

COMMITTEE OF MANAGEMENT

Meeting 6/12 (No 303) was held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 31st October 2012 from 10.00 to 12.00.

MINUTES

*** 1. ATTENDANCE**

1.1 *Chair:* Jill Thompson

1.2 *Present:* Keith Bettles: Necia Burford; Jack Foks; Tony Miles: Julie Nankervis; Anne Riddell; Fran Sciarretta; Max Warlond; David Watson

1.3 *Secretary :* Carlyne Cohn

1.4 *Apologies:* Shirley Mason

PAPERS

/ACTION

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

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.

Item 8.4 was starred

To receive all non-starred items on the agenda.

*** 3. CONFIRMATION OF MINUTES**

Motion:

That the minutes of meeting 5/12 (302) of 29th August 2012, be confirmed as an accurate record after adding Michael Baker as an attendee.

Mins. 302/29 Aug

Moved: Julie Nankervis

Seconded: Fran Sciarretta

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

4.1 Funding WG

Paper 302/68-12

The Working group is looking at ways to gain additional funding. Part of their deliberations relies on an understanding of the optimum size of the organisation.

A question raised was do we consider reducing the maximum number of classes in which a member can enrol? Do people attend the classes they nominate?

4.2 Baby Boomer focus group

Jill and Max are half way through the report and they plan to continue the focus groups in 2013. There will be a report for the November meeting

* 5. **STANDING ITEMS**

5.1 Correspondence

Inwards:

9 Aug 12 –Frank Archer re Monash Forum on Community Resilience

29 Aug 12 –Tony Sweeney ACMI –seeking sponsorship of Movies of Merit

28 Aug 12 –Rosalind Weaver, National Seniors-Willing to allow use of room at \$10 an hour

5 Sep 12-Darwin Cosico, Wiley-offering 20% discount

23 Sep 12 - Southbank Residents Group-are we willing to provide guest speakers for AGM?

24 Sep 12 –U3A Network –Growth support funding applications

26 Sep 12 –C of Melb- successful with \$1000 grant in Active Seniors category

27 Sep 12 –COTA Vic- offering Fair Go for Pensioners Coalition speaker for Forums

5 Oct 12 –Ross House tenancy renewal, key register, cabinet rental and associated documents

Oct 12 – Dept. of Justice –Legal changes affecting our incorporated association

4 Oct 12 –Richard Sowada, ACMI –offering 60% discount on hire fees

10 Oct 12 –Dept. FHCSIA- seeking acquittal of funding for 2009 volunteer grants program

12 Oct 12 –C of Melb- requesting participation in Knowledge Sector study (*CC completed online survey as requested*)

12 Oct 12 –Ross House –Notification of AGM on 8 Nov 12 at 10.45

15 Oct 12 –C of Melb- seeking our participation in their Community Services Grants Survey (CC Mailed the response on 22 Oct 12)

18 Oct 12 –C of Melb- Thank you for our participation in Mind, Body and Soul event

Outwards:

24 Aug 12–Frank Archer –U3A network is the organisation to provide a representative view for U3A's

17 Aug 12-Darwin Cosico, Wiley –information will be forwarded to tutors

6 Sep 12 - Rosalind Weaver, National Seniors –further information on possible use of their room

7 Sep 12 –National Seniors staff –introducing other U3A members who may visit

21 Sep 12 - Rosalind Weaver, National Seniors-Proposing 2 courses for their room

25 Sep 12 - Southbank Residents Group- accepting speaking at their AGM

Oct 12 -U3A Network -Report on Expenditure of ACE funding for 2012
12 Oct 12 -COTA Victoria- have added letter to files while forums in
abeyance
15 Oct 12- Southbank Residents Group- Confirming names of
speakers
22 Oct 12 - Darwin Cosico, Wiley -acknowledging receipt of flyers and
their display in office

Motion:

That the report of correspondence be received.

Moved: Anne Riddell

Seconded: Tony Miles *Carried*

5.2 Treasurer's Report

a. Treasurer's Report and Financial Statement August/September

Paper 303/74-12

David reported that there was more than the usual income because of membership renewals. \$25,000 has been moved to the ANZ online account

Motion:

That the Treasurer's Report and Financial Summary be accepted

Moved: Keith Bettles

Seconded: Jack Foks *Carried*

b. Report on VIMA Insurance

Paper 303/75-12

This report was noted.

Fran commented that we authorised volunteers by their acceptance for a role and having their agreement in writing. We need all coordinators to know the members of their team, especially if members are asked to help in ad hoc roles.

6. **PLANNING AND POLICY MATTERS**

6.1 Planning Calendar 2012 -Carolyn Cohn

Paper 303/76-12

The remainder of the 2012 planning calendar was presented for information

* 7. GENERAL BUSINESS

7.1 Life memberships

Paper 303/77-12

Motion:

That life memberships be approved for

- *George Boag*
- *Christina Hill*
- *Blair Cramer*
- *Judy Eldred*

All the nominations were approved and presentations will be made at the AGM. Helena will produce the certificates.

