

COMMITTEE OF MANAGEMENT

Minutes of Meeting 8/11 (No 295) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 28 September, 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, George Boag, Necia Burford, Jack Foks, Tony Miles, Julie Nankervis, Fran Sciarretta, David Watson
- 1.3 Secretary: Helena Ling
- 1.4 Apologies: Keith Bettles, Shirley Mason, Jim Norton

2 CONFIRMATION OF MINUTES

RESOLVED that Minutes of meeting 7/11 (294) of 31 August, 2011, be approved as an accurate record.

Mins 294/7-11

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.

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3.2 Forums 2012

It was noted that a paper on forum organisation for 2012 will be available at the October meeting.

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3.3 Committee Operations 2012

The motion was put by Jack Foks and seconded by Necia Burford *that, from the beginning of 2012, the following conditions will apply to meetings of the Committee of Management:*

1. *regular meeting will be held on the last Wednesday of February, May, August and November;*
2. *should any matter requiring the urgent attention of the Committee arise between regular meetings, the President may call a special meeting or arrange some other means by which Committee members will consider the issue;*
3. *items in the agenda, minutes, reports and other documents that require decisions to be taken by the Committee will be clearly identified and include relevant motions;*
4. *all items in the agenda, minutes, reports and other documents, other than those referred to in 3 above, will be taken as read;*
5. *members may, at an appropriate time during the meeting, raise questions or points of clarification regarding items that have been taken as read;*
6. *decisions to be taken by the Committee will be concerned with policy and planning, whilst operational decisions will be taken by the Executive or the appropriate Co-ordinator or Volunteer;*
7. *any business or discussion arising from the minutes or reports will be limited to points of clarification (as per 5 above) and specific motions for decisions to be taken by the Committee;*
8. *any new business or discussion will be limited to specific motions for decisions to be taken by the Committee;*
9. *where possible, motions for decisions to be taken by the Committee will be provided in advance by inclusion in the agenda and/or in relevant reports and documents.*

Arguments in favour of the motion or its parts included

- information sharing can be achieved in ways other than formal meetings
- DW we have been operating as per point 6 and that we are just discussing reports at every meeting and he does not believe that we need to do this every month. He feels that item 2 covers any doubts that people might have re point 6

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- more time would be available for working parties
- less meetings would reduce the workload of the Secretary
- a reduced focus on reporting would provide more time for strategic planning issues

Arguments against the motion or its parts included:

- a previous attempt at bi-monthly meetings interspersed with policy and planning meetings on alternate months was unsuccessful
- monthly meetings are necessary for effective information sharing
- the Executive may be over-burdened with work
- members may not be available for unscheduled meetings
- JT-if we went to quarterly we would need stronger working parties meeting in between and we do not have them

Following discussion and canvassing of members' views on the frequency of meetings, an amendment to the motion was put as follows

- *Point 1 - regular meetings will be held bi-monthly on dates to be determined*
- *Point 6 - decisions to be taken by the Committee will be concerned with policy and planning, whilst operational decisions will be taken by an Executive comprising all office bearers, or the appropriate Co-ordinator or Volunteer.*

Moved J. Nankervis, seconded H. Ling, Carried

The motion as amended was then put by J. Foks, seconded by J. Nankervis, Carried.

A schedule of meeting dates will be circulated by the Secretary.

Secretary

3.4 AGM Organisation

The Rules state that "If a President and Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman of the meeting." It was agreed that Julie will nominate Keith Bettles to chair the meeting and Tony will second the motion.

J. Nankervis
T. Miles

3.5 Life Member Nominations

Helena reported that, following advice from the Public Officer, four of the members nominated for life membership at the last meeting (refer Paper 294/58-11), are not eligible because they are Honorary Members, not full Members.

Paper 294/58-11

RESOLVED to rescind the approval of the nomination of Chris Dargan, Kelvin Edwards, Sigrid Erdt and Ted Weiss for life membership.

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

RESOLVED that Honorary Members who have made a significant contribution over ten years be acknowledged with a certificate of appreciation to be awarded at the annual celebration of volunteers.

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

4 STANDING ITEMS

4.1 Correspondence

Inwards:

- 31/8 - Email re fee increase for Hub at Docklands
- 31/8 - Email re VMIA risk management training session
- 6/9 - Email from CoM re grant acquittal and inviting Mayor/Cr Kanis to significant events re grant.
- 12/9 - Invitation to Government House - Senior of the Year Awards - J. Thompson & H. Ling
- 13/9 - Email from Adam Bandt re nominations from his electorate for International Year of Volunteers Awards.

RESOLVED to nominate Dr. Robert Hooke for this award.

Moved F. Sciarretta, seconded T. Miles, Carried.

