## **Committee Meeting Tuesday 14 November 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 October 10th meeting (draft for approval)***
* ***For ITEM 6 - Yearly Operating Calendar (for review) & DRAFT ROSTER OF TASKS (Dec 5 etc)***
* ***For ITEM 7 – 3 New activity proposals for review & approval***
* ***For ITEM 12 - POLICIES FOR APPROVAL***
	+ ***Enrolment T&C***
	+ ***Privacy***
	+ ***Code of conduct***
	+ ***Grievance***
* ***FOR ITEM 13 - GRANT MIH 2023***
	+ ***Powerpoint from COTA on Scams and Financial Matters***
	+ ***Form to be completed to request workshops***
	+ ***Summary of possible workshops from COTA and the ACCC on Scams***
	+ ***Form to be completed to request workshop from ACCC***
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## **WELCOME, APOLOGIES & CALENDAR OF ABSENCES**

## Welcome:

## Yvonne Davidson has been invited to join the Committee for the remaining period and has accepted.

## Jan Williams in attendance to update the Committee on the 17 NOV Convenor Workshop.

## Apologies: Ruth Patching (Nov & Dec)

## Calendar of planned absences – review (see table below).

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| 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)22 Dec – late Jan (TBC) 26 Feb – 12 March | Yes – Convenor Support S-C |
| Sandi Fallshaw (UMAS support) |  |  |
| Sue Sturup |  |  |
| Barbara Ryland |  |  |
| Yvonne Davidson |  |  |

## **CONVENOR WORKSHOP – 17 NOV**

Jan Williams to provide an update on arrangements for the workshop.

* + The Convenor Support subcommittee members, Clara Brack and Jan Williams, are now organising the workshop and will run it in Ruth’s absence. They will provide updates (perhaps the Committee would like to designate one person to liaise with). Please contact them if you have any questions about your individual presentation.
	+ The handouts for the session are prepared: Handbook, copy of UMAS slideshow and feedback form. Extra copies of the Handbook and UMAS slideshow are being produced for convenors who cannot attend and for future new convenors. Sandy is organising the printing.
	+ Enrolments are trickling in. Clara and Jan are personally contacting new and potential convenors not yet enrolled
	+ Catering is likely to be from Checkers – Clara is working on it.

**PROGRAM10am – 1pm, Bayside Pavilion**

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| TIME | PRESENTER | TOPIC/CONTENT |
| 10 | Sandy Guest  | Welcome; Mission and Goals, current state of our U3A and future directions |
| 10.10 | Phil Quinn | Activities overview |
| 10.20 | Ian Barclay | Venues and H&S |
| 10.30 | Fiona/ Barbara | Policies |
| 10.40 | Sandi Fallshaw | UMAS essentials  |
| 11 | Ruth | Convenor essentials |
| 12 | Finish and socialise | Catering budget - bring out the sandwiches??? NB: There are no tea/coffee facilities |
| 1pm | Pack up |

1. **MINUTES FROM PREVIOUS MEETING**  Confirmation of the Minutes of the meeting **10 October 2023**
2. **CORRESPONDENCE RECEIVED**
* Thank you email to Ian for block out blinds in the Cottage!
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 NOV-FEB.

1. **ACTIVITIES UPDATE PHIL QUINN**
* New proposals – 3 approved by Sub-Committee (see table below).
* All members offering ‘ideas’ from Convenor Support Team visits to existing activities now contacted
* Some ideas on hold or awaiting proposals (e.g. Italian TBA, Power in contemporary Asia for Term 4)
* 2023 convenors all approached re next year and any changes negotiated
* Plan for UMAS for 2024 to be finalised early next week

Committee needs to approve the 2024 program of activities. **COMMITTEE**

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| **Proposed activity**  | **Convenor** |
| What are you watching? | Tony Wright |
| Ancestry.com | Doug Palmer |
| Periodic table  | John Webb  |

1. **MEMBER SUPPORT UPDATE PHIL QUINN**
* Enquiries re joining and renewing from new and existing members
* Enquiries re enrolling in activities from existing members
* One enquiry re Xmas party
* Total of 9 calls to date with 6 in September
1. **CONVENOR SUPPORT UPDATE RUTH PATCHING**
* Ruth having surgery on 10 NOV and unavailable for a period of time (expects to be available for phone calls and emails after 2-3 weeks, unable to drive until 22 Dec at the earliest).
* Italian, Thurs group: Convenor Ralph has reduced the meeting time to one hour, 9.30 -10.30am while his health recovers.
* New Convenor, Nola Anderson, is running new activity Christmas Craft on 13 Nov. Ruth and Phil have been providing support as needed.
* Other activities commencing in the remainder of the year all have experienced convenors but any enquiries can be directed to Clara.
* Members who have volunteered via UMAS to be a Convenor: Peter Roberts did not respond to Ruth’s email to discuss his offer; Regina Goetz will co-convene Outdoor Painting in 2024
1. **UMAS UPDATE SANDI FALLSHAW**
2. **COMMUNICATIONS – Website / Other**
* **Website changes SANDI FALLSHAW**
	+ Handover by Fiona to Sandi and Lars.
	+ Minor updates made.
* **Newsflashes and Newsletters**  **SANDI FALLSHAW / FIONA WILLIAMS**
	+ Newsflashes continue approx. 3-4 weekly.
	+ End-of-year newsletter distributed.
* **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 (VentraIP).
	+ Phil to close the gmail account.
1. **REVIEW OF POLICIES & FAQS**

