



MELBOURNE CITY

## COMMITTEE OF MANAGEMENT

### MINUTES OF MEETING 10/11 (NO 297) HELD AT ROSS HOUSE IN THE MEETING ROOM ON THE MEZZANINE FLOOR ON WEDNESDAY 30<sup>TH</sup> NOVEMBER, 2011 FROM 10.00 TO 12.00

## MINUTES

### PAPERS/ACTIONS

#### \*1 ATTENDANCE

- 1.1 Chair: Keith Bettles
- 1.2 Present: Michael Baker; George Boag; Shirley Mason; Tony Miles; Julie Nankervis; Terry Rickard; Anne Riddell; Fran Sciarretta; Max Warlond; David Watson ; Jim Norton (part of meeting)
- 1.3 Secretary: Carlyne Cohn
- 1.4 Apologies: Necia Burford; Jill Thompson; Jack Foks

#### *\*1b Welcome to New Members*

The Chair welcomed new members to the committee and all members present introduced themselves and their role.

#### *\*1c. Membership*

##### **Motion:**

That Terry Rickard be co-opted to the Committee until the AGM in November 2012

Moved Keith Bettles, Seconded Shirley Mason, Carried

#### \*2 STARRING ITEMS

This agenda item allows for any items not already starred on the agenda, including Business Arising or Other Business, to be added to the agenda.

##### **Motion:**

To receive all non- starred items on the agenda

Moved Carlyne Cohn, Seconded Shirley Mason Carried

#### \*3 CONFIRMATION OF MINUTES

Mins 296/9-11

##### **Motion:**

That the minutes of the meeting 9/11 (296) of 26<sup>th</sup> October 2011 be confirmed as an accurate record

Moved Keith Bettles Seconded Shirley Mason Carried

#### 4. BUSINESS ARISING FROM THE CORRESPONDENCE

##### *Tours 2012*

Fairy Chimneys has included the U3A logo on the relevant page of their web site and included a link to U3A Melbourne

City. Helena has created a "Travel Opportunities" web page on our web site, promoting the Turkey tours and including a link to the fairy Chimneys website.

5

**STANDING ITEMS**

*\*5.1 Correspondence*

*Inwards*

- a) 28/10 Letter -City of Melbourne -Successful grant application -Active Seniors Grant -\$1,000
- b) 28/10 -Letter – City of Melbourne- Successful grant application -Community Services Grant -\$3,000
- c) 28/10 Letter- Australind Multicultural Community Services -Annual report
- d) 10/11 – Letter – VCAT requesting additional information in support of application for exemption under the Equal Opportunity Act (Sec.)
- e) 14/11 – Email- Paul Kooperman, Australian Poetry, re provision of a free room in 2012 in return for promotion of their organisation
- f) 16/11 -Letter – Diabetes Australia Vic offering 6 week program

*Outwards*

- a) 28/10 -U3A Network -Program Growth Application Funding 2012 (\$1500)
- b) 28/10 – U3A Network – Request for extension for CALD project -2011 Program Growth Funding
- c) 2/11 –Letter to Fairy Chimneys Travel
- d) 10/11 - Grant application to Public Records Office of \$10.200 for U3A history
- e) Letter of thanks - D.Andrews; J. Norton; H. Ling
- f) 21/11 -Letter to VCAT with additional information
- g) 21/11 – Letter – City of Melbourne Grant Application Round 2 for Seniors Week Art Show (\$1,000)

**Motion:**

That the report of inward correspondence be received and outwards correspondence confirmed

*Moved Tony Miles Seconded Shirley Mason Carried*

**ACTION**

Carolyn Cohn to add Paul Koopermans requests re promotion to the January agenda

*\*5.2 Treasurer's Report and Financial Summary*

Paper 297/81-11

The October report was tabled as 297/81-11  
David Watson reported that as the new Treasurer he was still in the process of having the documentation handed over from Jim Norton.

David noted that

- A 6 month term deposit for \$10,000 had been placed with ING on 2 Nov 11

- It is necessary to leave \$5000 minimum in the ANZ account to ensure we minimise account fees

**Motion:**

That the Treasurer's Report and Financial Summary be accepted

*Moved David Watson, Seconded Julie Nankervis Carried*

\* 5.3 New Members

Paper 297/ 82-11

A list of new members for 1<sup>st</sup> October to 21<sup>st</sup> November 2011 was tabled.

**Motion:**

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

*Moved Carolyne Cohn, Seconded Anne Riddell Carried*

6. **PLANNING AND POLICY MATTERS**

**ACTION**

**Carolyne Cohn** to provide a quarterly update to this calendar

*Planning Calendar 2012*

The planning calendar prepared by Helena was tabled. Fran noted that the columns format could be confusing and that yearlong course enrolments were from January 9-11.

7. **PROJECTS**

*Archives and History Project*

The group were meeting on the same day as the Committee and will report to the January meeting.

*Database Project*

There have been no further meetings of the project team. The students are still working to address major design problems and hope to finish by mid December

\*8 **GENERAL BUSINESS**

**ACTION;**

**Carolyne Cohn** to ask Helena who is the rep. for U3A on Ross House Association and to find out if we have a safety officer

*8.1 Ross House Association Tenancy Agreement Renewal*

Jim Norton joined the meeting for this topic as Public Officer. Jim had reviewed the new agreement and made the following points

- In previous years Ross House had been incorporated with a corporate trustee of the Ross House Trust. Recently Ross House Association became its own trustee.
- New tenancy agreement to commence 1 December 2011
- This agreement expires 30 June 2012 whereas in past agreements have been for 12 months (possibly realigning to financial year)
- The agreement has several key focus areas that we need to note
  1. As tenants we need to make a reasonable endeavour to allow people to participate in our activities eg by providing access for people with a disability or translators for non-English speakers. Our proceedings should be simple, open and transparent
  2. If we employ any staff the Association must be

- notified immediately
3. There is a sliding scale of payment and we are on scale 3. The monthly rental has increased by the CPI
  4. It is mandatory that we as an organisation are aware of and participate in the emergency procedures for the building
  5. We are encouraged to work harmoniously and cooperatively with other tenants

**Motion:**

That Jim Norton as Public Officer be authorised to accept the new agreement

*Moved Keith Bettles, Seconded Tony Miles Carried*

*8.2 Public Officer*

**Motion:**

That Jim Norton continue to be the U3A Public Officer until legislative changes are implemented which will make this task a part of the Secretary's role.

*Moved: Keith Bettles; Seconded; Carolyne Cohn Carried*

*8.3 CALD Report*

We are awaiting a response from the U3A network on whether we can carry over the funds for this project until June 2012.

*8.4 CAE Summer Computer Courses*

We are awaiting a response from CAE and Helena is following up

*8.5 RACV Club room Use*

Keith is pursuing this with relevant RACV staff

*8.6 Online course*

The presentation was made to the U3A network AGM and there has been no response from them. The committee acknowledges the work that Jack Foks and his colleagues put into promoting this concept to a wider audience.

9. **REPORTS**

9.1 *Statistics* –no report

9.2 *Office Co-ordination*

Incoming fees are ahead of budget by 7%  
Very busy January looming for office volunteers. Fran's strategy of using 3 volunteers a day at the course renewal time is working effectively.

PAPER 297/84-11

PAPER 297/87-11

9.3 *Course and Tutor Co-Ordination*

Julie Nankervis tabled a 2011 short course overview. During 2012, members are to be asked what areas they would like to see short courses cover in the future. There was some discussion about enrolment procedures and course etiquette. Discussion also covered safety and evacuation procedures in Ross House

PAPER 297/88-11

**ACTION**

Carolyne Cohn to add Promotions to Reports list for next meeting onwards

**Motion:**

That a single sheet of information for members (including course etiquette, bookings policy and evacuation procedures) be mailed out with the Annual report in January.

*Moved Anne Riddell, Seconded Carlyne Cohn Carried.*

**ACTION:**

Anne Riddell, in consultation with other Committee members, to prepare a flyer to accompany the January newsletter

9.4 *Ross House* –no report

9.5 *Events*

The personalised email sent out about the mystery tour was very effective. It is recommended similar emails are sent out for all major events

Paper 297/85-11

There are several members seeking assistance with new initiatives such as a drama group and a music concert group and the events sub-committee is meeting with them to determine how they may work within our framework.

9.6 *Forums*

Tony produces the flyers for all the forums and sends to his media contacts. He has found putting the text in the email as well is more effective.

9.7 *Newsletter*

Anne Riddell is preparing the Jan/Feb newsletter and it will be a full edition. The deadline is **January 4th**  
Anne is always looking for good photos of activities to use in the newsletter.

**ACTION**  
**Carlyne Cohn**  
Add newsletter mailing to Jan. agenda

Anne requested that the mailing of all newsletters for 2012 be an agenda item for the January meeting  
Anne requested that all the committee write their personal stories for the U3A web page

Paper 297/86-11

9.8 *U3A Network Liaison*- no report

9.9 *Volunteer Working Group*

The report was noted

10. **OTHER BUSINESS**

10.1 Jill Thompson asked about the Committee's availability in January for an evening gathering.. The Committee recommended Wednesday 18<sup>th</sup> January.

10.2 Carlyne Cohn will be away for the January meeting. She will prepare the agenda and Anne Riddell will take the minutes

10.3 Housekeeping tasks for 2012 were allocated.

10.4 Induction packs were handed to new members and Jill Thompson will follow up on their induction in January.

11 **NEXT MEETING**

The next meeting will be 1/12 (298) will be held on Wednesday **25<sup>th</sup> January** from 10.00 to 12.00

12. CLOSURE  
There being no further business the meeting closed at  
12.02pm

Confirmed as an accurate record

Keith Bettles, Chair

25 January 2012