



Committee Meeting Tuesday 10 October 2023 10:00 (The Cottage)

AGENDA

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

DOCUMENTS CIRCULATED WITH THE AGENDA:

- *Minutes of September 19th meeting (draft for approval)*
- *For ITEM 5 - Yearly Operating Calendar (for review)*
- *For ITEM 7 – New activity proposals for review & approval (all in 1 word doc)*
- *For ITEM 9 – Convenor Support report & Convenor handbook v 23 Sep 2023 (draft)*

1. APOLOGIES & CALENDAR OF ABSENCES

- Apologies:
- Calendar of planned absences – review (see table below).

| PERSON | WHEN AWAY | COVER NEEDED? |
|-------------------------------|--|---------------|
| Fiona Williams | 15 Dec – 15 Jan | No |
| Ian Barclay | | |
| Sandy Guest | | |
| Phil Quinn | | |
| Ruth Patching | 22 Dec – late Jan (TBC) 26 Feb – 12 March | |
| Sandi Fallshaw (UMAS support) | | |
| Sue Sturup | | |
| Barbara Ryland | | |

2. MINUTES FROM PREVIOUS MEETING

Confirmation of the Minutes of the meeting **19 September 2023**

3. CORRESPONDENCE RECEIVED

- Nil significant

4. BUSINESS ARISING FROM MINUTES

- Check for actions from previous meeting that are not covered in the agenda items

5. YEARLY OPERATING CALENDAR REVIEW

ALL

For review each meeting

6. FINANCE UPDATE

SUE STURUP

See Page 6

- Acting Treasurer’s report
- Square payment system – update
- Issue a credit for 2024 for 2023 new members unable to access any activity in 2023?
- Associate membership – possible removal of this category?

7. ACTIVITIES UPDATE

PHIL QUINN

- New proposals – 9 received *See below – for details refer to document circulated with Agenda*
- Sandy Guest is liaising with COTA to develop new workshops as part of the “Make It Happen” 2023
- Issue with Fun Dining – Ann Banham out of pocket

| Proposed activity | Convenor |
|--|------------------|
| Power in Contemporary Asia: Australian Responses | Allan Patience |
| From Reading to Writing | Clara Brack |
| CPR and Defibrillator Refresher | Jo Bramble |
| Williamstown-Altona Walks | Doug Palmer |
| Looking at Abstract Art | Gerda van Hamond |
| Local Walks 2 | Janine Doull |
| Australian Literature (F & NF) Book Club | Yvonne |
| “Exercise As You Age” – a 30 minute talk about the benefits of exercising as you get older | Jordan Tripodi |
| Christmas Craft | Nola Anderson |

NOTE: U3A Maribyrnong’s invitation to attend their CPR session FOR DISCUSSION: How to respond?

The Resuscitate a Mate (RAM) program is an interactive community CPR session designed to educate seniors and community members about how to help someone in an emergency situation. We will cover calling for help, resuscitation skills and Defibrillation. The roughly 1- 5 hour practical session is conducted by a Life Saving Victoria team member. This is not an accredited or certificate course.

We are providing this free course as an add-on to our facilitator training/ support program which will run in the morning. We do need a minimum of 15 for the CPR course so if you think your members might be interested we would be very grateful if you could you please pass this on to the appropriate person to advertise with your membership. Attendees do not need to be members with U3A Maribyrnong but it would be appreciated if members are intending to attend they could RSVP to members@u3amaribyrnong.org.au so we can confirm numbers.

8. MEMBER SUPPORT UPDATE

DEB MCDONALD

- Updated Phil on his return from holidays.
- Provided draft wording and recommendations for FAQs for prospective members and current members.

9. CONVENOR SUPPORT UPDATE

RUTH PATCHING

1. French Conversation waiting list: social-self-learning group has formed with 3 members and had its first conversation meeting. Ruth will stay in touch to provide support.
2. Italian conversation: all enrolled and waiting list members of Barb Maher’s two discontinued groups were invited to a meeting to consider forming self-directed conversation groups. Only 2 responses were received: 1x No, 1x Yes. No further action required.
3. Convenor Workshop **Friday 17 Nov** 10am – 12 noon, Bayside Pavilion, see Program draft attached and Convenor Handbook draft attached.

4. UMAS UPDATE

SANDI FALLSHAW

- Verbal update

5. COMMUNICATIONS – Website / Other

FIONA WILLIAMS

- **Website changes**
 - No new changes



• **Newsflashes and Newsletters**

FIONA WILLIAMS

- Newsflashes continue approx. fortnightly.
- Consider publicising Committee renominations & step downs for next year, encourage members to consider standing, recruit a new Secretary
- Lyn Murray & Kerry Lewis working on an end-of-year newsletter.

PHIL QUINN

• **Website – domain name registration & email**

- Domain name reg'n – paid to 15 Apr 2024 (5y).
- Need original ABN cert to change email address linked to it (VentralIP).
- Phil to close the gmail account.

