

Minutes of the Management Committee Meeting 10 am Friday 3 July 2020 @ R Neufeld's home

1. **Welcome**, meeting opened at 10.07 am by K Formann as chairperson
2. **1. Present:** C Abbott (Secretary/Programs/Members/Newsletter); K Formann (Treasurer); A Haydon (CSO/Refreshments); H Abbott (Asst Secretary/Copyright); R Neufeld (Welfare).
By invitation: E Parr
2. Apologies: L Ingram (President); D Rankin (Publicity)

Business suspended to allow the meeting to consider the appointment of E Parr to a casual vacancy on the committee

Motion: That E Parr be appointed to a casual vacancy on the management committee effective immediately.

Moved: C Abbott Seconded: K Formann

CARRIED

3. **Business Arising** from 27 March meeting (mostly covered in GB below; minutes previously confirmed by email/phone) – NIL other
4. **Reports**
 1. President – nil absent
 2. **Secretary** – C Abbott
The usual extensive communications to & from committee, course leaders, members and Network NSW
IN:
 - L Breyley-Gunn suggesting two motions for consideration at the AGM
 - Network NSW various e-bulletins; Memos on GST, Covid-19 and conducting an SGM to allow for electronic voting at any AGM
 - Wingham Library invitation to announcement re building funding
 - Responses to request for Covid-19 venue plans, especially re numbers, from our providers. Manning Uniting provided a comprehensive document covering all the spaces; Manning River Sailing Club said they thought hirers were responsible; non-specific response from Church of Christ and Taree Guides; no response from Chatham Uniting
 - Acknowledgement of lodgement of advertising for U3A on MidCoast 'My Community Directory'
 - MidCoast Council re covid-19 guidelines
 - Mid Coast Council re rent relief for Ormsby House lease
 - Life member nomination for P Archer from C Abbott & G Varela*OUT:*
 - Response to L Breyley-Gunn advising that the motions were not appropriate as both already covered by the constitution

- Entry placed in MidCoast 'My Community Directory'
- Request for venue providers to provide Covid-19 plan

3. **Treasurer** – K Formann

Little by way of activity due to shut down. Bank reconciliations and Statement of cash flows for March, April and May provided. These can be found attached at the end of the minutes.

Signatory arrangement change, the addition of E Parr as one.

Motion: That E Parr be appointed as an additional signatory to our bank accounts effective immediately.

Moved: K Formann

Seconded: C Abbott

CARRIED

4. **Programs** – C Abbott

* When we went to shut down all course leaders were asked about taking up alternative ways, eg., zoom, of presenting courses. Support was offered to do this. There was little response to this. Those who did thought it wasn't appropriate to their course.

* Contact with venue providers re Covid-19 initiated and some response received. In line with government guidelines numbers and activities restricted. Following up with non-responders. Our major venue provider Manning Uniting Church provided a comprehensive document in line with government models.

* courses identified which *could run* with limited numbers = many (some will need to be reminded about not sharing materials, eg., social craft, art, music); not singing at ukes

* courses identified which *could not run* due to health/contact issues = ballroom dancing, silver tones, music (if woodwind or brass instruments used), table games, cards.

* Our Course Leaders/Presenters 'document' which collects profiles for all of these. To be published on the website.

5. **Members** – C Abbott

- Contact made with all members through email, SMS, or phone call since the shutdown.
- Of the total membership 324, 286 (88.27%) were enrolled in a course at the commencement of Term 2. Of those enrolled, 68.53% did one course.; 22.37% did two; 5.94% did three; 1.39% did four; 1.39% did five; 0.34% did 6.

6. **Publicity** – nil absent

7. **Webmaster** – R Connell

Statistics for the past two months' views are: April - 477; May – 281; June – 236.

I installed Jetpack last year which gives me statistics as to the site visits, etc. It also tells me of any problems. WordPress no longer supports the following, so I have deactivated the plug-ins but not deleted them:

The scrolling announcement still works (just no longer supported).

The laziest gallery plugin which simplifies the process of adding captions, comments, and descriptions to all the photos of the album.

Show Pages IDs is a plugin that allows you to view the IDs of pages and posts in WordPress.

Flexi Pages Widget is a highly configurable WordPress sidebar widget to list pages and subpages. Can be used as an alternative to the default 'Pages' widget.

I don't really understand how the last three affect the website as nothing appears to have changed.

8. **Welfare** – R Neufeld

Various members' situations mentioned. Appropriate visits and response made or to be made.

