



COMMITTEE OF MANAGEMENT

Meeting 7/12 (No 304) will be held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday, 28th November 2012 from 10.00 to 12.00.

MINUTES

1. **ATTENDANCE**

Chair: Max Warlond

Present: Michael Baker; Keith Bettles; Necia Burford, Jack Foks; Helena Ling; Shirley Mason; Anne Riddell; Fran Sciarretta; David Watson

Secretary : Carolyne Cohn

Observer; Christine Wooldridge

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.

To receive all non-starred items on the agenda.

3. **CONFIRMATION OF MINUTES**

Changes to the draft minutes were made at 7.4 and 8.4

7.4 Necia to stand down as Ross House Association representative and Keith to become the U3A representative Mins. 303/31 Oct

8.4 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.

The above changes to the minutes were agreed

Motion:

That the minutes of meeting 6/12 (303) of 31st October 2012, (with changes) be confirmed as an accurate record

Moved: Keith Bettles *Seconded:* Necia Burford *Carried*

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 Baby boomer focus group

A working group of Max/Jill/ Anne and Tony will consider the report and bring recommendations to the Committee

Paper 304/95-12

4.2 Financial Surplus

David asked that committee members not see the "surplus" as additional funds available for non budgeted expenditure. Rather it is an accounting mechanism used to help balance the books.

David asked that any activity that required spending non budgeted funds (except the social functions where they are self funding) should be considered by the committee before being undertaken.

5. **STANDING ITEMS**

5.1 Correspondence

Inwards:

19 Oct 12 –Hon. Warren Snowdon MP-Invitation to public forum regarding attendance at Anzac Day commemorations ,Gallipoli 2015

19 Oct 12- Jennifer Kanis MP –Invitation to Disabilitea

31 Oct 12- Mr Herve Carlos - request for a volunteer researcher for his book

5 Nov 12 –Chartered Secretaries Australia –information on their services to NFP's

15 Nov 12-Ross House –City of Melbourne waste facility partnership

Outwards:

25 Oct 12 –Jennifer Kanis MP –apologies for diabilitea

5 Nov 12 –Mr Herve Carlos –unable to help with his request for a volunteer researcher for his book

7 Nov 12- Barry Fenton –thanking him for his contribution to U3A

7 Nov 12 –George Boag - thanking him for his contribution to U3A Committee

12 Nov 12 –Sarah Day and Chair, Ross House –re AV proposal

13 Nov 12 –National Seniors –re providing article for January newsletter

21 Nov 12 –Cr Jackie Watts –congratulations on re-election and acceptance by Jill and Max to cocktail function

Fran asked that a letter of thanks be sent to Joyce Bromage

Motion:

That the report of correspondence be received.

Moved: Jack Foks

Seconded: Tony Miles

Carried

5.2 Treasurer's Report

a.Treasurer's Report and Financial Statement October

Paper 304/87-12

Motion:

That the Treasurer's Report and Financial Summary be accepted

Moved: Keith Bettles Seconded: Tony Miles Carried

5.3 New members

Motion: *That the new members listed in the paper be approved for membership*

Paper 304/88-12

Moved: Fran Sciarretta Seconded: Helena Ling Carried

6. PLANNING AND POLICY MATTERS**6.1 Planning Calendar Jan- June 2013**

Paper 304/89-12

Please let Carolyne know of any events that should be on the calendar. Changes noted were

- May CM meeting is May 29 not May 24
- The office reopens on January 7

7. GENERAL BUSINESS**7.1 New members sessions in 2013**

As of today there are 99 new members for 2013.

Necia, Shirley, Fran and Tony will arrange times and format of the new member sessions in 2013. Shirley suggested that the Lets Do coordinators could provide information on the social programme at these events.

7.2 Information for members at beginning of 2013

Anne tabled a revised version of this leaflet and asked for feedback within the next 2 weeks.

Paper 304/90-12

Carolyne suggested that Ross House staff be asked to talk to the committee about evacuation and other safety procedures.

Keith suggested that a laminated card for each room of the safety procedures relevant to that room could be prepared and put in the room and also in the tutors files.

7.3 Working groups in 2013 -names and personnel

Paper 304/91-12

Some additional names were provided. Max asked that any changes be sent to Carolyne.

Some committee members indicated that they would change their working group involvement in 2013 and this will be shown on the next listing

8. REPORTS

8.1 Communication – A. Riddell

Paper 304/90-12

Anne provided a number of options for the distribution of the members information leaflet and the new code of conduct. After some discussion it was agreed that printed copies of the code of conduct leaflet and the Members information leaflet would be mailed to all members.

Moved :Anne Riddell

Seconded : Keith Bettles *Carried*

Jack Foks suggested that there is a need to have guidelines on how we use electronic communication and he will prepare a draft for consideration.

8.2 Risk Management Working Group –Carolyn Cohn

The working group will bring a plan of action for 2013 to the next committee meeting

Paper 304/92-12

8.3 Funding Working Group –Keith Bettles

There is a need to establish a policy on sponsorship that includes who we will not approach.

Paper 304/93-12

8.4 Events- Shirley Mason

The Lets Do Galleries group that is only been going since August has 60+ members.

Paper 304/94-12

Max went to their last working group meeting and strongly supports the work Shirley and her team are doing.

9. **OTHER BUSINESS**

9.1 Ross House and AV

Their committee meets later this week and will consider the proposal we put to them.

9.2 ACMI

A response to their proposal has not yet been sent. As the reduced charge they offered is beyond the current accommodation funding the only way the costs could be met is either by a surcharge to the class members or sponsorship.

9.3 Coopted members for the Committee

Michael Baker did not nominate at the AGM so will be a co-opted member of the committee until the next AGM

Max and Carolyn met with some members who were interested in joining the committee.

It was agreed that the committee would coopt

- Lyndsey Burton
- Pam Marriott
- Marcus Wearne

- Lan Ping Yeh

and they would be invited to the January meeting.

9.4 Flemington/Kensington News

Fran was offered a free ad for U3A in their summer edition. Tony has worked on the ad for them.

9.5 Logo

It was agreed that we would continue to use our current logo at this time

9.6 Advertisements in the newsletter.

This topic will be added to the agenda for the mid year strategic review.

10. **NEXT MEETING**

The next meeting 1/13(no. 305) will be held on Wednesday 30th January 2013 from 10.00 am -12.00pm

Note: Change of venue to Meeting Room 1, 4th Floor, Ross House

11 **CLOSURE**

There being no further business the meeting closed at 12.05 pm

Confirmed as an accurate record

Max Warlond

Chair

Date: