## **Committee Meeting Tuesday 9 April 2024 10:00**

## **Venue: The Pavilion, Bayview Street, Williamstown**

## **AGENDA**

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| --- |
| ***DOCUMENTS CIRCULATED WITH THE AGENDA:*** * ***Minutes of March 23rd meeting (draft for approval)***
* ***2022 Action Plan (for review)***
 |

## **WELCOME, APOLOGIES & CALENDAR OF ABSENCES**

## Welcome

## Apologies:

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

|  |  |  |
| --- | --- | --- |
| PERSON | WHEN AWAY | COVER NEEDED?  |
| Phil Quinn |  |  |
| Ian Barclay |  |  |
| Sandi Fallshaw  | 13 March -2 April & 4 May – 6 June | Yes for May meeting |
| Sandy Guest | May |  |
| Yvonne Davidson | 8 April – 3 May  |  |
| Bronwyn Mills |  |  |
| Ruth Patching | 21 April – 21 May | Yes – Convenor Support S-Cttee |
| Clara Brack |  |  |
| Lars Jonasson |  |  |

1. **MINUTES FROM PREVIOUS MEETING**

Confirmation of the Minutes of the meeting **12 March 2024**

1. **CORRESPONDENCE RECEIVED** (not covered elsewhere in agenda)
2. **BUSINESS ARISING FROM MINUTES**
* Welcome Function 2024 **CLARA BRACK**
1. **FINANCE UPDATE BRONWYN MILLS**
	* **Spending Procedures**
2. **GRANTS REPORT**
* **Current status**

NEW GRANT APPLICATIONS 2024

* **Update**
1. **ACTIVITIES UPDATE YVONNE DAVIDSON & PHIL QUINN**
* Any new activities to review & approve?
1. **COMMUNICATIONS SUB-COMMITTEE UPDATE LARS JONASSON / SANDY GUEST**
* UMAS
* Website update
* Newsletter - Review of current newsletter
* Newsflashes
	+ Next newsflash – When?

1. **ANY OTHER BUSINESS**
* Yvonne advised that Sue Dawkins has arranged to have a defibrillator installed at The Cottage. Convenors, who conduct activities at the cottage, will need to be briefed as to its location and how to use it. (Ruth?) The batteries will have to be checked annually (Ian?)
1. **NEXT MEETING DATES**

**8. DISCUSSION FOR FUTURE DIRECTION OF U3A**

* Development of the Action Plan for 2024
* Roles and responsibilities of Committee members
* Change of committee details e.g Council, Network, etc **SANDI FALLSHAW**

ACTIVITIES

* Need to set up process for one-off activities without a proposed convenor.

GRANTS SUB-COMMITTEE

* To be established early 2024 - publicise & seek interest via newsletter
* Draft terms of reference for the Grant's Sub-Committee

FINANCE – PayPal system? Establish Credit Card use? Eliminate Associate m’ship?

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).
* Original gmail account to be closed (Phil is the account holder)
* Document outlining purpose of Web Site **LARS JONASSON**

OTHER

U3A NETWORK UPDATE

U3A WESTERN REGION UPDATE

 **IAN BARCLAY**