## **Committee Meeting Monday 11 December 2023 10:00 (The Cottage)**

## **AGENDA**

[Committee Documents – U3A Hobsons Bay/Williamstown (u3ahbwilli.org.au)](https://u3ahbwilli.org.au/committee-documents/)

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| ***DOCUMENTS CIRCULATED WITH THE AGENDA:*** * ***Minutes of NOV 14th meeting (draft for approval)***
* ***For ITEM 3 - Email from U3A Network marketing Sub-Committee***
* ***For ITEM 5***
	+ ***Yearly Operating Calendar (for review)***
	+ ***Roster of tasks to FEB***
* ***For ITEM 10 – Report from Sandy Guest***
* ***For ITEM 13***
	+ ***Draft amended HBW Constitution***
	+ ***Action Plan (current – March 2022)***
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## **WELCOME, APOLOGIES & CALENDAR OF ABSENCES**

## Welcome

## Apologies: Ruth Patching

## 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 | To at least end Nov (medical leave)To 21 Dec (medical) & 22 Dec – late Jan 26 Feb – 12 March | Yes – Convenor Support S-Cttee |
| Sandi Fallshaw (UMAS support) |  |  |
| Sue Sturup |  |  |
| Barbara Ryland |  |  |
| Yvonne Davidson |  |  |

1. **MINUTES FROM PREVIOUS MEETING**  Confirmation of the Minutes of the meeting **14 November 2023**
2. **CORRESPONDENCE RECEIVED / SENT**
* U3A Maribyrnong – Martina Ryan invited Western Region members (Committee, other) to participate in a workshop in FEB on attracting members from CALD groups. *Australian Multicultural Community Services* team to conduct workshop. 4 Committee members plus Sub-Committee representatives (Membership, Convenor support) expressed interest in participating. Secretary has passed their details on to Martina.
* Enquiry from Maggie Flanagan re fee reduction or waiver for convenors. Secretary responded that the 2021 Committee discussed this and was in favour of encouraging convenors to become full participants in U3A HBW. (Note that there is provision to assign the role of TUTOR with $0 payable where appropriate).
* U3A Network Victoria’s Marketing & Communications Sub-Committee - Graham Gosling has provided information on 2024 and a request for a marketing contact from our U3A.  *See document circulated with Agenda*
1. **BUSINESS ARISING FROM MINUTES**
* Check for actions from previous meeting that are not covered in the agenda items
1. **YEARLY OPERATING CALENDAR REVIEW ALL**

For review each meeting

Review draft roster for coverage to FEB.

1. **2024 ENROLMENT REPORT**
* MEMBER SUPPORT (including F2F enrolment) **PHIL QUINN**
* UMAS **SANDI FALLSHAW**
* ACTIVATIONS **SUE STURUP**
* WELCOME Letters

Send as bulk email mid-JAN? Issue/do not issue name badges to new members?

1. **ACTIVITIES UPDATE PHIL QUINN**
* Anything additional to report?
1. **CONVENOR SUPPORT UPDATE**
* CONVENOR WORKSHOP 17 NOV

Well attended and successful – on the day the workshop was conducted by Jan Williams and Clara Brack (Ruth being at home post-operatively).

1. **COMMUNICATIONS – Website / Other SANDI FALLSHAW**
* Website changes
* Newsflashes and Newsletters
	+ Newsflashes continue approx. 2-3 weekly.
* Website – domain name registration & email **PHIL QUINN**
	+ Domain name reg’n – paid to 15 Apr 2024 (5y).
	+ Need original ABN cert to change email address linked to it (VentraIP).
	+ Phil to close the gmail account.
1. **GRANTS REPORT**
2. HBCC Make It Happen Grant 2023MIH2033 (Well-being activity/convenor support) **SANDY GUEST**

Update on liaison with COTA, ACCC and Dr Elizabeth Brooke to develop new workshops as part of the “Make It Happen” 2023 grant

* *See document circulated with Agenda*
1. Greater Western Water  **IAN BARCLAY**
* $2680, Re-engagement post-pandemic via art classes, formal art lectures, workshops. Ian tracking expenditure. Ongoing.
1. Viva Energy Grant  **IAN BARCLAY**
* For Cottage improvement (hot water, blinds) – approx. $1000 remaining
* Block-out blinds now in place. Update on air con?
1. **PROJECTS – CURRENT**

**Christmas function 8 DEC** (Vinny Fitzgerald & Carol Neumann) – per report from Carol Neumann

* Attendees 111 (included some who had not booked)
* Payments 114 (At the door = 105 / In advance = 6 / Paid but did not attend = 3)
* Non-attendees who booked, did not attend = 4
* The U3A has paid for 120 attendees at the event so we will be subsidising the event for 6 places (= $210).
1. **FINANCE UPDATE SUE STURUP**
* Budget 2023 Projected vs Actual (*circulated with Agenda*)
* Purchase approvals – who decides and approves purchases? Suggest process needed.
1. **GOVERNANCE**
	* Constitution  **BARBARA RYLAND / FIONA WILLIAMS**
		1. The Victorian Government introduced new [incorporated association regulations](https://comms.justice.vic.gov.au/ch/25390/2d9zwyw/2487411/x5mvFGmv2_Is9svzs1woHcCF66RD2p.tWNuGVxmq.html) on 18 November 2023. As our incorporated association adopted the model rules set out in the previous regulations, the[**changes to these rules**](https://comms.justice.vic.gov.au/ch/25390/2d9zwyw/2487411/x5mvFGmv2_Is9svzs1woHcCF66RD2p.tWNuGVxmq-2.html)**automatically apply to us from 18 Nov 2023**.
			1. Draft amended HBW Constitution (circulated with Agenda)
			2. Discuss timing and implementation
	* AGM Standing Orders – *awaiting Barbara’s final comments on Phil’s proposed wording*
	* Review Action Plan for 2024 **SANDY GUEST**
2. **2024 AGM PREPARATION**
* Summary of tasks / responsibilities – to be circulated tomorrow
* Committee Replacement members – any suggestions re members to approach?
1. **ANY OTHER BUSINESS**
2. **NEXT MEETING DATES**
	* 30 January
	* 13 February
	* AGM / SGM 5 March