## **Committee Meeting Tuesday 12th March, 2024 3pm, Pavilion**

## **MINUTES**

**DOCUMENTS CIRCULATED PRIOR TO THE MEETING**

* Minutes of Feb 13th meeting (draft for approval)
* Notification from Greater Western Water
* Committee Key Responsibilities
* Draft Document for Grants Sub Committee
* Request for a Marketing Representative for U3A Network
* Notice of U3A Western Metro Region meeting

1. **APOLOGIES & CALENDAR OF PLANNED ABSENCES**
   * Apologies: Bronwyn Mills, Ian Barclay
   * Present at meeting: All other Committee members present
     1. Meeting chaired by President Phil Quinn
   * Calendar of planned absences

|  |  |  |
| --- | --- | --- |
| **PERSON** | **WHEN AWAY** | **COVER NEEDED?** |
| Phil Quinn | 09 May – 30 June, 26 August – 21 September | ? |
| Ian Barclay | 11 March – 14 April |  |
| Sandi Fallshaw | 13 March – 2 April & 4 May – 6 June | Yes for May Mtg |
| Bronwyn Mills |  |  |
| Sandy Guest | 28 April – 6 June |  |
| Ruth Patching | 21 April – 21 May |  |
| Yvonne Davidson | 08 April – 03 May |  |
| Clara Brack |  |  |
| Lars Jonasson | 22 May – 15 June | Cover for UMAS |

1. **MINUTES FROM PREVIOUS MEETING**

Minutes of the meeting **13th February 2024** were confirmed.

**MOVED: SANDY GUEST SECONDED: YVONNE DAVIDSON**

1. **CORRESPONDENCE** (not covered elsewhere in agenda)

RECEIVED

* Notification from Greater Western Water

1. **BUSINESS ARISING FROM MINUTES** (not dealt with elsewhere)

NOTED:

* Convenors need to manage their list and follow up anyone who is enrolled but not active.

**ACTION: RUTH PATCHING & CLARA BRACK**

* 50 People have not enrolled for 2024. Lars to get a list of people and their email address so we can send out a survey form to seek information as to why they have not re-enrolled

**ACTION: LARS LARSEN & PHIL QUINN**

1. **FINANCE UPDATE**

* As Bronwyn is an apology, the Finance update will be carried over to the next meeting.

1. **GRANTS REPORT**

* Current Grant (HBCCMIH2023) can be carried over into July.
  + Next Scamming workshop will be scheduled for 12:00 and we will add sandwiches, so we can acquit some of the grant money. Lunch will be 12 – 12:30 and workshop 12:30 – 2:00pm. As Yvonne will be away, Sandi will be the contact for the lunch order.

**ACTION: SANDI FALLSHAW**

* The COTA Workshop will be scheduled for June, after Sandy Guest returns

ACTION: SANDY GUEST

NEW GRANTS

* Hobsons Bay have approved a $500 grant for equipment
* Application submitted to council for $1500 for the Art Exhibition. (Make it Happen Grants)
* We will apply to Council for a grant for a Whiteboard, Microphone and Lectern. Next round 29 February to 28 March. Phil and Sandy Guest to do. Maeve at Council to email us.

action: phil quinn & sandy gest

* Greater Western Water – various options available.
  + We need to confirm if Council will approve the Arts grant. If not we will apply to GWW.
  + Sandy Guest to enquire with GWW for catering equipment.

action: sandy guest

* Investigate option for a grant insulation for the Cottage. To be investigated once the new sub committee is formed.

action: new sub committee

GRANTS SUB-COMMITTEE

* It is important to get the Grants sub–committee up and running to form a strategic approach to applications for grants. Sandy to submit an item for next Newsflash inviting members to join the sub committee

action: sandy guest

1. **ACTIVITIES UPDATE**

NEW ACTIVITIES

|  |  |  |
| --- | --- | --- |
| **Activity** | **Convenor** | **Approved Y/N** |
| 6 x 1 ½ hour sessions on Power in Contemporary Asia 3/7 -0 7/8 up to 20 people | Alan Patience. Ruth to check on a possible co-convenor to assist Alan | Y |
| Tennis | Geoff Rushworth | Y |
| Beginners Cryptic Crosswords | Phil Quin | Y |

**ACTION: RUTH PATCHING& PHIL QUINN**

OTHER

* For Social activities responsibility for functions will rotate through the Committee

action: all

Welcome Function – This will be moved to midyear and called the Christmas in July Function.

**ACTION: RUTH PATCHING**

* + No Christmas function in 2024. In 2025 we will offer a function in February and also do a Spring function, instead of Christmas. Individual Christmas functions to be organised by individual activities,

action: cssc to encourage convenors to do so

1. **COMMUNICATIONS**

* Request from Graham Gosling for a Marketing Representative for U3A Network Marketing Sub committee. No one has expressed an interest in the marketing role at U3A Network. Sandi to advise Graham Gosling, U3A Network Marketing Subcommittee

**ACTION: SANDI FALLSHAW**

COMMUNICATIONS SUB-COMMITTEE

* Nothing to report

1. **OTHER BUSINESS**

* Next meeting we will concentrate on the Action Plan and Roles and responsibilities of all committee members
  + The current action plan will be circulated prior to the next meeting.

**ACTION: ALL**

* + A Web site functional document setting out the format for future wet=b design and functionality to be developed by Lars

**ACTION: LARS JONASSON**

**NEXT MEETING DATE – 9TH APRIL 2024, 10am, the Cottage**

Meeting closed at 4:07 pm