

**COMMITTEE OF MANAGEMENT**

**Minutes of Meeting 3/11 (No 290) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday 27 April, 2011 from 10.00 to 12.00**

**M I N U T E S**

PAPERS/ACTION

**1 ATTENDANCE**

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

**1a MEMBERSHIP**

**RESOLVED** to approve the co-option of Keith Bettles to the Committee until the November AGM.

*Moved H. Ling, seconded F. Sciarretta, Carried.*

**2 CONFIRMATION OF MINUTES**

**RESOLVED** to approve the Minutes of meeting 2/11 (289) of 30 March, 2011, as an accurate record.

*Moved T. Miles, seconded S. Mason, Carried.*

Mins 289/2-11

**3 BUSINESS ARISING FROM MINUTES**

3.1 Governance Course

A report from Peter on the Cert. IV in Governance will be presented in due course.

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3.2 DPCD Program Growth Funding Application

It was noted that one application only for the full amount of \$1500 was submitted under the category of *Encouraging a Diverse Membership* for a series of lunches with representatives of ethnic groups.

3.3 Working Parties

It was noted that Anne Riddell has agreed to research community festivals for possible representation of U3A Melbourne City.

**4 STANDING ITEMS**

4.1 Correspondence

Inwards:

- a) 6/4 – U3A Network – Memo to Secretaries – capitation fee increase, ACFE grant reduction, accommodation workshop, Network conference, Database information update (to Sec. for action)
- b) 19/4 – U3A Network Newsletter

Outwards:

- a) 7/4 – U3A Network – DPCD Program Growth Funds Application

**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 March were presented as Paper 290-22/11. In relation to the year-end forecast Jim made the following points:

- a surplus of approximately \$4,500 is forecast
- income has been divided into three groups: unrestricted, partially restricted and restricted
- the income forecast reflects unbudgeted items – SAGE fee, patrons program, and a bequest of \$1,000 – without these our surplus would be negligible

Paper 290/22-11

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

- Expenses – rents are lower than forecast; and we are therefore in a better position than expected

Jim advised that the forecast provides the basis for a recommendation on fee increases for the following year. He therefore recommended that at this stage there be no fee increase for 2012 but that we review the situation again in June.

There was discussion on course fees and the administrative difficulties involved, and the possibility of increasing the annual membership annually by the CPI or another appropriate index.

**RESOLVED** that the report be accepted and that, at this stage, there be no fee increase for 2012.

*Moved J. Norton, seconded J. Nankervis, carried.*

### 5 **PLANNING AND POLICY MATTERS**

#### 5.1 Promotions Working Party

A report from a sub-group working on increasing the membership from the City of Melbourne was presented as Paper 290/23-11. Helena reported that the group is in the process of contacting a list of 75 community organisations which will then be followed up with a letter and a brochure and posters. The draft poster was discussed and Tony undertook to make some revisions on the basis of suggestions made. Helena and Fran reported that the focus group with members living in the City of Melbourne was illuminating as it demonstrated that members had little knowledge about U3A – what we stood for, how we operated and what our challenges are.

Paper 290/23-11

T. Miles

Tony expressed concern that we do not have a convenor for the Promotions Working Party. There was discussion about its role and the skills required, given that its main purpose is to progress our relationship with the City of Melbourne. It was agreed that Tony, Diana and Helena meet to discuss this further.

T. Miles  
D. Andrews  
H. Ling

#### 5.2 Volunteering Working Party

A report from the Volunteering Working Party and Terms of Reference were presented as Paper 290/24-11.

Paper 290/24-11

With regard to the Terms of Reference, there was discussion of the interface between tutors and other volunteers. Helena reported that the terms of reference had been drafted in such a way as to avoid duplication, and therefore confusion, with those of the Tutors' Working Party.

Item (b) was amended to include implementation, to read as follows:

*"(b) review, recommend and implement the promotion of U3As volunteering ethos"*

**RESOLVED** that the terms of reference, as amended, of the Volunteering Working Party be approved.

*Moved J. Nankervis, seconded T. Miles, carried.*

### 6 **PROJECTS**

#### 6.1 Archives and History Project

It was noted that minutes of the meeting of 20<sup>th</sup> April were not yet available. A ministerial statement regarding the outcome of the Public Records Office grants allocation is expected during May.

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### 7 **GENERAL BUSINESS**

#### 7.1 City of Melbourne Grants 2012

At the last meeting, the criteria for these grants was presented as Paper 289/21-11, and discussion of ideas for grant submissions deferred to this meeting. The following suggestions were made:

Paper 289/21-11

- a) Series of lunches in new neighbourhoods (J.Nankervis)
- b) Equipment – Jack to draft a proposal.

J. Foks

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### 7.2 President's Report

The President's report was presented as Paper 290/26-11 for information.

Paper 290/26-11

### 7.3 Accommodation

Helena reported that we have a lead on possible free accommodation in Careers Australia, a private training college located at 196 Flinders Street which will be followed up on Jill's return from overseas. They are interested in exploring a mutually -beneficial relationship.

## 8 REPORTS

8.1 **Membership** – a report of membership was presented as Paper 290/27-11. For information.

Paper 290/27-11

8.2 **Office Coordination and Volunteers** –Fran reported that an office regular, Anne Foxton, has withdrawn for the remainder of the year due to ill health.

8.3 **Course & Tutor Coordination** –a report was presented as Paper 290/28-11 and Julie provided the following additional information:

Paper 290/28-11

- Piano course – expressions of interest were solicited in the last newsletter and about 18 people responded; however there was insufficient interest in a piano course and instead a Recorder course will be advertised.
- Online course – U3A Online is interested in the blog as an alternative delivery mode
- Fitness course and risk management – Julie tabled draft letters relating to *Acknowledgement of Risk* and it was agreed after discussion that a doctor's letter not be required and that the statement for signature be amended by Jim to indicate that it is the participant's responsibility to seek medical advice if they wish.

J. Norton

8.4 **Ross House** – Helena advised that (a) a new volunteer, Keith Bettles, would be taking over room bookings from early May; (b) the Ross House ownership celebrations, for which an invitation has been received, will be held on 17<sup>th</sup> May.

8.5 **Events** – Shirley gave a verbal report on the following:

- Tony has designed a poster for the lift on social events, which Helena also been posted on the website
- She will be discussing the winter lunch with the William Angliss events team
- There is a possible breakthrough with the fashion show re the supply of clothes
- 30 people have expressed interest in the affordable lunches and a meeting will be conducted

Shirley also sought advice on

- the use of a symbol to indicated disability friendly social events which was approved
- our reimbursement policy – Jim advised that the general principle is that if it incurs a loss for U3A then no reimbursements are made.

8.6 **Newsletter** – to note that Jocelyn Preece has given advance notice of her resignation from this position following the July/August edition. The deadline for the next newsletter is **11<sup>th</sup> May**.

8.7 **U3A Network Liaison** – no report due until June.

## 9 OTHER BUSINESS

### 9.1 City of Melbourne Forum

George advised that he had run a session on on-line food ordering at the City of Melbourne's interactive information session for seniors on *Food Glorious Food* on 19<sup>th</sup> April at the Multicultural Hub. Peter Salmon attended with brochures.

## 10 NEXT MEETING

Meeting 4/11 (No 291) will be held on Wednesday, **25 May**, 2011 from 10-12 noon.

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## 11 CLOSURE

The meeting closed at 12 noon.

Confirmed as an accurate record:

[Signed]

25 May, 2011

\_\_\_\_\_  
Diana Andrews, Chair

\_\_\_\_\_  
Date