

**COMMITTEE OF MANAGEMENT**

**Minutes of Meeting 7/11 (No 294) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 31 August, 2011 from 10.00 to 12.00**

**M I N U T E S**

	<u>PAPERS/ACTION</u>
<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, Jack Foks, Shirley Mason, Tony Miles, Julie Nankervis, Jim Norton, Fran Sciarretta, David Watson</p> <p>1.3 <u>Secretary</u>: Helena Ling</p> <p>1.4 <u>Apologies</u>: Necia Burford</p>	
<p><b>2 CONFIRMATION OF MINUTES</b></p> <p><b>RESOLVED</b> that Minutes of meeting 6/11 (293) of 27 July, 2011, be confirmed as an accurate record.</p> <p style="text-align: right;"><i>Moved T. Miles, seconded S. Mason, carried.</i></p>	Mins 293/6-11
<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>Volunteers and Membership Cards</u> Refer item 5.1 below for further discussion of identification of volunteers on membership cards.</p> <p>3.3 <u>Committee Position Descriptions</u> Position descriptions, approved by the Committee in October 2009 for office bearers and committee members, were presented as Paper 294/51-11. It was recommended that these be incorporated into the Committee Induction Kit.</p>	<p>Agenda</p> <p>Paper 294/51-11 Secretary</p>
<p><b>4 STANDING ITEMS</b></p> <p>4.1 <u>Correspondence</u></p> <p><u>Inwards:</u></p> <p>a) 21/7 – Letter from City of Melbourne – acknowledgement of Seniors Grant Application for 2012</p> <p>b) 21/7 – Email U3A Network requesting volunteers for Caulfield Retirement Expo 9-11 September (H. Ling has volunteered)</p> <p>c) 29/7 – Email from Cooks Cottage - request for participation in <i>Mind Body and Soul</i> Festival during Seniors Week, Fitzroy Gardens, 6 October (refer item 7.3)</p> <p>d) ? – U3A Network Letter re Presidents’ Workshop on September 6.</p> <p>e) 15/8 – Email from Francis Icasiano regarding participation in the Biography Program</p> <p>f) 16/8 – Email from Odyssey Travel expressing concern that we are not using them for U3A tours – Jill to meet with the manager.</p> <p>g) 17/8 – Email invitation from Adam Bandt to first anniversary celebration 1<sup>st</sup> September</p> <p>h) 18/8 – Email/letter from RMIT regarding television documentary</p> <p>i) 26/8 – U3A Network – Council Agenda for 21/9/2011</p> <p><u>Outwards:</u></p> <p>a) 22/8 – Letter to General Manager, RACV requesting access to theatre for Movies of Merit, 2012.</p> <p>b) 17/8 - Email to Odyssey Travel from J. Thompson</p> <p>c) Xxxx - Email to Cooks Cottage from J. Thompson</p> <p><b>RESOLVED</b> that the report of correspondence be received.</p> <p style="text-align: right;"><i>Moved J. Norton, seconded J. Nankervis, Carried.</i></p>	J. Thompson

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

### 4.2 Treasurer's / Public Officer's Report

Financial reports for July, together with a draft budget for 2011/12 were presented as Papers 294-52/11. Jim spoke to his report, highlighting the following points:

Paper 294/52-11

#### i. **Debit Cards**

Jim outlined two types of card, with his preference for a reloadable debit card, in effect a cash advance, with the limit approved by the Committee and with adequate controls in place.

#### ii. **Direct Debit**

As some work is involved in establishing this facility and approval of the revised membership forms is required today, it was agreed to defer this until 2012.

**RESOLVED** that we move, early in 2012, towards setting up the capability for payment and receipt of funds by electronic funds transfer.

*Moved J. Norton, seconded K. Bettles, Carried.*

Treasurer

#### iii. **Course levy**

Updated data was provided on \$/student/billing hour in order to inform any future discussion of charging a course levy.

#### iv. **ING Term Deposits**

**RESOLVED** that we open three term deposits with ING as follows:

- \$10,000 for 6 months, effective immediately
- \$10,000 for 9 months, effective following the subscriptions period
- \$10,000 for 12 months, effective immediately

*Moved J. Norton, seconded J. Foks, Carried.*

J. Norton

#### v. **2012 Budget**

- Projected surplus of \$11,000 for this year due mostly to income from the Patrons Program, increased membership fees, commission from SAGE travel and newsletter print savings; without these the projected surplus would only be significantly less
- The draft budget for 2012 shows a surplus of \$5800
- Income projections are based on reliable income streams such as membership fees and ACFE funds; and a conservative estimate of other income streams such as grants which are tied in usage in some form
- Expenditure is based on best estimates, with the Archives project being a new budget line
- It was noted that there was no income stream from the proposed SAGE tours next year
- The draft budget does not include funds carried forward
- We have net assets of approximately \$85,000-\$95,000 taking into account accounts payable or owing
- It was noted that whilst income from Forums of \$1,000 has been included a decision has not yet been taken regarding charging for the forums next year.

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**RESOLVED** that the proposed budget for 2012 be adopted.

*Moved J. Norton, seconded J. Foks, Carried.*

(See also. 5.1 below regarding an amendment to the budget)

#### vi. **Membership Fees**

In answer to a query regarding membership fees, Jim outlined the process whereby a recommendation regarding fees, informed by budget projections, is normally made in June and submitted to a Special General Meeting (SGM) for approval and implementation in the ensuing financial year, commencing in October. Fees had increased from \$30 to \$45 in the last four years.

Fran proposed that an SGM could be avoided if a proposal for the 2012/13 financial year was submitted to the AGM in November for approval.

**RESOLVED** that it be recommended to the AGM that the membership fees for 2012/13 be set as follows

- Membership \$50
- Joint Membership \$45
- Associate Membership \$40

Secretary

*Moved F. Sciarretta, seconded J. Norton, carried.*

a) Expiry of EOA Exemption

Members to note that our exemption under Section 83 of the Equal Opportunity Act 1995 expired on 1 August 2011. This exemption permits us to advertise an age limit in our promotional material. An application for renewal of the exemption will be completed and lodged by the Secretary.

Secretary

**5 PLANNING AND POLICY MATTERS**

5.1 Volunteering Working Party

A report of a meeting held on 10 August was presented as Paper 294/53-11 and the following points raised:

Paper 294/53-11

- A "Volunteer" Stamp made for stamping membership cards
- Position descriptions and appointment form – following discussion of implementation issues, it was requested that the Working Party draft a strategy.
- Review of volunteering page of website

F. Sciarretta

**RESOLVED** that the Committee of Management review the volunteering webpage and make recommendations to the Volunteering Working Party

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

All

- New member sessions  
**RESOLVED** that the Committee provide funds and support for the conduct of new member welcome and orientation session in 2012 to take the form of morning or afternoon tea, to be of approximately 1.5 hours' duration and conducted on 6 and 22 February, 21 March, 3 May and 6 September and one in November on a date to be determined.

*Moved F. Sciarretta, seconded S. Mason, Carried.*

- Volunteers' Christmas Party

**RESOLVED** that

- a. the Committee provide a maximum of \$2500 to fund the Volunteers' Christmas Party at Flagstaff Bowling Club on 6 December from 12-3pm
- b. in addition to the above, the City of Melbourne 2011 Seniors Grant of \$500 be added to the pool
- c. The Committee fund the equivalent of one drink per person after which members buy their own from the open bar
- d. Members be asked via the September Newsletter to donate goods to hampers which will be either provided as door prizes to volunteers present or as a lucky dip.

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

**RESOLVED** that, as a consequence of the above resolution, the amount for volunteer expenses in the 2012 budget be increased by \$2,500.

*Moved J. Norton, seconded K. Bettles, carried.*

- Helena reported that in response to a request for volunteer profiles, five have been received to date from Eleanor Blyth, Joan Gravina, Rhonda Favalaro, Bill Claiborne and Shirley Mason.

5.2 Promotions Working Party

A report of the first meeting held on 28 July was presented as Paper 294/54-11. Julie undertook to provide Tony with a list of 2012 courses for a flier for Federation Square.

Paper 294/54-11

Helena reported that Bev Peterson had distributed brochures and posters via the Melbourne Division of General Practice to 53 medical rooms within the City of Melbourne. They also expressed interest in having a speaker to address GPs, Helena to follow up contact details with Bev.

J. Nankervis

Secretary

Helena also reported that she has volunteered to assist U3A Network at the Retirement Expo at Caulfield Racecourse between 9-11 September as they still require volunteers. [Sec's note: As the organiser forgot to put me on the roster, I did not have to volunteer.]

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Fran reported that she was endeavouring to obtain details of the North Melbourne Spring Fling Festival for possible participation by U3A.

### 5.3 Succession Planning

Discussion of this item was conflated with 5.4 below.

### 5.4 Committee Membership 2012 and AGM

Following canvassing of members, it was noted that

- Jim Norton and Helena Ling would not be nominating for Committee membership for 2012
- Keith Bettles agreed to nominate for Vice-President
- David Watson agreed to nominate for Treasurer

Discussion followed on possible nominees for the position of Secretary and two ordinary members, and a number of suggestions were made which would be followed up. Tony also undertook to make an announcement at the Current Affairs class tomorrow.

FS/JT/HL  
T. Miles

Jack suggested that nominations for a Secretary be invited in the newsletter and via email, Jill to draft.

J. Thompson

As a way of reducing workloads, the frequency and organisation of meetings was discussed, with a suggestion that meetings could be held every bi-monthly or quarterly, with urgent business in between being conducted by an Executive. It was agreed that Jack and Jill would draft a recommendation for the next meeting.

Agenda 8/11

Discussion of the organisation of the AGM in the President's absence was deferred to the next meeting.

Agenda 8/11

## 6 PROJECTS

### 6.1 Archives Project

Due to insufficient time, a report was deferred to the next meeting.

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### 6.2 CALD Project

A report from the President on discussions to date was presented as Paper 294/55-11. For information.

Paper 294/55-11

### 6.3 Database Project

Due to insufficient time, a report was deferred to the next meeting.

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### 6.4 Television Documentary Project

A group of 4 students from RMIT approached us to do a television documentary on U3A as part of their Bachelor of Arts (Professional Communication) degree. Arrangements have been made with the tutors of the Choir, Music Ensemble and Botanical Art courses for them to visit with a view to filming their activities and conducting interviews. The product will be available to us to use for promotional purposes and on our website. For information.

## 7 GENERAL BUSINESS

### 7.1 Position Description – Tutor

There being no further changes to the draft, it was

**RESOLVED** that the tutor's position description, presented as Paper 294/56-11, be approved.

*Moved J. Nankervis, seconded D. Andrews, Carried*

Paper 294/56-11

### 7.2 Membership and Volunteering Forms 2012

Members were advised that some minor changes had been made to the forms, including making donations more prominent, more information on the Patrons Program and differentiating between existing and new patrons on the form, and the inclusion of Country of Birth at Julie's request.

**RESOLVED** that the revised membership and volunteering forms for 2012, presented as Paper 294/57-11, be approved.

Paper 294/57-11

Moved H. Ling, seconded T. Miles, Carried

7.3 Promotional Opportunity

Jill reported that we have been invited to give a 30min presentation during Seniors Week at the Mind, Body and Soul Festival at Fitzroy Gardens on 6<sup>th</sup> October. She will approach Max Warlond to speak at this event and Diana also offered to assist.

J. Thompson  
D. Andrews

7.4 Life Membership - Nominations

**RESOLVED** to nominate the eight proposed members, as detailed in Paper 294/58-11 for life membership on the basis of length and significance of service as tutors and/or group leaders.

Paper 294/58-11

Moved H. Ling, seconded J. Nankervis, carried.

**8 REPORTS**

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

8.2 **Office Coordination and Volunteers** – a report on volunteering, new tutor training, the computer, office volunteer meetings, the refund policy and newsletter, was tabled by Fran as Paper 294/61-11. For information.

Paper 294/61-11

8.3 **Course & Tutor Coordination** – a report from Julie Nankervis on course planning and course development was presented as Paper 294/59-11.

Paper 294/59-11

• **Affordability**

There was discussion about courses with very low enrolments and consequentially a high \$/student/hour, and exacerbated if the class is in a more expensive venue. It was agreed to monitor the situation and ensure that only a minority of courses are affected and wherever possible ensure that room size is appropriate to class size when numbers drop off.

• **Transition to U3A Activity – Walking Group**

The Committee was in favour of courses becoming self-managing groups which could be advertised initially as a full-year course with bookings through the office. Jim undertook to send Julie a pro forma for walking groups and further consideration was deferred to the next meeting.

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8.4 **Ross House** – Keith Bettles – no report.

8.5 **Events** – Shirley Mason – a report covering the winter lunch, forthcoming events, the fashion show, lunch club and social committee was presented as Paper 294/60-11. Shirley advised that the Winter Lunch made a profit of \$70 for the lunch and \$160 for the raffle.

Paper 294/60-11

8.6 **Forums** – Necia Burford - no report.

8.7 **Newsletter** – It was noted that the deadline for the next newsletter is **September 14** (membership renewal, AGM notice).

8.8 **U3A Network Liaison** – Jill Thompson – no report - Council meets on 21 September.

**9 OTHER BUSINESS**

9.1 **Approach to RACV**

Keith advised that he and Jill had met with the RACV, following a letter to them regarding access to the theatre for the Movies of Merit class in 2012. The RACV were interested in exploring other mutually beneficial avenues of cooperation with U3A more broadly. Whilst the theatre was not available, a large board room could be utilised, subject to compliance with their membership rules. It would therefore be advantageous to find out how many of our members are RACV Club members.

**10 NEXT MEETING**

Meeting 8/11 (No 295) will be held on Wednesday, **28 September**, 2011 from 10-12 noon.

Agenda 8/11

**11 CLOSURE** The meeting closed at 12.15pm.

Confirmed as an accurate record:

[Signed]

28<sup>th</sup> September, 2011

Jill Thompson, Chair

Date