



Committee Meeting Tuesday 19 September 10:00 (The Cottage)

AGENDA

[Committee Documents – U3A Hobsons Bay/Williamstown \(u3ahbwilli.org.au\)](http://u3ahbwilli.org.au)

<p>DOCUMENTS CIRCULATED WITH THE AGENDA:</p> <ul style="list-style-type: none"> • <i>Minutes of August 29th meeting (draft for approval)</i> • <i>For ITEM 5 - Yearly Operating Calendar</i>
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1. APOLOGIES & CALENDAR OF ABSENCES

- Apologies: Sandy Guest, Sandi Fallshaw, Sue Sturup
- Calendar of planned absences – review (see table below).

PERSON	WHEN AWAY	COVER NEEDED?
Fiona Williams		
Ian Barclay		
Sandy Guest	4 September - 7 Oct	
Phil Quinn		
Ruth Patching	From 22 Dec – late Jan (TBC)	
Sandi Fallshaw (UMAS support)	1 Sep – 6 Oct	Susan Healey
Sue Sturup	14 - 22 Sep	No
Barbara Ryland		

2. MINUTES FROM PREVIOUS MEETING

Confirmation of the Minutes of the meeting **29 August 2023**

3. CORRESPONDENCE RECEIVED

- HBCC sought permission to use the images supplied with the grant acquittal for “Hobsons Bay Make it Happen” grant project 4RRG029. Sue Dawkins contacted those members in the images requesting them to contact Fiona (Secretary) if they had objections to this. No objections received so permission granted.
- B Maher – cancellation of her Italian classes for the remainder of 2023.

4. BUSINESS ARISING FROM MINUTES (items not dealt with elsewhere)

5. YEARLY OPERATING CALENDAR REVIEW

For review each meeting

- Enrolment date 5 DEC – possible to bring forward?

6. FINANCE UPDATE

SUE STURUP

- Acting Treasurer’s report
- Square payment system - update

7. ACTIVITIES UPDATE

PHIL QUINN

Verbal report

- New proposals – none received
- Sandy Guest is liaising with COTA to develop new workshops as part of the “Make It Happen” 2023



8. MEMBER SUPPORT UPDATE

Member Support – report from Deb McDonald:

- Working with Ruth to find solution for people on language waitlists.
- Request received from the Horse and Pony Club for the outdoor drawing group to come and draw at an upcoming rally event.
- Art group to receive donated art supplies from a woman whose mother was a painter and has passed away.
- Received a number of general enquiries about joining U3A, referred to website to see enrolment dates, etc.

9. CONVENOR SUPPORT UPDATE

RUTH PATCHING

1. Convenor Support Bulletin #4 2023, sent 14/9/23
2. Italian conversation, possible alternative arrangements to be considered
3. French Conversation waiting list: social-self-learning group set up in progress for 4 members
4. Planning for Convenor Orientation workshop November, week 3 or 4: Venue? Budget?
5. Members who have volunteered via UMAS; yet to be approached
 - Pam Parsons (Footy Tipping, Film Group 1) volunteered for a general position
 - Anna Dao (Drawing) general position
 - Peter Roberts, (Film Group 1 & Poetry; Retired Manager of Health and Wellbeing, Ed Dept), volunteered to be a Convenor

10. UMAS UPDATE

- Susan Healey managing UMAS in Sandi's absence

11. COMMUNICATIONS – Website / Other

- **Website changes** **FIONA WILLIAMS**
 - Minor changes only: Sub-Committee member names updated (already there but new members added) and member@ email added for contact with Chair.
 - Lars Jonasson has joined the Sub-Committee and is familiarising himself with WordPress and our website.
 - HBW mobile number updated on HBW Network page (Find a U3A).
- **Newsflashes and Newsletters** **FIONA WILLIAMS**
 - Newsflashes continue approx. fortnightly.
 - Lyn Murray currently considering work on an end-of-year newsletter – to get back to Fiona.
- **Website – domain name registration & email**

The contact email address listed for our U3A is U3ahbwilli@gmail.com but our U3A official email was changed from this in 2021 to info@hbwilli.org.au – Action required: **ACTION: PHIL**

- Phil to contact VentrailP Phone 13 24 85 or live chat <https://ventraip.com.au/contact-us/>
 - i. organise for our current email address to be associated with our domain registration
 - ii. obtain clarification re date of last payment and date of next renewal
- Phil to close the gmail account.

Log in to VentrailP at <https://vip.ventraip.com.au/login>

Account U3AHBWilli U3ahbwilli@gmail.com / Password is: U3AWilli83##



12. REVIEW OF POLICIES & FAQs

Current policies

<ul style="list-style-type: none"> Enrolment policy – last reviewed May 2023 (but we need to confirm fees for 2024) 	<ul style="list-style-type: none"> Confirm fees for 2024
<ul style="list-style-type: none"> Privacy policy - last reviewed May 2019 	<ul style="list-style-type: none"> Draft for Committee review in OCT
<ul style="list-style-type: none"> Code of conduct - last reviewed Nov 2022 	<ul style="list-style-type: none"> Draft for Committee review in OCT
<ul style="list-style-type: none"> Grievance Policy - last reviewed Nov 2022 	<ul style="list-style-type: none"> Should be revised (I will check policies from other U3As)
<ul style="list-style-type: none"> Risk assessment and mitigation plan approved NOV 2021 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> COVID-19 Safety Plan 9 Mar 22 reviewed Nov 2022 	<ul style="list-style-type: none">

U3A Network provides template policies for adoption by member U3As (Privacy, Code of Conduct, Risk Management, Health & Safety, Conflict of Interest). I have adapted the U3A Network Privacy and Code of Conduct policies for review - initially by Ruth and then by Committee in October. The differences are very minor compared with our existing policies.

New proposed policies:

- Attendance Policy
- Criteria for what activities we offer

FAQs

- FAQs for Member – for review **ACTION: ??**
- FAQs for Convenors – for review **ACTION: RUTH**
 - Request for clarification on FAQ covering sending emails **ACTION: FIONA**
- New FAQ requested by a member: How to (re)enrol **ACTION: ??**
 - Need clear steps for the process for newbies (and is it the same for members re-joining annually?). Is it true that paying does not mean you have become a member? After paying must you enrol in something to become a member? Or is this the distinction between an Active and an Inactive member?

13. GRANTS REPORT

1. HBCC Make It Happen Grant 2023MIH2033 (Ruth, Sandy)

- As reported in the 29 August minutes as a post-meeting update: Sandy has spoken with the HB Council Grants Officer, Cathy Miles, who suggested provided in-principle agreement but requested that a grant variation form be completed after which the revised proposal will be reviewed. Sandy will complete the variation on her return from holidays.

2. Greater Western Water (Ian)

- \$2680, Re-engagement post-pandemic via art classes, formal art lectures, workshops.
- Ian tracking expenditure
- GWW made contact with me (via Sue Dawkins) to confirm our account details – this is the last step in the process but fund transfer may take some time due to staff shortages. **Continue to monitor bank account.**



3. Viva Energy Grant (Ian)

- For Cottage improvement (hot water, blinds) – approx. \$1000 remaining
- Ian - quotes for black-out blinds and reverse cycle air conditioner (using the remaining funds from the grant plus funds from everyday BB account) – anticipated installation end SEP.

14. VENUES UPDATE

IAN BARCLAY

15. HEALTH & SAFETY

IAN BARCLAY / PHIL QUINN

- o AED in Cottage – checks and documentation
- o Tripping hazard in Bayview Pavilion – for actioning with HBCC ramp to kitchen

16. PROJECTS – CURRENT

Christmas Function (Vinny Fitzgerald & Carol Neumann)

Update from Vinny Fitzgerald – Vinny requires Committee decision / okay on items 2, 3 and 5

1. Seniors 2 course meals are \$35 at the club (we will be alternating 2 different dishes).
 - o I made a request to do a 2 course plus a drink for \$40 (wines/beer/soft drinks). They have accepted my proposal*. This will eliminate having everyone standing at the Bar trying to get a drink on arrival. Any further drinks will be at club bar prices which are very reasonably priced. Food requirements will be catered for.
 - o Informed table clothes U3a need to supply looked into it \$14ea to hire we have 12 tables= \$168
2. Payment is due by 24 the November 2023
 - o Recommend Members pay when booking on UMAS** with no refund this eliminates collecting money on the day and people changing their mind about attending. Any other suggestions from the committee? I can assist there if required
3. We have booked the function room which holds 120 people. If we don't have 120 members attend will have to open to partners to reach the quota?
4. Ukulele and MC have been informed. Trivia group coming up with Trivia questions. Have enquired about an external singer (at no cost) (have performed at a few U3a functions)
5. Function to be advertised in Newsflash and through Convenors - thoughts?
6. Date of invitation to go out 1st week of October
7. Acting President to make an opening speech
8. Small outlay for some Xmas decorations and some door prizes
9. Members have been recruited to help myself organise tasks and for the day of the function

* Note that Carol's recommendation is that we do not include a drink with the price (not all members want to have a drink and it makes it more expensive for them).

** Note that recommendation from John Morris was that payment via bank account would be onerous for the Treasurer for this number of people. Sandi Fallshaw (from her experience with the Bridge Club) agreed with this. The Committee agreed at 29 August meeting that payment must be on the day (cash via Square system) with cancellation allowed up until a set date after which members may be charged for non-attendance (important to construct message appropriately).

Note that payment via Square will attract a 1.8% fee (not excessive when compared with Committee work!).



History Project (Sue Dawkins, Clara Brack & Ann Goodwin)

No update

17. Agenda items for future meeting/s

- AGM Standing Orders to be discussed at a future meeting (Phil)
- Review Policies (OCT)
- Review Action Plan OCT and finalise NOV
- Roster for busy period NOV-DEC-FEB

ACTION: ???

18. U3A NETWORK NEWS

- U3A NETWORK AGM 10am on Wednesday 20 Sep (Zoom or in person) – Fiona to attend and report back.

19. ANY OTHER BUSINESS

FYI only – please contact me if you would like the draft documents to review.

Associations Incorporation Reform Regulations 2023

In November, the proposed regulations will replace our current ones under the Associations Incorporation Reform Act 2012. These changes may affect your club, community group or sector.

The Department of Government Services is seeking to make the Associations Incorporation Reform Regulations 2023 (the proposed regulations) before the current Regulations expire on 19 November 2023.

In March 2023, the Department of Government Services undertook stakeholder consultation with a targeted group of incorporated associations across Victoria. The Department of Government Services carefully considered the feedback received, which informed the development of the proposed regulations and regulatory impact statement.

In addition to revising the prescribed fees for transactions under the Act, the proposed regulations make several key changes to the regulatory scheme for incorporated associations including:

- Revising the tiers and revenue thresholds for financial reporting to re-align Victoria with recent amendments by the Australian Charities and Not-for-profits Commission to the financial reporting thresholds for small, medium and large charities.
- Increasing the asset ceiling for voluntary cancellation of an incorporation association from \$10,000 to \$50,000.
- Modernising the model rules to enable the flexible use of technology.
- Introducing new processes for disciplinary appeals, ensuring higher standards for internal dispute resolution.

20. NEXT MEETING DATES

- Oct 10th
- Nov 14th
- Dec 5th