

**Minutes of Manning Valley U3A Management Committee  
9.30am Friday 1 September 2017 at Uniting Church Taree**

1. **Opening:** 9.34 am L Seaton welcomed all
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).  
**Apologies:** Jennifer Kokany (Publicity Officer); Asha Vadujkar (Refreshments)

3. **Minutes of the previous meeting:** 21 July 2017

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. C Abbott - Succession planning & recruitment  
Our current age / gender demographic. Summary data presented as shown:

**Manning U3A Demographic 1.9.17**

Age range	%	Cumulative %
85+	8	8
80+	11	19
75+	19	38
70+	26	64
66+	19	83
63-5	8	91
60-2	4	95
<59	5	100

Female                      75  
Male                        25

- Discussion ensued about disparity between older and younger membership
- Issues associated with aging membership and the need for recruitment at under 65 age range
- The need to be more proactive in promoting ourselves, for example, at local shopping centres with handouts and perhaps a small group of ukes to gain attention in January. A Haydon to discuss possibility with 'Silver Strummers'
- Requires further thought, discussion & action

4. **Reports**

1. President
  - Winter has taken its toll on our membership in terms of general health problems, especially influenza and several bereavements
  - Term 3 classes are in train
  - Preparations are under way for Term 4 program
2. Secretary

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1. Correspondence in:
  - UC Chatham re hall fee
  - UC Chatham re contact person
  - routine email exchanges between Silver Tones & Executive re: grant application, concert publicity
2. Correspondence out:
  - Rev Narelle Penman congratulations on retirement and best wishes
  - routine email exchanges between Silver Tones & Executive re: grant application, concert publicity
  - FACS 'Sing your age community grants 2017 Silver Tones application under the auspices of Manning Valley U3A
  - information for 'Media Matters' external presenters

That the secretary's report re correspondence be accepted.

Moved: C Abbott      Seconded: L Cross      CARRIED

3. Treasurer

July Cash Receipts:	\$5,432.11
July Cash Payments:	\$3,367.73
Operating Account Balance @31.7.17:	\$19,716.91
August Cash Receipts:	\$321.06
August Cash Payments:	\$2,697.36
Operating Account Balance @ 31.8.17:	\$17,921.41

Term deposit (matures 14.11.17):      \$10,331.57

That the Treasurer's report be accepted.

Moved: K Formann      Seconded: L Seaton      CARRIED

4. Program Director

- 'Lost' courses: for example, 'Stretch & Strength' due to leader's illness; Aboriginal artist Andrew Snelgar bad timing; gardens weather / timing; Media Matters in recess
- More courses required: suggestion about dragon boating 2018; others?
- Availability of Management Committee members for enrolment day established; some other names mentioned of people expressing an interest in assisting

5. Publicity

1. Term 4 Enrolment Day 9.10.17 C Abbott to do media releases to all media outlets
2. General promo of Manning Valley U3A – see 2.1 above; J Kokany to speak to Probus on Manning re what U3A is / does 17.11.17; other possibilities mentioned, for example, View club

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3. Silver Tones Concerts 15 & 29.10

\$292 expenditure authorised for concerts printing costs: posters / flyers  
Otherwise seems well under control by Roger Stanley from Silver Tones; he was given additional TV media contacts to pursue by C Abbott and offered further support if requested from C Abbott

6. Welfare

L Cross reported that there were many ill members and the appropriate messages and support provided as appropriate

**5. General Business**

1. Review of term 4 timetable, newsletter, enrolment form

- All these were checked and changes made as required

2. Purpose of the newsletter

- To publicise U3A core business, that is, course information / details; not gossip or advertising for third parties unless there is some limited space

3. Silver tones concerts organisation and roles required

- Committee members to manage door / ticket sales on each day
- Harrington: K Formann plus U3A members living locally
- Taree: J Glassop & C Abbott
- Refreshments: Silver Tones members provide plate; Refreshments officer A Haydon to supply 'drinks'
- President to speak briefly at the start of each concert

4. Concert 8.12.17

- Co-ordinators request secretary to write to various nursing homes inviting them to attend. List of contacts provided.
- Co-ordinators request advertising in Term 4 Newsletter

5. Arrangements for Christmas Lunch at Ormsby House

- Who is available? To be determined

6. Role of webmaster

- E Hollebone continues. Will need to be revisited

6. **Next Meeting:** 9.30am Friday 13 October 2017 at Uniting Church Taree

Meeting Closed: 11.10 am

President:

Secretary: