



MELBOURNE CITY

COMMITTEE OF MANAGEMENT

MINUTES OF MEETING 1/12 (NO. 298) HELD AT ROSS HOUSE IN THE MEZZANINE MEETING ROOM ON WEDNESDAY 25 JANUARY 2012 FROM 10.00 TO 12.00

MINUTES

1 ATTENDANCE

Chair: Jill Thompson
Present: Michael Baker; Keith Bettles; George Boag; Necia Burford; Shirley Mason; Tony Miles; Julie Nankervis; Terry Rickard; Fran Sciarretta; Max Warlond; David Watson
Secretary: Anne Riddell
Apologies: Carolyne Cohn; Jack Foks

2 STARRING/ADDING NEW ITEMS FOR DISCUSSION

- * The meeting agreed to star/add several items not already starred or included on the Agenda, as requested by members.
Moved: Anne Riddell Secoded: Fran Sciarretta Carried

3 CONFIRMATION OF MINUTES OF MEETING 297

Mins 297/10-11

- * The meeting confirmed the distributed minutes as an accurate record of Meeting 297 held on 30 November 2011.
Moved: Keith Bettles Secoded: Fran Sciarretta Carried

4 BUSINESS ARISING FROM MINUTES OF MEETING 297

4.1 Australian Poetry partnership

Re email from Paul Kooperman (Australian Poetry) on 14 Nov 2011, specifying AP expectations in return for free room hire in Wheeler Centre (viz, we should advertise AP events and discounted AP membership in *City News*, plus provide AP with a letter of support for its funding submissions): Helena Ling responded to this email and we await a formal letter of agreement (which may require further discussion).

4.2 Representation on Ross House Association

It has been confirmed that Necia Burford represents us at Association meetings. (See also 8.2, Appointment of Safety Officer.)

5 STANDING ITEMS

5.1 Correspondence

Inwards:

- *a) 18 Nov 11 – from Tony O'Brien (Tutor) asking if *City News* could run an item seeking seniors to help train people for garden maintenance. *Anne Riddell asked that all requests to include items in *City News* be directed to her as Newsletter Editor; she would respond to Tony explaining this request fell outside the policy guidelines for free advertising.
- b) 5 Dec 11 – from VCAT – Granting permission to apply 50-plus age restriction on our membership, valid until 7 Dec 2016.

ACTION: Anne

-
- c) 5 Dec 11- from Alzheimer's Australia, 2012 education program booklet.
 - d) 30 Nov 11 – from City of Melbourne –Change of name of Aged and Disability Services team to Ageing and Inclusion team.
 - e) No date – from Identity Australia –re U3A labelled lanyards.
 - f) 8 Dec 11- from City of Melbourne- Community Services Grants (for Botanical Art Exhibition) will be notified in March.
 - g) Dec 2011- Christmas cards from Adam Bandt MP, Councillor Jennifer Kanis, Councillor Kevin Louey.
 - *h) 4 Jan 12 – from Gloria Bedson –re heating in Welsh Church.
***See Outwards b) below.**
 - i) 10 Jan 12 – from Sherena Ismail –re Masters Research Project.
 - *j) 11 Jan 12 – from Hub@ Docklands –Request for promotional material. (Helena Ling has sent poster etc, but articles were requested also.) ***Tony Miles also responded to request but no articles are currently available.**
 - k) 11 Jan 12 – from Diabetes Australia- re short course in mid April 2012.
 - l) 11 Jan 12 – from Victorian Quality Council- "Talking with your Doctor- A guide for older people" –booklet and DVD.
 - *m) 14 Jan 12 – from Ross House Association inviting a U3A representative to attend tenants' 'Round Table Meeting' on Thurs 23 Feb, 10.30 – 12.00. ***As delegated Ross House liaison member, Necia Burford agreed to attend.**

ACTION: Necia

Outwards

- a) 12 Dec 11 – to Identity Australia, seeking pricing for labelled lanyards.
- *b) 12 Jan 12 – to Gloria Bedson re heaters being installed in Welsh Church. ***Jill Thompson said she would find out more details – she had not seen this letter.**
- c) 22 Jan 12 – to U3A member, proposing meeting to discuss a complaint.

