**COMMITTEE OF MANAGEMENT**

**Meeting 7/13 (No 311) was be held at Ross House in Meeting Room 1 on the 4th Floor on Wednesday, 31st July 2013 from 10.00 to 1.00.**

**MINUTES**

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| |  |  |  |  | | --- | --- | --- | --- | |  | 1. | **ATTENDANCE**   * 1. *Chair*: Max Warlond   2. *Present*: Michael Baker; Jack Foks; Helena Ling: Shirley Mason; Tony Miles; Anne Riddell; Fran Sciarretta; David Watson; Marcus Wearne   3. *Secretary* : Carolyne Cohn   1.4 *Apologies*: Lyndsey Burton, Lan Ping Yeh; Keith Bettles | **PAPERS**  **/ACTION** | | \* | 2. | **STARRING/ADDING NEW ITEMS FOR DISCUSSION**  Item 9 was starred  To receive all non-starred items on the agenda. |  | | \* | 3. | **CONFIRMATION OF MINUTES**  **Resolved:**  *That the minutes of meeting 6/13 (310) of 26th June 2013 be accepted.*  *Moved: Fran Sciarretta Seconded: Anne Newell Carroed* | Mins. 310/26 Jun | | \* | 4. | **BUSINESS ARISING FROM THE MINUTES**  4.1 Report on meeting with Jennifer Kanis MP  Will be added to the agenda for next meeting  4.2 Port Phillip U3A request about a possible region  Max has responded we are interested in starting a discussion  4.3 ACMI  Carolyne to ask Keith to follow up as a priority.  4.4 Volunteer forms  Any changes to this were left pending other changes to membership renewal | *KBettles*  *CCohn* | | \* | 5. | **STANDING ITEMS**  5.1 Correspondence  **Resolved:**  *That the report of correspondence be received.*  Moved*: Tony Miles Seconded: Anne Riddell Carries*  5.2 Treasurer’s Report  a.Treasurer’s Report and Financial Statement June  **Resolved:**  *That the Treasurer’s Report and Financial Summary be accepted*  *Moved: David Watson Seconded: Jack Foks*  5.3 New members  **Resolved:**  *That the new members listed in the paper be approved for membership*  *Moved:* Carolyne Cohn *Seconded:* David Watson *Carried* | Paper 311/73-13  Paper 311/74-13  Paper 311/75-13 |  | |  | 6.  . | **PLANNING AND POLICY MATTERS**  6.1 Planning Calendar July–December 2013  Please let Carolyne know of any events that should be on the calendar  Add AGM Notice and election information on 26 Sep  Add Special General Meeting on 25 Sep | Paper 311/76-13 | | \*7  8  9  10  11 | a | **GENERAL BUSINESS**  7.1. Budget for Promotional activities  There are funds in the current budget and if the Promotion WG needs additional funds a submission will be made to the August meeting  7.2 Strategic review  Carolyne reminded members of the meeting on the 22nd. August and asked for comments on the draft that has been circulated.  7.3 Succession planning  Discussion centred around the 2014 committee and several committee members indicated they will not stand. It was agreed that a Help Wanted ad was wanted in the next City News for an office bearer position.  **REPORTS**  \* 8.1 Communication –A.Riddell  Anne and Helena provided statistics on our facebook and mailchimp usage and noted that access is happening from around the world and that the over 65’s are 25% of our users of facebook  \* 8.2 Promotions- M.Wearne  **Resolved**:  *That the new terms of reference for the Promotion Working Group be approved.*  Moved: Marcus Wearne Seconded: Jack Foks Carried  **Resolved:**  *That New Member Meetings be used as an opportunity to invite potential new members to learn about U3AMC and meet our members*.  Moved: Marcus Wearne Seconded: Jack Foks Carried  It was agreed that Jill Thompson be invited to coordinate the 2014 new member meetings and Shirley will contact her. Discussion on the forums for 2014 indicated that we had to know Necia’s intentions. Carolyne to follow up.  \* 8.3 Meeting with the City of Melbourne –A. Riddell  We have received a follow up to this meeting and our contact is Pam Guimarra  \*8.4 Course Coordination –J.Nankervis  Jack has established a pilot tutors blog and will follow up with the best way to manage this with Fran and Helena  \*8.5 Events  Shirley indicated that there was interest among her working group members in providing information on events that had been held in the newsletter. Discussion ensured and it was noted that the newsletter’s emphasis is in advertising future events.  It was suggested the social events working group could produce their own summary.  **OTHER BUSINESS**  9.1 Risks and mitigants discussion of mitigants  Some discussion was held on the mitigants in the paper and some additions and suggestions made. These will be incorporated into a revised paper for the next meeting.  9.2 Possible accommodation in North Melbourne  Carolyne will contact them to arrange a meeting. Fran and David interested to attend  9.3 Web site assessment  Helena has suggested our web site as a potential one for Monash students to use in a usability study  9.4 Visit of the Taiwanese delegation  Helena asked if Max had met with them and he had not. She will ask Jill Thompson if she met with them.  9.5 Partnerships  Anne indicated that we needed to give more thought to our partnership with National Seniors and involve them more closely in activities of mutual benefit.  9.6 Membership renewals  Helena did a brief demonstration of how trybooking could be used for membership renewals and will produce a report for the August meeting on this possibility.  **NEXT MEETING**  The next meeting (no.312) will be held on Wednesday 28th August 2013 from 10.00 am -1.00pm  **CLOSURE**  There being no further business the meeting closed at 12.02 | Paper 311/76-13  *All Committee*  Paper 311/77-13  Paper 311/78-13  *SMason*  *CCohn*  Paper 311/79-13  Paper 311/80-13  *JFoks*  Paper 311/82-13  Paper 311/81-13  *CCohn*  CCohn  *HLing* | |