- 21/9 - U3A Network - Program Growth Support Grant applications - due 28 October. Helena outlined the funding streams available, only one of which is applicable to us - developing innovative programs, promoting U3A to new groups,

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developing partnerships - the maximum grant being \$1,500. Members were requested to email Helena with any ideas for projects; Jill and Helena to meet to discuss.

- g) 27/9 Email from VCOSS re Victorian Government's Community ICT Skills Grants Program. Helena advised that these grants were for a maximum of \$25,000 but following discussion regarding the requirement that organisations be registered for GST it appeared that we are ineligible to apply.

Outwards:

- a) 1/9 – VCAT – application for renewal of exemption under EO Act.
b) 28/9 – Letters to Patrons Program members – reminder (67 letters)

RESOLVED to receive the report of correspondence.

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

4.2 Treasurer's / Public Officer's Report

Financial reports for August were presented as Papers 295-62/11. For information.

All
H.Ling/J.Thompson

Paper 295/62-11

5 PLANNING AND POLICY MATTERS

5.1 SP Action Plan Review

The action plan presented as Paper 295/63-11 with known progress to date, was reviewed and progress updated.

Paper 295/63-11

5.2 Volunteering Working Party

A report of a meeting held on 15 September, together with a plan for the recognition of volunteers, was presented as Paper 295/64-11.

Paper 295/64-11

RESOLVED that

- the plan for the recognition of volunteers and life members be approved
- the draft "thank-you" card for retiring volunteers be approved and funds be provided for its production
- for 2012 all tutors, office volunteers and any person appointed to one of the agreed Position Descriptions be required to sign the generic agreement. Ongoing tutors and other volunteers would only need to sign the agreement once so that each subsequent year only new tutors and other new volunteers would need to be asked to sign the agreement; a folder be set up to hold signed agreements in the office; and this task be commenced no later than the end of October 2011.

Moved F. Sciarretta, seconded D. Andrews, Carried.

Vol. WP

Sec.

5.3 Course and Newsletter Planning

A planning timeline for courses, newsletters and enrolments over the next few months was presented as Paper 295/65-11. For information.

Paper 295/65-11

6 PROJECTS

6.1 Archives Project

Helena reported that a briefing pack was interviewers had been prepared and a meeting is scheduled for xx October.

6.2 Database Project

Helena reported that a user testing session of the new database, to be held in the computer laboratory at the Multicultural Hub, will be held shortly with office volunteers.

7 GENERAL BUSINESS

7.1 President's Report

A report from the President covering regional development, Committee membership for 2012, Odyssey Travel, CALD explorations and the Network Policy and Planning Meeting, was presented as Paper 295/66-11. For information.

Paper 295/66-11

7.2 Tours 2012

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Jill reported that she plans to lead two tours next year to Turkey and wished to advertise them in the newsletter. A number of issues were discussed, including:

- Our current policy which prohibits advertising of commercial, for-profit businesses;
- The tour operator is Fairy Chimneys, a commercial enterprise
- The SAGE tours are substantively different because we have a written agreement with them whereby we receive a commission of \$2,500 per tour and the tours are branded with our logo

Jill reported that she had discussed a similar arrangement with Fairy Chimneys and she undertook to circulate their proposal to committee members for their views.

J. Thompson

8 **REPORTS**

- 8.1 **Statistics** – Helena Ling – a membership report at 19th September was presented as Paper 295/67-11. For information.
- 8.2 **Office Coordination and Volunteers** – a report from Fran was presented as Paper 295/68-11. For information.
- 8.3 **Course & Tutor Coordination** –Julie reported that there are 50 yearlong course for 2012 including a new beginners German and two retiring tutors whose classes will be taken over by class members; there are also 18 short courses commencing in February, 10 of which are new and with 6 new tutors.
- 8.4 **Ross House** – Keith Bettles – no report
- 8.5 **Events** –Shirley Mason – a report was presented as Paper 295/69-11. For information.
- 8.6 **Forums** - Necia Burford
- 8.7 **Newsletter** – The deadline for the next newsletter (yearlong course guide, course application form) is **31 October**.
- 8.8 **U3A Network Liaison** – Jill Thompson –refer to Paper 295/66-11 which contained a report from a meeting of 21 September.

Paper 295/67-11

Paper 295/68-11

Paper 295/69-11

Paper 295/66-11

9 **OTHER BUSINESS**

No other business was conducted.

10 **NEXT MEETING**

Meeting 9/11 (No 295) will be held on Wednesday, **26 October**, 2011 from 10-12 noon.

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11 **CLOSURE**

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

Confirmed as an accurate record:

[Signed]

26th October, 2011

Jill Thompson, Chair

Date