**COMMITTEE OF MANAGEMENT**

**Meeting 9/13 (No 313) was held at Ross House in Meeting Room 1 on the 4th Floor on Wednesday, 25th September 2013 from 10.00 to 1.00.**

**MINUTES**

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| |  |  |  |  | | --- | --- | --- | --- | | \* | 1. | **ATTENDANCE**   * 1. *Chair*: Max Warlond   2. *Present*: Keith Bettles; Lindsey Burton; Jack Foks; Helena Ling; Shirley Mason; Tony Miles; Anne Riddell; Fran Sciarretta; David Watson; Marcus Wearne; Lan Ping Yeh   3. *Secretary* : Carolyne Cohn   1.4 *Apologies*: Michael Baker | **PAPERS**  **/ACTION** | | \* | 2. | **STARRING/ADDING NEW ITEMS FOR DISCUSSION**  To star any items not already starred on the agenda, including Business Arising or Other Business and receive advice from members on any matters they may wish to raise under these items.  To receive all non-starred items on the agenda. |  | | \* | 3. | **CONFIRMATION OF MINUTES**  Anne asked that the following be added to 8.3  The Committee approved the Events team recommendation of Patrick Cronin as the guest speaker for the AGM.  **Resolved:**  *That the minutes of meeting 8/13 (312) of 28 Aug 2013 including the amendment be accepted.*  Moved*: Keith Bettles* Seconded*: Lan Ping Yeh Carried* | Mins. 312/28 Aug | | \* | 4. | **BUSINESS ARISING FROM THE MINUTES**  4.1 ACMI update  ACMI has offered the small theatrette (seating up to 80) for a monthly early evening class. Keith confirmed that John Waldie was interested in running such a class and will now negotiate pricing with ACMI.  4.2 Promotion banners  Tony brought the new small banner he had organised and was thanked for his effort. It was agreed a second banner would not be needed at the moment.  The Promotion Working Group will look at the issue of changing our logo over the next 12 months to the network endorsed logo.  4.3 New member sessions 2014  Jill Thompson has agreed to coordinate these in 2014 and will suggest dates to the next meeting.  4.4 Insurance coverage for counselling of members who may witness a distressing situation  Carolyne contacted our insurer and there is no cover for counselling through our current policies |  | | \* | 5. | **STANDING ITEMS**  5.1 Correspondence  Correspondence from Jennifer Kanis was not listed as the Secretary had not received a copy. It will be listed in next month’s report.  Both Jennifer Kanis MP and Jenny Mikakos MP have offered to host tours of Parliament House and to arrange for a group to sit in on a debate.  **Resolved**  *That the report of correspondence be received.*  Moved*: Keith Bettles* Seconded*:Tony Miles Carried*  5.2 Treasurer’s Report  a.Treasurer’s Report and Financial Statement August  **Resolved:**  *That the Treasurer’s Report and Financial Summary be accepted*  Moved*: David Watson*  Seconded*: Carolyne Cohn*  *b.* Draft budget for 2013/14  It was agreed that the listed Capital Exp contingency be changed to Contingency and increased to $20,000. It was greed that Under the income total a note would be included explaining the source of the contingency .  David indicated that in 2013/4 the financial reporting will be on an accrual basis.  **Resolved:**  *That the Treasurer’s draft budget with the above mentioned amendments for 2013/14 be accepted*  *Moved: David Watson Seconded: Jack Foks Carried*  5.3 New members  **Resolved**:  *That the new members listed in the paper be approved for membership*  Moved*: Fran Sciarretta* Seconded*: Anne Riddell Carried*  5.4 Risk Management   1. Legal requirements summary   The Committee noted this report   1. Sexual harassment policy   A re-draft of the policy is to be considered at the next meeting | Paper 313/95-13  Paper 313/96-13  Paper 313/97-13  Paper 313/98-13  Paper 313/99-13  Paper 313/100-13 |  | |  | 6.  . | **PLANNING AND POLICY MATTERS**  6.1 Planning Calendar September–December 2013  Please let Carolyne know of any events that should be on the calendar | Paper 313/101-13 | | \*  \*  \* | 7.  8.  9.  10  11. | **GENERAL BUSINESS**  7.1. Funding WG . Is it more appropriately part of Promotion WG?  It was agreed that the promotion and Funding Working Groups need to remain separate and to liaise regularly  7.2 U3A logo.  It has been agreed that the network logo will be used and in the next 12 months the change over will be made. The Promotion WG will provide leadership in planning for the change over.  7.3 Life Memberships  **Resolved**: *That Life memberships be given to the nominated people*  Moved*: Helena Ling* Seconded*: Fran Sciarretta carried*  7.4 Certificates of appreciation  **Resolved**: *That the certificates of appreciation be approved to the nominated people*  Moved*: Anne Riddell* Seconded *:Keith Bettles Carried*  *7.5* Mobile phone for office  After discussion it was agreed that a second fixed phone line was preferred and implementation of that will be left until larger office space is available.  **REPORTS**  8.1 Events  There has been a change of Lets Do music convenors to Mr and Mrs Caldwell  8.2 Office volunteers  8.3 Accommodation  8.4 Report on Neuroscience Institute Community Consultative Forum  8.5 Course Coordination Report  **OTHER BUSINESS**  9.1 Seminar series  An interim report on attendances at the 3 seminars to date was tabled.  9.2 2014 Committee  It was noted that a number of this year’s committee will not be standing for re-election in 2014  9.3 February Forum  Shirley agreed that the events committee will arrange the February 2014 forum pending the appointment of a forums coordinator.  9.4 Arts Centre Piano Project  Anne asked that the Promotion WG take over the liaison with the Arts Centre around this project.  9.5 Strategic plan  It was agreed that in some cases new champions would be needed when the new committee is formed.  It was agreed that a wish list of requirements for new office space be compiled  The goals will be re-done to show the focus area before the goal and then numbered consecutively to provide clarity.  **NEXT MEETING**  The next meeting (no 314) will be held on Wednesday 30th October from 10.00 -12.00.  **CLOSURE**  There being no further business the meeting closed at 1.00pm  Confirmed as an accurate record  Max Warlond,Chair  Date: | Paper 313/102-13  Paper 313/103-13  Paper 313/104-13  Paper 313/105-13  Paper 313/106-13  Paper 313/107-13  Paper 313/108-13  Paper 313/309-13 | |