## **Committee Meeting Tuesday 9th July 10am The Cottage**

## **MINUTES**

**DOCUMENTS RELEVANT TO THE MEETING**

* ***Draft Strategic Plan for discussion***
* ***Winter Warmer Function details – Ruth Patching***
* ***Convenors Report from last meeting to be attached to the minutes – Clara Brack***
* ***New Activity for approval –Metro Tunnel Adventure***
* ***Final Costs – Smartygrants – Sandy Guest***

1. **APOLOGIES & CALENDAR OF PLANNED ABSENCES**
   * Apologies: Nil
   * Present at meeting: all Committee members present
   * Calendar of planned absences

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| --- | --- | --- |
| **PERSON** | **WHEN AWAY** | **COVER NEEDED?** |
| Phil Quinn | 26/8 – 21/9 | 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 | 29/7 – 12/8 | Sandi Fallshaw |

1. **MINUTES FROM PREVIOUS MEETING**

Minutes of the meeting **11th June** were confirmed.

**MOVED: SANDI; SECONDED: IAN**

1. **CORRESPONDENCE RECEIVED**

* Hobsons Bay City Council Integrated Social Policy – A Fair Hobsons Bay for all 2024-28
* Email from a member, which was abusive. Should it occur again, the issue will be managed in accordance with the Grievance Procedures.

1. **BUSINESS ARISING FROM MINUTES**

* Winter warmer. The numbers are low. We may have to cancel the event. Final decision after Friday 12th
* Re winter warmer function, Ruth had had 11 convenors say they have had complaints about our leadership, mainly about not understanding the reason for the changes to the mid year function. Obviously we did not communicate the change well enough. A number of solutions was suggested:
  + Have minutes available on the web site for all to view. Lars to remove the current password protection **ACTION: LARS**
  + A newsflash to advise people to approach a committee member if they have concerns **ACTION: PHIL**
  + A profile of each committee member available on the Web site **ACTION: ALL**
* Report on COTA workshops
  + First was about Understanding and using My Aged Care. The topic is worth pursuing in the future, but this forum was not the appropriate one for members to air their complaints. **ACTION:** If we decide to run this again next year we should be very clear about what is included in the topic and who should attend
  + The second on Positive ageing was much better as it was not so controversial
* Vinny Fitzgerald has proposed that she organise a Christmas function this year. **ACTION:** Ruth and Ian have offered to assist her. She will need to complete an activity proposal. She will be asked to ensure that it is revenue neutral, and to also consider the differing financial situations of our members

1. **FINANCE UPDATE**

* We have 6 new members this term. No other issues

1. **GRANTS REPORT**

* Sandy Guest submitted the Grants report
  + We have discussed with the Council the use of the remaining balance of the grant. Council have confirmed that the balance can be spent on cups, etc. We can use the money to assist members. Yvonne to purchase a trolley to transport items between the Cottage and Pavilion. Sandi to price the trolleys available at Victoria Market. Yvonne to source and purchase **ACTION: SANDI/YVONNE**
  + Grant for Pavilion resources. Phil to disburse. A white board purchased and delivered to be stored at Digman Reserve. A microphone to be purchased, but will need a speaker. This to be purchased separately. Delivery and speaker to cost approximately $100. This was approved by the Committee

**6A NEW GRANTS & EXPENSES**

* The issue of Internet access for Digman Reserve and the Pavilion was discussed. Ian will discuss with Hobsons Bay Council before we make a decision about whether we take out a subscription.

**ACTION: IAN**

**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 and Sandi Fallshaw will assist

action: phil/sandy

1. **ACTIVITIES UPDATE**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Convenor** | **Approved Y/N** |
| Metro Tunnels Adventure | Yvonne Davidson | Y |
| Suggested Activities   * Beginners Cryptic Crossword * Men’s dinner to attract other potential male members to discuss what would interest them. Max 20 and bring a friend * Lifesaving Vic will have a number of free activities on offer for the summer * Anne Young suggested an activity on planning end of life celebrations. Ian to send her a proposal form | Deb McDonald  Phil Quin & Lars Jonasson  Ian Barclay  Anne Young, Ian Barclay |  |

* Re a process for one-off activities without a proposed convener. Yvonne is happy to be the convener for external one off activities. Committee members to assist where needed

**ACTION: YVONNE**

1. **COMMUNICATIONS** 
   * UMAS – Nothing to report. Usual day to day activities being done
   * Website – Nothing to report
   * Newsletter – Distributed a term end and well received
   * News flashes to be 2nd and 4th Wednesday of the month. Deadline for inclusions to be 6pm night before
2. **CONVENOR SUPPORT**
   * Clara Brack reported she sent out an evaluation form after the last event but had very little response. She is continuing to offer support as needed.
   * A good activity for conveners would be to have an information session on UMAS

**ACTION**: **CLARA**

1. **OTHER BUSINESS**
   * Insurances for 2024-5 have been issued by VMIA. Copies to be sent to Hobsons Bay Council and a copy placed on the Web site
   * Induction for new Committee members. This would be a valuable assistance to new committee members. It was proposed and approved that committee members each provide a profile, with their professional profile, interests outside U3A and their interests and commitment to U3A. This could also go onto the web site, and one committee member per issue could be profiled on the newsletter.
   * Toilets in the Cottage. Only the one currently used for Men is suitable for disabled members. Ian to remove the gender signs and get an ambulant sign for the toilet with rails.

**ACTION: IAN**

* + There is to be an opening ceremony at the new Elderly Citizens building. Ian to advise details when known

**ACTION: IAN**

* + Ruth brought up the issue of the Welcome function at the start of 2025, and that it should be in the yearly planner. Time frame March.

**ACTION: SANDI**

* + Do we need a Functions sub committee? Ruth to approach Vinny Fitzgerald to see if she would be interested in taking on the role **ACTION: RUTH**
  + The Ukulele class wish to move to Dennis Reserve. Ian discussing with the convener

**ACTION: IAN**

1. **FUTURE DIRECTION OF U3A**
   * Strategic Plan – review commenced and goals approved. Members allocated to work on a specific goal and fill in Who/What/Where and Targets. Members to complete as much as they can and send to Sandi by Tues 6 August for inclusion in the report next meeting. Sandy to update Plan with what we have done today and distribute. **ACTION: COMMITTEE**
   * U3A Vision and Mission Statement. Sandi to update and add additional details as per Clara’s suggestion

**ACTION: CLARA/SANDi**

1. **NETWORK UPDATES IAN**

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

1. **NEXT MEETING DATE 13th August, 10am,** Permanent change of venue to be considered so that Beginner Italian can use the Cottage IT facilities every week.Ian to advise location for next committee meeting and advise Convenor of outcome.

**ACTION: IAN**

Meeting closed at 12:00 pm