

**COMMITTEE OF MANAGEMENT**

**Minutes of Meeting 6/11 (No 293) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 27 July, 2011 from 10.00 to 12.00**

**M I N U T E S**

	PAPERS/ACTION
<p><b>1 ATTENDANCE</b></p> <p>1.1 <u>Chair</u>: Jill Thompson</p> <p>1.2 <u>Present</u>: Diana Andrews, Keith Bettles, George Boag, Necia Burford, Jack Foks, Shirley Mason, Tony Miles, Julie Nankervis, Jim Norton, Fran Sciarretta,</p> <p>1.3 <u>Secretary</u>: Helena Ling</p> <p>1.4 <u>Apologies</u>: None</p>	
<p><b>2 CONFIRMATION OF MINUTES</b></p> <p><b>RESOLVED</b> that Minutes of meeting 5/11 (292) of 29 June, 2011, be approved as an accurate record.</p> <p style="text-align: right;"><i>Moved T. Miles, seconded D. Andrews, Carried.</i></p>	Mins 292/5-11
<p><b>3 BUSINESS ARISING FROM MINUTES</b></p> <p>3.1 <u>Governance Course</u> A report from Peter on the Cert. IV in Governance will be presented in due course.</p> <p>3.2 <u>Accommodation</u> It was noted that the accommodation at Careers Australia Education is no longer available due to a change in management.</p>	Agenda
<p><b>4 STANDING ITEMS</b></p> <p>4.1 <u>Correspondence</u></p> <p><u>Inwards</u>:</p> <p>a) 27/05 – Letter – Public Records Office – unsuccessful grant application</p> <p>b) 24/06 – Letter – VMIA – insurance certificates of currency for 2011-12</p> <p>c) 08/07 – Letter – City of Melbourne – grant application acknowledgement</p> <p>d) 12/07 – U3A Network – Newsletter No. 41, July 2011</p> <p>e) 30/06 – U3A Network – DPCD grant application – increased from \$1500 to \$1700</p> <p><u>Outwards</u>:</p> <p>a) 29/06 – Letter – Australian Unity – re name change</p> <p><b>RESOLVED</b> that the report of correspondence be received.</p> <p style="text-align: right;"><i>Moved H. Ling, seconded J. Foks, Carried.</i></p> <p>4.2 <u>Treasurer’s / Public Officer’s Report</u> Financial reports for June, together with updated costings for yearlong courses and a paper on expense payment and reimbursement, were presented as Papers 293-45/11. Jim highlighted the following points</p> <ul style="list-style-type: none"> <li>• The costings per course reflect actual attendance in the last week in June</li> <li>• An analysis of fee reimbursements indicated that the majority of fee reimbursements have related to social activities</li> <li>• With regard to expense reimbursements for committee members and volunteers, he did not recommend a U3A credit card</li> </ul> <p>Discussion of expense reimbursements covered the following :</p> <ul style="list-style-type: none"> <li>• Reimbursement needs to be workable for volunteers</li> <li>• The possibility of a cash advance system with controls</li> <li>• Use of debit cards which represent another form of cash advance</li> </ul> <p>Helena reported that her initial concern had been whether we should require, as a principle, volunteers to spend their own money then wait for reimbursement up to 3 weeks, depending on circumstances. If this is not an acceptable operating principle,</p>	Paper 293/45-11

then what are the alternatives? For example, she had to use her credit card to pay for advertising of the Forums in the Melbourne Leader at a cost of \$500 which had to be paid immediately to secure the advertising space; an invoice won't be issued until the end of August making it a minimum of 5 weeks before reimbursement.

A number of ideas were suggested including establishing accounts with preferred suppliers who then invoice us and using electronic funds transfers rather than cheques to reimburse larger amounts.

With regard to home phone use, an issue which Shirley, Jim advised that the Committee could approve an allowance for certain positions.

Jill suggest that the Committee give more thought to this issue in terms of retrospective and advance payments, etc.

Re the AGM, Jim reported that the Public Officer, after opening the meeting, can request the nomination and election of a chair from the floor at the meeting. It would be advisable that this be determined by the Committee before the meeting so that proceedings run smoothly.

Helena foreshadowed a discussion at the August meeting of payment of membership fees via electronic funds transfer.

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## **5 PLANNING AND POLICY MATTERS**

### **5.1 Volunteering Working Party**

A report of a meeting held on 13 July was presented as Paper 293/46-11. The report Covered volunteering profiles for promotional purposes, position descriptions, volunteer Christmas party, and recognition of volunteers.

Paper 293/46-11

A formal proposal regarding recognition of volunteers will be presented to the Committee at a future date.

Ways in which to identify volunteers on name badges was discussed as a way of making them more visible; more thought is needed about the logistics of this given that the majority of volunteers are not known at the time the membership cards are printed and distributed and it was agreed to discuss this again at the next meeting.

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### **5.2 Position Descriptions**

Position descriptions, drafted by the Volunteering Working Party, were presented as Paper 293/47-11 for approval.

Paper 293/47-11

In response to a comment that there are possible overlaps between some roles, eg newsletter editor/newsletter admin team, Fran and Helena explained that in an ideal world of sufficient skilled volunteers, all of these functions should be team-based; the extent to which the responsibilities of the role are taken up by any one volunteer depends on their skills and abilities and their level of commitment to the role. Shortfalls in either should/could be made up by other team members.

