

COMMITTEE OF MANAGEMENT

Meeting 1/15 (No 325) was held at GAA House, 380 Spencer St West Melbourne on Wednesday 28th January 2015 from 10.00 to 12.30.

MINUTES

* 1. ATTENDANCE

- 1.1 *Chair:* Jill Thompson
- 1.2 *Present:* Jane Blaxland, Pamela Davies, Graham Hawley, Max Warlond
- 1.3 *Invited visitors:* None
- 1.4 *Secretary :* Shirley Arbuthnott
- 1.5 *Apologies:* Andrew Freadman, Ruth Hawley, Bill Jeffries, Ann Johns

2. STARRING/ADDING NEW ITEMS FOR DISCUSSION

No additional items were starred

* 3. CONFIRMATION OF MINUTES

The minutes of the previous meeting were approved as being an accurate record of the meeting. The Secretary was congratulated on the comprehensive minutes.

Motion:

That the minutes of meeting 9/14 (324) of 26th November be accepted.

Moved: Max Worland

Seconded: Graham Hawley

Carried

* 4. BUSINESS ARISING FROM THE MINUTES

4.1 Following discussion the Committee agreed on the following:

7.4 The Management Committee workshop would not proceed at this time.

Feedback from long term courses was required as these had not been reviewed for some time.

7.7 Events Committee

In order to progress a positive working relationship with the Events Committee it was agreed beneficial for either a representative from the Events Committee to attend Management Committee Meetings, or alternatively for Management Committee to have a representative on the Events Committee. In the absence of a representative the minutes of Events Committee meetings could be included on the Management Committee agenda. This issue would be followed up following completion of the Fashion Show.

* 5. STANDING ITEMS

5.1 Correspondence

Motion

That the report of correspondence be received.

Moved: Pam Davies

Seconded: Shirley Arbuthnott

Carried

5.2 Treasurer's Report

a. Treasurer's Report and Financial Statement January

The President thanked Ann Johns, the incoming Treasurer, for the submission of a comprehensive Treasurer's report.

Motion:

That the Treasurer's Report and Financial Summary be accepted

Moved: Max Warlond Seconded: Graham Hawley Carried

5.3 New Members

Motion:

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

Moved: Shirley Arbuthnott Seconded: Jane Blaxland Carried

It was noted that as at the date of the meeting only a small number of members had confirmed their attendance at the forthcoming new members meeting.

6. PLANNING AND POLICY MATTERS

6.1 Planning Calendar 2014/5

Noted.

*7. GENERAL BUSINESS

7.1 30th anniversary activities

Discussed under item 8.8 President's Report.

7.2 AGM

No discussion. This item to be removed from the agenda.

7.3 Tutors' Workshop

A workshop for new tutors would be arranged. The usual tutor workshops would be held throughout the year as part of tutor development.

7.4 Grant Submissions for 2015

It was necessary to ascertain which grants were available for 2015 and to include this item for discussion on the February 2015 agenda.

7.5 U3A Network recommended database

A report on the databases being considered including comparisons, costs and recommendations was required in writing prior to the Committee making a decision.

This item to be included on the February 2015 agenda.

8. REPORTS

8.1 Office and Volunteer Coordination Report

Noted.

In order to better identify volunteers it was agreed that they would in future be provided with a different coloured name tag to the general U3A membership. Volunteers working in the office would be encouraged to display a name tag on the desk stating their first name only.

8.2 Course Coordinator's Report January 2015

Tutors' Social Gathering

The Committee considered the suggestion to hold the Tutors' Social Gathering in the Community Room of Pam and Greg Davies' Southbank residence. The following was **agreed**:

- The Building Manager be contacted to determine availability
- The \$300 refundable bond be paid if the room were available
- That security would be required if over 20 people attended
- That a budget for the event would be created

Improved Quality Depth and Extent of Course Program

The Committee considered the urgent priority of locating suitable accommodation. Jill Thompson would investigate an accommodation working group and Jane Blaxland would liaise with the working group to source accommodation.

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

8.3 Term Break Proposal Report

Noted.

It was agreed that term breaks were not an organisational issue.

8.4 Student Withdrawals- Final Report on 2014 Courses

Noted.

8.5 2014 Fashion Show Project Summary Meeting

Noted.

8.6 Monthly Fashion Show Report

Noted.

8.7 Promotions Working Group (tabled)

Noted.

8.8 President's Report (tabled)

The President spoke to her report.

New Management Committee Nominees

Nominations to Management Committee had been received from Fiona Lloyd and Jenny Holling.

Fiona Lloyd had also expressed an interest in being an understudy for the Secretary role.

Motion:

That both nominees were coopted to the Committee for 2015.

Moved: Max Warlond

Seconded: Jane Blaxland

Carried

It was agreed that the two additional nominations received would be retained until further committee members were required.

30th anniversary activities

It was reported that the Treasury Theatre had not responded to requests for information to date. Technical arrangements were incomplete and the appropriate technical person was proving impossible to contact. The inability to make contact was causing problems with publicity arrangements.

Signature Seminars

Several speakers had already been sourced for the Signature Seminars which would commence in July 2015.

Photo and Botanical Art Exhibition 5-17 August

Preparations had not yet commenced. The approximate cost was expected to be \$4000.

Sponsorship

It was reported that sponsorship monies would be allocated as follows:

- | | | |
|------------------|--------|--|
| • MCC | \$5000 | Seminars and the film festival |
| • State Govt DHS | \$1000 | Film festival brochure |
| • RACV | \$5000 | Photography exhibition |
| • RACV | \$1300 | As needed or towards the volunteers' lunch |

Motion:

That some or all of the \$4000 allocated to the Fashion Show be re-allocated to other 30th Anniversary events if needed.

Moved: Max Warlond

Seconded: Pam Davies

Carried

Gilmour's Shoes

Motion:

That the Committee vote on whether or not to proceed with the sponsorship offer from Gilmour's shoes.

Following a vote the Committee **unanimously agreed not to proceed** as the offer did not meet the U3A philosophy of not opening up to organisations who wished to market the membership.

8.9 Newsletter Editors' Report (tabled)
Noted.

9. **OTHER BUSINESS**

A lunch for committee members to discuss the future direction of U3A would be held after March 15 at Graham and Ruth Hawley's residence in Southbank. The date of the lunch would be confirmed at the February 2015 committee meeting.

10. **NEXT MEETING**

The next meeting (no.326) will be held on February 25th 2015 from 10.00 am - 12.00pm

CLOSURE

There being no further business the meeting closed at 12.30pm

Confirmed as an accurate record

Jill Thompson
Chair

Date: