

## COMMITTEE OF MANAGEMENT

**Meeting 6/13 (No 310) will be held at Ross House in Meeting Room 1 on the 4th Floor on Wednesday, 26<sup>th</sup> June 2013 from 10.00 to 1.00.**

## MINUTES

	PAPERS /ACTION
<p>✦ 1. <b>ATTENDANCE</b></p> <p>1.1 <i>Chair:</i> Max Warlond</p> <p>1.2 <i>Present:</i> Michael Baker; Keith Bettles; Lyndsey Burton; Jack Foks; Shirley Mason; Tony Miles; Anne Riddell; Fran Sciarretta; David Watson; Marcus Wearne</p> <p>1.3 <i>Secretary :</i> Carlyne Cohn</p> <p>1.4 <i>Apologies:</i> Helena Ling, Lan Ping Yeh</p>	
<p>✦ 2. <b>STARRING/ADDING NEW ITEMS FOR DISCUSSION</b></p> <p>Other business was starred</p> <p>To receive all non-starred items on the agenda.</p>	
<p>✦ 3. <b>CONFIRMATION OF MINUTES</b></p> <p><b>Resolved:</b> <i>That the minutes of meeting 5/13 (309) of 29<sup>th</sup> May 2013 be accepted.</i></p> <p><i>Moved:</i> Michael Baker      <i>Seconded:</i> Anne Riddell    <i>Carried</i></p>	Mins. 309/ 29 May
<p>✦ 4. <b>BUSINESS ARISING FROM THE MINUTES</b></p> <p>4.1 Australia's Future seminar series Tony has sent out publicity to all major media outlets, other U3A's and he and Anne have sent information to relevant organisations</p> <p>4.2 Multicultural Hub bookings Keith and David are meeting with AMES staff in early August</p> <p>4.3 City of Melbourne Grants Two grants have been applied for in the current rounds. Major funding round expressions of interest likely to happen in December/January</p> <p>4.4 Strategic planning –see Treasurers Report</p> <p>4.5 Melbourne City Council A successful meeting was held during the week with 3 senior staff and they are keen to continue a dialogue and they will provide a letter outlining the main contact people.</p> <p>4.6 Promotions Marcus Wearne agreed to coordinate a team approach in this area. The responsibility belongs to the whole Committee of management to be actively involved</p>	

✦ 5. **STANDING ITEMS**

5.1 Correspondence

**Resolved:**

Paper 310/65-13

*That the report of correspondence be received.*

Moved: Fran Sciarretta      Seconded: Keith Bettles      Carried

5.2 Treasurer's Report

a. Treasurer's Report and Financial Statement May

**Resolved:**

Paper 310/66-13

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

Moved: David Watson      Seconded: Tony Miles      Carried

David Watson is away in July and Carolyne Cohn will be acting Treasurer and Pat Robins (Assistant Treasurer) will provide the second authorisation required on payments.

Paper 310/67-13

After a motion that this expense be a part of the Committee Expenses budget was rejected, the following resolution was carried

**Resolved:** *That a budget line for Strategic Planning be created for \$5,000.00 and that the Planning Seminar costs be allocated on that budget line.*

Moved: David Watson      Seconded: Keith Bettles      Carried

5.3 New members

**Resolved:** *That the new members listed in the paper be approved for membership*

Moved: Shirley Mason      Seconded: Anne Riddell      Carried

Paper 310/68-13

6. **PLANNING AND POLICY MATTERS**

6.1 Planning Calendar July–December 2013

Paper 310/69-13

One addition to this calendar –on 26 September we send out the notice of AGM, Proxy Voting Form and Committee Nomination form to members

✦ 7. **GENERAL BUSINESS**

7.1 Rules of Association

Discussion on the following clauses to the draft model rules

Paper 310/70-13

Clause 8 Eligibility

Clause 12 –Visiting Tutors

Clause 18 (2) Members resignation

Clause 37 (2) Quorum at general meetings

Clause 45 Distinguishing between Act Secretary and Admin. Secretary

and addition of an Assistant Treasurer

Clause 49 (1) (d) Amendment to " and EFT transfers authorised by one other Executive Committee member after lodgement by the Treasurer or Assistant Treasurer

Clause 54 Election of ordinary members of committee

Discussion on all of these clauses was held and agreement reached. The revised document will be shown to a lawyer before going to a general meeting of members for approval.

A vote of thanks was moved to the working group of Helena, Fran, Keith and Carlyne for their work on the Rules

Moved : Jack Foks                      Seconded: Tony Miles    Carried

#### 7.2 Roles of Office Bearers

Dissatisfaction was expressed at the role of the office bearers took in organising the strategic review seminars and the Committee asked that any matters involving expenditure outside the budget be communicated to the committee before the expenditure is authorised.

### REPORTS

✦ 8

8.1 Events –S. Mason

Paper 310/71-1

25 members enjoyed a visit to the Australian tapestry workshop Some discussion was held about the new members session and how to proceed with these in the future

8.2 Meeting with Jennifer Kanis MP –Keith Bettles

Keith was absent from the meeting for this agenda item

8.3 . Knowledge Sector Network meeting on 19th June- Jack Foks

Jack attended this seminar and he made several useful contacts

8.4 Productive Ageing Seminar

Lyndsey, Anne and Fran attended this day, organised by National Seniors, and found it very worthwhile

### OTHER BUSINESS

✦ 9

9.1 Port Phillip U3A request to talk about forming a region

Max will respond that we are interested in being a part of this discussion

9.2 Victorian Senior Awards

We will not nominate anyone this year.

9.3 Possible accommodation

Paper 310/72-13

Jack is following up a new lead for possible class accommodation

9.4 Volunteer recruitment

The Committee had a discussion on the current volunteer recruitment form contents.

### 10 NEXT MEETING

The next meeting (no.311) will be held on Wednesday 31<sup>st</sup> July 2013 from 10.00 am -1.00pm

The topic for 12.00-1.00 will be risk management mitigants –utilising a paper prepared by the Working group

**11 CLOSURE**

There being no further business the meeting closed at 1.00

Max Warlond

Date:

Chair