

Minutes

Management Committee Meeting

9.30 am Friday 28 August 2020 @ Uniting Church Taree

1. **Welcome:** K Formann assumed the chair and opened the meeting at 9.32 am
2. **1.Present:** C Abbott (Secretary/Programs/Members/Newsletter); K Formann (Treasurer); A Haydon (CSO/Refreshments); H Abbott (Asst Secretary/Copyright); R Neufeld (Welfare); D Rankin (Publicity); E Parr.

By invitation: H McLaughlin. Also present as observer: J Frederiksen

2.Absent: L Ingram

The attendance register as part of the Church's Covid-19 plan was completed and returned to reception at the end of the meeting.

- ***Business suspended to allow the meeting to consider the appointment of H McLaughlin to a casual vacancy on the committee.***

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

Moved: C Abbott Seconded: H Abbott

CARRIED

3. Confirmation of the Minutes 3.7.20 meeting

Motion: That the Minutes of the 3.7.20 meeting be confirmed

Moved: C Abbott Seconded: E Parr

CARRIED

4. Business Arising

1. **Network NSW SGM** - K Formann advised that she voted 'Yes' to electronic voting for AGM

2. **Heading to recommencement?** Venues & covid-19 plans, courses & leaders, & enrolment processes – C Abbott

The following information was provided prior to the meeting. There was discussion around the program below:

Term 4 2020 Possible Recommencement Program @ 18.8.20

Commence Monday 19.10 Concludes Friday 11.12 = 8 weeks

DAY	AM	PM
Monday		1-3 Social Craft **
Tuesday	7.15-8 #Let's Walk 10-12 Cryptic Crosswords	1.30-3 Time Traveller

Wednesday	9-9.30 Tai Chi Continuers 10-12 Philosophy 10-12 Plays	
Thursday	7.15-8 #Let's Walk 10-11 Yoga 10.30-12 Time Traveller	1-2 Just Read (3 - 29.10;19.11;10.12) 1-2 #Art in the Gallery (1- 26.11) 1-3 Classics Simplified (4 – 22.10; 29.10; 5.11; 12.11)
Friday	10-12 Open Forum 10-12 Acrylic Pour Art (4, every 2 nd week – 23.10; 6.11; 20.11; 4.12)	

Not possible: (due to Covid-19 &/or not offered by course leader)

Ballroom Dancing; Ukuleles - Beginners, MUGS, SUS; Spanish Conversation; Silver Tones; Modified Line Dancing; Table Games; Cards; Legal Matters for Seniors.

****** = Barbara Moore has indicated she will retire as course leader at the end of term 4

Venue: All courses, except #Let's Walk & #AIG, at Manning Uniting Church Taree. This is principally done for ease of management and the fact that only one course could have been operating at a different venue, i.e., Tai Chi.

Course Fees: \$0; # = no cost. Net loss =?

Risk Assessment: as an organisation and as an individual. Read Network NSW Covid-19 Guidance sheet and refer to NSW government Covid-19 website. Follow Church's plan. No U3A provided refreshments. Course leader to manage all paperwork only.

Enrolment

- By phone only, over 2 mornings, being Thursday 1.10 & Tuesday 6.10 to mobiles of C Abbott, H Abbott, A Haydon & H McLaughlin, to form 'call centre' on these days at Uniting Church. This will allow for accurate enrolments and class list creation due to limits (20). This will also allow for: enrollees to be asked about awareness of Covid-19 risk assessment; give a verbal reminder of AGM (12.10) or obtain a pre-registration to attend the AGM; direct placement in course/roll creation; assessment of the viability of course and creation of a wait list if necessary.
- Late enrolments to Chris will be accepted if vacancies up to and including Friday 9 October. No new memberships.
- Mail out Thursday 24.9; email out/online Tuesday 28.9

3. AGM 12 October? meeting organisation; amendment; life membership – C Abbott Meeting format run through. Pre-registration required to ensure compliance with numbers which can be accommodated (Auditorium 50 max). Quorum figure is 33.

Amendment of constitution deferred. The need for a new committee to get going and run through till the end of term 2 2021 is critical to rebuilding U3A's role. Monday 21 June 2021 suggested to meet statutory requirements. This is the Monday of the last week of Term 2 2021.

Motion: That the AGM be held on 12 October 2020 from 10 am at the Uniting Church
 Moved: C Abbott Seconded: A Haydon **CARRIED**

4. ***Future enrolments/payments*** report was previously distributed – E Parr Meeting congratulated E Parr on the work she had done to compile the review. Copy of the document tabled for the record. The review showed that the management of members' information, enrolment and class distribution could be best served by investigating further what 'My U3A' has to offer. There were concerns expressed about security, some members not able to access computers/internet etc. The process would eliminate a great deal of time and work for some committee members. Thus, without committing ourselves to it the meeting determined that E Parr proceed to establish a trial of how it might work for us. Given that the current situation now allows time for this to happen, it is anticipated that E Parr reports back to the committee later in term 4. This will give the new committee the opportunity to determine how to proceed.