Motion: That the reports be received

Moved: C Abbott

Seconded: H Abbott

CARRIED

5. **General Business**

1. *Discussion round 'recommencement' - demographics, Covid-19 restrictions, venues, which courses, when etc*

Following a range of discussion these points were made:

- Programs director to contact all course leaders re their thinking about the situation
- See Programs report above
- The large 70+ age range of our U3A members raises many concerns about placing people at risk in further danger especially during the winter when illness increases generally and the current increase in Covid-19 outbreaks around the country
- Canvassed recommencement dates:
 - * a half way through term 3, time frame; run a 5-week complimentary program for members wishing to be involved
 - * Term 4
- Venues need to conform to government policy/practices/requirements. Limitations placed on class sizes
- No refreshments to be provided by U3A. Members to bring their own individual refreshments if they wish to. No sharing of these with other members to occur
- Any recommencement is conditional on a positive management of the Covid-19 situation
- Need to re-examine the enrolment and payment processes used. No 'physical' enrolment day. Use of email? Phone? to complete. Whether we continue membership plus user pays course fees or move to one off fee and 'unlimited' access to courses. Information to be sought by H Abbott and E Parr re this.
- Finally, a suggested recommencement date set as start of Term 4 2020

2. *Holding an AGM, getting nominations, when, where etc*

- at this point schedule it for Monday 12.10.20

- attendance to be pre-registered so that quorum and covid-19 requirements met
- venue tbc, most likely MUC auditorium
- committee need to canvas other members about taking on a role

3. *Amendment to our constitution*

- The need to enable the treasurer to be able to pay money through electronic funds transfer (EFT) necessitates an addition to the constitution. Current constitution (Section 16) restricts payment to cash and cheque.

4. *Keeping in touch with the membership*

Membership to be advised of 'where we are up to'. Robyn to contact the members who only have phone contact.

5. *Network NSW SGM re electronic voting for AGM*

Information about this previously circulated. K Formann to vote as our delegate.

Motion: That K Formann vote yes for the motion re electronic voting

Moved: C Abbott

Seconded: A Haydon

CARRIED

6. *Nomination for Life membership*

Nomination received from C Abbott & G Varela for P Archer
Nomination read

Motion: That the nomination of P Archer for Life Membership being accepted and that it be presented to the members at the AGM for ratification

Moved: C Abbott

Seconded: R Neufeld

CARRIED

(Suggested that committee members consider others for possible life membership.
Some names mentioned.)

7. *Other - NIL*

6. Next meeting Friday 28 August 2020 @ tba

7. Close 12.20 pm

BANK RECONCILIATION AS AT 31 MARCH 2020

Cash at Bank as at 29 Feb 2020	<u>\$16,145.02</u>
Less unrepresented cheques Feb	12.00
	16,133.02
Add Cash Receipts Mar	467.00
	16,600.02
Deduct Payments Mar	695.58
	15,904.44
Add unrepresented cheques Mar	12.00
Closing Balance as per Bank Statement	<u>\$15,916.44</u>

Unrepresented Cheques for March 2020

671516	01/05/2019	Chris Evans	12.00
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Term Deposit stands at \$10,837.97 maturing 14/05/2020

Statement of Cash Flow for MARCH 2020

Cash Receipts

Printed Newsletter	6.00
Membership	60.00
Courses	98.00
Donations (unwanted S&S refunds)	303.00

TOTAL	<u>\$467.00</u>
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Cash Payments

U3A Conf Exp	79.65
Postage	134.00
Refund of S&S Fees	42.00
Refreshments	439.93

TOTAL	<u>\$695.58</u>
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BANK RECONCILIATION AS AT 30 APRIL 2020

Cash at Bank as of 31 Mar 2020	<u>\$15,916.44</u>
Less unrepresented cheques Mar	12.00
	15,904.44
Add Cash Receipts Apr	0
	15,904.44
Deduct Payments Apr	4,340.80
	11,563.64
Add unrepresented cheques Apr	766.00
Closing Balance as per Bank Statement	<u>\$12,329.64</u>

Unrepresented Cheques for April 2020

671516	01/05/2019	Chris Evans	12.00
738218	09/04/2020	Belle Sweers	306.00
738221	09/04/2020	MR Sailing Club	448.00

Term Deposit stands at \$10,837.97 maturing 14/05/2020



The Secretary, Manning Valley U3A Inc. PO Box 436 Taree NSW 2430
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'Learning for Life' and Celebrating our 21st Year



Statement of Cash Flow for APRIL 2020

Cash Receipts

TOTAL	\$0.00
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Cash Payments

Courses	306.00
Postage	103.40
Rent	3,676.40
Printing	255.00

TOTAL	<u>\$4,340.80</u>
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BANK RECONCILIATION AS AT 31 MAY 2020

Cash at Bank as at 30 Apr 2020	<u>\$12,329.64</u>
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Less unpresented cheques Apr	766.00
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11,563.64

Add Cash Receipts May	0
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11,563.64

Deduct Payments May	0
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11,563.64

Add unpresented cheques May	12.00
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Closing Balance as per Bank Statement	<u>\$11,575.64</u>
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Unpresented Cheques for May 2020

671516 01/05/2019 Chris Evans	12.00
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Term Deposit stands at \$10,919.03 maturing 14/11/2020



The Secretary, Manning Valley U3A Inc. PO Box 436 Taree NSW 2430
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Statement of Cash Flow for MAY 2020

Cash Receipt

TOTAL **\$0.00**

Cash Payments

TOTAL **\$0.00**