

COMMITTEE OF MANAGEMENT

Meeting 5/12 (No 302) was held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 29th August 2012 from 10.00 to 12.00.

MINUTES

	PAPERS / ACTION
<p>* 1. ATTENDANCE</p> <p>1.1 <i>Chair:</i> Jill Thompson</p> <p>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</p> <p>1.3 <i>Secretary :</i> Carolyne Cohn</p> <p>1.4 <i>Apologies:</i> Necia Burford</p> <p>2. STARRING/ADDING NEW ITEMS FOR DISCUSSION</p> <p>To star any items not already starred on the agenda, including Business Arising or Other Business and receive advice from members on any matters they may wish to raise under these items.</p> <p>To receive all non-starred items on the agenda.</p>	
<p>* 3. CONFIRMATION OF MINUTES</p> <p>Motion:</p> <p><i>That the minutes of meeting 4/12 (301) of 27th June 2012, be confirmed as an accurate record after several minor typos are corrected.</i></p> <p><i>Moved:</i> David Watson <i>Seconded:</i> Anne Riddell <i>Carried</i></p>	<p>Mins. 301/27 Jun</p>
<p>* 4. BUSINESS ARISING FROM THE MINUTES</p> <p><u>4.1 Strategic Action Plan</u></p> <p>The amended strategic plan is part of the meetings papers.</p> <p><u>4.2 Risk analysis</u></p> <p>Three members have agreed to work on this issue and will meet and report back to the next meeting</p> <p><u>4.3 Baby Boomer Focus group outcomes</u></p> <p>One meeting is still to be held and a report will be available for the next meeting</p>	<p>Paper 302/72-12</p>
<p>* 5. STANDING ITEMS</p> <p><u>5.1 Correspondence</u></p> <p><i>Inwards:</i></p> <p>27 Jun 12 - <u>Youth and Referral Independent Person Program</u> -seeking volunteers</p> <p>27 Jun 12 - <u>Sage Travel</u> -Cheque for \$1125.00 for endorsement of 3 Universities, 3 Countries Tour</p> <p>29 Jun12 - <u>C of Melb</u>-acknowledging application for community services grant. Outcome known in Oct 12.</p> <p>4 Jul 12 - <u>Sakunthala Gajanayake</u> - acknowledging receipt of public liability insurance information</p> <p>4 Jul 12 - <u>Lord Mayor</u> - funding round has closed -Suggest work with John Harris for other potential funding</p> <p>6 Jul 12- <u>C of Melb</u> -acknowledging receipt of public liability insurance information</p> <p>11 Jul 12 - <u>C of Melb</u>-acknowledging application for active seniors grant.</p>	

Outcome known in Oct 12.
 19 Jul 12 –Ross House –thank you for donation to building appeal.
 24 Jul12 –Ross House- Grant received to upgrade heating and air conditioning system. Works not scheduled until 2013 and assuring tenants that disruptions and disturbances will be notified months in advance.
 26 Jul 12 –C of Melb- re Mind, Body, Soul event
 27 Jul 12 –Nathalie Michel –tenant complaint
 30 Jul 12 –Darwin Cosico –offering information about Wiley books
 6 Aug 12 –C of Melb –Invitation to Launch of Knowledge Melbourne
 24 Aug 12 –Jim Norton- resignation as Public Officer

Outwards:

3 Jul 12 - Sakunthala Gajanayake - public liability insurance information
 6 Jul 12 –C of Melb- public liability insurance information
 10 Jul 12 - Youth and Referral Independent Person Program –Anne will try and advertise in next newsletter
 12 Jul12 –Moorabbin Leader –seeking approval to use their photo of Maureen Bugden in our newsletter
 13 Jul 12 –Lord Mayor –inviting him to launch of digital stories project
 12 Jul 12 –Cr Karis - inviting him to launch of digital stories project
 25Jul 12 –National Seniors Melbourne Branch –acknowledging meeting re potential partnership
 27 Jul 12 –Nathalie Michel –re tenant complaint
 29 Jul 12 –C of Melb- we will try and include Mind,Body, Soul event information in next newsletter.
 30 Jul 12 –Sarah Day –update on two complaints
 2 Aug 12 –National Seniors- possible U3A/National Seniors Partnership
 9 Aug 12 –C of Melb –changing acceptance to Knowledge Melbourne launch attendee to C.Cohn
 15 Aug 12 –Southbank Residents Group –suggesting a joint presentation at the Boyd Centre
 17Aug 12 Darwin Cosico - information passed on to Tutors Coordinator to mention at next tutors meeting

Motion:

That the report of correspondence be received.

Moved: Max Warlond *Seconded:* Tony Miles *Carried*

* 5.2 Treasurer’s Report

Treasurer’s Report and Financial Statement June/July

Motions:

1. *That the Treasurer’s Report and Financial Summary be accepted*

Moved: David Watson *Seconded:* Carolyne Cohn *Carried*

2. *That the Committee agree, as a target, that the equivalent of 18 months operational expenses (that excludes social activities) is maintained as reserve*

Moved: David Watson *Seconded:* Keith Bettles *Carried*

3. *That the draft budget is agreed to as the U3A Melbourne City budget for October 2012 to September 2013,subject to changes discussed and the provision of further information*

Paper 302/57-12

Paper 302/58-12

Moved: Fran Sciarretta Seconded: Julie Nankervis Carried

4. That the Treasurer be authorized to rollover term deposits at the best available rate on maturity only after consultation with the Executive.