5. Reports

1. President - absent

2. **Secretary** – C Abbott

1. The usual extensive communications to & from committee, course leaders, members and Network NSW. Met with some members who were enquiring about possible standing for Management Committee positions.

2. *IN:*

- D Palmer sincere thanks letter
- M Moon letter re no need to continue collecting tea bag tags as it has ceased
- Samaritans newsletter
- Manning River Sailing Club's Covid-19 plan
- Various requests to update our U3A in MidCoast 'My Community Directory' entry
- Online study of memory training
- Network NSW Covid-19 Guidance sheet; Report of Network's MNC 'zoom' Conference; upgrade to network internet services; request to provide a link to *The Senior*
- Agency details update NSW Directory of Community Support Services
- MCC Cultural plan draft consultation report
- H McLaughlin nomination form to fill management Committee casual vacancy
- Regional Australia bank about availability of statements

3. *OUT:*

- Reminder to our venue providers to forward their Covid-19 plan
- Updates to MidCoast 'My Community Directory' and NSW Directory of Community Support Service

- Network documents distributed to committee and in some cases published on website

3. Treasurer – K Formann

Financial position not significantly different from last meeting. Cash flow and reconciliation attached at end of minutes.

Refunds to be provided for 10 members due to visit Wingham museum.

4. Programs – C Abbott

See Business Arising 4.2 above

Communicated with course leaders about possible term 4 recommencement.

5. Members – C Abbott

Contact has been maintained with members via email & phone by C Abbott & R Neufeld. Information also conveyed on the website. Information about recommencement will be sent by email and Auspost where necessary. This will be a short newsletter.

6. Publicity – D Rankin

Nil. Will need to do some prior to term 4 recommencement.

7. Webmaster – R Connell

*With things being so quiet there hasn't been much action on the website save for a couple of minor changes made at the request of the Secretary.

*Statistics for the past two months are: July- 316 views and August - 276 views.

*The 'Links' section had a couple of sub-categories that I thought weren't really necessary, so I amalgamated them into one. The former Manning Valley link has been changed to Barrington Coast although it and other links to the ABC, train timetables and local weather could probably be deleted.

8. Welfare – R Neufeld

Various members mentioned re illness, poor health needing follow up.

Motion: That these reports be received

Moved: C Abbott Seconded: E Parr

CARRIED

5.9 Business Arising.

Various committee members raised concerns about the president and her lack of participation in the Management Committee. Whilst we appreciate her circumstances there is little done by her to communicate with the committee. She has not responded to meeting notices and information sent to her. The committee needs clarification about her role and input presently and into the future. She has not participated directly since 7 February meeting.

Motion: That the President be approached to clarify her position due to her long-term illness. That she be asked to provide the necessary report for the AGM and indeed ascertain if she intends to participate in it. The Secretary to write to her advising her of the

Management Committee's concerns, the requirement for a report and clarification about her role.

Moved: D Rankin

Seconded: E Parr

CARRIED

6. General Business

1. Network NSW MNC zoom meeting report & next hook up on 12.9

(Notes previously sent) – C Abbott

Any additional input requested. The contents of this meeting and proposed recommencement would form the bulk of our contribution to this meeting. C Abbott to participate in it.

2. What to do with use by date refreshment supplies – A Haydon

To be given to an appropriate charity for distribution. Various suggestions made, for example, Community kitchen, Senior Citizens, the uniting church. A Haydon to determine where this will go.

7. Next meeting: Friday 18 September

8. Meeting Closed: 11.48 am

Statement of Cash Flow for June 2020

Cash Receipts

TOTAL	<u>\$0.00</u>
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Cash Payments

TOTAL	<u>\$0.00</u>
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BANK RECONCILIATION AS AT 30 JUNE 2020

Cash at Bank as at 31 May 2020	<u>\$11,575.64</u>
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Less unpresented cheques May	12.00
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11,563.64.

Add Cash Receipts June	0
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11,563.64

Deduct Payments June	0
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11,563.64

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

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

Statement of Cash Flow for July 2020

Cash Receipt

TOTAL	<u>\$0.00</u>
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Cash Payments

Computer Req	25.95
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Postage & Stationery	47.50
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TOTAL	<u>\$73.45</u>
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BANK RECONCILIATION AS AT 31 JULY 2020

Cash at Bank as at 30 June 2020	<u>\$11,575.64</u>
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Less unrepresented cheques June	12.00
	11,563.64.

Add Cash Receipts July	0
	11,563.64

Deduct Payments July	73.45
	11,502.19

Add unrepresented cheques July	12.00
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Closing Balance as per Bank Statement	<u>\$11,502.19</u>
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Unrepresented Cheques for July 2020

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