

COMMITTEE OF MANAGEMENT

Minutes of Meeting 5/11 (No 292) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 29 June, 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, Keith Bettles, George Boag, Jack Foks, Shirley Mason, Tony Miles, Jim Norton, Fran Sciarretta
- 1.3 Secretary: Helena Ling
- 1.4 Apologies: Necia Burford, Julie Nankervis, David Watson

2 CONFIRMATION OF MINUTES

RESOLVED that Minutes of meeting 4/11 (291) of 25 May, 2011, be confirmed as an accurate record.

Moved J. Foks, seconded S. Mason, Carried.

Mins 291/4-11

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.

Agenda

3.2 Carnival of Learning and Seniors Week

(refer item 7.4 Mins 4/11)

It was noted that Anne Irwin has agreed to coordinate this event for 2011 and Jill undertook to meet with her to discuss the event. Helena reported that a call for volunteers will be included in the next newsletter.

J. Thompson

It was also noted that following incorrect advice from the Office of Senior Victorians regarding the program deadline, it was decided not to participate in Seniors Week.

3.3 Microphones for use in Classes

(refer item 9.1, Mins 4/11)

It was noted that this problem has been solved by moving the class concerned to a smaller room.

4 STANDING ITEMS

4.1 Correspondence

Inwards:

- a) 09/6 - U3A Network - re Regional Meeting 22 June (refer item 5.3 below)
- b) 23/6 - Anonymous - Letter of Complaint

Outwards:

- a) 01/6 - Letter - Sage Travel
- b) 01/6 - Letter of thanks, Valmai Cleary
- c) 02/6 - Letter and promotional material to 37 community organisations in City of Melbourne
- d) 08/6 - Letter to P. Shinnick, General Manager, Careers Australia Education re accommodation (refer item 7.1 below)
- e) 09/6 - U3A Network - Carnival of Learning Registration Form
- f) 24/6 - 2012 Seniors Grant Application - City of Melbourne
- g) 24/6 - 2012 Community Services Grant Application - City of Melbourne
- h) 28/6 - Letter to Myer re sponsorship of fashion show for 2012
- i) ? - Card to M. Warlond

Following discussion of the letter of complaint, it was agreed that all tutors be informed that we do not support the collection of money from members for anything other than class materials and that this information also be included in the Tutors' Handbook.

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

This led to an unrelated discussion about other types of activities that were not condoned within classes, such as religious proselytising, providing advice on individual health issues, financial advice, etc. and Jill undertook to draft a statement in conjunction with Julie Nankervis for the Handbook.

J. Thompson/
J. Nankervis

RESOLVED that the report of correspondence be received.

Moved J. Norton, seconded F. Sciarretta, Carried

4.2 Treasurer's / Public Officer's Report

Financial reports for May were presented as Paper 292-37/11 and the following points were noted:

Paper 292/37-11

- a) the projected surplus of \$5,000 assumes that cheques are cleared by end September; if this is not the case there can be a significant variation; this surplus is largely due to the Patrons Program and the payment from Sage Travel;
- b) regular monthly withdrawals can now be made from Australian Unity and these will amount to \$2,000 per month;
- c) Jim has examined the provisions for a fee-free credit card under the ANZ Community Select Package and recommends against this option. He will present a paper at the next meeting on the payment and reimbursement of expenses.

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5 PLANNING AND POLICY MATTERS

5.1 Strategic Plan – Review of Action Plan

The Action Plan against which progress to date has been recorded was presented as Paper 292/38-11.

Paper 292/38-11

- a) Needs Analysis – following discussion, Jill undertook to initiate action on this, the initial steps being to identify the key things we want to know about; Jack offer to attend a brainstorming session.
- b) Course Program Development – re the online blog, Jack reported that 28 people had participated and the course was in its final week. Recommendations for the future will be made following feedback and review.
- c) Succession Planning – it was suggested that all office bearers should try and find a deputy for themselves.

J. Thompson

J. Foks

5.2 Refund Policy

RESOLVED that the draft refund policy presented as Paper 292/39-11 be approved subject to the following addition:

Paper 292/39-11

- a) "Refunds over \$10 will be made by cheque, to be collected by members from the office."

Moved J. Foks, seconded K. Bettles, Carried

Jim undertook to prepare an analysis of refunds for the next meeting.