ACTION: Jill

- * The meeting confirmed the report of correspondence.
Moved: Tony Miles Seconded: George Boag Carried

5.2 Public Officer's Report – Jim Norton

Jim Norton's paper summarised the status and implications of the proposed Australian Charities and Not-for-Profits Commission (ACNC) legislation (included a background scoping study paper). We are registered as a Not-For-Profit entity and await further direction from the ATO or ACNC. Authorised contacts were Jim Norton and Helena Ling, both willing to continue in 2012 if approved by this Committee (Jim having advised that contacts need not be committee members).

Paper 298/1-12

- * The meeting agreed to retain Jim Norton and Helena Ling as ATO/ACNC contacts for 2012.
Moved: Julie Nankervis Seconded: Keith Bettles Carried

ACTION: Anne (inform)

*5.3	<p>Treasurer's Report and Financial Statements – <i>David Watson</i></p> <p>*David briefly recapped the background to his first motion, viz the liquidation of Australian Unity and the 'orderly' and progressive return of capital to investors over an unstated timeframe. The \$10,000 he sought authorisation to deposit represented the first return from AU. He also noted that in the unlikely event of a call for substantial funds, a term deposit of \$10,000 maturing April 30th need not be re-invested</p>	Paper 298/2-12
	<p><u>The meeting authorised the placement of \$10,000.00 into a term deposit account by March for a term of 5 to 7 months (at the Treasurer's discretion after consultation with the Public Officer) based on the best interest rates and operating monies available.</u></p> <p><i>Moved: David Watson Seconded: Keith Bettles Carried</i></p>	ACTION: David
	<p><u>The meeting then agreed to accept the Treasurer's Report and Financial Summary</u></p> <p><i>Moved: David Watson Seconded: Max Warlond Carried</i></p>	
*5.4	<p>Approval of New Members (in accordance with our Rules of Association)</p> <p>*Jill Thompson queried the inclusion of this standing item, there being no way to know if the people named were suitable (or not) for membership. While acknowledging this, and also that all those on the list had already been issued with membership cards, the mood of the meeting was to approve the list as a matter of compliance, and move on.</p>	Paper 298/3-12
	<p><u>The meeting approved the listed applicants for membership of U3A Melbourne City.</u></p> <p><i>Moved: Julie Nankervis Seconded: Anne Riddell Carried</i></p>	
6.	<p>PLANNING AND POLICY MATTERS</p> <p>Planning Calendar 2012 – 1st quarter – <i>Carolyn Cohn</i></p> <p>The calendar was noted.</p>	Paper 298/4-12
7	<p>PROJECTS</p>	
7.1	<p>Archives and History Project – <i>Helena Ling</i></p> <p>The report of the meeting held in November 2011 was noted.</p>	Paper 298/5-12
*7.2	<p>Database Project – <i>Helena Ling</i></p> <p>This final report sought to close down the project, which had not delivered the hoped-for results.</p>	Paper 298/6-12
	<p><u>The meeting authorised the removal of the trial database from our website and agreed that the option of adopting the Knox U3A database continue to be explored.</u></p> <p><i>Moved: Fran Sciarretta Seconded: Tony Miles Carried</i></p>	ACTION: Helena
	<p>*An expression of thanks to Helena Ling for her hard work and commitment to this project was moved by Fran, seconded by Necia, and carried.</p>	

