

COMMITTEE OF MANAGEMENT

Minutes of Meeting 11/10 (No 287) held at Ross House in the Meeting Room on the Mezzanine Floor on Wednesday 24th November, 2010 from 10.00 to 12.00

M I N U T E S

PAPERS/ACTION

1 ATTENDANCE

- 1.1 Chair: Jill Thompson
- 1.2 Present: Diana Andrews, George Boag, Necia Burford, Jack Foks, Shirley Mason, Tony Miles, Julie Nankervis, Jim Norton, Fran Sciarretta.
- 1.3 Secretary: Helena Ling
- 1.4 Apologies: Peter Salmon, David Watson

1a WELCOME

Jill welcomed new members and introductions were made.

1b ELECTION OF DEPUTY CHAIR

Diana Andrews was elected as Deputy Chair.

1c COMMITTEE INDUCTION

The induction kit was distributed to new members.

2 CONFIRMATION OF MINUTES

RESOLVED that Minutes of meeting 1/10 (286) of 27 October 2010 be confirmed as an accurate record.

Moved J. Norton, seconded T. Miles, Carried.

Mins 286/10-10

3 BUSINESS ARISING FROM MINUTES

3.1 Governance Course

A report from Peter on the Cert. IV in Governance will be presented at the January 2011 meeting.

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3.2 Life Membership: Val Pincus

The following motion to approve life membership for Val Pincus was circulated via email on 10 November together with a nomination form. The nomination was proposed by Helena Ling and seconded by Eva Meredith:

Paper 287/73-10

“That the nomination of Valerie Pincus for Life Membership be approved and submitted to the November AGM for Ratification.”

The motion via email was moved by Helena, seconded by Julie Nankervis and carried by a majority of votes.

4 STANDING ITEMS

4.1 Correspondence

Inwards:

- a) 28/10 – City of Melbourne – Unsuccessful grant application – promotional DVD
- b) 29/10 – City of Melbourne – Successful grant application – \$500 Seniors Grant
- c) 1/11 – City of Melbourne – Successful grant application - \$3,000 for seminar series
- d) 5/11 – Ross House – Tenancy Agreement
- e) Letter from M. Shilton regarding a membership issue which led to a discussion of policy. It was agreed that Jill would follow up this matter.

J. Thompson

Outwards:

- a) 28/10 – Letters to Patrons Program members
- b) 29/10 – Letters to retiring tutors (J. Beaty, J. Cruz, C. Hamilton, J. Radecki)
- c) 1/11 – CoM – Acquittal form for Active Living Grant
- d) 3/11 – Letters to retiring committee members
- e) 5/11 – Letter to retiring tutor J. Deerson

RESOLVED that the correspondence be received.

Moved H. Ling, seconded D. Andrews, Carried.

4.2 Treasurer's / Public Officer's Report

Financial reports for October were presented as Paper 287-67/10.

Paper 287/67-10

Jim advised that he had received a new lease agreement for our offices in Ross House, and that the rental for 2011 will increase by 2%. Membership of Ross House gives us cheaper room hire rates, but also carries with it certain obligations regarding active involvement in the Ross House community.

RESOLVED that the President be empowered to sign the agreement on behalf of U3A Melbourne City Inc.

Moved J. Norton, seconded H. Ling, Carried.

Jim drew the Committee's attention to an unexplained miscellaneous debit in the financial reports of \$1246 which is being investigated by the bank. He also recommended that given our improved liquidity, a term deposit be made, and it was

RESOLVED that \$10,000 be put on term deposit with ING for up to 7 months, subject to rates being offered.

Moved J. Norton, seconded J. Nankervis, Carried.

Helena advised that we are now confident that the City of Melbourne's grant for IT training for seniors will be fully expended by the end of the year, given the take-up rate for the CAE IT courses.

Jim offered to provide new members with a briefing on financial matters on request.

5 PLANNING AND POLICY MATTERS

5.1 Strategic Planning

The draft strategic plan and action plan was presented as paper 287/68-10. Jill reported that this was still a work in progress and required work on timelines, actions, and responsibilities as well as more clearly identifying our strategic objectives.

Paper 287/68-10

Following discussion, it was agreed that the January committee meeting be replaced by a strategic planning workshop.

5.2 Planning Calendar 2011

A planning calendar with key dates for 2011 was presented as Paper 287/69-10 and a number of amendments made as follows:

Paper 287/69-10

- Enrolments be shifted to January
- Office closure be amended to 2nd December
- Tutors' meeting in October be amended to 5th October
- Committee meeting in November be amended to 23rd November
- Add Seniors Week in October

H. Ling

5.3 Reports from Working Parties

There were no reports as no meetings had been held.

- a) Promotions Working Party
- b) Funding Working Party
- c) Accommodation Working Party
- d) Tutors Working Party
- e) Volunteers Working Party

6 GENERAL BUSINESS

6.1 Archives and History Project

A report of the meeting of 19 October was presented as Paper 287/70-10. For information.

Paper 287/70-10

6.2 Volunteers Christmas Party

This event is scheduled for 4th December at the Multicultural Hub. The Music Ensemble as agreed to play and catering will be done by the Asylum Seekers Resource Centre.

7 **REPORTS**

7.1 **Membership** – Helena Ling - a report of membership was presented as Paper 287/71-10. There was discussion of the importance of increasing the number of members from the City of Melbourne and strategies to achieve this, including public forums, speaking at community groups, retirees seminars. It was suggested that a single-page promotional flyer could be developed to send to other community groups.

Paper 287/71-10

7.2 **Office Coordination and Volunteers** – Fran Sciarretta – a report was presented as Paper 287/72-10 and it was noted that Fran, Keith Stewart, Helena Ling and Alison Thornton will share office coordination responsibilities. The following points were discussed:

Paper 287/72-10

- Fran recommended that she be the first point of call for all admin matters.
- there should be regular meetings with the Course Coordinator and other key people such as Necia
- other staff who wish to use the PC were encouraged to do so out of office hours; however, a laptop with internet access would be available in Room 2.19
- tutors who need to return equipment after hours will collect/return a key from reception
- the key register will be updated for 2011.

7.3 **Course & Tutor Coordination** –Julie Nankervis - reported that

- the yearlong course program was finalised on schedule and the short course program for February is nearing completion;
- new tutor proposals continuing to be received but these will be scheduled for an April start;
- no volunteers have come forward to assist with course coordination
- the first draft of the course feedback report has been completed, which overall endorses the way in which courses are being run, with members highlighting the informality, friendships and social aspects. She recommends that future efforts be put into following up members who drop out of courses.

7.4 **Ross House** – Necia Burford – it was noted that Necia would attend the Ross House 2nd Floor meeting on 1st December.

7.5 **Social Activities** – Shirley foreshadowed that she will need assistance in developing a social program as she is a recent arrival to Australia and does not yet have the necessary contacts. She plans to ask members what types of social activities they are interested in, via an item in the January newsletter. Helena undertook to pass on any volunteers who have indicated an interest in helping with the social program.

H. Ling

7.6 **Newsletter** –

7.7 **U3A Network Liaison** – Peter Salmon

8 **OTHER BUSINESS**

8.1 **Wearing of Name Tags**

All members were requested to reinforce the need for wearing name tags to classes and other U3A events.

All

9 **NEXT MEETING**

The January meeting is cancelled, to be replaced by a strategic planning workshop.

Meeting 1/11 (No 288) will now be held on Wednesday, **23 February**, 2011 from 10am to 12 noon. [Note that Wednesday, Jan. 26 is Australia Day.]

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10 **CLOSURE**

The meeting closed at 12.20.

Confirmed as an accurate record:

[Signed]

23 February, 2011

Jill Thompson (President)

Date