## **Committee Meeting Tuesday 11 June 10am The Cottage**

## **MINUTES**

**DOCUMENTS CIRCULATED PRIOR TO THE MEETING**

* Minutes of April 9 meeting (draft for approval)
* Christmas in July Report – Ruth Patching
* Agenda items for June 11 – Ruth Patching
* Grants Report – Sandy Guest
* Denis Reserve User Agreement

1. **APOLOGIES & CALENDAR OF PLANNED ABSENCES**
   * Apologies: Ruth Patching
   * 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 | Committee to cover |
| Ian Barclay |  |  |
| Sandi Fallshaw |  |  |
| Bronwyn Mills | 2 weeks August – 2 weeks September | None needed |
| Sandy Guest |  |  |
| Ruth Patching |  |  |
| Yvonne Davidson |  |  |
| Clara Brack |  |  |
| Lars Jonasson | 22 May – 15 June | Sandi Fallshaw/Susan Healey to cover |

1. **MINUTES FROM PREVIOUS MEETING**

Minutes of the meeting **9th April** were confirmed.

**MOVED: SANDI FALLSHAW SECONDED: SANDY GUEST**

1. **CORRESPONDENCE**

* Cheryl Neenan’s email to Committee re concerns from the Craft Circle about Christmas in July and the perceived lack of consultation
* Email from Barbara Abreu (Hobsons Bay Council) - Invitation to a presentation on Elder Abuse
  + It was decided that we should foster collaboration with this group. Phil happy to meet with her when he returns.

1. **BUSINESS ARISING FROM MINUTES**

* As there has been some concern from various members about this function, it was decided to rename it a mid winter function (Winter Warmer) no a Christmas party. Ruth reported that rather than a sit down lunch Kooringal Golf Club can offer an alternative menu of finger food. It was decided we would go with the 5 different options for $35.00 per head.
  + We will announce the change in the regular newsflash and also the newsletter, that due to conflicting feedback from members we are initiating the change to a mid winter function with finger food. We will still have a performance by the Ukulele group and a trivia quiz
* For 2025 we plan to hold 3 functions:
  + March 2025 a Welcome function
  + July 2025 a mid year celebration
  + In December a Christmas function – if a member is willing to organise and it must be cost neutral
* Presentation of list of values to Convenors – we will leave as is
* Convenor Social get together morning tea
  + Clara reported that last year we had 17 convenors, this year 14. New convenors found it fulfilling and rewarding and a worthwhile activity. A WhatsApp group to be set up and used for convenors.

**ACTION: COMMITTEE**

1. **FINANCE UPDATE**

* The spending procedures have been implemented and are working well
* Credit card use is now available for used by members
* It was decided we would not implement PayPal, as it is not really needed or expected by members

**action: BRONWYN MILLS**

1. **GRANTS REPORT**

* Sandy Guest submitted a Grants report
  + Hobsons Bay Art Show Grant for $1500 granted
  + Hobsons Bay Equipment for Presentations $666 granted
  + Hobsons Bay Operating Expenses $500 granted
  + Even after the Scamming and COTA Workshops we will still have money from the Hobsons Bay Make it Happen Grant. Sandy Guest to request we use the residual amount for the mid winter function

**ACTION: SANDY GUEST**

**6A NEW GRANTS**

* Once our Action/Strategy Plan is completed and approved we will consider where we may need to apply for additional grants

**6B GRANTS SUB COMMITTEE**

* At this stage there have been no volunteers for the Grants Sub Committee so Sandy Guest and Phil Quinn will manage

action: phil quinn & sandy gUest

1. **ACTIVITIES UPDATE**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Convenor** | **Approved Y/N** |
| 60s music pilot with Rocking Ronnie | Yvonne Davidson | Y |
|  |  |  |

1. **COMMUNICATIONS** 
   * UMAS – Nothing to report
   * Website – Nothing to report
   * Newsletter – Changed details of the Winter function to be added as well as the special activity with “Rocking Ronnie”
2. **CONVENOR SUPPORT**
   * Clara Brack reported mostly people value being a convenor and find it worthwhile
3. **OTHER BUSINESS**
   * Costs of photocopying for activities. We will ask convenors where possible to email details for members to copy themselves. If not possible we will continue to cover the cost
   * Update on new Senior Citizens Centre – Ian Barclay to sign the Dennis Reserve User Agreement
     1. Some members have expressed concerns about parking availability. The Craft circle have asked that they continue to use the Cottage
   * Process and timeline for rollover of courses for year 2025. – Defer to August meeting to discuss
   * How and when to communicate key policies to members (eg not paying convenors) – This is being done. No further action required.
   * Promotion of COTA workshops – Phil contacted Maribyrnong U3A. First class is full
   * Internet use at the Cottage – all account details to be directed to Bronwyn
4. **FUTURE DIRECTION OF U3A**
   * Development of the Action Plan for 2024 to be developed and submitted to the Committee for discussion at the July Meeting

**ACTION: SANDY GUEST AND SANDI FALLSHAW**

1. **NETWORK UPDATES IAN BARCLAY**

* U3A Network – Nothing to report
* U3A Western Region – Nothing to report

**13. NEXT MEETING DATE – 9th July, 10am, the Cottage**

Meeting closed at 12:00 pm