

COMMITTEE OF MANAGEMENT

Minutes of Meeting 1/11 (No 288) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday 23 February, 2011 from 10.00 to 12.00

M I N U T E S

PAPERS/ACTION

1 ATTENDANCE

- 1.1 Chair: Jill Thompson
- 1.2 Present: Diana Andrews, Necia Burford, Jack Foks, Shirley Mason, Tony Miles, Julie Nankervis, Jim Norton, David Watson
- 1.3 Secretary: Helena Ling
- 1.4 Apologies: Peter Salmon

2 CONFIRMATION OF MINUTES

RESOLVED that Minutes of meeting 11/10 (287) of 24 November, 2010, be approved as an accurate record.

Moved D. Andrews, seconded J. Foks, Carried.

Mins 287/11-10

3 BUSINESS ARISING FROM MINUTES

3.1 Governance Course

A report from Peter on the Cert. IV in Governance will be presented on his return.

Agenda 4/11

4 STANDING ITEMS

4.1 Correspondence

Inwards:

- a) 11/1 – City of Melbourne – Strengthening Community Organisations E-Newsletter (sent to members)
- b) 19/1 – City of Melbourne Grant Acquittal Form – IT Training – (to Sec. for action)
- c) 21/1 – City of Melbourne Grant Acquittal Form – Seniors Grant - (to Sec. for action)
- d) 31/1 – U3A Network – ACFE Funding Application, due 25 Feb (to Sec. for action)
- e) 2/2 - U3A Network – January Newsletter
- f) 10/2 – Australian Government – Nomination for an Order of Australia award – M. Shilton (refer agenda item 6.4 below)
- g) 15/2 - Ross House – Newsletter (sent to members)

Outwards:

- a) 14/12 – Letter to Arrowsmith & Petruccelli Insurance Brokers re Ross House insurance (J. Norton)
- b) 7/1 – Incident Report to VMIA (J. Norton)
- c) 4/2 - City of Melbourne Grant Acquittal Form – IT (H. Ling)
- d) 17/2 – Annual Report to (H. Ling)
 - a. Lord Mayor, Robert Doyle
 - b. Councillor Kanis, City of Melbourne
 - c. Linda Weatherson, Director Community Development, City of Melbourne
 - d. Denise O'Brien, CEO, Council of Adult Education
 - e. Barry McGuren, Library Services Coordinator, City of Melbourne
 - f. Terry Healy, Deputy Secretary, People and Advocacy Unit, Dept. of Planning and Community Development
 - g. Chris Reidy, Office of Senior Victorians
 - h. The Hon. David Davis, Minister for Ageing
 - i. Ms. Bronwyn Pike, MP
- e) 17/2 - City of Melbourne Grant Acquittal Form – Seniors Grant (H. Ling)

RESOLVED to receive the report of correspondence.

Moved J. Norton, seconded J. Nankervis, Carried.

4.2 Treasurer's / Public Officer's Report

Financial reports for November and December were presented as Papers 288-01/11 and 288-02/11 respectively. Financial reports for January were circulated as Paper

Paper 288/01-11
Paper 288/02-11

University of the Third Age Melbourne City Inc. (A0045765E)

288-03/11. For discussion and approval of the recommendations contained therein.

Paper 288/03-11

Jim highlighted the following points:

- a) Projected ACFE funds of \$7000 were included in the budget and we anticipate receiving this amount;
- b) A scoping paper on a national not-for-profit regulator was received for comment; it raises important issues for organisations such as ours and these need to be adequately addressed. He proposed that we make a general response agreeing with the issues identified and endorsing the principles, stressing the need for a consistent approach for not-for-profits.

RESOLVED that the Treasurer be authorised to make a submission as outlined.

Moved J. Foks, seconded J. Nankervis, Carried

J. Norton

There was discussion of the data presented on class costings and it was suggested that the average RH rate be included for comparison purposes.

RESOLVED that the financial reports be approved.

Moved T. Miles, seconded J. Foks, Carried

5 **PLANNING AND POLICY MATTERS**

5.1 Strategic Plan

RESOLVED that the draft strategic plan presented as paper 288/04-11 be approved, subject to the following amendments:

Paper 288/04-11

- a) inclusion of a target of 25% under Objective 8;
- b) inclusion of a footnote to the action plan regarding the format and function of working groups.

Moved J. Foks, seconded N. Burford, Carried.

5.2 Working Parties

It was proposed that the following working parties/project teams be established to implement the Strategic Plan and the following members nominated:

| Group | Convenor | Members |
|-----------------|---------------|----------------------------------|
| Promotions | | T. Miles, D. Andrews |
| Accommodation | | |
| Volunteers | F. Sciarretta | N. Burford |
| Needs Analysis | J. Thompson | J. Nankervis |
| Tutors | J. Nankervis | |
| Events | S. Mason | D. Andrews, N. Burford, T. Miles |
| Funding | H. Ling | |
| Risk Management | | |

With reference to Objective 5 Effective Administrative Resources, David Watson undertook to assist Helena with these actions.

Committee members were requested to propose/approach suitable members and forward names to Helena via email.

All

5.3 President's Report

A report from the President was **tabled** as Paper 288/05-11. Jill addressed the paper which covered the following points:

Paper 288/05-11

- Regional development
- Collaboration with City Baths
- DPCD Growth Funding Guidelines
- Collaboration with CAE

6 **GENERAL BUSINESS**

6.1 Student Feedback Report

A report of student feedback for full-year courses was presented by Julie as Paper 288/06-11. She said that it would be a valuable resource which would inform

Paper 288/06-11

University of the Third Age Melbourne City Inc. (A0045765E)

discussions with prospective tutors. Priority areas for attention focus on administration and include managing the expectations of long-term members of guaranteed enrolment in classes, course descriptions, communication with tutors.

Julie reported that a number of factors may have contributed to the extremely positive feedback: the timing of the survey late in the year when anyone dissatisfied with the course has already withdrawn, the fact that tutors are volunteers may have modified members' responses, and that tutors would be reading the feedback.

Julie was congratulated on a thorough, informative report.

RESOLVED that the following recommendations be approved:

- a) The Committee of Management make available this full report to all tutors, members and interested others via the U3A Melbourne City office and website.
- b) The Executive Summary of this report be distributed to all tutors, the organisation's website and Newsletter, and other sources as appropriate (e.g. the U3A Network).
- c) Tutors Meetings and Tutor Workshops discuss the findings of the survey- seeking tutors comments on specific suggestions and usefulness of the feedback received, and reinforcing identified best practice approaches.
- d) Course Coordination and Course Administration teams consider and address relevant matters raised in respect to the development and organisation of U3A Melbourne City program.
- e) The Committee of Management and the Promotions Working Party use the report findings and student comments to enhance their work in seeking funding and support, and promoting the organisation in the wider community.
- f) The Committee of Management explores ways in which the views of students who withdraw from (or irregularly attend) courses can be captured in 2011.
- g) A further snapshot survey of yearlong courses, as reported here, should be conducted again in three years time.

Moved D. Andrews, seconded H. Ling, carried.

Julie reported that she had sent the report to the U3A Network and to Rick Swindell of U3A Online, and that it has been posted on the website.

6.2 DVD Promotional Project

A status report on this project was presented as Paper 288/07-11. For information.

Paper 288/07-11

6.3 Database Development – Monash Student IT Project

A status report on this project was presented as Paper 288/08-11. For information.

Paper 288/08-11

6.4 Nomination for Order of Australia

Following discussion, it was agreed to provide a letter of support of the nomination of a member for an award of the Order of Australia.

J. Thompson

6.5 DPCD Program Growth Funding 2011

It was reported that applications were now open for projects in the following priority areas:

- Developing/introducing new innovative programs
- Improving access to lifelong learning for older people
 - establishing programs for new groups (NESB, disability, socially isolated); in new settings (institutionalised care, planned activity groups, retirement villages, adult day care centres)
 - promotion (brochures/promotional material, advertisements, displays in festivals (eg Carnival of Learning)

The following ideas were proposed:

University of the Third Age Melbourne City Inc. (A0045765E)

1. approaches from three different ethnic organisations could be followed up with a view to developing a partnership for the joint delivery of programs;
2. Seniors Week materials
3. Phase 2 of the DVD project

7 **REPORTS**

- 7.1 **Membership** – a report on membership statistics was presented by Helena as Paper 288/09-10. It was suggested that a report on the demographics of members who have not renewed their membership would be useful. Paper 288/09-11
H. Ling
- 7.2 **Office Coordination and Volunteers** – a report was presented by Helena and Fran as Paper 288/10-11. An invitation was extended to Committee members to attend the office volunteers' meeting on 3rd March. Fran and Julie undertook to draw up a form for the follow-up of non-attenders. Paper 288/10-11
All
FS/JN
- 7.3 **Course & Tutor Coordination** – a report was presented by Julie as Paper 288/11-11. For information. Paper 288/11-11
- 7.4 **Ross House** – Necia reported that staff turnover means that new staff are being trained on the booking system and new relationships have to be developed; Ross House has also introduced an on-line form for bookings and cancellations.
- 7.5 **Events** – a report on the forums was presented by Helena as Paper 288/12-11. Tony reported the 50+ News may do a feature on them in their next edition. Shirley reported that
- the newsletter request regarding social activities had elicited no response
 - bookings for the Chinese Heritage Tour and the optional lunch were excellent
- She outlined proposed activities and sought feedback from the Committee. Paper 288/12/-11
- 7.6 **Newsletter** – no report.
- 7.7 **U3A Network Liaison** – Peter Salmon

8 **OTHER BUSINESS**

9 **NEXT MEETING**

Meeting 2/11 (No 289) will be held on Wednesday, **30 March**, 2011 from 10-12 noon. Agenda 2/11

10 **CLOSURE**

The meeting closed at 12.10 pm

Confirmed as an accurate record:

[signed]

30 March, 2011

Jill Thompson (President)

Date