Moved: Anne Riddell

Seconded: Jack Foks *Carried*

7.2 Meetings in 2013

Motion:

That in 2013 meetings be held monthly from January to November

Moved: Anne Riddell

Seconded: Max Warlond *Carried.*

7.3 Grievance and Code of Conduct Drafts

A draft Code of Conduct and Grievance Policy and Procedure were presented.

Paper 303/78-12

After discussion about the role of a Member liaison person Anne Riddell agreed to take on this role on a trial basis.

Motion: *That the Committee of Management ratify and implement the U3A Melbourne City Code of Conduct and the U3A Melbourne City Grievance Policy and Procedures (subject to their alignment with the Rules of Association to be published on 24 Nov 12)*

*Moved :*Julie Nankervis

Seconded: Fran Sciarretta

Carried

7.4 Committee elections for 2013

Necia to stand down as Ross House Association representative and Keith to become the U3A representative

A vote of thanks was moved to the retiring members of the committee

7.5 AGM

To be held on Thursday 16th November. A draft agenda will be sent to Jill and Max.

7.6 Class attendance

Motion:

That at the tutor's discretion, a temporary place may be offered to the member next on the waiting list when a current student will be absent for 8 weeks or more.

Moved: Julie Nankervis

Seconded: Keith Bettles

Carried

7.7 Risk Management working party

Motion:

That the draft terms of reference for this working group are accepted.

Moved: Carolyn Cohn

Seconded: Julie Nankervis *Carried*

Paper 303/79-12

Motion:

That for all future activities the risk factor be considered and included in reports.

Moved: Carolyn Cohn

Seconded: Julie Nankervis *Carried*

7.8 AV in Ross House

Paper 303/80-12

Motion:

That Melbourne City U3A approach the Ross House Committee with a proposal for a joint approach to the installation of permanent audio-visual equipment in selected rooms in Ross House:

- the first of these is to be the room on the Mezzanine Floor with equipment installed at a total cost of \$7,750.30, as per quotation 5966 from Insight Systems dated 18 September, 2012, with U3A contributing \$6,000.00 and Ross House the remaining \$1,750.30;*
- the second is to be the Jenny Florence Room with equipment installed at a total cost of \$8,151.19 as per quotation 5980 from Insight Systems dated 18 September, 2012, with this amount to be the subject of a joint Melbourne City U3A/Ross House application for funds made to an appropriate body;*

Paper 303/81-12

Melbourne City U3A will have access to each of the rooms that have had audio-visual equipment installed as above for a minimum of fifteen hours per week for each room and for a period of at least 3 years.

Moved: Jack Foks

Seconded: Fran Sciarretta *Carried*

Jack and Keith are to submit a proposal to the Ross House Association and ask for a memorandum of understanding.

7.9 Draft Annual report

David was asked to clarify the liabilities figure in the Treasurer's report.

Helena will organise printing of both colour and black and white copies

7.10 Draft Service charter

The Risk management working party presented this document and Carolyn agreed to take it back to the working party for further work.

Paper 303/86-12

8 REPORTS

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|-----|--|-----------------|
| 8.1 | Office Coordination and Volunteers – <i>F. Sciarretta/H.Ling</i> | Paper 303/82-12 |
| 8.2 | Course & Tutor Coordination – <i>J. Nankervis</i> | Paper 303/79-12 |
| 8.3 | Events - <i>S. Mason</i> | |
| 8.4 | Communication – <i>A. Riddell</i> | Paper 303/84-12 |
- Anne proposes to ask National Seniors for an article about their organisation, to publish in our January newsletter, and to acknowledge their support in other ways while we are making use of their meeting room for classes in 2013.
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|------|---|-----------------|
| 8.5 | Accommodation working group- <i>A. Riddell</i> | |
| 8.6 | Statistics – <i>H.Ling-No report</i> | |
| 8.7 | Ross House- <i>N. Burford- No report</i> | Paper 303/83-12 |
| 8.8 | Forums – <i>N.Burford- No report</i> | |
| 8.9 | U3A Network liaison – <i>See Treasurer’s report</i> | |
| 8.10 | Languages Working Group- <i>J. Nankervis –See CC Report</i> | |
| 8.11 | Presidents Report – <i>J. Thompson –No report</i> | |
| 8.12 | Promotions Working Group- <i>J. Thompson/A.Riddell</i> | Paper 303/85-12 |
| 8.13 | Risk Analysis Working Group – <i>Carolyne Cohn</i> | Paper 303/81-12 |

9. OTHER BUSINESS

There was no other business

10. NEXT MEETING

The next meeting 7/12(no. 304) will be held on Wednesday 28th November 2012 from 10.00 am -12.00pm

11 CLOSURE

There being no further business the meeting closed at 12.25

Jill Thompson, Chair

Date: