



## Committee Meeting Tuesday 10 October 2023

### MINUTES

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

#### 1. APOLOGIES & CALENDAR OF PLANNED ABSENCES

- Apologies: Ian Barclay, Barbara Ryland
- 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		
Phil Quinn	16 Oct – 3 Nov	Deb will cover
Ruth Patching	From 22 Dec – late Jan (TBC) 26 Feb-12 March	
Sandi Fallshaw (UMAS support)		
Sue Sturup		
Barbara Ryland		

#### 2. MINUTES FROM PREVIOUS MEETING

Minutes of the meeting 19 September 2023 were confirmed.

MOVED Ruth Patching, SECONDED Sue Sturup

#### 3. CORRESPONDENCE RECEIVED

- N/A

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

- Agreed on updated wording re inclusion of reference to active ageing in the U3A HBW Constitution Mission Statement (this is in addition to the previously approved amendment to the Committee nominations and membership section) – add to the end of the Mission statement “...and staying physically active.”
  - For inclusion in the recommendation to the membership for voting/approval at the 2024 AGM/

#### 5. YEARLY CALENDAR REVIEW

- 2024/5 draft budget – send AGM finance report and draft budget to Sue to assist with preparing for 2024. **ACTION: FIONA**
- Membership T&C plus Enrolment Policy – Sandy to review/revise wording to discourage enrolment in a large number of activities. Ruth to send documents to Sandy. **ACTION: RUTH then SANDY**
- Various updates made – please review calendar if not at the meeting. **ACTION: Ian & BARBARA**

#### 6. FINANCE UPDATE

- Refer to report in Agenda
- EFTPOS machine update – Agreed to proceed with this. For Xmas function the price will be \$35 for cash on the day OR \$36 for EFTPOS (\$1 surcharge to cover admin costs).
  - Sue to provide Ruth and Phil the information from Tyro so that they can operate the system at the Xmas function **ACTION: SUE**

- Issue a credit for 2024 for 2023 new members unable to access any activity in 2023  
[Post-meeting edit: Sandi has run a report – 0 members affected.]
- Associate membership – possible removal of this category? Agreed that we will hold for this year and include for consideration in a handover to the next Committee.

**7. ACTIVITIES UPDATE**

- “Make It Happen” 2023
  - Sandy will liaise with COTA to develop new workshops (see GRANTS section).
  - Maggie Flanagan – Has requested an update on the original grant which lists her as conducting 3 workshops. Sandy will respond to her via email. **ACTION: SANDY G**
- Fun Dining – Ann Banham out-of-pocket after repeatedly being left with unpaid items at restaurants which she then paid. For this reason, she will not be running the activity in 2024. The Committee agreed that: Ann should be reimbursed. Sue to contact Ann to determine the amount and (ii) Phil should send a message to the Fun Dining group requesting reimbursement to Committee funds.
  - *Post-meeting message from Phil: Ann prefers no reimbursement and no message to the group.*
- U3A Maribyrnong’s invitation to attend their CPR session: The Committee agreed that we should publicise their session (and vice versa ours is 5 FEB) in the next newflash. **ACTION: FIONA**
- ACTIVITIES Sub-Committee news: Yvonne Davidson and Pam Parsons have joined the ACTIVITIES S-C. Add their names to the list of member roles on the website and also to the updated “News from the Committee” newflash still to be sent. **ACTION: FIONA**
- Phil proposed that YVONNE Davidson be invited to join the Committee (if interested and willing). The Committee agreed that this was a good idea. **ACTION: PHIL**

Proposed new activities	Convenor	Committee Decision
Power in Contemporary Asia: Australian Responses	Allan Patience	APPROVED
From Reading to Writing	Clara Brack	APPROVED
CPR and Defibrillator Refresher	Jo Bramble	APPROVED
Williamstown-Altona Walks	Doug Palmer	APPROVED
Looking at Abstract Art	Gerda van Hamond	APPROVED
Local Walks 2	Janine Doull	APPROVED
Australian Literature (F & NF) Book Club	Yvonne	APPROVED
Christmas Craft	Nola Anderson	PREVIOUSLY APPROVED
“Exercise As You Age” – a 30 minute talk about the benefits of exercising as you get older	Jordan Tripodi	APPROVED – Phil has instructed convenor that no reference be made to his commercial activity and that the convenor has agreed to this.

Phil suggested that the following wording be added to the Activity Proposal form under “Considerations”:

- Activities to have no commercial branding or gain.
- Members will not be paid to convene activities.

The Committee endorsed these additions. Phil to amend and send updated form to FIONA for upload to the website.

**ACTION: PHIL**

**8. MEMBER SUPPORT UPDATE**

- Enrolment FAQ (separate for members vs general public) – For review and editing by (1) Sandi F and then (2) Sandy G. Sandy G to send final wording on both FAQs to FIONA for editing on the website. **ACTION: SANDI F, SANDY G then FIONA**

*Post-meeting recommendation from Ruth to re-order sections of the website dealing with enrolment and membership (i.e. currently in multiple sections of the website with different info).* **ACTION: SANDI F**



9. CONVENOR SUPPORT UPDATE

- Convenor Workshop Friday 17 Nov 10am – 12 noon, Bayside Pavilion
  - See Program draft and Convenor Handbook draft (circulated with Agenda) – please send any comments to RUTH.
  - UMAS section – Sandi will prepare an info sheet to be provided to workshop attendees. **ACTION: SANDI F**
  - Handbook – for printing take to Melissa Horne’s office (SANDY) **ACTION: SANDY G**
  - Wi-Fi at Bayview Pavilion – will cope with 20-30 individuals accessing at same time? Check with Ian **ACTION: RUTH**
- Mary Williams has left the S-C (change in personal circumstances) – update S-C membership list. **ACTION: FIONA**

Report received.

10. UMAS

- Susan has managed well during Sandi’s absence.
  - The payment info (e.g. via bank account deposit) to be removed from the Xmas function and Xmas craft activities in UMAS. **ACTION: SANDI F**

11. COMMUNICATIONS

Refer to report in the Agenda

Additional comments

- **Sub-Committee news:** Sandy G offered to join this Sub-Committee. Fiona add to website list. **ACTION: FIONA**
- **Newsflashes and Newsletters**
  - Lyn Murray - end-of-year newsletter review questions discussed – Fiona to respond. **ACTION: FIONA**
  - Include in next newsflash(es) **ACTION: FIONA**
    - Highlight that all Committee positions will (as is usual) be spilled at the 2024 AGM. 2 current Committee members plan to not renominate. Encourage members to consider standing as Ordinary Member, President, Secretary or Treasurer.
    - Ruth’s summary from last meeting – update and send.
    - GRANTS S-C – ask for expressions of interest.
- **Website – domain name registration & email** **ACTION: PHIL**
  - 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.

12. REVIEW OF POLICIES & FAQs

Current policies – Ruth and Barbara working on these, starting with #1 and #2.

1. Enrolment policy – last reviewed May 2023 (but we need to confirm fees for 2024)	• Confirm fees for 2024/25
2. Enrolment Terms & Conditions	
3. Privacy policy - last reviewed May 2019	• Draft for Committee review in NOV
4. Code of conduct - last reviewed Nov 2022	• Draft for Committee review in NOV
5. Grievance Policy - last reviewed Nov 2022	• Needs revision – see U3A Port Phillip and others

6. Risk assessment and mitigation plan approved NOV 2021	•
7. COVID-19 Safety Plan 9 Mar 22 reviewed Nov 2022	•

Future proposed policies (leave for now): Attendance Policy; Criteria for what activities we offer.

FAQs

1. FAQs for Members – see previous note
2. FAQs for Convenors – reviewed by RUTH
3. GOVERNANCE – Barbara has looked into this and suggests that registration with ACNC is not required given our size. She will report further at the next meeting – to add to agenda. **ACTION: FIONA**

**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)**

Discussed by the Committee – Sandy G will:

**ACTION: SANDY G**

- Approach ACCC re them providing a presentation
- Approach COTA re conducting workshops:
  - scamming (in April)
  - active living (in May)
- Then submit a variation form to HBCC

**Greater Western Water (Ian) \$2680**, Re-engagement post-pandemic via art classes, formal art lectures, workshops.

- GWW stated they had not received an invoice from us – Fiona sent an invoice immediately. Sue reports funds not yet received. Sue to follow up with GWW (Fiona to forward email). **ACTION: SUE**

**Viva Energy Grant (Ian)**

- Quote for reverse cycle air conditioner? AND Quote for black-out blinds? Ian to update Committee. **ACTION: IAN**

**14. VENUES UPDATE**

- Phil will notify Jason re appropriate date for footpath repairs. **ACTION: PHIL**

**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)

1. Payment to venue is due by 24 the November 2023 by A/Treasurer. Sue to request invoice from Vinny once final cancellation date reached (22 NOV) **ACTION: SUE**
  - 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. **ACTION: SANDI F**
2. Payment on the day by members.
  - For Xmas function the price will be \$35 for cash on the day OR \$36 for EFTPOS (\$1 surcharge to cover admin costs). For the latter, we need to use a phone with the EFTPOS machine - Ruth volunteered with Phil as back up (unless Vinny & Carol want to do). Sandy & Sandi happy to collect the cash (unless Vinny/Carol want to do).
  - To include wording re cancellation date after which members will be invoiced if they do not pay on the day.
    - Update Vinny/Carol **ACTION: FIONA**
    - Newsflash send (wording from Ruth) **ACTION: FIONA**

### 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 NOV and finalise DEC - ADD TO AGENDA **ACTION: FIONA**
- Roster for busy period NOV-DEC-FEB – prepare task / date list **ACTION: FIONA**

## 18. 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! **ACTION: RUTH & Convenor Subcommittee**

## 19. U3A WESTERN REGION NEWS

- Next meeting: Tuesday October 31; at 1.00-3.00pm at the Louis Joel Centre, 5 Sargood Street Altona (lunch at 12:30pm). [*Post meeting edit IAN happy to attend.*] **ACTION: IAN**
  - **RSVP:** [mso@u3avictoria.org.au](mailto: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/tZU5fu6grjIqH93bHWcMDPOSguvnXrdPnKPT>

## 20. ANY OTHER BUSINESS

1. Peter Roberts – volunteered to be convenor. Ruth to contact. **ACTION: RUTH**
2. 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: PHIL**
3. Death of a member – Committee agreed that:
  - i. We should send a card in all cases



- ii. And where the member was someone who contributed greatly to our organisation, a current Committee member should try to attend funeral (if appropriate).

**21. NEXT MEETING DATES**

- 14 November
- 11 December
- 30 January
- 13 February
- AGM / SGM 5 March