

Minutes

Management Committee Meeting

Friday 18 September 2020 @ Uniting Church Taree

1. **Welcome** @ 9.35 am K Formann assumed the chair.
2. **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; H McLaughlin.

Apology: 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.

3. **Confirmation of the Minutes 28.8.20 meeting**

Motion: That the Minutes of the 28.8.20 meeting be confirmed

Moved: C Abbott

Seconded: A Haydon

CARRIED

4. **Business Arising**

1.Role of President Ingram – A letter received from the President was provided and read by K Formann. Copies were available to committee members if they wanted one. This included a partial response to the registered letter sent from the Management Committee 4.9.20. This indicated that a report for the AGM will be sent to the PO Box before 12.10.20.

2. Network NSW MNC 'zoom' meeting – C Abbott

Advised that he did not participate because no information was forwarded by the Network NSW President/acting MNC rep about accessing the Zoom meeting. Subsequently, requested a summary of the meeting. To date none forwarded.

3. Use by date refreshment distribution – A Haydon

Advised that approaching out of date supplies had been distributed to Manning Uniting Church Welfare and the Red Dove café. All containers retrieved from venues and returned to Ormsby House.

4.Heading to recommencement, review of information to be sent, need for 1 honorary membership for a T4 course leader – C Abbott

- Enrolment procedures via phone allows for instant information about course numbers. Compilation sheet presented.
- All docs: Newsletter. Course Leader profiles, Notes for Course leaders reviewed prior to distribution 21.9. Some minor changes made. Network's Covid-19 age risk assessment to be distributed. Manning Uniting Church Covid-19 plan to go to all course leaders.
- Course leaders will need to appoint a course monitor (if not them) to assist in managing class re Covid-19 issues. Course leaders will need to re-affirm rules and procedures.
- Estimated that free courses will cost in the vicinity of \$2000 rent to venue.
- Need to provide an honorary membership to Fiona Stewart who is running Acrylic Pour Art.

Motion: That Fiona Stewart be given honorary membership for term 4 2020.

Moved: C Abbott

Seconded: R Neufeld

CARRIED

5.AGM 10 am 12 October – C Abbott

- K Formann to chair if L Ingram not available.
- Notification has been given at several points in time and complies with requirements.
- Pre-registration required due to Covid-19 and limitations of space.
- Quorum required 33. Capacity 50. At the time of this meeting 18 had pre-registered.
- E Parr to mark members off pre-registration roll on their arrival and ensure Covid-19 protocols are observed.
- Member J Dun to be approached to function as election coordinator.
- L Mulcahy (Network President/acting MNC rep) request to attend. Told this was number dependent and would be advised closer to AGM.

5. Reports

1. President -nil

2. Secretary – C Abbott

1. usual extensive communications to and from committee, course leaders, members and Network NSW
2. In - Network re website management (election of website service); NewsLink newsletter
 - U3A Online GEMS newsletter
 - responses to notice of AGM & general information
 - Webmaster re changes to website
 - LA Trobe university memory course
 - COTA September E-newsletter
 - Report from Metropolitan Regional forum 12.9.20
 - Hawkesbury U3A's concerns re Network NSW
 - Response from L Ingram to Management Committee letter
 - Network NSW re holding AGM Proposed that it be held over till Annual Conference Wagga April 2021.
 - Five nominations for office bearers (one each for President, Secretary, Treasurer) and two committee roles received. All valid.
3. Out – Notice of AGM
 - T4 general information about recommencement
 - Management Committee minutes and other docs
 - Manning Uniting re rooming requirements T4; other venue providers re non usage
 - L Ingram re role (registered mail on 4.9)
 - Webmaster re changes to website
 - Election of website service to Network NSW

4. Business arising. Network has requested response to delaying NSW AGM till annual conference in April 2021 at Wagga Wagga.

Motion: That the network be advised that we accept the recommendation to hold the AGM in April 2021 at Annual Conference.

Moved: C Abbott

Seconded: K Formann

CARRIED

3. Treasurer – K Formann
 - Nil August transactions.
 - Some refunds issued to participants of Manning Valley Museum course. More to be provided.
 - Current balance in cash account is \$11,502. Current balance in term deposit is \$10,919 due for renewal in November with an interest rate of 0.7%.
 - Financial statements follow at end of minutes.
4. Programs – C Abbott
See above 4.4
5. Members – C Abbott
See above 4.4 and 5.2
Term 4 information will be mailed to 53 members (Monday 21.9) and emailed to the rest on 24.9. This will provide about a week to read the information and work out what they want to do prior to enrolment process starting on 1.10.
6. Publicity – D Rankin
Advised that contact with radio stations 2Bob and 2RE was made about U3A recommencing. Suggested that she also contact ABC Mid North Coast and draft an item for Manning River Times to be given to Secretary.
7. Webmaster – R Connell
Nil to report, except that we chose to take on the 'WordPress Multisite' web hosting option as opposed to 'Standard'. The information provided by Network NSW was clearly in support of the former as it offers 'better' service. The Secretary agreed with this decision after reviewing the information provided.
8. Welfare – R Neufeld
Various members contacted including all 22 who only have contact by 'landline'.
Mention of members who are leaving area or who are experiencing ongoing ill-health.
The Committee appreciated the effort to remain in contact with members.

Motion: that the reports be received.

Moved: C Abbott

Seconded: H McLaughlin

CARRIED

6. General Business

1. Committee members retiring: returning U3A property, keys etc
Noted that A Haydon returned all keys at the meeting – appreciated getting that organised.
Others be ready to handover post AGM.
2. My U3A – exploratory issues need to be further investigated. Whilst trialling no cost involved.

Motion: That our membership data be made available to MyU3A to package back to us for trial by the Management Committee.

Moved: E Parr

Seconded: H Abbott

CARRIED

7. Next meeting: First transition meeting with old & new committee post AGM 12.10.20 @ approximately 11.15 am.

Meeting Closed @ 11.40 am

Draft Agenda for Management Committee meeting 12.10.20

1. Welcome
2. Present
3. Confirmation of the minutes of the previous meeting
4. Business arising
 1. How is 'recommencement' going?
 2. Return of U3A property and keys
 3. Handover to new committee
5. Urgent Reports
6. General Business
7. Next meeting: 6.11.20? 18.11.20?

Statement of Cash Flow for August 2020

Cash Receipts

TOTAL _____ **\$0.00**

Cash Payment

TOTAL _____ **\$0.00**

BANK RECONCILIATION AS AT 31 AUG 2020

Cash at Bank as at 31 Jul 2020	<u>\$11,502.19</u>
Less unpresented cheques Jul	0
	11,502.19
Add Cash Receipts Aug	0
	11,502.19
Deduct Payments Aug	0
	11,502.19
Add unpresented cheques Aug	0
Closing Balance as per Bank Statement	<u>\$11,502.19</u>
Unpresented Cheques for Aug 2020	nil

Term Deposit stands at \$10,919.03 maturing 14/11/2020