



The Secretary, Manning Valley U3A Inc., PO Box 436 Taree NSW 2430

Email: secretary@manningvalley.u3a.net.org.au ABN 29 612 623 669

Web: <http://manningvalley.u3a.net.org.au> INC 3409944



MINUTES

Management Committee Meeting 9.30 am 27.10.20 @ the Uniting Church Taree

OPENING: 9.33 a.m.

1. Present: Dawn Rankin (President), H. McLaughlin (Secretary), Eileen Parr (Treasurer), Ross Connell, Heather Abbott, Robyn Neufeld, Lorne Henry.

Apologies: Nil.

MOTION: That Lorne Henry be invited to join the Management Committee.

Moved: E. Parr Seconded: R. Neufeld

CARRIED

2. Minutes of the previous meeting 12.10.20 previously distributed.

Motion: That these minutes be confirmed.

Moved: H McLaughlin

Seconded: H. Abbott

CARRIED

2.1 BUSINESS ARISING

1. Recommencement of courses: 14 classes in Term 4 running.

H. McLaughlin has rung all class leaders to see how the first week back after six months went, with new COVID-19 regulations in place. All were positive and in general attendance was very good. Members happy to be back.

2. Return of keys: Key to Post Office box has been collected from L. Ingram. Key register needs to be adjusted and keys returned to venues not being used.

Action: H. McLaughlin and H. Abbott.

3. Allocation of Roles on committee:

President

Dawn Rankin

Vice President, Webmaster & Public Officer

Ross Connell

Secretary & Programs

Heather McLaughlin

Ass. Secretary, Copyright Officer & Newsletter

Heather Abbott

Treasurer & Membership

Eileen Parr

Assistant Treasurer

Lorne Henry

Welfare

Robyn Neufeld

Membership

Eileen Parr & Heather McLaughlin.

Publicity

Heather McLaughlin & Dawn Rankin

Programs

Heather McLaughlin

Refreshments/biscuits: not relevant for now, due to Covid restrictions.



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4. Photocopying: Needs to be arranged at beginning of the term by course leaders. In the past it was done through C. Abbott. Only two course leaders use our copier once a term. Costs if any to be checked with Treasurer.

5. The Annual summary of financial affairs - Tier 2 Associations form and the \$47 fee will be lodged by R. Connell as Public Officer with Service NSW Centre in Taree.

6. A Course Leaders meeting should be planned mid Term 1, 2021 to clarify various matters such as copyright and photocopying.

7. Website needs a list of courses displayed more obviously, as a way of recruiting new members and inform current members of our activities.

Action: R. Connell.

8. Badges (Committee Member, Treasurer) were distributed. The whereabouts of the 'President' and 'Secretary' badges currently unknown.

9. Flyers need to be available to management committee & course leaders. Discussion as to whether this is an effective method of recruiting, advertising & promoting. Previously Bill Collins printed these. (Printright, 19 Tristania Crescent, Taree West. 6551 6477 / 0410 111 609). The remaining copies of the previous print run are at Ormsby House.

10. R. Connell commented we still need more people on the committee to share workload.

3. REPORTS

1. President: D. Rankin.

- Liaised with H. McLaughlin and E. Parr, they are taking on new roles with enthusiasm.
- State President, Laurene Mulcahy rang to congratulate committee and is impressed with our group re-commencing courses this term.
- Spoke with previous Manning Valley U3A President and keys were collected.
- Considered Manning Valley Race Club for possible end of year function but sees difficulties.
- Term 4 classes have begun with Covid regulations in place and only a few hiccups.
- Possible Trivia afternoons with Julia Rankin to compensate a little for no Table Games/Mahjong etc.
- Joined the ZOOM session on MyU3A, many U3A groups from around Australia were represented.

2. Secretary: H. McLaughlin

- Thorough handover from C. Abbott. of Secretary materials and records on 14/10, which was appreciated – hard drives, usbs, folders, keys, etc.
- Authority to operate secretary's email transferred to H. McLaughlin
- Communicated with (to and/or from) all members of the Management Committee (new Management Committee list, NSW Network message, Agenda etc, all course leaders, various members about minor matters.

- NSW Network contact from Laurene Mulcahy, President.
- Received various emails and phone calls.

