

COMMITTEE OF MANAGEMENT

Meeting 9/14 (No 324) was held at GAA House, 380 Spencer St West Melbourne on Wednesday 26th November 2014 from 10.00 to 12.30.

MINUTES

* 1. ATTENDANCE

1.1 *Chair:* Jill Thompson

1.2 *Present:* Jane Blaxland, Pamela Davies, Andrew Freadman, Graham Hawley, Bill Jeffries, Max Warland

1.3 *Invited visitors:* None

1.4 *Secretary :* Shirley Arbuthnott

1.5 *Apologies:* Ruth Hawley

1.6 The President welcomed the new Committee members and everyone introduced themselves. It was noted that Irene Jap would continue as Treasurer until a new Treasurer had been appointed. A potential candidate who had been a U3A member for several years and had the technical knowledge required for the position would be interviewed on 16 December. An additional two new Committee members would also be interviewed in January.

PAPERS

/ACTION

2. STARRING/ADDING NEW ITEMS FOR DISCUSSION

No additional items were starred

* 3. CONFIRMATION OF MINUTES

The minutes of the previous meeting were accepted subject to the following changes to the first and third paragraphs under item 7.1 30th anniversary activities:

Most of the meeting time was spent on this topic as it was the review meeting for all events planned for 2015. Bronwyn Richardson is the project manager for ~~all events except the fashion parade the 30th anniversary events, one of which is the fashion parade.~~ All promotions should be run under the umbrella of the promotions team.

Pam Davies will be ~~the liaison person from the Promotions WG to the Office Coordination team liaising with Shirley Mason and the Liaison Committee.~~

Motion:

That the minutes of meeting 8/14 (323) of 29th October be accepted.

Moved: Max Worland

Seconded: Pam Davies

Carried

* 4. BUSINESS ARISING FROM THE MINUTES

4.1 It was noted that Liz Stephens had stepped down from the Committee. Jill would forward Lance Meyer's new email address to the Committee Secretary.

Action: Jill Thompson

4.2 The Events working group would be requested to nominate a member to represent them on the Management Committee. It would be preferable for the nominee to be a member of the Promotions group.

* 5. **STANDING ITEMS**

5.1 Correspondence

Motion

That the report of correspondence be received.

Moved: Max Warlond

Seconded: Graham Hawley

Carried

It was noted that Keith Bettles was both the U3A representative on the Ross House Committee and the Treasurer of Ross House.

5.2 Treasurer's Report

a.Treasurer's Report and Financial Statement October

It was noted that patrons' donations were well under budget. Patrons paid \$100 per annum and their donations appeared to be reduced due to the increase in membership fees from \$50 to \$55 in 2015. The new financial year begins on 1 October each year.

Motion:

That the Treasurer's Report and Financial Summary be accepted

Moved: Pam Davies

Seconded; Max Warlond

Carried

5.3 New Members

Motion:

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

Moved: Bill Jeffries

Seconded: Graham Hawley

Carried

Melbourne City Council provided grants to U3A for specific purposes which fit within their criteria.

Action: It was agreed that Pam Davies would contact MCC to follow up the issue of funding for the 30th anniversary activities.

6. **PLANNING AND POLICY MATTERS**

6.1 Planning Calendar 2014/5

It was agreed that the calendar be updated to reflect the following dates:

- Newsletter to be sent out on 15 January 2015
- Photography Exhibition 5-17 August 2015

Both full year and short course enrolments would be included in the January 2015 newsletter. Committee members were requested to please advise the Secretary of any events that should be included on the calendar.

Action: Shirley Arbuthnott

*7. **GENERAL BUSINESS**

7.1 30th anniversary activities

This issue would be discussed in full in early January.

7.2 AGM

Carolyn Cohn's report on the AGM was noted.

7.3 Tutor's Workshop

Tutor workshops had been instigated to assist with tutor development. It was

noted that members considered the social aspect of courses as important as the learning aspect.

Pam Davies reported that for the previous three years the language tutors had provided a detailed description of their courses in the course guide. Waiting lists were often very long for these classes and the language policy continues to be effective.

7.4 Management Committee Workshop

Max Warlond reported on potentially running a Management Committee workshop comprising of two afternoon sessions. This could be an exercise in working together as a team and to better understand the responsibilities of committee members. A better understanding of the organisation would allow committee members to speak confidently about U3A when questioned. Focus groups could also be developed to talk to new retirees in the community regarding their potential involvement with U3A. New members were now more tech savvy and the Committee needed to be aware of their interests and to ensure that new courses adequately reflected these.

90% of exiting members cited "health reasons" as their reason for leaving. It was suggested that these members be surveyed mid year as their feedback would assist with U3A's future development. Although feedback was collected from short term courses, long term courses had not been reviewed for over 5 years. This was considered to be long overdue and feedback on these courses was required.

7.5 U3A Office

Difficulties were encountered with continuity of volunteers in the U3A office and it was noted that either Helena or Fran were in the office most days.

Incoming members were unaware of the work involved in allocating members to courses and it was suggested that enrolments could in future be sent directly to a course representative. Electronic enrolment would be considered in the future, it would be necessary to discuss this initially with Julie and her team prior to it being discussed in the office.

7.6 U3A Accommodation

Future accommodation requirements for U3A were discussed and it was noted that an accommodation record listing space available for use in Melbourne city was available.

7.7 Events

The Events committee organised the "Let's Do" activities and the winter lunch, with their current focus being on the fashion parade. The Management Committee had liability for the activities of the Events Committee and it was considered inappropriate that this committee had their own Secretary and Treasurer.

7.8 Forums

The forum program would be included in the March 2015 newsletter. The forums group would have a new coordinator in 2015 and would in future report quarterly to the Management Committee. Any requirements/activities that involved funding would be submitted to the Treasurer for approval by the Management Committee.

Modifications to events would also require approval by the Management Committee. Forums were open to the public and Tony Miles had organised preliminary publicity. It was noted that the Publicity sub group would meet in December 2014.

Action: Jill Thompson to follow up with Carolyn Cohn to confirm her interest in being involved in the forum group.

7.9 Sponsorship

Sponsorship monies had been received from the RACV and Michael's Cameras. \$4000 had been approved to provide a shortfall for costs involved with the fashion parade. A decision on whether surplus funds should be directed towards the 30th anniversary activities should the full \$4000 not be required for the fashion parade would be made at the next meeting.

Action: Shirley Arbuthnott include on agenda for January 2015 meeting.

The Promotions Committee had considered the possibility of replacing the seminars with occasional speakers. Potential speakers were John Clarke and Gail Kelly. One additional speaker was required.

Action: Jill Thompson to follow up with Gail Kelly.

8. REPORTS

8.1 Fashion Parade update.

Paper 324/6-15

The Fashion Parade update was noted. The fashion parade would be held in conjunction with the cultural program and Pam Davies updated the committee on the official press launch. It was necessary to pay and sign an agreement with the cultural program.

A press release which included mention of U3A was required. The fashion parade would promote U3A and an element of professionalism would need to be ensured.

The fashion festival had requested a press release for next week. Pam agreed to follow this up as it had not yet been viewed by the Management Committee. The press release would be sent to Bronwyn as head of the Promotions group.

It was questioned whether the fashion festival logo could be used. Use of the Melbourne Arts Centre logo was confirmed.

It was agreed that one office staff member only should be dedicated to answering questions from the press and that office staff needed to be advised of ticket costs etc. in order to answer any queries from the membership.

Due to the excessive workload in the office it was agreed that ticket sales could not commence until after 2015 enrolments had been finalised. This would be discussed with Helena.

It was necessary for the fashion parade group to report to the Events committee.

Action: Pam Davies to follow up the press release.

6.2 Report from U3A Network Council Meeting No 108 19th November, 2014

Ruth Hawley's Report was Noted.

9. **OTHER BUSINESS**

9.1 2015 U3A Newsletters

The Committee approved the banner for use on the 2015 U3A Newsletters.

The requirement for a policy on disability access was discussed. The Committee were doing their best given their resources but could not always meet everybody's needs. It was important to note that disability access did not only refer to wheelchair access but also to audio links etc for the visually impaired.

Action: Jill Thompson to follow up a potential policy on disability.

9.2 Bank Account Signatories

To be discussed at the next meeting.

Action: Shirley Arbuthott to follow up with Carolyn Cohn.

CLOSURE

There being no further business the meeting closed at 12.30pm

10. **NEXT MEETING**

The next meeting (no.325) will be held on January 28th 2015 from 10.00 am - 12.00pm

Confirmed as an accurate record

Jill Thompson
Chair

Date: