



COMMITTEE OF MANAGEMENT

Minutes of Meeting 9/11 (No 296) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 26 October, 2011 from 10.00 to 12.00

MINUTES

PAPERS/ACTION

1 **ATTENDANCE**

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

2 **CONFIRMATION OF MINUTES**

RESOLVED that Minutes of meeting 8/11 (295) of 28 September, 2011, be confirmed as an accurate record

Mins 295/8-11

Moved J. Foks, seconded D. Watson, Carried

3 **BUSINESS ARISING FROM MINUTES**

3.1 Governance Course

A report from Peter Salmon on the Cert. IV in Governance was presented as Paper

Paper 296/70-11

296/70-11. There was discussion of training sessions for committee members and Helena advised that VCROSS run low-cost workshops on committee responsibilities aimed at the not-for-profit sector. After further discussion, it was agreed to revisit the recommendations contained within the paper at the first meeting in 2012.

Agenda 1/12

3.2 Tours 2012

A proposal and a motion to enter into an agreement with Fairy Chimneys Travel to lead two tours to Turkey in 2012 were circulated on 14 October and was presented as Paper 296/71-11.

Paper 296/71-11

The motion was put by David and seconded by Necia

That the Committee endorse the proposal from Fairy Chimneys that they display a logo of U3A Melbourne City on the Turkey Tour material for Jill Thompson Cultural Tours and also provide a web link from their website to U3A Melbourne City. In addition they will pay 1% affiliation fee for U3A for every tour sold to a member of U3A.

During discussion the following points were made:

- It is likely that not all participants will be U3A members and this was the case with the SAGE tours
- Whilst the SAGE commission was a flat fee it corresponds roughly to the Fairy Chimneys proposal of 1% commission.
- there was no perceived conflict with our core business and our role as a not-for-profit if the activity is related to our educational objectives

It was proposed that a broad, over-arching principle to cover all future travel proposals was required.

The following amendment to the motion, the addition of a qualifying statement, was put by Jack, seconded by Jim and carried.

THAT this endorsement is on the understanding that these tours have (a) an educational and social value to U3A members and (b) has direct participation by U3A Melbourne City.

The motion as amended was then put by Fran, seconded by Keith and carried.

4 **STANDING ITEMS**

4.1 Correspondence

Inwards:

- a) 28/9 – Letter – Sage Travel re 2012 tours
- b) 29/9 – Email – Changes at the Multicultural Hub
- c) 4/10 – Ross House – Yearly renewal forms 2011-12 (due 1 Nov) for room bookings, storage, booking of window, key register.
- d) 8/10 – letter – FAHCSIA-unsuccessful grant application for equipment
- e) 14/10 – email – CoM – thanks for participation in Mind Body Soul Festival
- f) 17/10 – email – Ross House AGM - 7 November
- g) 21/10 – letter from VCAT regarding EEO exemption hearing on 7 Nov – Julie Nankervis will attend due to unavailability of Jill and Helena

Outwards:

- a) 29/9 – Adam Bandt MP – Nomination for Volunteering Award-Dr R Hooke
- b) 7/10 – Letters to retiring tutors: Schade, Kudeviita
- c) 10/10 - Letters re Life Membership: Ledley, Grynberg, Semler, Hewett
- d) 12/10 – 10 Letters to local businesses seeking donations of products/services for volunteers' Christmas party
- e) 21/10 – DPCD ICT Skills Grant application (\$25,000)

RESOLVED to receive the report of correspondence.

Moved F. Sciarretta, seconded K. Bettles, Carried.

4.2 Treasurer's / Public Officer's Report

An end-of-year financial report for September was **tabled** as Paper 296-72/11.

Paper 296/72-11

Jim reported on the following:

- The surplus of \$13,934 is due to the Patrons Program, Sage commission and increased membership subscriptions. Without these contributing factors, it would have been significantly lower.
- Outstanding expenses include estimated rent owing of \$4,300 and other debts of \$3000.
- A reconciliation of actual income with actual expenditure for the financial year will be required at a later date.
- The second application for a term deposit with ING will require resubmission because of changes to their authorisation requirements; this is in train.
- The statement of income and expenditure for the last 12 months lists what is pertinent to the actual financial year and the previous year.
- The balance sheet includes a provision for unpaid debts as a balancing item, the reason being that some time in the past our opening equity was incorrect.
- The expenditure for the computer grant relates to CAE courses and the 2010 City of Melbourne grant for IT training.

Fran noted that actual expenditure would be higher if expenses incurred by volunteers was included, eg use of home phones.

In relation to the motion for a fee increase for 2012 which has been proposed to the AGM, he recommended that this be qualified by a statement that fees will only be increased by the recommended amount if the Committee believes it is necessary. This would require an amendment to the motion to be put at the AGM and Fran agreed to do this.

F. Sciarretta

5 **PLANNING AND POLICY MATTERS**

5.1 City of Melbourne Program Funding

In order to inform discussions next year, a summary of the requirements for a program funding application was presented as Paper 296/73-11. It was agreed to

Paper 296/73-11

commence discussion on this at the first meeting in 2012.

Agenda 1/12

6 **PROJECTS**

6.1 Archives Project

Helena reported that a meeting was held on 19 October to finalise the interviewer briefing pack and develop interview questions. A meeting of everyone who attended the oral history workshop has been scheduled for 24 November.

6.2 Database Project

Helena reported that user acceptability testing was held on 10 October with about 6 participants. The process highlighted the need for further work on the database which was then discussed with the academic supervisor. He gave assurances that our requests were not unreasonable and that they will be addressed. Helena would be attending an expo of student projects at Monash Caulfield that afternoon.

7 **GENERAL BUSINESS**

7.1 Presidents Report

A report from the President was **tabled** as Paper 296/74-11.

Paper 296/74-11

a)

CALD Project

A report of the work to date on exploring ways in which we can work with CALD communities, the complexities of the issue and the need to request an extension of the deadline for the project. Julie suggested that it would be advisable to have a small group working on a methodology for progressing the project. After discussion, it was

RESOLVED that we write to Network (through whom the funds are distributed) with

J. Thompson

our comments, and a request for an extension of the funding period to June 2012 in order to give due and proper consideration to this complex issue.

Moved K. Bettles, seconded H. Ling, Carried.

b)

RACV

A report of discussions with the RACV on use of the members' clubroom for the Movies of Merit class. It was

RESOLVED that Keith Bettles and Jill Thompson negotiate with RACV on the

K. Bettles/

University of the Third Age Melbourne City Inc. (A0045765E)
understanding that providing access to our course to RACV club members is offset by

J. Thompson
free use of the room by us.

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

c)

CAE and ICT Skills Grant

A grant application for \$25,000 was lodged, with Network as the auspice organisation (required as we are not registered for GST) and CAE as the delivery partner. In addition, CAE has agreed to run some courses for us, probably in January, in order to use up some unexpended government-funded training hours. This will be advertised to members in the next newsletter.

d)

Committee and Secretary

Jill reported that she had interviewed a number of people and a nomination form has been submitted by Carolyne Cohn. A nomination for committee membership has also been received by Michael Baker and an expression of interest from Terry Rickards. Jill will meet with both to discuss their nominations, either as committee members or as co-opted members.

7.2 Annual Report 2011

RESOLVED that the annual report, for presentation to the AGM, presented as Paper 296/75-11, be approved subject to the addition of the financial statements and some more information about the forums program.

Paper 296/75-11

Moved H. Ling, seconded K. Bettles, Carried.

7.3 Online Courses

The following motion was put by Jack and seconded by Fran

THAT

a)

a second test online offering, combining a YouTube presentation with blog based interaction, be developed by Mary Sweeney and Jack Foks, with the content based on Mary's existing course on economic philosophy;

b)

Jill Thompson and Jack Foks approach the U3A Network with a proposal for it to sponsor participation by its member U3A's in the offering developed by Mary and Jack;

c)

Melbourne City U3A, preferably in partnership with other Network members, invest in a Web site on which to offer courses in the future - a proposal that Jill and Jack will foreshadow in their dealings with the U3A Network.

During discussion, the following points were covered

- the proposal to Network would request that they promote the online course to member U3As and encourage enrolments in the trial
- U3A Online is currently not a suitable medium through which to offer the course because it is not interactive at this stage of its development
- Using our own website, rather than developing a new one, would require more time and effort on Jack's part, but is possible

In light of discussion, the motion was amended and it was

RESOLVED that

a)

a second test online offering, combining a YouTube presentation with blog based interaction, be developed by Mary Sweeney and Jack Foks, with the content based on Mary's existing course on economic philosophy;

b)

Jill Thompson and Jack Foks develop a proposal for U3A Network to sponsor participation by its member U3A's in the offering developed by Mary and Jack.

Moved J. Foks, seconded K. Bettles, Carried

8 **REPORTS**

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

8.2 **Office Coordination and Volunteers** –Fran Sciarretta – a report was presented as Paper 296/76-11. Helena reported that to date \$2800 has been received for the
Paper 296/76-11
Patrons Program with 13 new members and the strategy of making donations more prominent on the membership forms has resulted in donations of just over \$1000 with 36 members contributing.

RESOLVED that a request to purchase a re-conditioned PC for the second office at a cost of \$255 be approved.

Moved D. Watson, seconded K. Bettles, Carried.

8.3 **Course & Tutor Coordination** –Julie Nankervis – a report on course coordination and tutor recruitment was presented as Paper 296/77-11. For information.
Paper 296/77-11

8.4 **Ross House** – Keith advised that because of problems the online booking system will no longer be used by us.

8.5 **Events** –Shirley Mason – a report was presented as Paper 296/78-11. For information.
Paper 296/78-11

8.6 **Forums** - Necia Burford – a report was presented as Paper 296/79-11. Following
Paper 297/79-11
discussion, it was
RESOLVED that the recommendations regarding Forums organisation for 2012 be approved.

Moved J. Foks, seconded F. Sciarretta, Carried.

8.7 **Newsletter** – The deadline for the next newsletter (Feb-March short courses) is **January 4.**
All

8.8 **U3A Network Liaison** – Jill advised that branding is currently a high priority with a push to mandate a common logo across all member U3As. In Jill's absence, Keith agreed to attend the meeting scheduled for Wednesday, 16th November at 10.30 am.
K. Bettles

9 **OTHER BUSINESS**

9.1 Federation Square

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

A report on the Carnival of Learning was **tabled** as Paper 296/80-11. Jill advised that in order to address some of the issues and suggestions contained in the report, it would be necessary for the Promotions group to commence work much earlier in the year.

Paper 296/80-11

9.2 Cheque Signatories

RESOLVED that David Watson be approved as an authorised signatory to both the ANZ and Australian Unity accounts and also as both a signatory and user to the ING account.

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

10 NEXT MEETING

Meeting 10/11 (No 297) will be held on Wednesday, **30 November**, 2011 from 10-12 noon.

Agenda 10/11

Members to note the following meeting dates for 2012 in their diaries. All meetings are from 10-12noon in the Mezzanine meeting room, which has been booked until 1pm.

Meeting No 298 - 25 January

Meeting No 299 - 29 February

Meeting No 300 - 18 April (25th is a public holiday)

Meeting No 301 - 27 June

Meeting No 302 - 29 August

Meeting No 303 - 31 October

Meeting No 304 - 28 November (new committee for 2012-2013)

11 CLOSURE

There being no further business, the meeting closed at 12.15.

Confirmed as an accurate record:

30th November, 2011

Keith Bettles, Chair

Date