

COMMITTEE OF MANAGEMENT

Minutes of Meeting 5/13 (No 309) held at Ross House, Hayden Raysmith Room, 4th Floor, on Wednesday, 29 May, 2013 from 10.00 to 1.00

M I N U T E S

PAPERS/ACTION

1 ATTENDANCE

- 1.1 Chair: Keith Bettles
- 1.2 Present: Michael Baker, Lyndsey Burton, Jack Foks, Shirley Mason, Tony Miles, Anne Riddell, Fran Sciarretta, David Watson, Marcus Wearne, Lan Ping Yeh
- 1.3 Secretary: Helena Ling
- 1.4 By Invitation: Ms. Jill Noble (for Agenda item 8.1, 12-1.00pm)
- 1.5 Apologies: Carolyne Cohn, Max Warlond

1(a) MEMBERSHIP

The resignation of Necia Burford, effective from 30th April, 2013 was noted.

2 STARRING/ADDING NEW ITEMS FOR DISCUSSION

2.1 Starring of Agenda Items

The following additional agenda items were starred for discussion: item 3, item 4, item 5.2, item 9.3.

2.2 Adoption of Unstarred Items

RESOLVED

That the recommendations/motions contained within all unstarred items be approved without discussion.

2.3 Additional Agenda Items

There were no additional agenda items under Other Business.

3 CONFIRMATION OF MINUTES

RESOLVED

That the Committee approve the Minutes of meeting 3/13 (307) of 27 March, 2013, as an accurate record.

Moved H. Ling, Seconded D. Watson, Carried

Mins 307/13

RESOLVED

That the Committee approve the Minutes of meeting 4/13 (308) of 24 April, 2013, as an accurate record, subject to the following amendments:

- *Para. 4.5* – delete the first dot point; in the final paragraph delete reference to M. Wearne.
- *Para. 9* – add “The ideas and points raised in the workshop are to be used as a basis for composing a letter to the City of Melbourne managers and councillors seeking engagement between the City of Melbourne and U3A Melbourne City for mutual benefit.”

Moved H. Ling, Seconded F. Sciarretta, Carried

Mins 308/13

4 BUSINESS ARISING FROM MINUTES

4.1 National Seniors Accommodation

A paper outlining the hire fee proposal from National Seniors and some comparative costings with the Multicultural Hub was presented as Paper 309-51/13.

RESOLVED

That the Committee approve the hire fee proposal from National Seniors as detailed in the paper presented.

Paper 309-51/13

4.2 Melbourne City Council

A report from the working group was presented as Paper 309-52/31. For information.

Paper 309-52/13

4.3 Promotions Working Group

The Secretary advised that Jill Thompson had declined the invitation to convene the Promotions Working Group. For information.

5 **STANDING ITEMS**

5.1 Correspondence

A report of correspondence was presented as Paper 309/53-13. For information.

Paper 309-53/13

5.2 Treasurer's Report

Financial reports for April were presented as Paper 309-54/13. David advised that

- (a) he had spent some time clarifying and correcting room hire invoices from the Multicultural Hub totalling \$8,000;
- (b) approximately 10% of this was for cancelled rooms for which there was no refund; and
- (c) because of problems relating to confirmations and invoicing and their cancellation policy, other venues, even if slightly more expensive, would be preferable.

Paper 309-54/13

It was agreed that Keith, David and the Room Booking coordinator meet with the Manager of the Multicultural Hub to discuss these matters.

K. Bettles

It was also noted that Welsh Church expenditure was double what it should be due to a payment error. Notwithstanding that, expenditure was over-budget because of increased usage to date of that venue in 2013.

RESOLVED

That the Treasurer's Report and Financial Summary be accepted.

Moved D. Watson, Seconded J. Foks, Carried.

5.3 New Members

A report of new members since the last meeting was presented as Paper 309-55/13.

Paper 309-55/13

RESOLVED

That the Committee approve the new members as listed in the paper presented.

6 **PLANNING AND POLICY MATTERS**

6.1 Planning Calendar

Members were requested to advise the Secretary of any additions or amendments to the Planning Calendar, presented as Paper 309-56/13. For information.

Paper 309-56/13

[Sec's note: Events notified in a separate events calendar by the Events Coordinator have been incorporated within this calendar.]

7 **GENERAL BUSINESS**

7.1 City of Melbourne Grants 2014

The City of Melbourne grants round closes on 17th June and a summary of information was presented as Paper 309-57/13. Helena briefly spoke to the paper, outlining the changes to the City of Melbourne's grants program and our grant history. In discussion of possible projects, the following suggestions were made:

Paper 309-57/13

- a) a culture and language project involving the Italian community, or other ethnic groups
- b) Innovative approach to learning, eg interactive, online learning
- c) IT related projects

Helena outlined work previously done on linking with other groups and the importance for funding bodies of partnerships. However, it was advisable to develop relationships before embarking on a joint project and this is something that could be done as a prelude to a grant application in 2014.

It is also important to develop projects which can be demonstrated to deliver the objectives of the grant, and this is more difficult for IT projects which have been unsuccessful in the past.

Marcus agreed to raise it with the tutors with a view to identifying some projects for future rounds of funding.

M. Wearne

Following further discussion of the project proposals contained in the paper, and an expression of support for the photography project, it was

RESOLVED

That we submit an application for \$2,000 for tutor expenses and the volunteer celebration, and an application of between \$3-\$10K for one other project, to be determined by Helena in consultation as required.

Moved A. Riddell, Seconded F. Sciarretta, Carried.

