

## COMMITTEE OF MANAGEMENT

Minutes of Meeting 2/12 (No 299) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 29<sup>th</sup> February 2012 from 10.00 to 12.00.

### MINUTES

- | *   | 1. ATTENDANCE   | PAPERS          |
|-----|---|-----------------|
|     |   | /ACTION         |
|     | 1.1. <i>Chair:</i> Jill Thompson  |                 |
|     | 1.2. <i>Present:</i> Michael Baker; Keith Bettles; George Boag; Jack Foks; Shirley Mason; Tony Miles; Julie Nankervis; Anne Riddell; Fran Sciarretta; Max Warlond; David Watson |                 |
|     | 1.3. <i>Secretary:</i> Carolyne Cohn  |                 |
|     | 1.4. <i>Apologies:</i> Necia Burford; Terry Rickard   |                 |
| *   | <b>2. STARRING/ADDING NEW ITEMS FOR DISCUSSION</b>  |                 |
|     | No additional items were starred.   |                 |
|     | All non-starred items on the agenda were accepted as read   |                 |
| *   | <b>3. CONFIRMATION OF MINUTES</b>   |                 |
|     | <b>Motion:</b>  |                 |
|     | The minutes of meeting 1/12 (298) of 25 <sup>th</sup> January 2012 be confirmed as an accurate record.  | Mins. 298/1-12  |
|     | <i>Moved: Keith Bettles      Seconded: Shirley Mason      Carried</i>   |                 |
|     | It was agreed that future minutes would be available to committee members within two weeks of the meeting.  | Carolyne        |
|     | Julie suggested an action planner would be helpful.   |                 |
| *4. | <b>BUSINESS ARISING FROM THE MINUTES</b>  |                 |
|     | 4.1 <u>Limiting Tenure on Committee</u>   | Paper 299/14-12 |

In this paper Jill Thompson proposed a number of changes to the terms of office for committee members.. Discussion involved all points raised in the paper and some suggested changes lapsed as they received minimal support.

The following motions were passed

**Motion:**

That there be a maximum of 4 years continuous tenure for office bearers

*Moved: Fran Sciarretta      Seconded: Anne Riddell   Carried*

**Motion:**

That the office bearers on the Committee of Management become an executive with delegated authority to meet and make decisions between committee meetings. All decisions will be recorded and circulated to committee members

*Moved: Jill Thompson      Seconded: Jack Foks   Carried*

4.2 Appointment of Ross House Safety Officer

Anne reported that we do not require a separate safety officer and that Necia Burford will be given all relevant information from Ross House staff.

4.3 Strategic Action Plan

The majority of the meeting focused on the updates to the strategic plan. All updates are included in paper 300/26 -12

4.4 Working Groups Terms of Reference

Several working groups still need to develop terms of reference and these will be discussed at the next meeting.

4.5 RACV Club Funding

Jill reported that we have received a grant of \$5000 from the RACV for such items as obtaining high profile guest speakers, research, data analysis and publication costs.

Carolyne to note rule changes and arrange amendments to Rules of Association

Carolyne to add the Strategic Plan to the agenda for the August meeting

## 5. STANDING ITEMS

### 5.1 Correspondence

*Inwards: For action:*

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- a) Jan 12- From Kentucky Napier seeking to place ad in newsletter
- b) Feb - From Ross House re Ross House Community Guide
- c) 9 Feb 2012- U3A Network- ACFE Funding Application 2012 (due 2 March)
- d) 21 Feb 12 –U3A Network- Draft privacy and network data security policy

Correspondence was held over to the next committee meeting

*Inwards: For information*

- a) 24 Jan 12 –Gloria Bedson- Thanking President for help with heating in Welsh Church
- b) 6 Feb 12 –U3ANetVic –do we have a partnership/association with Men's Sheds?
- c) Feb -Wattle I do –newsletter of U3A Maryborough District
- d) 13 Feb 12 –from U3A Network –Feb Newsletter
- e) Feb 12 – Alzheimer's Australia- Jan-Jul Programme
- f) Feb 12 –City of Melbourne –Melbourne Awards nominations open
- g) 3 Feb 12 – Sarah Codling- Creating the Carlton Community Hub
- h) 10 Feb 2012 –Multicultural Hub Manger -4 additional rooms available in 2012

*Outwards:*

- a) 4 Feb 12 –Tony O'Brien – Our policy excludes commercial advertising in our newsletter
- b) 4 Feb 12 –Ross House -Anne Riddell will be rep at Round Table Meeting
- c) 4 Feb 12- Sherena Ismail –is she still looking for research volunteers?
- d) 6 Feb 12- Elsie- Acceptance to participate in combined choir concert on 9<sup>th</sup> October 2012
- e) 6 Feb 12 –Acquittal of Acquittal of City of Melbourne Community Services Grant –Active Seniors
- f) 13 Feb 12 –Kentucky Napier outlining no commercial advertising policy
- g) 15 Feb –Ross House responding to their questionnaire for the Community Guide
- h) 20 Feb 12 –City of Melbourne- Community Services grant Acquittal –Seniors Seminars
- i) Feb 12 –RACV- Modifying request for funding

\* 5.2 Treasurer's Report

Treasurer's Report and Financial Statement

Paper 299/15-12

Financial reports for December and January are presented as paper 299/15-12.

**Motion:**

That the Treasurer's Report and Financial Summary be accepted

*Moved: Jack Foks                      Seconded: Shirley Mason                      Carried*

David Watson requested that the type of bank account the organisation operates be changed. Such an account would allow more flexibility and would allow EFT payment for membership renewals.

As the office volunteers would need to change processes to incorporate membership payment changes Fran was asked to prepare a paper outlining the pros and cons of such a change.

Fran, David and Helena to look at the impact on the office procedures and report back.

**Motion:**

That the Treasurer is authorised to change the organisation's bank accounts to the ANZ Community Select Package.

*Moved: David Watson                      Seconded: Tony Miles                      Carried*

\* 5.3 New Members

This item was held over to the next committee meeting

Paper 299/16-12

6. **PLANNING AND POLICY MATTERS**

6.1 Planning Calendar 2012 –Carolyn Cohn

The first half year of the 2012 planning calendar is presented for information

Paper 299/17-12

\* 6.2 City of Melbourne Funding agreements

Paper 299/18-12

This item was added to the functions of the Funding Working Party

7. **PROJECTS**

7.1 Archives and History Project –Helena Ling

Paper 299/24-12

\* **8. GENERAL BUSINESS**

- 8.1 Report on Certificate IV Governance Paper 296/70-11  
8.2 Third Sector Expo- Keith Bettles  
8.3 Privacy and Data Security

All these items were held over to the next meeting

**9. REPORTS**

- 9.1 Statistics –H. Ling Paper 299/18-12  
9.2 Office Coordination and Volunteers –F. Sciarretta/H.Ling Paper 299/19-12  
9.3 Course & Tutor Coordination –J. Nankervis- No report  
9.4 Ross House – N. Burford- No report  
9.5 Events - S. Mason Paper 299/20-12  
9.6 Forums –N. Burford- No report  
\* 9.7 Newsletter – A. Riddell Paper 299/21-12

Anne indicated that the newsletter dates going forward were in her report. Please ensure any information for the newsletter gets to Anne by the due date. Anne will add another page to the newsletter to accommodate additional information available. Paper 299/24-12-

- 9.8 U3A Network Liaison – J. Thompson  
9.9 Volunteer Working Group  
9.10 Promotions-J. Thompson  
\* The Promotions Working Group updated report will be discussed at the next meeting

- 9.11 Languages Working Group- J. Nankervis  
\* Julie indicated that the Seven French language teachers had their first meeting and all found it very useful to make the contact. They have written a brief about what they do and what they expect of their students.  
Information seeking language tutors has been sent to a number of other organisations.

- 9.12 President's report -J. Thomson Paper 299/22-12  
9.13 Grants 2012 –H. Ling Paper 299/23-12

**10. OTHER BUSINESS**

10.1 At the October committee meeting Tony suggested the committee consider that the role of Immediate Past President be given as an honour in recognition of service. Carolyne to add to October meeting agenda

10.2 Carolyne raised the issue of papers for the committee meetings and their printing. It was agreed that:

- a) All working party and other reports be kept to no more than one page (where possible)
- b) Unstarred reports will not be printed for the committee
- c) 6 copies of the agenda and starred papers would be put in

the committee folder one week before the meeting

- d) If the secretary's deadline for the submission of papers is not met then the author is responsible for the distribution of copies

10.3 Keith asked if any member knew of companies that arranged for global transmission of SMS messages. This was a possible way of updating members on activities. This opened up the question of social media usage by U3A and will be discussed by the promotions working group.

10.4 Shirley reported that Helena will send out a bi-monthly email bulletin between issues of the newsletter.

#### **11. NEXT MEETING**

The next meeting 3/12 (no. 300) will be held on Wednesday 18<sup>th</sup> April 2012 from 10.00 am -12.00pm

#### **12. CLOSURE**

There being no further business the meeting closed at 12.20pm

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Jill Thompson

Date

Chair