

## COMMITTEE OF MANAGEMENT

**Meeting 3/12 (No 300) will be held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 18th April 2012 from 10.00 to 12.00.**

### MINUTES

**\* 1. ATTENDANCE**

1.1. *Chair:* Keith Bettles

1.2: *Present:* Michael Baker; Necia Burford; Jack Foks; Shirley Mason; Julie Nankervis; Anne Riddell; Fran Sciarretta; Max Warlond; David Watson

1.3 *Secretary:* Carlyne Cohn

1.4 *Apologies:* George Boag; Tony Miles; Terry Rickard; Jill Thompson

**PAPERS**

**/ACTION**

**\* 2. STARRING/ADDING NEW ITEMS FOR DISCUSSION**

Agenda items 5 and 9.2 were added to the starred items.

**\* 3. CONFIRMATION OF MINUTES**

Fran asked that action item at 5.2 be amended to

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

**Motion:**

*That the minutes of meeting 2/12 (299) of 29<sup>th</sup> February 2012, incorporating the above amendment, be confirmed as an accurate record.*

Mins. 299/29-02

*Moved;* Fran Sciarretta

*Seconded;* Anne Riddell

**\*4. BUSINESS ARISING FROM THE MINUTES**

4.1 Update to Strategic Action Plan.

Paper 300/26-12

The update was noted and it was agreed that a half day meeting on the strategic plan be organised for the second half of the year.

4.2 Working groups Terms of reference

No action

Carolynne to add this item to the June meeting agenda

4.3 RACV Grant use –“can be used for high profile guest speakers, research, data analysis and publication costs”

The Promotions working party are currently looking at options. Jill and Keith will send a letter of thanks to the RACV.

5. **STANDING ITEMS**

5.1 Correspondence

*Inwards: For action:*

7 Mar 2012 –Jill Davis –seeking guest speaker

7 Mar 2012 –City of Melbourne seeking input for a research programme

\* *Outwards:*

22 Jan 12 –U3A Member –responding to their expression of discontent

28 Feb 12- Southbank News –seeking assistance with publicity

5 Mar 12 –to U3A Member –requesting their agreement to cease disrupting class

3 Apr 12 –Kellie Meddings –re visit to Mission to Seafarers and possible use of their facilities

Michael sought clarification of several items in the correspondence.

**Motion:**

*That the report of correspondence be received.*

*Moved :* Anne Riddell

*Seconded:* Keith Bettles

\* 5.2 Treasurer’s Report

Treasurer’s Report and Financial Statement

Paper 300/27-12

Financial reports for February/March are presented as paper 300/27-12.

Jack queried several line items and asked what the procedure was for carrying liabilities forward in the budget cycle. David indicated that he would be doing this in preparing the 2013 budget.

The 2013 budget will need to be submitted to the August meeting. In a discussion on this it was agreed that tutors would be asked for their wish list for teaching tools.

Carolynne to draft an email for Julie to send to tutors.

**Motion:**

That the ING term deposit account number 81665656, maturing on 30 April 2012, be rolled over for a term of 180 days at 5.8%

Moved; David Watson

Seconded; Jack Foks

**Motion:**

That the Treasurer’s Report and Financial Summary be accepted

Moved ; David Watson

Seconded; Necia Burford

\* 5.3 New Members

**Motion:**

*That the new members listed in the papers be approved for membership.*

Paper 299/16-12

Paper 300/28-12

Moved; Julie Nankervis

Seconded; Max Warlond

6. **PLANNING AND POLICY MATTERS**

6.1 Planning Calendar 2012 –Carolyn Cohn

The March –June planning calendar was presented for information

Paper 300/29-12

6.2 City of Melbourne Grants

Grants for 2013 open on 7th May and close on 18th June. For discussion of grant application ideas.

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- a) **Active Seniors** (NFP for 60+)–maximum \$1000- to enhance people’s social opportunities and inclusiveness within their community
- b) **Community inclusion, health and well being** – -up to \$5000- for projects that contribute to social equity, inclusion and well being

Carolyn and Anne to work on these grants with assistance from other members as required.

Discussion centred on what activities we may be able to get funding for from the two City of Melbourne grant rounds  
Suggestions included

- Shredder for the office
- Christmas party
- Tutors materials
- Social events subsidy for bus
- Is there anyway specialised or additional accommodation costs could be met?

Carolyn to draft an email for Julie asking tutors if they have any additional course materials that would assist them.

It was acknowledged that we need a procedure in place to booth identify possible grants that we may be able to win and the list of programmes/events/equipment that we need that may fit into a grant request.

7. **PROJECTS**

7.1 Archives and History Project March meeting minutes Paper 300/36-12

\* 8. **GENERAL BUSINESS**

8.1 Report on Certificate IV Governance Paper 296/70-11  
 Carolyne and Keith had been at the Third Sector Expo earlier in the week and governance was a major topic there. With the imminent changes to government requirements and the continuing challenging environment the committee agreed that bringing in someone to update us on current developments would be useful. Carolyne to try to get a pro bono facilitator.

8.2 Privacy and Data Security

*Questions for us include:*

- How secure is the personal hard copy data in the office?
- What happens to old personal data?
- What do we want to do about security of personal computers of key persons on the committee
- What do we want to do about the bringing together of critical data that is at present spread over several computers?

Paper 300/30-12

After some discussion it was agreed that this area should be a part of a risks analysis for the organisation. Carolyne to develop a plan of action

8.3 Objects and Principles of U3A

Jill asked for comments on these for her U3A Presidents meeting on 24 April. It was agreed committee members would send any comments directly to Jill.

\* 9. **REPORTS**

\* 9.1 Office Coordination and Volunteers –*F. Sciarretta/H.Ling* Paper 300/31-12  
**Motion:**  
 That in principle the Committee agrees to a second telephone line for the office Fran to price the installation and Executive to review and approve.

\* Moved Fran Sciarretta Seconded: Keith Bettles

\* 9.2 Course & Tutor Coordination –*J. Nankervis-* Paper 300/32-12  
**Motion:**  
 That the online course, developed by Melbourne City U3A and offered to members of other U3A's through the U3A network during 2012, be available to non Melbourne city members without the need to become Associate members.

Moved; Jack Foks Seconded; Michael Baker

Julie tabled a paper on Student Withdrawals for 2012. She is monitoring the reasons for people leaving classes. Paper 300/37-12

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|-----|--|-----------------|
| 9.3 | Events - <i>S. Mason</i>                       | Paper 300/33-12 |
| 9.4 | Newsletter – <i>A. Riddell</i>                 | Paper 300/34-12 |
| 9.5 | Accommodation working group- <i>A. Riddell</i> | Paper 300/35-12 |

Anne explained that the Mission to Seafarers option is now not possible as they changed their fees offer. Other accommodation, becoming available later in this year or early next year, is being monitored.

## 10. **OTHER BUSINESS**

### 10.1 Third Sector Expo

#### **Motion:**

That Keith be reimbursed the \$180 fee for the Third Sector Expo

Moved: Carolyne Cohn

Seconded: Anne Riddell

Keith and Carolyne reported on the Expo and both found that the issues of governance, funding and partnerships, and strategic management were of interest.

Shirley moved a vote of thanks to Keith and Carolyne for giving up 2 days of their time to attend the expo.

As it was highlighted at the Expo that all members of the governing bodies of organisations should be describing their organisation in the same way (to anyone that asks about the organisation) Keith asked all members of the Committee to write a 25 word or less mission statement for discussion at the next meeting.

All Committee members

## 11. **NEXT MEETING**

The next meeting 4/12 (no. 301) will be held on Wednesday 27<sup>th</sup> June 2012 from 10.00 am -12.00pm

## 12. **CLOSURE**

There being no further business the meeting closed at 12.04

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Keith Bettles

Date

Chair