It was suggested the General Volunteering document needs to take account of team roles in some way. It was envisaged that the relevant Coordinator would develop the team and allocates roles depending on the abilities of volunteers.

In order to address this and other issues, it was agreed to make the following amendments to the General Volunteering document:

- Under Position Details table, add "tasks as agreed with team leader"
- Amend "hours of work" to "estimated hours/week"
- Amend "Reports to" to "key contact"
- Add a statement to the first page about how we operate, key roles, etc.

Secretary

Following a question on whether Committee members should also sign this document, Jim advised that as Committee members are elected, there is objective evidence of that election in the AGM minutes. It was requested that the Position Descriptions for

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Committee roles, approved by the Committee 2009, be circulated to members with the next agenda, and that they be included in the Committee induction pack.

Agenda/Secretary

**RESOLVED** that the position descriptions, as amended, be approved.  
*Moved K. Bettles, seconded D. Andrews, Carried.*

It was noted that the Tutor's Position Description has been held over for further consultation with tutors.

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### 6 **PROJECTS**

#### 6.1 Archives and History Project

Notes of a meeting held on 15 June were presented as Paper 293/48-11.

Paper 293/48-11

The oral history workshop had been well attended by members, all of whom are interested in assisting with interviewing members for the U3A history.

It was noted that our application to the Public Records Office for funding was unsuccessful and that the majority of grants were awarded to historical societies. Helena reported that the working party will have to re-think its approach to the interviews and the writing of the U3A history.

### 7 **GENERAL BUSINESS**

#### 7.1 DPCD Grant

Our grant application for \$1500 from the U3A Program Growth fund has been successful and an amount of \$1700 awarded. Our project is to explore, via a series of lunches with CALD group representatives, ways of encouraging existing CALD groups of older people to participate in U3A activities. Julie volunteered to assist Jill with this project.

J. Nankervis

#### 7.2 Government Inquiry

Helena advised of a State Government inquiry into opportunities for participation of Victorian seniors, which had been referred by Jill to the U3A Network. Submissions close on 2 September.

#### 7.3 Kensington Redevelopment Visit

Helena reported that she and Jill, together with Harry Dobson from the Network, had participated in an information session on 5<sup>th</sup> July on accessing education which was held at the Kensington Redevelopment for public housing tenants. Also participating in the session were the Kensington Neighbourhood House, Victoria University, AMES, and the Public Tenants Employment Program. The session was poorly attended. The visit was followed up by an invitation for a follow-up meeting with both ourselves and Moonee Valley U3A and an invitation to participate in a community event on 26 November at Holland Park.

Following discussion, it was generally agreed that our model, based on volunteering, may not be the most appropriate for them and we do not have the resources to develop in this area.

It was agreed, however, we should participate in the community event on Saturday, 26<sup>th</sup> November. Fran advised that the North Melbourne Spring Fling might be a better promotional opportunity with a different demographic.

There was discussion about promotion generally and it was suggested that we need to examine the language we use to promote ourselves, eg using the term "education" may be counter-productive. It was also suggested that the article written by Tony for the Postcode 3004 Magazine could be used as a handout.

### 8 **REPORTS**

#### 8.1 **Statistics** – a report of membership statistics was presented as Paper 293/49-11.

Julie commented that the age range data was very useful in her discussions with prospective tutors.

Paper 293/49-11

#### 8.2 **Office Coordination and Volunteers** – Fran Sciarretta

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- 8.3 **Course & Tutor Coordination** – a report from Julie Nankervis was presented as Paper 293/50-11 which covered course planning for 2012, short course student feedback, drop-out analysis, course development and the tutors’ meeting on 15 July. The continuing issue of multiple skill levels in language classes will be taken up again and a meeting held with language tutors. Jack reported on the on-line trial of Democracy and student feedback and raised the question of whether to continue with the current blog-based model, the simplicity of which appealed to members, or use U3A online. He will discuss future directions with Julie and involve U3A Online. The blog will remain online for another month if members wished to access it.
- 8.4 **Ross House** – Keith Bettles
- 8.5 **Events** –Shirley reported that
- The Dingo Sanctuary trip had been cancelled due to low numbers
  - Winter Lunch – cocktail reception hosted by President, music by Music Ensemble, expert in pearls will be guest speaker
  - 40 booked for *Love Never Dies* in September
  - Strange Bedfellows on 9<sup>th</sup> November
  - Fashion show – models still required
  - Let’s do lunch – on today
- 8.6 **Forums** - Necia referred to the report provided to the June meeting in which she had raised the question of whether the forums should continue to be open to the public next year. Some further work on costings (ie would door fees cover the cost of room hire, etc) was required before a decision could be made.
- 8.7 **Newsletter** – The deadline for the next newsletter is **September 14** (membership renewal, AGM notice). David reported that the photocopying at Adam Bandt’s office is progressing well and the staff are very helpful.
- 8.8 **U3A Network Liaison** – Jill Thompson – no report.

Paper 293/50-11

N. Burford/J.Norton

## 9 **OTHER BUSINESS**

### 9.1 **Deputies for Office Bearers**

Keith foreshadowed further discussion on this topic at the next meeting.

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## 10 **NEXT MEETING**

Meeting 7/11 (No 294) will be held on Wednesday, **31 August**, 2011 from 10-12 noon.

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## 11 **CLOSURE**

The meeting closed at 12 noon.

Confirmed as an accurate record:

[Signed]

31<sup>st</sup> August, 2011

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Jill Thompson, Chair

Date