

COMMITTEE OF MANAGEMENT

Meeting 4/12 (No 301) will be held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 27th June 2012 from 10.00 to 12.00.

MINUTES

* 1. **ATTENDANCE**

PAPERS

1.1. *Chair:* Jill Thompson

/ACTION

1.2: *Present:* Keith Bettles; George Boag; Necia Burford; Jack Foks; Shirley Mason; Tony Miles; Julie Nankervis; Anne Riddell; Fran Sciarretta; MaxWarlond; David Watson

1.3 *Secretary:* Carolyn Cohn

1.4 *Apologies:* Terry Rickard –leave of absence until end of 2012

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

Items 6.2 and 9.12 were added to the starred items. All non-starred items on the agenda were received.

* 3. **CONFIRMATION OF MINUTES**

Motion:

That the minutes of meeting 3/12 (300) of 18th April 2012, be confirmed as an accurate record.

Mins. 300/18Apr

Moved: Tony Miles Seconded: Shirley Mason *Carried*

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

4.1 *Strategic Action Plan 6 month review meeting*

This meeting is planned for Wednesday 4th July from 10am to 3pm.

4.2 *Funding and grant working party- Terms of reference*

This item is to be held over until the August committee meeting

4.3 *Tutors requirements*

The tabled list was noted and some of the items have been included in the grant requests to the City of Melbourne. A separate letter has been written to the Lord Mayor of Melbourne seeking funding assistance for improving facilities at the multicultural hub.

Paper 301/39-12

4.4 Mission statement

It was agreed that the mission statement review will take place with the strategic plan review in 2013

* 5. **STANDING ITEMS**

5.1 Correspondence

Inwards: For action:

27 Mar 2012 –City of Melbourne – entries in Health Ageing Activity Guide for second half of 2012

2 Apr 2012 –City of Melbourne –confirming grant of \$1,000 for botanical art students exhibition in Seniors Week

2 Apr 12 –From Ross House request to confirm tenant update

11 Apr 12 –From Kellie Meddings- Mission to Seafarers unable to meet our room hire requirements

15 May 12 –Dept. of Health –Nominations for Victorian Senior of the Year awards

22 May 12 –Sakuunthala Gajanayake- seeking public liability insurance details for City of Melbourne

1 Jun 12 –Ross House lease renewal agreement

6 Jun 12 –U3A Network- Victorian branding campaign

Outwards:

15 Apr 12 –City of Melbourne- thank you for grant

16 Apr12 –Ross House –confirming Tenant Data Update for 2012-13

19 Apr 12 –City of Melbourne- Providing information on forums for Health Ageing Activity Guide

23 May 12- Sakuunthala Gajanayake- providing copy of current policy (to 30 Jun 12)

12 Jun12- Lord Mayor of Melbourne –re application for \$8000 for multicultural hub upgrade

13 Jun 12 –Ross House –lease renewal agreement

14 June-Chris Reidy-five event listings for Seniors Week

Motion:

That the report of correspondence be received.

Moved : Jill Thompson Seconded: Anne Riddell *Carried*

* 5.2 Treasurer's Report

Treasurer's Report and Financial Statement

Financial reports for April/May were presented. There was some discussion about the capital growth in 2011/12 (approx. \$9,000) It was also noted that David is on leave from 14 -27 July

Paper 301/40-12

Motion:

That the Treasurer's Report and Financial Summary be accepted

Moved: David Watson Seconded: Jack Foks *Carried*

There was some discussion about the membership fees for 2013 and at the 2011 AGM the Committee was given the authority to increase the membership fee if it considered it necessary. Carolynne to find out what the "average" membership fees are from the Network. Carolynne

Motion:

That the 2013 annual membership fee be increased to \$50

Moved: Jack Foks Seconded Keith Bettles *Carried*

Motion:

That the term deposit currently with ING, and due for renewal, be renewed with ING at the best rate available at the time

Moved: David Watson Seconded: Jack Foks *Carried*

5.3 Public Officer's Report

Jim Norton provided an update on the ACNC and Associations Incorporation Reform Act with implementation of both having been delayed.

Paper 301/41-12

5.4 New Members

Paper 301/42-12

Motion:

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

Moved: Shirley Mason Seconded: Julie Nankervis *Carried*

6. PLANNING AND POLICY MATTERS

6.1 Planning Calendar 2012 –Carolyn Cohn

The second half year of the 2012 planning calendar requires some updates and an updated edition will be prepared and circulated asap

Paper 301/43-12

Carolyn

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6.2 City of Melbourne Grants

Submissions have been made to City of Melbourne for \$1000 for active seniors and \$3000 for community grants.

1)for \$1000 -

To support our course program through the provision of course materials and minor equipment for volunteer tutors (100+) and our community-building program which aims to support and recognise our volunteers (160+).

2)For \$3000

To support the hire of higher cost facilities which can meet the a/v teaching needs of our volunteer tutors.

7. PROJECTS

7.1 Archives and History Project March meeting minutes

Paper 301/44-12

* 8. GENERAL BUSINESS

8.1 . Risk analysis

Continuing the discussion from last meeting one of our members will talk about this at the strategic review meeting.

Paper 301/45-12

8.2 Ross House building appeal

Anne opened a discussion about the current appeal being run through the National Trust and suggested it would be appropriate for U3A to make a donation.

Motion:

That U3A Melbourne City make a donation of \$2000 to the Ross House Building Appeal

Moved: Anne Riddell

Seconded: Jack Foks

Carried

8.3 U3A Network logo

Jill indicated that the U3A Network has recommended that all U3A's use the international logo as part of a common branding campaign.

Motion:

That U3A Melbourne City adopts the recommendation of the network to use the international symbol on our letterhead and most communications.

Moved : Jill Thompson Seconded: Keith Bettles *Carried*

8.4 Focus topic for Committee meetings
 Carlyne would like to introduce a focus topic for each committee meeting looking at issues relevant to the Committee.

9 REPORTS

9.1 Office Coordination and Volunteers –*F. Sciarretta/H.Ling* Paper 301/46-12

*9.2 Course & Tutor Coordination –*J. Nankervis* Paper 301/47-12

Julie lead a discussion on the possible introduction of semester based courses in 2013, and indicated they could make her task easier

Motion:

That the Committee approve the establishment of semester length courses in 2013 with all enrolments being handled at the beginning of the year

Moved : Julie Nankervis Seconded: Jack Foks *Carried*

*9.3 Events - *S. Mason* Paper 301/48-12

Planning is underway for the winter lunch and committee members agreed to wear name badges at the function. The Committee approved the President's request to invite up to 6 guests (from outside the organisation) to the lunch as thank you's for their contribution during the year.

*9.4 Newsletter – *A. Riddell* Paper 301/49-12

David is away for the next newsletter photocopying day and Mike is organised to do the copying. Arrangements were made for providing the cheque to the post office.

9.5 Accommodation working group- *A. Riddell* Paper 301/50-12

9.6 Statistics –*H.Ling* Paper 301/51-12

9.7 Ross House- *N. Burford- No report*

9.8 Forums –*N.Burford- No report*

9.9 U3A Network liaison –*J.Thompson-No report*

*9.10 Languages Working Group- *J. Nankervis* Paper 301/52-12

The Languages WG is seeking to coordinate programmes more efficiently and the Committee heard about some of the current developments.

Motion:

That the Committee approve in principle the development of screening and enrolment protocols for language courses in 2013.

Moved: Julie Nankervis Seconded: Jill Thompson *Carried*

9.11 Presidents Report –*J. Thompson* Paper 301/53-12

*9.12 Volunteer Working Party –F. Sciarretta

Paper 301/54-12

Motion:

That the Volunteer Agreement is to be signed by all Position Description Holders, Volunteers who undertake on-going tasks either as an individual or a member of a team or group and Members of Working Parties. However, members who volunteer on an adhoc basis are not required to complete a volunteer agreement.

Moved: Fran Sciarretta Seconded: Anne Riddell *Carried*

9.13 Promotions Working Group- J. Thompson

Paper 301/55-12

9.14 Office Volunteers Working Group-F.Sciarretta

Paper 301/56-12

10. OTHER BUSINESS

10.1 Add to next meetings agenda the outcomes of the focus groups

11. NEXT MEETING

The next meeting 5/12 (no. 302) will be held on Wednesday 29th August 2012 from 10.00 am -12.00pm

12. CLOSURE

There being no further business the meeting closed at 12.00pm

Jill Thompson

Date

Chair