J. Norton

5.3 U3A Regional Development

A report of a meeting held on 22 June of nine U3As in the central and southern metropolitan areas which was attended by Jill and Helena was contained within Paper 292/40-11. The meeting sought to establish interest in membership of a regional network, and the geographical scope of that network. Two regions were proposed, south-east and central metropolitan which would comprise a loose association of U3A Melbourne City, Yarra City and Port Phillip. Areas for exploration could include Associate Membership; promotion of events, co-ordination of overseas travel and tutor training and support.

Paper 292/40-11

RESOLVED that we maintain contact with Yarra City U3A for the remainder of the year and review the situation at the end of the year, and that we keep Port Phillip U3A in the information loop over that time.

Moved S. Mason, seconded K. Bettles, Carried.

6 PROJECTS

6.1 Archives and History Project

Notes of a meeting held on 15 June were presented as Paper 292/41-11.

Paper 292/41-11

As preparation for conducting interviews with members and former members, the group has engaged a historian to conduct an oral history training workshop at a cost of \$400. It is proposed to issue an invitation to members to assist with this task and to attend the workshop. Following discussion, it was

RESOLVED that the workshop fee be paid by U3A.

Moved H. Ling, seconded J. Norton, Carried.

A ministerial statement regarding the outcome of the Public Records Office grants allocation is expected shortly. For information.

7 **GENERAL BUSINESS**

7.1 Accommodation

A report of a meeting with the General Manager of Careers Australia Education regarding the use of rooms at 196 Flinders Street was contained within Paper 292/40-11. It is planned to request rooms for short courses commencing in August and discuss with the Course Coordinator the possibility of shifting some full-year courses subject to tutor agreement and room availability.

Paper 292/40-11

RESOLVED that we accept the offer of accommodation and continue discussions.

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

8 **REPORTS**

8.1 **Statistics** – Helena Ling – no report.

8.2 **Office Coordination and Volunteers** – a report was presented as 292/42-11 and Helena advised that there had been a number of offers of help re the website and that a review was currently being undertaken by John Hill after which a meeting would be held of all potential volunteers. Keith requested that he be invited to that meeting. Helena also reported that Ross House had circulated an online survey seeking to assess the demand for an IT professional who would be available on an hourly rate.

Paper 292/42-11

K. Bettles

8.3 **Course & Tutor Coordination** – Helena reported that there would be seven courses offered in the next newsletter, with three new tutors. Courses include computers for beginners, creative writing, two courses on ageing, medicines, and two repeat courses: Early Religion and Health and Wellbeing for Seniors.

8.4 **Ross House** – Keith Bettles

8.5 **Events** – a report from the Shirley was presented as Paper 292/43-11, and the following points were made:

Paper 292/43-11

- bus trips should be cancelled if we have to sustain a loss of \$80 or more
- the Music Ensemble (or a sub-set) could be invited to play at the commencement of the Winter Lunch but they would need to pay for the lunch
- re the Fashion Show, the Alzheimer's Association and Vision Australia were in the same vicinity as the venue and could be approached for chairs
- we should seek sponsorship of the wine and raffle prizes for the Fashion Show and Helena volunteered to draft a letter
- Shirley undertook to provide a budget for the event

S. Mason

In discussion of other possible social events, Keith undertook to make some enquiries about a trivia master.

K. Bettles

A Forums report from Necia was presented as Paper 292/44-11.

Paper 292/44-11

8.6 **Newsletter** – It was noted the deadline for the next newsletter is **13th July**.

8.7 **U3A Network Liaison** – Jill Thompson - a report from the meeting of 15th June which discussed the criteria for distinguished service awards was contained within Paper 292/40-11.

9 **OTHER BUSINESS**

9.1 Annual General Meeting

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

Following discussion of alternative dates for the AGM, it was agreed that it remain as scheduled on the 17th November and that the President's responsibilities at that meeting be fulfilled by another member of the Committee.

10 NEXT MEETING

Meeting 6/11 (No 293) will be held on Wednesday, **27 July**, 2011 from 10-12 noon.

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11 CLOSURE

The meeting closed at 12.30.

Confirmed as an accurate record:

[Signed]

27 July, 2011

Jill Thompson, Chair

Date