) re Ormsby House room rental asking for \$550 payment; requesting our insurance provide for \$20m cover and that MCC is noted on the policy. Some discussion about whether we should be paying this fee, a reduced fee or no fee. Treasurer to follow up

4. Program Director

- Enrolment numbers slightly down
- Always stragglers post enrolment day
- Need for new courses but who, what ...
- Numbers down in some courses? Query about Table Games, alternatives available elsewhere - but term 4 numbers are healthy

Minutes of the Manning Valley U3A Management Committee

9.30am Friday 13 October 2017 at Uniting Church Taree

- Concerns about solo course enrolments, for example, ballroom dancing, Silver Tones who see U3A as peripheral to doing their course

5. Publicity

- See 2.4 above

6. Welfare

- Many ill members identified

5. General Business

1. Review of enrolment day

- Fine
- See 4.4 above

2. Preparations for Term 1 2018 including Membership fees 2018

- Given strong financial circumstances it was moved:

That Manning Valley U3A 2018 membership fees be reduced to \$10 pa

Moved: L Seaton

Seconded: K Formann

CARRIED

- Printed newsletter to remain at \$5 / term paid in advance
- Reminder to be published in the Term 1 Newsletter about this and the existence of the letterbox at the Uniting Church for lodgement of membership enrolment forms and payments

3. Role of webmaster

- L Seaton advised that with E Hollebone's relinquishing of the role that he had taken this over and had already made changes / updates
- C Abbott expressed concern that one webmaster was a potential problem and that considering E Hollebone had offered to 'train' others there should be 'back up'
- L Seaton said: "No. I am it." He outlined that if people were interested in learning about web site authoring and administration, then blogging is a good place to start

4. Review reciprocal membership arrangement with Forster-Tuncurry U3A

- L Seaton reported that Manning Valley & Forster-Tuncurry U3As have an arrangement to offer reciprocal membership made back in 2012
- There has been little or no evidence of any usage
- It is also not sensible given completely different membership payment arrangements
- The matter was discussed with the Forster-Tuncurry President recently who had no knowledge that such an arrangement existed and that it was agreed that it should be terminated
- It was moved:

Minutes of the Manning Valley U3A Management Committee
9.30am Friday 13 October 2017 at Uniting Church Taree

That the Manning Valley & Forster-Tuncurry U3A reciprocal membership arrangement be terminated with effect from the end of 2017.

Moved: L Seaton

Seconded: A Haydon

CARRIED

The Secretary to write to Forster-Tuncurry U3A about this.

6. **Next Meeting:** 9.30am Friday 15 December 2017 at Uniting Church Taree

7. **Meeting closed:** 11.10 am

C Abbott
Secretary

President:

Secretary: