

COMMITTEE OF MANAGEMENT

Minutes of Meeting 2/11 (No 289) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday 30 March, 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, George Boag, Necia Burford, Jack Foks, Shirley Mason, Tony Miles, Julie Nankervis, Jim Norton, Fran Sciarretta
- 1.3 Secretary: Helena Ling
- 1.4 Observer: Dale Bromley
- 1.5 Apologies: None

1A MEMBERSHIP

As a result of Peter Salmon's resignation (refer 4.1(e) below), there are now two vacancies on the Committee. Jill advised that she has a number of possibilities for co-option which she will pursue and report back.

J. Thompson

2 CONFIRMATION OF MINUTES

RESOLVED that Minutes of meeting 1/11 (288) of 23 February, 2011, be confirmed as an accurate record.

Mins 288/1-11

Moved S. Mason, seconded T. Miles, carried

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.

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3.2 U3A Network Conference: 9-11 May, 2011

Helena and Fran agreed to attend the Network conference.

H. Ling
F. Sciarretta

3.3 DPCD Program Growth Funding 2011

The program growth funding guidelines and application were presented as Paper 289/14-11 and it was noted that a maximum of \$1500 was available. Following discussion it was agreed to submit two proposals as follows:

Paper 289/14-11

- 1) Category: *Encouraging a diverse membership* for approximately \$1000 to involve a series of lunches with different ethnic groups to explore options for working together
- 2) Category: *Support for new programs* for approximately \$500 for promotional material

J. Thompson/
H. Ling

4 STANDING ITEMS

4.1 Correspondence

Inwards:

- a) 21/2 – Letter from Lord Mayor, acknowledging receipt of Annual Report
- b) 28/2 – U3A Network – Network Executive Positions – Nomination Form (circulated)
- c) xxxx – U3A Network – Accommodation Needs Survey (to Sec. for action)
- d) 08/3 – U3A Network – DPCD Program Growth Funds Applications (**due 8 April**)
- e) 14/3 – Letter of resignation: Dr. P. Salmon
- f) 21/3 – U3A Network – Policy & Planning Committee Report
- g) 21/3 – City of Melbourne – email re Melbourne Awards

Outwards:

- a) 25/2 – Government of Australia re Nomination for Award-Shilton
- b) 04/3 – U3A Network – Student Feedback Report (via email-JN)
- c) 04/3 – U3A Online – Student Feedback Report (via email-JN)
- d) 17/3 – U3A Network – Accommodation Needs Survey (HL)

RESOLVED to receive the report of correspondence.

Moved J. Foks, seconded J. Nankervis, carried.

4.2 Treasurer's / Public Officer's Report

Financial reports for February were presented as Papers 289-15/11. Jim reported that a detailed analysis will be presented at the next meeting as March was the mid-point of our financial year.

Paper 289/15-11

RESOLVED that

- a) Fran Sciarretta and Shirley Mason be approved as signatories for the ANZ bank account
- b) John Besley be removed from the approved signatory list for the ANZ bank account
- c) Any two approved signatories be authorized to sign cheques and to operate our account

Moved J. Nankervis, seconded J. Foks, carried

Jim advised that additional course costings had been supplied, together with average costs for each venue. Because of the low number of classes at the Docklands Hub, the highest cost has been used rather than the average; he noted that because of the lower number of students, short courses tend to have a higher cost per student per class hour.

Grants: A paper outlining the criteria for the City of Melbourne 2012 grants was tabled as Paper 289/21-11 and Helena foreshadowed a discussion of proposals at the next meeting.

Paper 289/21-11
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5 PLANNING AND POLICY MATTERS

5.1 Working Parties

A progress report on membership of working parties/project groups was presented as Paper 289/16-11.

Paper 289/16-11

Helena reported that she and Fran, following interviews of prospective volunteers, had made some appointments to working parties, and a meeting of a sub-group of the Promotions Working Party had been held and the first meeting of the Volunteering Working Party was scheduled for 31st March.

During discussion of promotional activities, it was suggested that U3A could be represented at neighbourhood festivals within the different localities of the City of Melbourne and Helena undertook to have this followed up by a volunteer who would research localities, dates, contact persons and costs.

H. Ling

Jack Foks was added to the Tutors Working Party and no other nominations were made.

It was agreed to review membership and progress in June.

RESOLVED to move a motion of thanks to Helena for her work.

Moved N. Burford, seconded T. Miles, carried

6 PROJECTS

6.1 Archives and History Project

Notes of a meeting held on 16th March were presented as Paper 289/17-11. Helena reported that with the exception of two editions not held by the State Library, our archive of newsletters is now complete and scanning is underway. Following a request in the newsletter, one member has volunteered to assist with scanning and another has donated a scanner to the office.

Paper 289/17-11

6.2 Database Development – Monash Student IT Project

A status report on this project was presented as Paper 289/18-11. For information.

Paper 289/18-11

7 GENERAL BUSINESS

There was no general business.

8 REPORTS

8.1 **Membership** – Helena Ling – no report

8.2 **Office Coordination and Volunteers** – a report was presented as Paper 289/19-11. For information.

Paper 289/19-11

8.3 **Course & Tutor Coordination** – a report was presented as Paper 289/20-11 and the following points made:

Paper 289/20-11

- Nine Course proposals and six new tutors for the next newsletter
- Eva Meredith to commence induction of tutors
- A workshop on the use of equipment resources will be conducted by Jack Foks
- Jack Foks will trial an online version of his Democracy course using a blog format
- Given the lack of interest by tutors in joining the Tutors Working Party it was agreed that non-tutor members could be appointed
- A summary of the strategic plan action plan will be produced by Jack.
- Tensions between continuing and new members in classes needs further discussion towards a clear policy and practice

Jack Foks

8.4 **Ross House** – Necia reported that an on-line booking form for Ross House rooms is now available.

8.5 **Events** – Shirley gave a verbal report which included the following points:

- She had a team of helpers which has commenced meeting monthly
- The survey distributed in class via tutors had elicited 117 responses which have given her some guidance as to the direction of the social program
- She aims to make a small surplus on each activity
- 16 members had indicated interest in an affordable lunch club
- Planned activities were outlined

Shirley was congratulated on a great start as Events Coordinator.

8.6 **Newsletter** – to note that the deadline for next newsletter is **11th May**.

8.7 **U3A Network Liaison** – Jill will attend the next Network Committee meeting on 15th June.

J. Thompson

9 OTHER BUSINESS

9.1 Eldership Forum

Helena reported on a forum on eldership which she attended on 26th April and which was useful from a networking perspective. Attendees included representatives from National Seniors, Pathways, Victorian Men's Gatherings, Poetry Australia at the Wheeler Centre, Older Men's Network, and a number of local councils.

10 NEXT MEETING

Meeting 3/11 (No 290) will be held on Wednesday, **27 April**, 2011 from 10-12 noon, Diana Andrews to chair.

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11 CLOSURE

The meeting closed at 12 noon.

Confirmed as an accurate record:

[Signed]

27 April, 2011

Diana Andrews, Chair

Date