## **Committee Meeting Tuesday 9th April, 2024 10am The Cottage**

## **MINUTES**

**DOCUMENTS CIRCULATED PRIOR TO THE MEETING**

* Minutes of March 23rd meeting (draft for approval)
* 2022 Action Plan (for review)
1. **APOLOGIES & CALENDAR OF PLANNED ABSENCES**
	* Apologies: Ian Barclay, Yvonne Anderson
	* Present at meeting: All other Committee members present
		1. Meeting chaired by President Phil Quinn
	* Calendar of planned absences

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| **PERSON** | **WHEN AWAY** | **COVER NEEDED?**  |
| Phil Quinn |  09 May – 30 June | Committee to cover |
| Ian Barclay  | 11 March – 14 April |  |
| Sandi Fallshaw | 4 May – 6 June | Yes for May Mtg |
| Bronwyn Mills |  |  |
| Sandy Guest | 28 April – 4 June |  |
| Ruth Patching | 21 April – 21 May |  |
| Yvonne Davidson |  08 April – 03 May |  |
| Clara Brack |  |  |
| Lars Jonasson | 22 May – 15 June | Susan Healey to cover |

1. **REVIEW AND AMEND THE STRATEGIC PLAN**

**ALL**

* + Review and amendment of the Strategic Plan was brought forward from General business, so that all members could give it the time needed to amend. A final draft to be completed by Sandy Guest and Sandi Fallshaw.

**ACTION: SANDY GUEST & SANDI FALLSHAW**

* + We will present 5 values to our Members. Firstly to Convenors, and as a short exercise at the Christmas function in July.
1. **MINUTES FROM PREVIOUS MEETING**

Minutes of the meeting **23rd March** were confirmed.

**MOVED: SANDI FALLSHAW SECONDED: PHIL QUINN**

1. **CORRESPONDENCE** (not covered elsewhere in agenda).
* Nothing to report

1. **BUSINESS ARISING FROM MINUTES** (not dealt with elsewhere).
* Ruth presented various options for the Welcome function to be held in July and will and replace the Christmas function at years end. Decision made to hold the function at the Kooringal Golf Club on July 26th. Details to be added to UMAS.

**ACTION: RUTH PATCHING, CLARA BRACK & LARS JONASSON**

1. **FINANCE UPDATE**
* The spending procedures developed by Phil and Bronwyn have been approved by the Committee
* Bronwyn and Phil have requested a new ABN for the bank so that we can start to use electronic payments. Unit will cost $59.00 and each transaction will be 1.5%. We will load this amount into all payments to cover the costs.

**action: BRONWYN MILLS**

1. **GRANTS REPORT**
* We still have $1,600 to spend. Convenor Morning Tea - see what monies are left after the second Scamming workshop catering costs have been paid and the costs for the catering for the two COTA workshops being delivered in June have been finalised.   Sandy can then have a look and whatever funds are left will go back and discuss with Grant's Officer.  Can't really do before as we won't know what funds are left until then.

**ACTION: SANDY GUEST**

* The COTA Workshop still to be scheduled. COTA not being very responsive at the moment.

ACTION: SANDY GUEST

NEW GRANTS

* We have applied to Hobsons Bay for money for a lectern, microphone and whiteboard for the Pavilipn.
* Application submitted to council for $1500 for the Art Exhibition. Still to be approved.
* 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.

GRANTS SUB-COMMITTEE

* At this stage we have not had any volunteers to make up a Grants sub-committee. We will continue to canvas our members

action: ALL

1. **ACTIVITIES UPDATE**

NEW ACTIVITIES

Nothing to report.

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| **Activity** | **Convenor** | **Approved Y/N** |
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1. **COMMUNICATIONS**
	* UMAS – Great work being done by Lars.
	* Website – Lars and Ann Banham collaborating well.
	* Newsletter – End of term newsletter distributed and good feedback from members. Congratulations to Lyn Murray. A suggestion was made that future newsletters could contain a link to “What’s on in Hobsons Bay.”

COMMUNICATIONS SUB-COMMITTEE

* Newsflashes – fortnightly on 2nd and 4th Wednesday. Next due: Wednesday April 10, May 9 & 23, June 13 & 27. Phil and Kerry are away so the newsflash is to be handled jointly by Committee members.

WEBSITE

* We are sorting out the issues with VentraIP. Phil and Lars managing.
* Lars to monitor all U3A contact links.

U3A NETWORK UPDATE

* Nothing to report.

U3A WESTERN REGION UPDATE

* Nothing to report.
1. **OTHER BUSINESS**
* Phil has written up an OH&S document to be distributed to Convenors for revue and comment
* Convenors workshop at the Greenery 31st May. Clara to submit a proposal and request for $200 to run function.

**ACTION: CLARA BRACK**

* Lars to write a draft document about document control, over the next few months for discussion and acceptance by all.

**ACTION: LARS JONASSON**

* Doug Palmer would like to have name tags printed for people attending his walks to wear. Clara to ask Convenors if they also want them for their activity.

**ACTION: CLARA BRACK**

* Yvonne raised the issue of the defibrillator at the Cottage. Sue Dawkins had told her that it was now in place and convenors using the cottage need to be aware of the location and how to use it. Ruth pointed out that there has actually been a defibrillator there for some years, and that Convenors had been trained in the past and will continue to be trained where needed.

**NEXT MEETING DATE – 11th June, 10am, the Cottage**

Meeting closed at 11:50 am