**COMMITTEE OF MANAGEMENT**

**Meeting 2/13 (No 306) was held at Ross House in Meeting Room 1 on the 4th Floor on Wednesday, 27th February 2013 from 10.00 to 12.00.**

**MINUTES**

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | \* | 1. | **ATTENDANCE**   * 1. *Chair*: Keith Bettles   2. *Present*: Lindsey Burton; Jack Foks; Helena Ling; Pam Marriott; Shirley Mason; Tony Miles; Anne Riddell; Fran Sciarretta; David Watson; Marcus Wearne; Lan Ping Yeh   3. *Secretary* : Carolyne Cohn   4. *Apologies*: Max Warlond, Necia Burford, Michael Baker   5. *Visitor*: Pat Robins (Assistant Treasurer) | **PAPERS**  **/ACTION** | | | \* | 2. | **STARRING/ADDING NEW ITEMS FOR DISCUSSION**  Items 8.4 and 8.5 were starred  To receive all non-starred items on the agenda. |  | | | \* | 3. | **CONFIRMATION OF MINUTES**  **Resolved that**  *The minutes of meeting 1/13 (305) of 30th January 2013, with amendments outlined by the Secretary, be accepted*  *Moved*: Anne Riddell *Seconded:* Tony Miles *Carried* | Mins. 305/ 30 Jan | | | \* | 4. | **BUSINESS ARISING FROM THE MINUTES**  4.1 ACMI Proposal  Keith will follow up for the next meeting.  4.2 Risk management  Carolyne proposed an extra meeting of the committee on the morning  of 13th March to start looking at risk management issues.  4.3 Expenditure outside budget  **Resolved that** the 2007 resolution re expenditure of non-budgeted funds be be rescinded.  **Resolved that** Non-budgeted items or services up to a cost of $200 may  be purchased as required, with the approval of two office bearers of  the Committee of Management.  *Moved:* Jack Foks *Seconded:* David Watson *Carried*  *4.4* City of Melbourne Funding Agreement  This item has been referred to the Funding Working group | |  | | | \* | 5. | **STANDING ITEMS**  5.1 Correspondence  *Inwards:*  *4 Jan 13*- Marian Cantwell, U3A Box hill, re policy on rewarding volunteers  *21 Jan 13 –*National Library –request for copy of newsletter for assessment  *22 Jan 13 –*Arnold Bates, National Seniors- we will look at presentation facilities in the Howard Fry Room  *22 Jan 13 –*Jenny Rolleston, U3A Morningtonre information on support of councils  *29 Jan 13 -City of Melbourne –*Community Services Grant Acquittal  *4 Feb 13 –*Bill Ellerton *–*unable to provide assistance at this time  *Outwards:*  *8 Jan 13-* Marian Cantwell –re our Life memberships  *Jan 13 –*City of Melbourne –Community Services Grant Acquittal response  *23 Jan 13- –*Jenny Rolleston, U3A Mornington re information on support of councils  *23 Jan 13-* Arnold Bates, National Seniors *–*Follow up to meeting with Arnold Bates  *24 Jan 13 –*Bill Ellerton *–*seeking assistance with strategic review  *6 Feb 13 –*Juanita Friend *–*re speaking opportunity  *14 Feb 13 –*U3A Network*-* report on expenditure of 2012 Program Growth Support funds  16 Feb 13 –Noela Winters, Nunawading U3A –seeking information on business planning and their members database software.  **Resolved that** *the report of correspondence be received.*  *Moved:* Carolyne Cohn *Seconded:* Helena Ling *Carried*  5.2 Treasurer’s Report  a.Treasurer’s Report and Financial Statement August/September  Helena asked that it be noted of the $1000 grant from the City of Melbourne $500 should be shown against tutors expenses and $500 against volunteers  **Resolved that** *The Treasurer’s Report and Financial Summary be accepted.*  *Moved:* David Watson *Seconded:* Carolyne Cohn *Carried*  ***Resolved that*** *U3A Melbourne City Inc accept the conditions and charges (re the implementation of a portable mobile credit card facility)in the letter of offer from ANZ merchant services*  *Moved:* David Watson *Seconded:* Helena Ling *Carried*  *5.b* Course values 2012 and to Feb 2013  5.3 New members  **Resolved that** *the new members listed in the paper be approved for membership*  *Moved:* Shirley Mason *Seconded*: Lan Ping Yeh *Carried* | Paper 306/17-13  Paper 306/18-13  Paper 306/19-13 | |  | | |  | 6.  . | **PLANNING AND POLICY MATTERS**  6.1 Planning Calendar Feb –Dec 2012  Shirley notified the meeting that the date for the Winter lunch is Thursday, 29 August. | Paper 306/20-13 | | | \* | 7. | **GENERAL BUSINESS**  7.1 Draft Grants and Sponsorship Policy  **Resolved that** *the Grants and Sponsorship Policy be approved by the Committee*  *Moved: Carolyne Cohn Seconded: Jack Foks Carried*  7.2 Risk Management matrix development  Risk Management will be discussed at a special meeting of the committee. The working group report recommends that the membership form include a question about members possibly needing assistance. This item was deferred to the risk management discussion.  7.3 Archives Working Group  **Recommendation***That the Committee re-affirm its commitment to producing a history of U3A Melbourne City.*  The Committee reaffirmed its commitment to producing a history of the organisation. The working party were asked to provide some costings for the paper vs web option before the committee could make a decision re format.  7.4 Technology  **Resolved that** *That the following equipment be disposed of:*   |  |  |  | | --- | --- | --- | | **No** | **Item** | **Provenance** | | 2 | **VCR player/recorder** - 6-track (LG) Silver, with remote and instruction manual | Donated by Russell Griffin, April 08 | | 4A | **Radio/Cassette Player –** TEAC – rewind button missing, but works ok | ? | | 7 | **Slide projector** - Kodak Carousel (dark grey) with tray for 200 slides (in yellow box) | ? | | 9 | **Radio/CD player** - Bose Wave in large white box | Purchased by U3A (Jill Clark) 2006 (?) |   *Moved: Carolyne Cohn Seconded; Jack Foks* | Paper 306/26-13  Paper 306/27-13  Paper 306/28-13  Paper 306/25-13 | | |  | 8*.*  *9.* | Anne Riddell has talked to Jill Clark re item 9 and will advertise it in the next newsletter and it will be sold for the best price offered  **REPORTS**  \* 8.1 Communication –Anne Riddell  12 people have indicated an interest in producing a members magazine and their first meeting is on 28th Feb.  \*8.2 Accommodation –Anne Riddell  A small working group has been formed to continue the negotiations with National Seniors. They will ask the NS Branch President (also a U3A member) to join the group  8.3 Membership statistics  \* 8.4 Events Working Group  The Events group asked if flyers about events could be given to tutors for distribution. Previous practice showed most tutors did not distribute these so the request was not supported.  \*8.5 Course Coordination report  In her report Julie recommended the creation of a “Visting Tutor” category for Membership. This was referred to the Rules of Association working group.  8.6 Technology Report  8.7 Draft Grants and Sponsorship Policy  8.8 Risk Management Working Group  8.9 Archives Working Group  **OTHER BUSINESS**  *9.1* Member Request  Following the advertisement in the last newsletter for books for children in Vanuatu, we have received a similar request from a member who wants to organise a collection of used spectacles and sunglasses which will be taken to Cambodian villagers later this year as part of a medical relief trip.  ***Resolved that*** *the Committee approves the advertisement of this request*  *Moved:* Helena Ling *Seconded:* Lan Ping Yen *Carried*  It was agreed that all such requests would be considered by the Committee on a one by one basis and no more than one would be approved at any time.  9.2 Let’s Do Clubs  Shirley Mason queried the support for the establishment of several more “Lets Do" interest groups. There was some discussion about when a “Lets Do” group would be better as a course rather than a group. The committee indicated that the “Lets Do” groups were intended to provide social opportunities for members, and not learning opportunities, as these are part of our course structure.  9.3 Committee strategic discussions  It was agreed that the committee meetings would be extended by one hour and that the last hour would be available for strategic issue discussions. The March discussion topic is “developing a business plan”. | Paper 306/21-13  Paper 306/21-13  Paper 306/23-13  Paper 306/24-13  Paper 306/24-13  Paper 306/26-13  Paper 306/27-13  Paper 306/28-13 | | |  | 10. | **NEXT MEETING**  The next meeting 3/13 (no.307) will be held on Wednesday 27th March 2013 from 10.00 am -1.00pm |  | | |  | 11**.** | **CLOSURE**  There being no further business the meeting closed at 12.05  Confirmed as an accurate record  Keith Bettles  Chair  Date: |  | | |