H. Ling

7.2 U3A Network Victoria 25th Anniversary

Advice from Network regarding Silver Jubilee celebrations was presented as Paper 309-58/13. Following discussion it was

Paper 309-58/13

RESOLVED

that our contribution to the time capsule include a copy of the Shakespeare class video and the promotions video.

Moved F. Sciarretta, Seconded S. Mason, Carried.

H. Ling

7.3 Seminar Series

A report of progress was presented as Paper 309-59/13. For information.

Paper 309-59/13

7.4 Forums July-October

Tony canvassed the opinion of the Committee on a proposal to continue the forums for the remainder of the year in addition to, but not in competition with, the seminar series. He argued that because they had been building attendance, a six-months break may be detrimental to "market share". He had discussed this proposal with Jill and Keith and has identified some potential speakers.

It was noted that speakers would also be required for the November AGM and for February and March 2014.

During discussion on the advantages and disadvantages of this proposal the following points were raised:

- This Committee had previously agreed that the seminars would replace the forums for the latter part of this year and should stand by its decisions
- The only difference between the forums and the seminars is the name and the fact that they are at a different venue and cost slightly more
- Concern about the additional workload in organising and promoting two sets of talks and whether volunteers would be forthcoming. Tony indicated that he and the Events team would take responsibility for this.

Following vigorous debate, it was moved

THAT forums for the 3rd Thursday in October, the AGM and the first two forums in 2014 be organised by Tony Miles and the Events team.

Moved D. Watson, seconded L.P. Yeh

The following amendment to the motion was put:

THAT forums for the AGM and the first two forums in 2014 be organised by Tony Miles and the Events team.

Moved F. Sciarretta, seconded J. Foks, Carried

It was moved that the motion as amended be put and it was

RESOLVED

That forums for the AGM and the first two forums in 2014 be organised by Tony Miles and the Events team.

Moved J. Foks, seconded M. Baker, Carried

T. Miles

8 STRATEGIC DISCUSSION

8.1 Business Planning

A report on the business planning process was presented as Paper 309-60/13. It was clarified that the paper and workshops referred to strategic planning rather than business planning.

Paper 309-60/13

Concern was expressed that significant funds had been committed for this exercise without reference to the Committee. In response to a question, Keith advised that the venue hire was \$800 per day and catering approximately \$30 per person per day but was unsure of the cost of the consultant. The rationale for an off-site venue was to minimise interruption of U3A business and provide a neutral space for the exercise.

Whilst there was support for the rationale, the choice of such an expensive venue was questioned.

An examination of the budget revealed that the cost of this exercise was not included in any expenditure line and David and Keith were requested to identify for the next meeting, where cost savings could be made in order to pay for this exercise, or alternatively propose an amendment to the projected surplus/deficit.

Ms Jill Noble conducted a workshop which included some team-building exercises, identification of some preliminary issues for the strategic planning workshop and an overview of how the two days will be conducted – refer attachment.

[**Sec's Note:** Please give the strategic planning workshops your highest priority if possible and put Tuesday, 18th June and Thursday, 22nd August in your diaries now.]

Agenda 6/13
D. Watson/K. Bettles

All

9 REPORTS

9.1 **Statistics** – a report of membership statistics was presented as Paper 309-61/13. For information.

Paper 309-61/13
Paper 309-62/13

9.2 **Office Coordination and Volunteers**– a report was presented as Paper 309-62/13. For information.

9.3 **Course & Tutor Coordination** – a report on course coordination and tutor recruitment was presented as Paper 309-63/13. Marcus advised that Committee members would in future be copied into emails regarding tutors meetings, and should advise the office if they wish to attend. It was noted that the meeting dates were included in the Planning Calendar and that the July meeting would focus on strategic planning and risk management. Whilst concern had been raised about a large Committee presence at the meeting, it was acknowledged that this would be unlikely to occur. For information.

Paper 309-63/13

9.4 **Events**– a report was presented as Paper 309-64/13. Shirley tabled a draft program for the New Members Session as Paper 309-64/13a. For information.

Paper 309-64/13
Paper 309-64/13a

9.5 **U3A Network Liaison** – Keith reported on the U3A Network Presidents' Briefing Session held on 15th May which covered the following topics: grants and grant-hunting, the present and the future of U3A, Seniors Week, the conference, updating constitutions, and technology (a U3A database for all). On this last topic, Keith reported that a working group had been established which had surveyed all U3As on IT usage and canvassing support or a common database.

10 OTHER BUSINESS

No other business was conducted.

11 NEXT MEETING

Meeting 6/13 (No 310) will be held on Wednesday, **26 June**, 2013 from 10-1.00pm.

Agenda 6/13

12 CLOSURE

There being no further business, the meeting closed at 1pm.

Confirmed as an accurate record:

26 June, 2013

M. Warlond, Chair

Date

Strategic Planning Overviews

Day 1 and Day 2

Ground rules for the two days

- Be fully present (physically) and engaged (mentally) for the whole session.
- Be focused on the organisation's future, not on internal or personal issues.
- Be respectful, actively listen, and positively contribute.
- Only one person talking at any one time.
- Don't interrupt, even if you disagree.
- Be solution focused - you are not allowed to say, "we tried that before and it didn't work". Don't evaluate ideas and defer judgment.
- Keep focused on the actions which count.
- Use the parking spot for anything that is outside of our objectives.

Day 1

Objectives

- Determine a clear vision and mission for U3A Melbourne City
- Develop a simple strategic framework for the next 3 years to provide focus for everything that U3A Melbourne City does in the future.
- Create a framework to use when communicating with future funding partners such as the City of Melbourne.

Day 2

Objective

- Positively and collaboratively explore solutions and actions to implement based on the draft strategic plan
- Develop a draft action plan to support the implementation of the strategic plan