

## **U3A Ballina/Byron Inc**

### **Minutes of Tutors' Meeting Wednesday 17 June 2015**

**Present:** Sue Bell, Viv Miller, Warren Hastings Harris, Ian McLain, Glenda Shearman, Barbara McCall, Jacqui Tuckwell, John Van Der Werff, Joy Goode, Shirley Leon, Harry Collings.

**Apologies:** Fay Duncan, Sonya Coleman, Raine Moloney, Terry Doherty, Heather Boulton, Jan Mulcahy Kim Pendreigh, Anne McDonald, Brian Lewis, Liz Dowling, Gerti Krebs, Sylvia Sanson, Victor Bosnic, Mahullah Bosnic, Judith Haggard, Colleen Wellard, Trish Holmes, Chris George, Grant Tuckwell. Joan Montalbetti, Raine Moloney, and Marie Curnow.

The meeting was opened at 11 am by Sue Bell, Course and Venue Coordinator and the President Warren Hastings Harris welcomed those present and thanked absentee tutors for their apologies.

**Minutes of meeting** Held in 4 February 2015 were circulated and taken as read, moved Sue Bell and Seconded Ian McLain Carried.

#### **Business Arising:**

- There was not enough interest to proceed with the Energy Efficiency Seminar
- Change over times between classes and our Code of conduct - will be discussed in the meeting.
- Glenda is making blackout curtains for the hall.

#### **Housekeeping items:**

1. We have been invited to use the coffee machine in the Fripp Oval Kitchen as a hot water system for classes. The machine should be turned on at the beginning of class and turned off at the end of class. It heats up quickly and there is no need to fill it with water nor should any coins be used. Please continue to use the tea trolley supplies.

#### **The Role of the Class and Venue Coordinator**

The duties of this position was clarified. The following is the responsibilities of this role as per our Policies and Procedures, they are as follows:

#### **Classes and Venues Coordinator**

The Classes and Venues Coordinator is responsible for arranging for the tutoring of classes. This will involve:

1. Reviewing existing classes at the end of each term, and arranging for their continuation if appropriate.
2. Actively seeking suggestions for new classes, including suitable tutors/class leaders.
3. Arranging suitable venues and times for new and existing classes.

4. Preparing a list of classes for inclusion in the newsletter.
5. Liaising with the Publicity Officer for publicity on classes, especially new classes.
6. Prepare class information sheets and weekly calendar for the start of each term.
7. Attending Enrolment days to advise new and potential members of what classes are available.
8. Attending Management Committee meetings ex officio, or provide a report to those meetings.
9. Providing the Social Committee with relevant information to allow suitable recognition of the efforts of tutors.

The above duty statement will be updated to include running Tutor meetings and preparing class information sheets and the weekly calendar each term.

Any issues relating to our code of conduct should be referred to the Management Committee in writing giving specific details of any breaches. The meeting suggested that the Code of Conduct be displayed on the notice board. The Code of conduct is on our membership forms and basically asks members to treat others as they would like to be treated, with respect and friendship.

Tutors are reminded to provide time within their time slot for setup and pack up. There is a snowball effect when classes run late e.g. If the first class of the day runs 10 mins late and each class after that were to also run 10 mins late then the Tutor at the end of the day could theoretically have a class that runs 1 hour late. Whilst this is unlikely to happen we all need to be aware of the effect on others when we run late. The meeting also requested that Tutors ask members to vacate the room quickly as many stop to chat in the hall whilst the next class is trying to set up.

### **Newsletters**

These are available in hard copy. We are still trying to minimise the number we have printed by emailing them out.

### **Social Events**

Check the notice board for details of upcoming bus trips and the meeting place for the lunch bunch.

### **Systems Change**

We have now amalgamated our accounts and so there is now only one receipt book in the office that records all monies received.

### **Memberships**

Fees rose on 1st June to \$35.00 single and \$55.00 couple.

### **Classes:**

- The Low/Risk Defensive Driving class filled quickly but we will take the names of those who still wish to register for this class. It will run in 3rd term at the Cherry Street Bowling Club. Our thanks to Shirley Leon for arranging the accommodation for us.
- There will be a workshop on growing orchids and bromeliads in August and there is an expression of interest for this on the notice board and web site.
- In 4th term there will be a workshop on making soy candles. Details will be posted on the notice board and web site.
- In 3rd term there will be a group playing 500 on Tuesdays at 1pm in the office.

Next meeting: TBA Warren will run this meeting in my absence.

Meeting closed: 11:42 am