3. Treasurer: E. Parr

- Handover of the job from previous Treasurer Kerry Formann on 26/10.
- Church (venue) accounts at end of term. Council at beginning of term.
- Term Deposit, earning 1.2%.

MOTION: That U3A's Term deposit be rolled over for further 6 months

Proposed: E. Parr Seconded: H. McLaughlin

CARRIED

- Network contribution covers Public Liability, Copyright. Question of \$500 to AON
- Regional Bank does not require past committee members to sign out.
- Four signatories are needed; 2 to sign cheques. E. Parr, H. McLaughlin, H. Abbott and L. Henry agreed to be authorised for current committee.
- Progress being made towards using *MyU3A*. Four committee members were able to join a national zoom session with 95 people from U3A groups on 22/10. Around 40 groups are already using it or transitioning to *MyU3A* for administration (memberships, enrolment etc).
- Thanks to be recorded for all the work done by the previous Treasurer, K. Formann.

4 Copyright: H. Abbott

- Carmen Champion's update read out.
- Collecting societies can enter premises (with notice) to check compliance.
- Sheet music is an area of concern. The current license is OK for the playing of music & video/DVD to be shown for educational purposes at lessons, but not subscription services, for example, Foxtel/Netflix.
- Music groups, especially Silver Tones if it reforms will need support.
- A copy of Carmen Champion's update will be placed on the website under "Governance"

5 Webmaster: R. Connell

The re-vamped website has been visited regularly.

6 Welfare: R. Neufeld

- Cards sent out for a 60th wedding anniversary, 2 deaths and one sickness.
- Spoken to or left phone message @ relevant 22 households re new committee and the start of T4

Motion: That these reports be received.

Moved: D. Rankin

Seconded: H. Abbott

CARRIED

4. BUSINESS ARISING from reports

1. **MyU3A** Eileen has been able to look around the *MyU3A* website and has been in contact with Tral Cash who is overseeing its implementation. We can look at it in 'practice' format this week. Various levels of access to files are available, for example, Membership, Treasurer, Programs. We can line up a zoom session with Tral relevant to our needs.

An email with password can be sent to members – to 'check details' etc.

Access for Management Committee in the next week to look through the *MyU3A* set up.

Electronic banking: Discussion over whether our Constitution allows for online payments. It does not stipulate how deposits are made, though for payments out, cheques/cash are needed.

Motion: That the Constitution be amended at the next Annual General Meeting to allow payments by electronic means, and any other changes deemed necessary.

Moved: H. Laughlin Seconded: R. Connell. (6 in favour, 1 against)

CARRIED

2. Membership

Agreed to grant honorary Term 4 membership to join Music Makers class: Robin Juteram, Sandra Bassetti, Val Jerram.

Motion: That the following be given honorary membership for Term 4, 2020: Sandra Bassetti, Val Jerram and Robin Jutteram

Moved: H. McLaughlin

Seconded: D. Rankin

CARRIED

3. Programs/Newsletter (Term 1, 2021)

Members need to be informed of what is on offer and how they can register membership for 2021 and enrolments in early January. Planning an information update mail out in 1st week of December.

4. Publicity

- A promotional for *The Manning Community News*
- Newslink (NSW network) - a short article about recent activities of Manning Valley U3A.

Action: H. McLaughlin.

5. GENERAL BUSINESS

1. **End of year event:** After discussion identifying the need for cover, toilets, flat access, shade etc and COVID-19 limitations, it was decided not to go ahead with an event this December. This will be explained in the Newsletter.

2. **OBEs** due this year (10 people) will be contacted. Plan to hold a luncheon in Term 1 next year for the presentation of certificates.

Action: H. McLaughlin to ring them. R. Neufeld. to send a card.



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3. Enrolments for 2021: If *MyU3A* is up and running members initially will need assistance to register online. A self help guide can be emailed to members to support them in this process. For those who need assistance we can have plans in place – guide them through it or enter details for them. In any case we will need to look at COVID safe options rather than the enrolment system from previous years. Final decision regarding adoption of *MyU3A* to be made at next meeting.

4. Visit to Ormsby House

Proposed that several people meet to look at the room there next Tuesday, 9.30 a.m. 3rd November: R. Connell, E. Parr, H. McLaughlin and H. Abbott.

Next Meeting: Tuesday, 24th November 9.30am, Manning Uniting Church.

Meeting closed 12.12 p.m.