## **Committee Meeting Monday 11 December 2023**

## **MINUTES**

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

1. **APOLOGIES & CALENDAR OF PLANNED ABSENCES**
   * Apologies: Ruth Patching, Barbara Ryland, Ian Barclay, Yvonne Davidson
   * Present at meeting: All other Committee members present
   * Calendar of planned absences – 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 Sub-Cttee |
| Sandi Fallshaw (UMAS support) |  |  |
| Sue Sturup |  |  |
| Barbara Ryland |  |  |
| Yvonne Davidson |  |  |

1. **MINUTES FROM PREVIOUS MEETING**

Minutes of the meeting **14 November 2023** were confirmed.

MOVED Phil Quinn, SECONDED Sandi Fallshaw

1. **CORRESPONDENCE**

* U3A Maribyrnong – interest in a workshop in FEB on attracting members from CALD groups. Secretary has passed their details on to Martina. NOTED
* Enquiry from Maggie Flanagan re fee reduction or waiver for convenors. Following discussion with Sue Dawkins re the history of the decision to not waive fees for convenors, the 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). Maggie will enrol as an Associate member. Enquiry from Carmen Cohen re fee waiver for convenors – the Committee agreed to this on the basis that Carmen does not participate in other activities, travels from Truganina and delivers 3 classes. She will be categorised as a tutor ($0 payable). Sandi will email Carmen to advise. **ACTION: SANDI F**
* U3A Network Victoria’s Marketing & Communications Sub-Committee - request for a marketing contact from our U3A. Sandi will respond that this request will be discussed at the Communications Sub-Committee meeting in January. **ADD TO Jan MEETING AGENDA**

1. **BUSINESS ARISING FROM MINUTES** (not dealt with elsewhere)
   * Convenors – agreed that convenors need to know how to get into venues. Phil to d/w Ruth and Ian – Action will be to email instructions. Phi/Ruth to discuss with Ian. **ACTION PHIL/RUTH**
2. **YEARLY CALENDAR REVIEW** 
   * ROSTER reviewed and updated
3. **2024 ENROLMENT REPORT**

* ACTIVATIONS – 224 to date (there are also members who have paid but whose payment does not allow identification). Approx 50 new members!
* WELCOME Letters

Send as bulk email to all activated members – agreed send date = late JAN after 2nd F2F enrolment session at the Cottage. **ACTION: PHIL**

1. **ACTIVITIES UPDATE**

|  |  |  |
| --- | --- | --- |
| **Proposed new activities** | **Convenor** | **Committee Decision** |
| Movement to music ranging from Yoga stretches, Balance exercises, through to Aerobic Dance | Maggie Flanagan | Approved |

1. **CONVENOR SUPPORT UPDATE**

* CONVENOR WORKSHOP 17 NOV

Well attended by new convenors.

Refresher workshop in Jan not required – effort to go into Welcome function etc.

1. **COMMUNICATIONS**

Refer to report in the Agenda

Additional comments

* **Sub-Committee news** 
  + Collect relevant stats to include in next newsletter (approx. FEB/MAR 2024) **ACTION: SANDY G & SANDI** F
  + Committee agreed that it is important that FaceBook is managed by the S-C. Sandy (as Chair of this S-C ) will email Ann Banham with a request that she joins and participates in the S-C. **ACTION: SANDY G**
* **Website changes**
* **Newsflashes** 
  + Phil will send a newsflash re the 2nd F2F enrolment session at the Cottage on 22/1
* **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 (VentraIP).
  + Phil to close the gmail account**.**

1. **GRANTS REPORT**

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

1. HBCC Make It Happen Grant 2023MIH2033 (Well-being activity/convenor support) $2350

Current funds remaining: $1900???

* Invoices $68.10 received
* $450 further to be invoiced? Sandy to check with Jan Williams. **ACTION: SANDY** G

ACCC – 2 workshops set

* presentations not charged
* Dates confirmed – 12 MAR and 12 APR (1:00 – 2:30)
* Venue – Phil will check Pavilion availability **ACTION: PHIL**
* Catering – Sandy will seek quote **ACTION: SANDY G**

COTA

* Working on My Aged Care with possible date in May
* Presentations not charged.

Dr Elizabeth Brooke (does research on the contribution of creativity to ageing)

* Sandy to meet with Dr Brooke to discuss further and then consider seek a grant to cover this. **ACTION: SANDY G**

1. Greater Western Water

* $2680, Re-engagement post-pandemic via art classes, formal art lectures, workshops.
* Ian tracking expenditure. Some funds remain (approx. $1000)?

1. Viva Energy Grant

* For Cottage improvement (hot water, blinds) – NIL remaining (remaining cost of air con & heater to be taken from general funds).
* Block-out blinds now in place. Reverse cycle air con/heater now installed.

**GRANTS SUB-COMMITTEE**

* Needs to be established early 2024 - publicise this and seek interest in the first 2024 newsflash (15 Jan). **ACTION: SANDY G**

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 (1 known to have Covid) = 4 but others attended on the day and had not booked.
* U3A has paid for 120 attendees therefore needs to subsidise 6 x 35 (*but Sue confirmed that the subsidy will be only $120 not $210*).

U3A needs to subsidise as follows:

* Approx. $1071 (venue hire $600-200 refundable deposit), tablecloths $168, decorations $85, door prizes & other decorations $293, meals $120).
* There was some confusion over the $600 pre-payment made to the venue as this had been assumed to be a holding deposit but now appears that this is a venue hire cost (and therefore not taken off the final cost). Clarification to be sought by Treasurer. **ACTION: SUE**
* The Committee was aware of some extra costs in an email from Vinny: "Small outlay for some Xmas decorations and some door prizes.” to which I responded following discussion at the Committee meeting (SEP) that “U3A HBW account will cover cost."

*Post-meeting edits*

*Comment from Sue after speaking with Vinny*

*“ I spoke to Vinnie and she said that she had spoken to the committee about the $600 that the Altona club invoiced, back at the beginning of June (before my time).She revealed that $200 was a bond and she has an email asking for our bank details. (I have sent the details to her.)*

*She also said that she had spoken several times to Fiona and had said what was happening.*

*She agreed that she charged the $35 which was for the meal only and she could straight away see that she should have charged more.”*

*Per Fiona:*

* *In late June, Vinny sent the invoice for $600 deposit to John - Vinny paid this and was reimbursed by John. Ann Banham (as Pres) and I were copied in. Looking at the email from the venue (to Vinny): "Just touching base in regards to payment for invoice 6,151 that I sent you on 7th June. This needs to be paid ASAP for the booking of the room." So it's not clear but looking at the T&C attachment it clearly states it is for room hire (with the $200 refundable bond). This is the time when John was very unwell and I was snowed under following the 3 resignations.*
* *I spoke with Vinny and we both agreed that in future we need a budget for each event and the budget will need to cover all costs. I also thanked Vinny (and mentioned Carol) for a great function and lots of hard work.*

*Per Sandy: “I think collectively as a Committee we accept responsibility that we did not have a clear process in place for the organisation of this activity or others.  I don’t want anyone in committee to feel responsible.  Let’s learn from it and develop better processes going into the future.”*

Committee recommendation: For future functions, the organisers will need to provide a budget for approval by the Committee prior to any expenditure (variations also must be approved).

**ADD TO JAN MEETING AGENDA**

1. **FINANCE UPDATE**

* Budget 2023 Projected vs Actual review and prepare draft budget for 2024 (and proposed fees for 2025). Sue and Fiona to meet in 2nd half of January to work on. **ACTION: SUE & FIONA**
* Still need John Morris’ electronic files (and ZOOM account details if available). Joan to request from Jenny Morris – Phil to ask Joan. **ACTION: PHIL**
* Purchase approvals – who decides and approves purchases? We need to develop a process. Sue is happy to purchase the basics for the Cottage. **ACTION: SUE**
* Why was financial year changed to calendar year in Constitution amendment 2021? Fiona to check with Sue Dawkins. **ACTION: FIONA**

1. **GOVERNANCE**

All items held over to JAN meeting.

Items 1 & 2 - Barbara and Fiona to prepare an additional version of the draft amended constitution to show only those amendments proposed by U3A HBW (the remaining changes are mandated by the newly-released government model rules). **ACTION:** **BARBARA & FIONA**

Item 3 – Sandy and Fiona to meet after 21 JAN to draft an update and present to meeting. **ACTION:** **SANDY G** / **FIONA**

* + Constitution 
    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
       2. Discuss timing and implementation
  + AGM Standing Orders – review Barbara’s final comments on version 2 draft
  + Review Action Plan for 2024 - Sandy and Fiona

1. **2024 AGM PREPARATION**

* Summary of tasks / responsibilities – to be circulated mid-JAN. **ACTION: FIONA**
* Committee Replacement members – any suggestions re members to approach?

1. **ANY OTHER BUSINESS**
2. **ANY OTHER BUSINESS**

Sub-Committees

* UMAS Sub-Committee – to be established. Sandy will ask Doug and Susan if they would like to be on this.
* Communications Sub-Committee – will need a new Chair post-AGM. Also need to seek marketing contact for U3A Network.
* Grants Sub-Committee – to be established.

1. **NEXT MEETING DATES**
   * **30 January start 9:30 (longer meeting anticipated)**
   * 13 February
   * AGM / SGM 5 March