



Committee Meeting Tuesday 19 September 2023

MINUTES

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

1. APOLOGIES & CALENDAR OF PLANNED ABSENCES

- Apologies: Sandy Guest, Sandi Fallshaw, Sue Sturup.
- Present at meeting: All other Committee members present.
- Calendar of planned absences – see table below.

PERSON	WHEN AWAY	COVER NEEDED?
Fiona Williams	From early Dec – late Jan (TBC)	
Ian Barclay		
Sandy Guest	4 September - 7 Oct	No
Phil Quinn	4-8 Oct & 16 Oct – 3 Nov	Deb will cover
Ruth Patching	From 22 Dec – late Jan (TBC)	
Sandi Fallshaw (UMAS support)	1 Sep – 6 Oct	Susan Healy (NB also away 1-18 Oct)
Sue Sturup	On leave currently.	
Barbara Ryland		

2. MINUTES FROM PREVIOUS MEETING

Minutes of the meeting 29 August 2023 were confirmed.

MOVED Ruth Patching, SECONDED Fiona Williams

3. CORRESPONDENCE RECEIVED

- Noted per Agenda

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

Nil

5. YEARLY CALENDAR REVIEW

- Several updates made – see updated calendar to be distributed with minutes and also uploaded to “Committee Documents” page.
- AGM rescheduled for TUE 5 Mar due to planned absences on 3th. Venue will be either Cottage or Bayview Pavilion.

6. FINANCE UPDATE

- No report (Sue on leave)
- Square payment system – would be useful for both functions and in-person (re)enrolments.
 - Status – was there discussion with Sandy or Sandi re not proceeding? **ACTION: FIONA**

7. ACTIVITIES UPDATE

- New proposal presented at meeting
 - Xmas craft – Nola Anderson **APPROVED**
 - **PHIL** to send Proposal Form **to Fiona** (filing) & **Sandi/Susan** (upload to UMAS) once date confirmed. **ACTION: PHIL**
- Other
 - Kerry Lewis – December bread making class – not visible in UMAS. Request to be sent to Susan Healey. [Post-meeting, Phil confirmed date MON 4 Dec, cost now \$20] **ACTION: FIONA**
- Art group updates
 - Horse & Pony Club visit– little interest from Art Group.
 - Supplies donated – now collected.



- Sandy Guest will, on her return, continue liaising with COTA to develop new workshops as part of the “Make It Happen” 2023 grant (NB in-principle approval from HBCC but will require a variation form to be submitted).
- Phil will contact Yvonne Davidson re joining Activities SC. **ACTION: PHIL**
- Discussed credit for 2024 for new members unable to access any activity in 2023 - defer to next meeting.

8. MEMBER SUPPORT UPDATE

Refer to report in the Agenda provided by Deb McDonald.
Report received.

9. CONVENOR SUPPORT UPDATE

Refer to report in the Agenda
Additional comments

- French support group / self-learning update – Ruth will meet with up to 4 interested members to progress this.
- Italian – 7 on W/L plus now the 2 cancelled conv classes (Maribyrnong U3A [Yarraville] 3 spots in the class run by Glenda Cipolato). Note also that Ralph is very unwell. Ruth will discuss with other class members to seek a possible convenor / co-convenor or possibly a self-learning / support group format. **ACTION: RUTH**
- Convenor workshop – planning for NOV convenor workshop (Week 3 or 4) - potential convenors will be encouraged to attend. Some Committee members to present (Phil - Activities, Sandi - UMAS, Sandy - President). Venue – Bayview Pavilion (TBC)

Report received.

10. UMAS & info@ inbox

Susan Healey is managing UMAS in Sandi’s absence
Ruth is monitoring the info@ and members@ inboxes while Sandi is on holidays.

- Pam Parsons – volunteered for general assistance **ACTION: PHIL**
- Peter Roberts – volunteered to be convenor **ACTION: RUTH**
- Anna Dao – volunteered for general assistance has not attended the classes she has enrolled in – LEAVE

11. COMMUNICATIONS

Refer to report in the Agenda

Additional comments

- **Newsflashes and Newsletters**
 - Lyn Murray currently considering work on an end-of-year newsletter – Kerry Lewis happy to help with this. Fiona to put both in touch. **ACTION: FIONA**
- **Website – domain name registration & email**
 - Phil will get on to:
 - i. Organising for our current email address to be associated with our domain registration
 - ii. obtaining clarification re date of last payment and date of next renewal
 - iii. closing the gmail account. **ACTION: PHIL**

12. REVIEW OF POLICIES & FAQs

Refer to report in the Agenda

Additional comments:

- Barbara and Ruth will review and amend the policies. **ACTION: BARBARA & RUTH**
- Send U3A Network link to Barbara & Ruth to enable access to Network resources (policy templates etc) **ACTION: FIONA**
- Barbara will look into why some U3As are registered with ACNC and others are not (HBW is not). **ACTION: BARBARA**
- Enrolment policy
 - Phil proposed that we restrict the # of classes a member can enrol in (excludes activities of 1 or 2 sessions only): Associate = 2 activities, Full = 5, Convenors & Co-Convenors – none. Discussed and agreed to leave for now - wait to see the effect of increased # of convenors and activities.
 - Associate membership – discuss at next meeting the possible removal of this category. Add to Agenda. **ACTION: FIONA**

Proposed new policies:

- Attendance – Discussed, agreed policy not required. Instead, emphasise the role of the convenor in handling attendances. **ACTION RUTH**
- Criteria for what activities we offer – defer to next meeting.

