

COMMITTEE OF MANAGEMENT

Minutes of Meeting 4/11 (No 291) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday 25 May, 2011 from 10.00 to 12.00

M I N U T E S

	PAPERS/ACTION
<p>1 ATTENDANCE</p> <p>1.1 <u>Chair</u>: Diana Andrews</p> <p>1.2 <u>Present</u>: Keith Bettles, George Boag, Necia Burford, Jack Foks, Shirley Mason, Tony Miles, Fran Sciarretta, David Watson.</p> <p>1.3 <u>Secretary</u>: Helena Ling</p> <p>1.4 <u>Apologies</u>: Julie Nankervis, Jim Norton</p>	
<p>1a WELCOME</p> <p>The Chair welcomed Keith Bettles to the meeting.</p>	
<p>2 CONFIRMATION OF MINUTES</p> <p>RESOLVED to approve minutes of meeting 3/11 (290) of 27 April, 2011, as an accurate record.</p> <p style="text-align: right;"><i>Moved J. Foks, seconded T. Miles, carried.</i></p>	Mins 290/3-11
<p>3 BUSINESS ARISING FROM MINUTES</p> <p>3.1 <u>Governance Course</u></p> <p>A report from Peter on the Cert. IV in Governance will be presented in due course.</p>	Agenda
<p>4 STANDING ITEMS</p> <p>4.1 <u>Correspondence</u></p> <p><u>Inwards</u>:</p> <p>a) 04/5 - U3A Network – Carnival of Learning, Oct. 2011 (refer item 7.5 below)</p> <p>b) 11/5 – City of Melbourne – Seniors Grants 2012 and Sponsored use of Kensington and J. McKendry Neighbourhood Seniors’ Centre (closes 25th June) – refer item 7.6 below</p> <p>c) 12/5 - Email – FAHSCIA 2011 Volunteer Grants (closes 8th June)</p> <p>d) 14/5 – Letter – Sage Travel (refer item 7.3 below)</p> <p><u>Outwards</u>:</p> <p>a) May – Cards to office volunteers M. Graham, H. Stielow, A. Foxton</p> <p>RESOLVED to receive the report of correspondence.</p> <p style="text-align: right;"><i>Moved D. Watson, seconded F. Sciarretta, carried.</i></p>	
<p>4.2 <u>Treasurer’s / Public Officer’s Report</u></p> <p>Financial reports for April were presented as Papers 291-29/11. For information.</p>	Paper 291/29-11
<p>5 PLANNING AND POLICY MATTERS</p> <p>5.1 <u>Volunteering Working Party</u></p> <p>A report from the Volunteering Working Party is presented as Paper 291/30-11. For information.</p>	Paper 291/30-11
<p>6 PROJECTS</p> <p>6.1 <u>Archives and History Project</u></p> <p>Notes of a meeting held on 20th April are presented as Paper 291/25-11. A ministerial statement regarding the outcome of the Public Records Office grants allocation is expected by the end of May. For information.</p>	Paper 291/25-11

7 GENERAL BUSINESS

7.1 U3A Network Conference Report

A report of the conference attended by Helena and Fran was presented as Paper 291/31-11. For information.

Paper 291/31-11

There was discussion of the role of the Network and the constraints under which they operate (ie lack of volunteers) and suggestion that Brett Lee may be a good speaker for a Forum and Necia agreed to add him to the list of possible speakers.

N. Burford

7.2 Accommodation Workshop

A report of the accommodation workshop held by Network on 9th May was presented as Paper 291/32-11. Helena reported that she found this a useful workshop and had been impressed by the persistence of those U3As who had been successful in getting Council support. For information.

Paper 291/32-11

7.3 Travel 2012

RESOLVED to approve in principle a proposal from John Viall for U3A-Sage Travel tours in 2012, presented as Paper 291/33-11.

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

Paper 291/33-11

7.4 Carnival of Learning and Seniors Week 2011

There was discussion on participation in the U3A Carnival of Learning on Sunday, 2nd October (application form due on 10th June) and/or in Seniors Week. Helena reported that its success as a recruitment strategy was limited, given that in 2010 only 16 out of 259 new members had found out about us during Seniors Week and so far this year, 5 out of 194 new members.

Following discussion of the political and strategic advantages of public exposure especially as it is funded by the State Government, it was agreed to participate.

Helena undertook to approach Anne Irwin to ascertain her willingness to coordinate once again the Carnival of Learning.

H. Ling

Helena also reported that entries for Seniors Week were now open for a period of two months and can be lodged via the OSV website. This was referred to the Promotions Working Party for action. Keith suggested a possible speaker, should we continue with the lecture program – Charles Brass of the Futures Foundation.

D.Andrews/T.Miles

7.5 Sponsored use of Kensington and J. McKendry Neighbourhood Seniors' Centre

Helena advised that the City of Melbourne is making these venues available to community organisations and that, given our requests to Council for accommodation assistance, we should consider these venues. Fran advised that the Jean McKendry Centre is inconveniently located for public transport.

It was agreed to defer further consideration of this issue until after the meeting with the Careers Australian Training College.

8 REPORTS

8.1 Statistics – a longitudinal report of membership and course statistics was presented as Paper 291/34-11. For information.

Paper 291/34-11
Paper 291/35-11

8.2 Office Coordination and Volunteers – a report was presented as 291/35-11. For information. There was discussion of the recognition of long-serving volunteers who retire from duty and it was agreed that, as well as the letter from the President, they be invited to, and receive a gift at the *Celebration of Volunteers* event in December.

8.3 Course & Tutor Coordination – Jack reported that the online course had been advertised to all members via the listserver and that the working on learning resources had been cancelled due to lack of response and will be raised again at the next tutors' meeting.

8.4 Ross House – Keith Bettles

8.5 Events – a report was presented as Paper 291/36-11. Shirley spoke to her report, highlighting the difficulties she was experiencing with aligning event dates and booking deadlines with the newsletter schedule. This led to a discussion about

Paper 291/36-11

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alternative ways of organising the social program, including the creation of self-organising groups such as the lunch group for theatre, concerts, walking groups, etc. It was reiterated that the social program is part of our mission statement and that U3A Melbourne City is committed to it and we need to find ways of making it work effectively.

8.6 **Newsletter** –To note that Anne Riddell has taken on the editorship of the newsletter. The deadline for next newsletter is **13th July**.

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

9 **OTHER BUSINESS**

9.1 **Microphones in Classes**

George referred to an earlier request for the investigation of the purchase of microphones for use in large rooms in the Multicultural Hub and Keith advised that that these were in excess of \$1,000. It was suggested instead the we investigate the cost of hiring microphones from the Hub, given that it was only for one class.

10 **NEXT MEETING**

Meeting 5/11 (No 292) will be held on Wednesday, **29 June**, 2011 from 10-12 noon.

Agenda 5/11

11 **CLOSURE**

The meeting closed at 12.05

Confirmed as an accurate record:

[Signed]

29 June, 2011

Jill Thompson, Chair

Date