

U3A Ballina/Byron Inc

Minutes of Tutors' Meeting Wednesday 11 June 2014

Present: 13 tutors as per attendance sheet

Apologies: Ian and Elspeth Lacey, Anne McDonald, Brian Lewis, Bert and Mary Carter, Trish Holmes, Judith Haggard, Chris George, Joy Good, Heather Boulton and John Der Werff

The meeting was opened at 10:30 by Sue Bell, Course and Venue Coordinator who welcomed those present and thanked absentee tutors for their apologies.

1. Housekeeping items:

- a. By next term there will be a Tutor's area on the website where Tutors will be able to find relevant documents for download and also the latest news for announcement to classes.
- b. We have received requests for classes in Chess, Ukelele, Art and Art Appreciation and we are actively seeking tutors in these areas.
- c. Other Venues: The Ballina Golf Club Restaurant area is available for classes when the restaurant is not operating, also the West End Hall, and other venues have been notified by Tutors so please don't hold back on proposing a class just because we are fairly full at Fripp Oval.
- d. Newsletter and Publicity: Items are needed for this term's newsletter and need to be sent to Penny today if possible. Consider sending items as they arise as Penny will not only use them in the newsletter but also in her column. Those present also discussed other items that may be suitable for the newsletter and it was decided that Member's work from poetry and Creative Writing would be of interest to other members whilst promoting these classes. Kim suggested that the Yoga teachers and Victor might put in tips related to relaxation and meditation.
- e. Insurance: Sue discussed the outcome of discussions with an Insurance Broker who had stressed the need for letting the Cricket Club know of any dangerous situation, such as the rippled carpet, that may affect any insurance claim, Tutor's are asked to notify the Committee of any such situation. The President has written to Geoff Jacobs about the carpet and he assures us he is talking to carpet layers about the problem. Tutors also raised the issue of the small step into the kitchen area as a number of people have stumbled on this. Sue will follow up Geoff about to see if we can get some hazard tape placed on the step.
- f. Tutors raised the issue of the lock on the sliding door into the Fripp Oval main Hall as it is becoming more difficult to lock. This will also be raised with Geoff Jacobs.

2. **Enrolments:** It was agreed that the new system for enrolments had been a success and was a great improvement on the set up at Ballina Fair. A number of suggestions were put forward with a view to further enhancing the process:
- a. Chairs to be placed outside prior to opening for our members.
 - b. The whiteboard to be placed outside or nearer the door and should have a floor plan of where the registration tables are.
 - c. Signs on the walls and tables to be more distinctive.
 - d. The whiteboard needs to be updated all the time with details of full or wait listed classes.
 - e. Classes with larger enrolments should be placed in a position that caters better for the longer queues.
 - f. A new membership area be established to all for membership forms to be filled out before proceeding to the payment area. It was suggested that we open the roller door in the kitchen and have that for new enrolments and general enquiries.
 - g. A couple of meet and greet people be available throughout the process to assist members who maybe a little confused by the process.
 - h. Reconsider the timing of the enrolments e.g. start at 9am and have one morning session and one afternoon session. It was noted that many classes are filled by the afternoon session or second day.

All of the above suggestions will be tabled at the next Management Committee meeting for consideration.

3. General Business:

- a. Cleaning: It was suggested that a midweek clean is required as the carpet is dirty by the time Shibashi and Yoga commence on Thursdays. Sue explain that we barely have enough volunteers for one clean per week. A discussion took place as to how we can encourage members to donate one hour per year for cleaning and other duties. The President will address this in his 3rd term newsletter piece.
- b. Tutors also discussed the frustration of members not telling either the Tutor or office know when they are not returning to a class. This will be addressed in future newsletters.
- c. The photos that have been taken of each class will be made available to members for a \$2 donation next term as a fundraiser.

Next meeting date to be advised

Meeting closed: 11:20 am