

COMMITTEE OF MANAGEMENT

Meeting 8/13 (No 312) was held at Ross House in Meeting Room 1 on the 4th Floor on Wednesday, 28th August 2013 from 10.00 to 1.00.

MINUTES

* 1. **ATTENDANCE**

- 1.1 *Chair*: Keith Bettles
1.2 *Present*: Jack Foks; Helena Ling; Shirley Mason; Tony Miles (part meeting) Anne Riddell; Fran Sciarretta; David Watson; Lan Ping Yeh
1.3 *Secretary* : Carolyn Cohn
1.4 *Apologies*: Michael Baker; Marcus Wearne, Max Warlond

**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**

Mins. 311/31 Jul

Resolved:

That the minutes of meeting 7/13 (311) of 31 July 2013 be accepted.

Moved: Jack Foks

Seconded: Fran Sciarretta Carried

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

4.1 Report on meeting with Jennifer Kanis MP
This was an introductory meeting and she added information on the meeting to her web site. She offered the use of her office for photocopying.

4.2 ACMI

Keith is following them up after their meeting of 20 August.
Negotiations are still under way.

Paper 312/82-13

4.3 Budget for promotional activities

Tony suggested a new small banner valued at \$99 and GST and had information on a larger one at \$149 + GST. The proposal would be to add the "What are you Doing After?" themed promo to these banners.
Tony to investigate if there is any discount for multiple purchases.

4.4 New members sessions 2014

Shirley talked to Jill Thompson about this and she is considering whether she is interested or not.

* 5. **STANDING ITEMS**

5.1 Correspondence

Resolved:

Paper 312/84-13

That the report of correspondence be received.

Moved: *Lan Ping Yeh*

Seconded: *Jack Foks* Carried

5.2 Treasurer's Report

a. Treasurer's Report and Financial Statement July

Resolved:

Paper 312/85-13

That the Treasurer's Report and Financial Summary be accepted

Moved: *David Watson*

Seconded: *Jack Foks* Carried

An account is now established at the post office at 246 Flinders Lane and the documentation to use the account is in the Treasurers box in the office.

It was also agreed that online statements from Australian Unity be requested.

5.3 New members

Resolved:

Paper 312/86-13

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

Moved: *Carolyn Cohn*

Seconded: *Anne Riddell* Carried

5.4 Risk Management

a) Incident report

Carolyn reported on a recent incident that resulted in an ambulance being called for a member. It was noted that the ambulance cannot get a stretcher into the lift at Ross House. The ambulance people were able to use a hammock to transport the patient.

b) Wheelchair access

Carolyn talked to National Seniors staff and their lift does take a wheelchair. However the two glass doors at the entrance and exit to the lift are quite heavy and someone in a chair would probably need assistance to open the doors.

c) Notification of next of kin

If U3A volunteers do not know where a patient is being taken they are unable to let next of kin know. Another important reason for having who to contact information completed on membership card.

d) Tutors comments re risks

In the comments from tutors mention was made for the need for counselling of those may have witnessed a major incident. Carolyn to investigate is our insurance would cover this cost.

CCohn

6. **PLANNING AND POLICY MATTERS**

6.1 Planning Calendar August–December 2013

Paper 312/87-13

Please let Carolynne know of any events that should be on the calendar

* 7. **GENERAL BUSINESS**

7.1. Budget 2013/14

A number of suggestions were made about changes to the budget for 2013/4 which has to be agreed at the September meeting. David to take the suggestions made and incorporate them into his draft budget for discussion at the next meeting.

DWatson

7.2 Membership fees 2014

Carolynne suggested that we consider a motion for the 2013 AGM that the fees be increased for FY 2104/5. There was some discussion about this and a decision whether to include this in the AGM will be made before the next meeting

CCohn

7.3 Publicising short courses

The Course Coordination team would like to run short courses on "term" basis" and queried whether the newsletter timing could be different to reflect that timing. It was agreed that many of the functions of the newsletter mailing times related to other areas such as membership renewals; course guides and other regularly scheduled mailings.

Anne and Helena will talk to Julie about advertising term based courses in the newsletter.

ARiddell/HLing

7.4 U3A Network conference

Jill Thompson is attending this conference on October 11/12. No committee member indicated an interest in attending.

8 **REPORTS**

8.1 Statistics

Paper 312/88-13

*8.2 Communication

Paper 312/89-13

Anne emphasised her request for committee members to add their stories to their stories to Volunteering Voices

*8.3 Events

Shirley confirmed there were 120 guests for the Winter Lunch. The Committee approved the Events team recommendation of Patrick Cronin as the guest speaker for the AGM.

Paper 312/90-13

Paper 312/91-13

Paper 312/92-13

8.4 Meeting with A. Ley, City of Melbourne

8.5 Meeting with St Marks Church re potential accommodation

* 9.

OTHER BUSINESS

Paper 312/93-13

9.1 Members handbook

Helena presented a discussion paper on the possibility of preparing a members handbook. There was general agreement this was a good idea and discussion ensued about occurred around its costs and potential methods of distribution.

It was agreed to create a budget line of \$2000 for this in 2014.

Paper 312/94-13

9.2 Volunteers form

Anne tabled some options for the new volunteering form. Discussion centred on the "headers" and the changes to the content on page 2. It was decided to use option 1 for 2014. The Promotion WG will be encouraged to develop a plan for implementation of the Network U3A Logo.

9.3 Attendance at U3A Network meeting

Helena noted that VMIA were the guest speakers at the next U3A Network meeting on the 18th September and it would be useful to have feedback on their talk.

10. **NEXT MEETING**

The next meeting (no.314) will be held on Wednesday 25th September 2013 from 10.00 am -1.00pm

11. **CLOSURE**

There being no further business the meeting closed at 12.25pm.

Certified as an accurate record

Keith Bettles, Chair

Date: