

## COMMITTEE OF MANAGEMENT

Meeting 2/15 (No 326) was held at GAA House, 380 Spencer St West Melbourne on Wednesday 25<sup>th</sup> February 2015 from 10.00 to 12.00.

## MINUTES

### \* 1. ATTENDANCE

1.1 *Chair:* Jill Thompson

1.2 *Present:* Pam Davies (Vice President), Andrew Freadman, Graham Hawley, Ruth Hawley, Jenny Holling, Bill Jeffries, Ann Johns, Max Warlond

1.3 *Invited Visitors:* None

1.4 *Secretary:* Shirley Arbuthnott

1.5 *Apologies:* Jane Blaxland, Fiona Graham

### 2. STARRING/ADDING NEW ITEMS FOR DISCUSSION

Items 5 and 8.3.1 were starred.

### \* 3. CONFIRMATION OF MINUTES

The minutes of the previous meeting were confirmed as being an accurate record of the meeting.

#### **Motion:**

3.2 *That the minutes of meeting 1/15 of 28 January 2015 be accepted.*

*Moved: Pam Davies*

*Seconded: Graham Hawley*

### \* 4. Action Summary

The Committee discussed the following items from the previous meeting's Action Summary:

#### 4. Business Arising from the Minutes

Feedback from long term courses was required as they had not been reviewed for some time. This issue had been raised at the Course Committee meeting and would be discussed with language tutors.

#### 4. Events Committee

The Events Committee were considering whether they would take responsibility for the Winter Lunch which would be held in June. A speaker had not been arranged to date. It was necessary for the Winter Lunch to be advertised in the forthcoming newsletter.

Following discussion the Committee moved the following motion:

#### **Motion:**

*That two representatives from the Management Committee attend future meetings of the Events Committee and that the Events Committee forward a copy of the minutes of their meetings for inclusion on Management Committee agendas.*

*Moved: Max Warlond*

*Seconded: Andrew Freadman*

It was agreed that the Management Committee representatives on the Events Committee would be Pam Davies and Ann Johns. Correspondence to this affect would be forwarded to the Events Committee.

#### 8.2 Course Coordinator's Report

A request to the membership for ideas on suitable available accommodation would be inserted in the next U3A newsletter.

It was agreed that Carolynne Cohen be requested to Chair the Accommodation Working Group and that Jane Blaxland be involved in the Disability Working Group.

#### 8.3 Term Break Proposal Report

The Committee agreed that it could not give an In Principle agreement to the Term Break Proposal until the issue had been discussed with the tutors.

It was agreed that Bill Jeffries would take responsibility for this issue.

Following discussion the Committee moved the following motion:

**Motion:**

*The Committee gives in principle support for the course coordinators to consult all tutors on the suitability of the Term Break Proposal and to request ideas on other ways of organising classes to improve upon current arrangements.*

*Moved: Andrew Freadman*

*Seconded: Pam Davies*

### 5. **BUSINESS ARISING FROM THE MINUTES**

5.1 There was no business arising from the minutes

### \* 6. **STANDING ITEMS**

#### 6.1 Correspondence

**Motion**

*That the report of correspondence be received.*

*Moved: Andrew Freadman*

*Seconded: Max Warlond*

#### 6.2 Treasurer's Report

##### a. Treasurer's Report and Financial Statement January

It was questioned whether a payment had been made for the 2015 photography exhibition. Ann Johns would investigate.

**Motion:**

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

*Moved: Ruth Hawley*

*Seconded: Bill Jeffries*

### 6.3 New Members

**Motion:**

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

*Moved: Ruth Hawley*

*Seconded: Bill Jeffries*

## **7. PLANNING AND POLICY MATTERS**

### 7.1 Planning Calendar 2014/5

It was requested that the Secretary update the Planning Calendar with the following dates:

17-19 April      Film Festival

19 June          Winter Lunch

### 7.2 Disability Access Policy

It was agreed that Bronwyn Richardson would Chair the Disability Working Group and that Jane Blaxland would be the liaison person. An article requesting additional interested participants to join the working group would be included in the Newsletter.

### 7.3 Proposal for a Revised Refund Policy

Following discussion the Committee moved the following motion:

**Motion**

*That the revised Refund Policy be implemented immediately subsequent to the following amendment:*

*That the word "courses" in the heading in Item 3 be replaced with the words "courses/fee paying events."*

*Moved: Ann Johns*

*Seconded: Jenny Holling*

## **8 GENERAL BUSINESS**

### 8.1 30<sup>th</sup> anniversary activities

The President reported that the 30<sup>th</sup> anniversary activities were progressing well. As at the date of the meeting it was unclear whether the Events Committee would take responsibility for the Winter Lunch arrangements. If the Events Committee could not take responsibility then the Management Committee would be required to arrange the lunch. Committee members were requested to email the President with ideas on a suitably entertaining speaker for the lunch.

### 8.2 U3A Network Recommended Database

#### 8.2.1 Report of SMMS Information Session

#### 8.2.2 Letter from U3A Geelong to U3A Network

#### 8.2.3 Independent analysis by Logical Tech Group of the various systems being considered by U3A Network

Following consideration of the above mentioned reports the Committee agreed that it could not make an informed decision based on the information provided. It was considered that U3A office staff that used the database on a daily basis would be best qualified to decide on the most appropriate database. It was agreed that the IT Working Group would be reformed to include Max Warland, Bill Jeffries and the U3A office database users. The IT Working Group would be involved in a demonstration of the available databases with functionality, support and security being the key issues for consideration. It was necessary to be clear on our wants,

our expectations and the current difficulties.

The President would reform the IT Working Group and arrange the first meeting.

Ruth Hawley would follow up with the U3A Network on their database requirements.

### 8.3 2015 Grant Submissions

#### 8.3.1 Program Growth Support Fund Grant Guidelines 2014/15

The Committee agreed to propose funding of \$2000-\$3000 towards professional development for Management Committee members comprising a course on governance/team building. This was considered a worthwhile activity given that 75% of current committee members were new.

The Secretary would prepare the submission and submit to U3A Network Victoria by 13 March 2015.

### 8.4 U3A Accommodation

The report on the visit to Kathleen Syme Library and Community Centre was noted.

It was noted that an Expression of Interest for the use of the Kathleen Syme Library and Community Centre had been submitted.

## \* 9. **REPORTS**

9.1 Monthly Fashion Show /Promotions Working Group Report including article from the Herald Sun.  
Noted.

9.2 Report on new Members Meeting held on February 12, 2015  
Noted.

9.3 Report on Membership Statistics as of February 17, 2015.  
Noted.

9.4 Course Coordinator's Report  
Noted.

9.5 Events Committee Report  
Noted.

9.5 President's Report  
No report.

## 10. **OTHER BUSINESS**

10.1 The Committee confirmed that an additional meeting to discuss the future direction of U3A would be held on Friday 27 March 2015 at 12pm at G & R Hawley's residence. Members were requested to provide their own lunch. Directions to be circulated to all members prior to the meeting.

10.2 It was agreed that the Finance Committee required an additional member with finance and funding experience to assist the current Treasurer. Jill and Ann would draft an appropriate advertisement to be placed in the forthcoming newsletter.

10.3 It was agreed that Elfie Schmidt, the tutor who wished to address the Management Committee on Tutors' Membership Fees, could attend the March meeting at 10.15am.

**11. NEXT MEETING**

The next meeting of the Management Committee will be held on Wednesday 25 March 2015.