**Current policies FIONA WILLIAMS**

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| CURRENT  | REVIEWED – For approval by Committee  |
| * Enrolment and Membership Terms & Conditions – last reviewed May 2023
 | * Updated draft for Committee NOV 2023
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| * Privacy policy - last reviewed May 2019
 | * Updated draft for Committee NOV 2023
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| * Code of conduct - last reviewed Nov 2022
 | * Updated draft for Committee NOV 2023
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| * Grievance Policy - last reviewed Nov 2022
 | * Updated draft for Committee NOV 2023
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| * Risk assessment & mitigation plan approved NOV 2021
 | N/A - Not yet reviewed  |
| * COVID-19 Safety Plan 9 Mar 22 reviewed Nov 2022
 | N/A - Not yet reviewed  |

**FAQs SANDI FALLSHAW**

* Enrolment FAQ for non-Members (new) – draft
* Enrolment FAQs for Members – updated draft
* FAQs for Convenors – already updated on website

**Governance BARBARA RYLAND**

* Update on registration with ACNC required
1. **GRANTS REPORT**
2. HBCC Make It Happen Grant 2023MIH2033 (Well-being activity/convenor support) **SANDY GUEST**

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

* Powerpoint from COTA on Scams and Financial Matters
* Form to be completed to request workshops
* Summary of possible workshops from COTA and the ACCC on Scams
* Form to be completed to request workshop from ACCC
1. Greater Western Water  **IAN BARCLAY**
* $2680, Re-engagement post-pandemic via art classes, formal art lectures, workshops.
* Ian tracking expenditure

Payment RECEIVED.

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. **FINANCE UPDATE SUE STURUP**
* Acting Treasurer’s report ***See Page*** 6
1. **VENUES UPDATE IAN BARCLAY**
2. **HEALTH & SAFETY IAN BARCLAY / PHIL QUINN**
	* AED in Cottage – checks and documentation
	* Tripping hazard in Bayview Pavilion – for actioning with HBCC ramp to kitchen
3. **PROJECTS – CURRENT**

**Christmas Function** (Vinny Fitzgerald & Carol Neumann)

1. 114 enrolled as at 9 Nov.
2. Payment to venue made.

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

No update

1. **Agenda items for future meeting/s**
	* **Review Action Plan DEC**
	* AGM Standing Orders to be discussed at a future meeting (Phil)
	* Committee to approve policies (NOV)
2. **U3A NETWORK NEWS**

1. **U3A REGIONAL (WESTERN METRO) MEETING IAN BARCLAY**

Report from meeting 31 October

1. **ANY OTHER BUSINESS**

U3A Network Victoria was recently advised that U3A Australia has organised an Officeworks U3A Buying Group.  This will allow your U3A to secure savings on purchases with them.

1. **NEXT MEETING DATES**
	* 5 December
	* 30 January
	* 13 February
	* AGM / SGM 5 March

**ACTING TREASURER’S REPORT**

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| **OCTOBER** |   |   |   |   |
| 2/10/2023 |   | $35.00 | Unknown | Xmas Party |
| 4/10/2023 | $500.00 |   | Lopez Cleaning service | Cleaning cottage Sept |
| 4/10/2023 | $80.00 |   | Telstra | Internet  |
| 4/10/2023 |  | $35.00 | John Hinks | Xmas Party |
| 4/10/2023 |  | $35.00 | John Hinks | Xmas Party |
| 11/10/2023 |  | $10.00 | Helen Flemming | Pickle Ball |
| 11/10/2023 |  | $10.00 | Kerri O'brian | Pickle Ball |
| 19/10/2023 |  | $35.00 | Mary Keen | Xmas Party |
| 24/10/2023 |  | $35.00 | AA Wright | Xmas Party |
| 31/10/2023 |  | $2,680.00 | Gww Grant money | Art Exhibition |
| 1/11/2023 |  | $0.19 | Interest |   |
| **Total October** | **$580.00** | **$2,875.19** |   |   |
|   |   |   |   |   |
| **NOVEMBER** |   |   |   |   |
| 2/11/2023 | $60.00 |   | Hobsons Bay Library | art Exhibition |
| 2/11/2023 | $8.99 |   | Ian Barclay | art Exhibition, frames |
| 2/11/2023 |   | $5.00 | Nevi Gorup | Xmas Décor |
| 3/11/2023 | $84.36 |   | Telstra | Internet |
| 8/11/2023 | $710.00 |   | Blinds cottage |   |

1. The Art Grant money (GWW) received.
2. Meryl was paid $20 for 2 People who paid for Pickle Ball online.
3. Phil paid $15 to the convenor of Xmas decos.
4. Vinny has the names of people who have paid for the Xmas party. She knows there is an unnamed person.
5. The issue of the ABN is unresolved.
6. The epos machine cannot be purchased until we sort out, that the name of the ABN is the same as our bank account. I have yet to find out if the new incorporation has a new ABN number that is different or there is not one. I think we can add the new incorporation to the same ABN.