6. REVIEW OF POLICIES & FAQs

Current policies

| | |
|--|--|
| • Enrolment policy – last reviewed May 2023 (but we need to confirm fees for 2024) | • Confirm fees for 2024/25 |
| • Privacy policy - last reviewed May 2019 | • Draft for Committee review in NOV |
| • Code of conduct - last reviewed Nov 2022 | • Draft for Committee review in NOV |
| • Grievance Policy - last reviewed Nov 2022 | • Needs revision – see U3A Port Phillip and others |
| • Risk assessment and mitigation plan approved NOV 2021 | • |
| • COVID-19 Safety Plan 9 Mar 22 reviewed Nov 2022 | • |

Future proposed policies:

- Attendance Policy
- Criteria for what activities we offer

FAQs

1. FAQs for Members – reviewed by DEB **DEB MCDONALD**
2. FAQs for Convenors – reviewed by RUTH **RUTH PATCHING**
3. New FAQ requested by a member: How to (re)enrol **DEB MCDONALD/SANDI FALLSHAW**
 - Deb has started to work on this but requires more info on the complete process (i.e. UMAS)

GOVERNANCE

BARBARA RYLAND

- Is registration with ACNC required? Some U3As are registered but others are not (HBW is not).

7. 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.
 - Maggie Flanagan has requested update on this grant – **who to action?** **???**

2. Greater Western Water (Ian)

- \$2680, Re-engagement post-pandemic via art classes, formal art lectures, workshops.



- Ian tracking expenditure
- GWW had not received invoice from us – now submitted. Payment still pending. **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).

8. VENUES UPDATE

IAN BARCLAY

9. 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

10. PROJECTS – CURRENT

Christmas Function (Vinny Fitzgerald & Carol Neumann)

1. 82 enrolled as at 7/10.
2. Payment to venue is due by 24 the November 2023 by A/Treasurer.
 - o A few members paid into the BB account prior to the email being sent requesting members not to. Payment info needs to be removed in UMAS.
3. Payment on the day by members.
 - o 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

11. Agenda items for future meeting/s

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

12. U3A NETWORK NEWS

- U3A NETWORK AGM 20 SEP – Fiona & Barbara attended via Zoom. Information for noting:
 - i. Capitation fee remains at \$2 per full or primary member
 - ii. Tutor recognition awards – about 10-12 tutors were listed representing only a few U3As – we should consider doing this for next year!

13. U3A REGIONAL (WESTERN METRO) MEETING

Next meeting: Tuesday October 31 at 1.00-3.00pm at the Louis Joel Centre, 5 Sargood Street Altona (lunch at 12:30pm). **Who to attend (in person or via Zoom)?**



RSVP: mso@u3avictoria.org.au and could you please include your full name, the U3A you represent, the position you hold and any dietary requirements you may have.

Zoom Link for those who can't attend in person:

<https://u3anetworkvictoria.zoom.us/meeting/register/tZUsfu6qrjIqH93bHWcMDPOSguvnXrdPnKPT>

14. ANY OTHER BUSINESS

- Death of a member – suggested that Committee should send a card in all cases.
- In cases where the member was someone who contributed greatly to our organisation, a current Committee member should also try to attend funeral.

15. NEXT MEETING DATES

- Nov 14th
- Dec 5th



ACTING TREASURER'S REPORT AUG-SEP 2023

| AUGUST | <u>out</u> | <u>In</u> | - | - |
|------------------------|-------------------|---------------|------------------------|--------------------------------------|
| 1/08/2023 | \$0.23 | | Interest | |
| 7/08/2023 | \$55.00 | | Phil Quinn | Paper towels |
| 7/08/2023 | \$209.13 | | Ian Barclay | Art and wine supplies |
| 7/08/2023 | \$400.00 | | Lopez Cleaning service | Cleaning the cottage June |
| 7/08/2023 | \$500.00 | | Lopez Cleaning service | Cleaning the cottage July |
| 7/08/2023 | \$183.97 | | AGL | Electricity due 16 Aug |
| 9/08/2023 | \$99.00 | | Deb McDonald | New Phone |
| 13/08/2023 | \$109.15 | | AGL | Electricity due 16 July |
| 14/08/2023 | \$183.97 | | AGL | Electricity automatic payment |
| Total August | \$1,740.45 | \$0.00 | | |
| | | | | |
| SEPTEMBER | Out | In | | |
| 3/09/2023 | \$175.00 | | Telstra | Internet Sept/OCT |
| 12/09/2023 | \$400.00 | | Lopez Cleaning service | Cleaning the Cottage August |
| 21/09/2023 | \$275.00 | | Star weekly | Ad for Art exhibition |
| 28/09/2023 | \$26.97 | | Fiona Williams | Certs of appreciation delivery |
| 29/09/2023 | \$500.00 | | Ian Barclay | Deposit for new Blinds |
| 1/10/2023 | | \$0.19 | Interest | |
| Total September | \$1,376.97 | \$0.19 | | |

| Date paid | Christmas Craft | amount | | Date paid | Xmas Lunch | Amount |
|------------------|------------------------|---------------|--|------------------|-------------------|---------------|
| 29-Oct | Lynn Kontos | \$5.00 | | 29-Oct | Wendy Morris | \$35.00 |
| 29-Oct | Sarah Wallace | \$5.00 | | 29-Oct | Jennifer Tremewen | \$35.00 |