Moved: David Watson Seconded: Julie Nankervis Carried

5. That the Treasurer be authorized to transfer all bank and other investment interest on term deposits into online accessible accounts upon maturity

Paper 302/59-12

Moved: Max Warlond Seconded: Keith Bettles Carried

6. That the Treasurer is authorized to seek out and appoint an assistant Treasurer.

Moved: Tony Miles Seconded: Anne Riddell Carried

7. That the on-line acceptance of renewing membership fees be approved as discussed and the guidelines follow the submission from Helena Ling.

Moved: Jack Foks Seconded: Keith Bettles Carried

8. That a vote of thanks be given to David Watson for all the work involved in the budget planning and other financial management issues and to Helena Ling for her contribution to the introduction of EFT payments.

Moved : Julie Nankervis: Seconded: Carlyne Cohn Carried

5.3 New Members

Motion:

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

* *Moved: Anne Riddell Seconded: Julie Nankervis Carried*

Paper 302/60-12

6. PLANNING AND POLICY MATTERS

6.1 Planning Calendar 2012 –Carolyne Cohn

The remainder of the 2012 planning calendar is presented for information

Paper 302/61-12

* **7. GENERAL BUSINESS**

7.1 Ross House Office Space review

Some spaces available in Ross House were looked at for alternative office space. The cost was considered too high.

7.2 Dispute resolution

The President posed a number of questions about the process for dispute resolution. It was noted that the Ross House receptionist is the first point of call for problems within the building.

It was agreed that Max, Julie, Fran, Shirley and Michael would establish

Paper 302/62-12

a disputes/grievances group to write procedures re who is responsible for dealing with the issues and the process for making volunteers and members aware of the procedures.

7.3 Annual report

This is prepared and published for the AGM in mid November and people will be asked for their contributions in the next month.

Motion:

That the list of patrons and supporters who have agreed to have their names published be listed in the annual report.

Moved: Anne Riddell Seconded: Carlyne Cohn Carried

7.4 AGM

To be held on November 15th. Notice and nomination forms will be in the next newsletter

7.5 Future Australia seminar series

International College has been selected as the venue for these talks in 2013.

7.6 Volunteer recognition

A reminder for all the Committee to be aware of the agreed to principles for volunteer recognition.

A budget line of \$3000 for the 2012 volunteer's lunch was confirmed.

Paper 302/63-12

7.7 Accommodation

The National Seniors have offered us access to their Howard Fry room at \$10 per hour. Negotiations are continuing with them about suitable times etc.

Paper 302/64-12

Motion:

That Anne Riddell is authorised to negotiate an agreement with National Seniors for room hire in 2013.

Moved : Anne Riddell Seconded: Julie Nankervis Carried

7.8 Digital storytelling project

Motion:

That the Committee approve

1. *additional funding of \$520 for one extra class of 3hours duration to be delivered by the CAE.*
2. *a maximum of \$200 for Mac hire should this prove to be a viable option.*

Moved: David Watson Seconded: Julie Nankervis Carried

Paper 302/65-12

7.9 Language Working Group

The Committee congratulated the group on their work

Motion:

That the Committee accept all the recommendations of the Foreign Languages Programme Working group, as outlined in paper 302/66-12

Moved : Julie Nankervis Seconded : Tony Miles Carried

Paper 302/66-12

<p>7.10 <u>Funding Working group terms of reference</u> Motion: <i>That the draft funding working group terms of reference are approved by the Committee</i> <i>Moved: Keith Bettles Seconded: Carlyne Cohn Carried</i></p>	<p>Paper 302/67-12</p>
<p>7.10 <u>Funding Working group</u> This report was held over for discussion at the next meeting.</p>	<p>Paper 302/68-12</p>
<p>7.11 <u>Public Officer</u> Motion: <i>That the resignation of Jim Norton as public officer is accepted and the responsibilities of the Public Officer are included in the role of the Secretary (pre-empting imminent legislative changes).</i> <i>Moved: Keith Bettles Seconded: Tony Miles Carried</i></p>	
<p>7.13 <u>Life memberships</u> The committee were asked to consider adding any nominations for life memberships for discussion at the next meeting</p>	
<p>9 REPORTS</p>	
<p>9.1 Office Coordination and Volunteers -<i>F. Sciarretta/H.Ling</i></p>	<p>Paper 302/63-12</p>
<p>9.2 Course & Tutor Coordination -<i>J. Nankervis</i></p>	<p>Paper 302/69-12</p>
<p>9.3 Events - <i>S. Mason</i></p>	<p>Paper 302/70-12</p>
<p>9.4 Newsletter - <i>A. Riddell</i></p>	<p>Paper 302/64-12</p>
<p>9.5 Accommodation working group- <i>A. Riddell</i></p>	
<p>9.6 Statistics -<i>H.Ling-No report</i></p>	
<p>9.7 Ross House- <i>N. Burford- No report</i></p>	
<p>9.8 Forums -<i>N.Burford- No report</i></p>	
<p>9.9 U3A Network liaison -<i>See Presidents report</i></p>	
<p>9.10 Languages Working Group- <i>J. Nankervis</i></p>	
<p>9.11 Presidents Report -<i>J. Thompson</i></p>	<p>Paper 302/66-12</p>
<p>9.12 Volunteer Working Party -<i>H.Ling</i></p>	<p>Paper 302/62-12</p>
<p>9.13 Promotions Working Group- <i>J. Thompson</i></p>	
<p>9.14 Office Volunteers Working Group-<i>F.Sciarretta</i></p>	<p>Paper 302/71-12</p>
<p>10 NEXT MEETING</p>	
<p>The next meeting 6/12 (no. 303) will be held on Wednesday 31st October 2012 from 10.00 am -12.00pm</p>	
<p>12 CLOSURE</p>	
<p>There being no further business the meeting closed at 12.40pm</p>	
<p>Jill Thompson/Chair</p>	<p>Date</p>