8	<p>GENERAL BUSINESS</p> <p>*8.1 Limiting tenure on Committee – Jill Thompson A proposal that the tenure of Committee Office Bearers should be subject to limitations – for discussion. *There was general (though qualified) approval of the concept of limiting the tenure of the four office bearing positions, but the period was not agreed upon. The case for limiting tenure for ordinary members received no support. That there should be a position of 'Immediate Past President' was not resolved, and neither was the proposal that the four Office Bearers should become an executive with the power to meet outside Committee for urgent decision-making. Jill asked all members to form their views and bring to the next meeting.</p> <p>*8.2 Appointment of Safety Officer – Anne Riddell As previously reported by the Public Officer, the Ross House Association requires us to have a designated Safety Officer to liaise on matters of safety and security in the building. *Nominations were called for. Fran suggested an office volunteer might be a suitable appointee. Anne undertook to find out more about the role and duties and report to the next meeting.</p>	<p>Paper 298/7-12</p> <p>ACTION: Jill and all members</p> <p>ACTION: Anne</p>
9	<p>REPORTS</p> <p>9.1 Statistics –Helena Ling</p> <p>9.2 Office & Volunteer Coordination – Fran Sciarretta/Helena Ling</p> <p>9.3 Course and Tutor Coordination – Julie Nankervis</p> <p>9.4 Ross House – Necia Burford – no report</p> <p>9.5 Events – Shirley Mason</p> <p>9.6 Forums– Necia Burford – no report</p> <p>*9.7 Newsletter – Anne Riddell *Anne noted that the information leaflet distributed with City News lost communication impact as an online attachment. She asked whether she should evaluate the pros and cons of hard copy mailings to all members. The mood of the meeting was negative, so no further action required.</p> <p>9.8 U3A Network Liaison – Jill Thompson – no report</p> <p>9.9 Volunteer Working Group – no report</p> <p>9.10 Promotions – Jill Thompson – no report</p> <p>*9.11 Languages Working Group – Julie Nankervis *Julie tabled a list of Terms of Reference formulated at the first meeting of the group (which 8 members had attended) and moved that the meeting approve it; the terms being to:</p> <ol style="list-style-type: none"> 1. Recruit volunteer tutors to reduce gaps and waiting lists in the current language program. 2. Develop communication and coordination approaches between tutors within each language stream and more broadly across the language program. 3. Explore members' preferences re timing of courses, course length and format, and additional languages. 4. Recruit volunteer tutors to expand the languages program based on members' feedback and outcomes of the cross-cultural project. <p><u>The meeting approved the Languages Working Group Terms of Reference.</u></p> <p><i>Moved: Julie Nankervis Seconded: Necia Burford Carried</i></p>	<p>Paper 298/8-12</p> <p>Paper 298/9-12</p> <p>Paper 298/10-12</p> <p>Paper 298/11-12</p> <p>Paper 298/12-12</p> <p>Paper 298/13-12</p>

10 **OTHER BUSINESS**

***10.1 'Meet the Members' sessions – Necia Burford**

***Necia asked members to note the dates of the meeting (published in *City News*) and consider attending one or two, the point being to encourage volunteering as well as foster a sense of community. Shirley suggested a more specific 'Meet the Committee' session later in the year might also be useful.**

ACTION: All members

***10.2 RACV Club Funding – Jill Thompson and Keith Bettles**

***Jill and Keith reported that partnership discussions involving sharing courses/tutors were not in our favour and so the possibility of our gaining access to an alternative venue for the Movies of Merit course did not eventuate. However, the RACV Club manages a 'Good Citizen's Fund' which distributes a total \$37,000 annually to approved not-for-profit recipients in one-off grants. Keith had enquired whether a modest annual grant of \$1200 over a 3-year period might be considered, and received a cautiously favourable response – yet to be confirmed.**

***10.3 Strategic Plan and Working Groups – Jill Thompson**

***Jill requested that the Strategic Action Plan and the constitution of the various working groups be placed on the agenda for the next meeting.**

ACTION: Carolyne

11 **NEXT MEETING**

The next meeting 2/12 (299) will be held on Wednesday **29 February** from 10.00 to 12.00.

ALL MEMBERS PLEASE NOTE

12 **CLOSURE**

There being no further business, the meeting closed at 12.05pm.

Confirmed as an accurate record

Jill Thompson, Chair

Date

cc:Confirmed as an