FAQs

1. FAQs for Member – for review **ACTION: DEB**
2. FAQs for Convenors – for review **ACTION: RUTH**
 - Request for clarification on FAQ covering sending emails **ACTION: FIONA**
3. New FAQ requested by a member: How to (re)enrol
 - “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?” (Fiona to send copy of PP U3A’s version). **ACTION: DEB**

13. GRANTS REPORT

Refer to report in the Agenda – see below for additional comments during the meeting.

HBCC Make it Happen grant (Ruth, Sandy) (Well-being activity/convenor support)

Greater Western Water (Ian) \$2680, Re-engagement post-pandemic via art classes, formal art lectures, workshops - Continue to monitor bank account for funds transfer from GWW.

Post-meeting note: GWW has requested we send an invoice (no invoice located at their end).

ACTION: FIONA/SUE

Viva Energy Grant (Ian)

- Quote for reverse cycle air conditioner done during the meeting!
- Quotes for black-out blinds – still to come.

ACTION: IAN

14. VENUES UPDATE

The Cottage: The Viva grant is currently being used – new Hot Water system put in cost \$1600 and blinds \$900 have been installed. Still to come are new shade blinds (quote awaited) and split system (quote underway). Jim Forbes organising.

Bayview Street Pavilion: The Thursday Art Group mainly use this facility. - other groups starting to use.

Digman Reserve Pavilion: No issues.

Multipurpose Centre (WSSC), Dennis Reserve: Slab to be poured soon. Once this facility is functional council is still keen for U3A to continue to use Digman and Bayview Pavilions. Council is happy with U3A using their facilities out of the usual peak times. So we should have sufficient venues.

Hobsons Bay City Council The Art Groups have asked HBCC to be the guest speaker at the launch of the 2nd Art Exhibition in November 2023.

15. HEALTH & SAFETY

- FA kit – checked by IAN and up to date (2026)
- AED
 - To check battery **ACTION IAN**
 - Should get a service provider to check annually IAN is following up **ACTION IAN**
- Bayview Pavilion tripping hazard - Ramp into kitchen area – potential trip hazard not yet resolved. Ian to action with Council. **ACTION: IAN**

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).
 - Proposal to change to \$40 for 2 courses plus a drink (wine/beer/soft drink).
 - **COMMITTEE: Discussed with agreement to retain the original proposal of \$35 for 2 courses** (i.e. no drink) on the basis that the upfront increased price may discourage some members. Not all members want to have a drink (even soft drink) and it makes it more expensive for them. Also some may prefer their choice of (more expensive) wine.
 - Table cloth hire: \$14ea x 12 tables= \$168. **COMMITTEE: U3A HBW account will cover cost.**
2. Payment is due by 24 the November 2023 - Recommend Members pay into bank account when booking on UMAS
 - **COMMITTEE discussed – 120 payments into account around the same time that up to 400 enrolment fees will be paid into the account is too great a burden on Treasurer and back up. Recommendation from John Morris previously – and Sandi Fallshaw (Bridge Club) - is to avoid using pre-payment into account for activities with large numbers. Still looking at using Square payment system ± cash on the day (payment via Square will attract a 1.8% fee - not excessive compared with increased Committee workload to process bank payments). Consider messaging re Xmas function to include a “cancel by” date after which those not attending and paying on the day will be invoiced.**
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? **COMMITTEE: YES**
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? **COMMITTEE: YES & YES**
6. Date of invitation to go out 1st week of October
7. Acting President to make an opening speech
 - Small outlay for some Xmas decorations and some door prizes. **COMMITTEE: U3A HBW account will cover cost.**
8. Members have been recruited to help myself organise tasks and for the day of the function.

Additional comments from Committee:

- Please check sound system is adequate for running the quiz 😊

History Project (Sue Dawkins, Clara Brack & Ann Goodwin) - No update

17. Agenda items for future meeting/s

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

18. U3A NETWORK NEWS

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

19. ANY OTHER BUSINESS

- Associations Incorporation Reform Regulations 2023 – send to Barbara **ACTION: FIONA**
- HBCC is asking for feedback on its draft policy A Fair Hobsons Bay for All 2024-28 - we have until 16 OCT to provide feedback. Please all review document – will be added for discussion at OCT Committee meeting. <https://participate.hobsonsbay.vic.gov.au/fairhb> **ACTION: ALL !!!**

20. NEXT MEETING DATES

- 10 October
- 14 November
- 5 December