

U3A Ballina/Byron Inc

Minutes of Tutors' Term 3 Meeting Thursday 27 August 2015 - Ballina Golf Club

Present: Warren Hastings Harris, Brian Lewis, Harry Collings, Shirley Leon, Mahullah Bosnic, Deane Bostock, Heather Boulton, Joy Goode, Barbara McCall, Viv Miller, Jacqui Tuckwell, Terry Doherty, Kim Penreigh.

Apologies: Sue Bell, Prue Coady, Jan Mulcahy, Deidre Cox, Christine George, Victor Bosnic, Anne McDonald, Judith Haggard, Sylvia Sanson, Faye Duncan, Elsbeth Lacey, Bert and Mary Carter, Glenda Shearman, Trish Holmes, Colleen Wellard, Gwen Spencer, Marie Curnow.

The meeting was opened at 10:30am by the President Warren Hastings Harris who welcomed those present and thanked absentee tutors for their apologies.

Minutes of meeting Held in 17th June 2015 were circulated and taken as read, Moved Joy Goode and Seconded Shirley Leon. Carried.

Business Arising:

- Geoff Jacobs to be advised that coffee machine hot water is not working as it should. The water supply tap has been turned off and a sign stuck to the machine.

General Business:

- Tutors having problems with class members to be advised to seek assistance from the Management Committee before the situation escalates. If a class member is absent for an extended period that member should be advised that his or her place will be taken by the next member on the waiting list (if applicable).
- Warren read an email from Sue Bell regarding implementation of a formal confirmation of classes for Tutors. Warren read Sue's suggested form of words for such a confirmation as below:

"Dear [Tutors name]

On behalf of the Management Committee of U3A Ballina/Byron Inc I have pleasure in confirming your class [name of class] as part of the U3A program for [year]. We agree that the class will run on [day] between [time] at [venue]. Any changes to these arrangements must be advised to the committee in writing (letter or email) prior to the changes being made.

We wish you every success with your class and take this opportunity to thank you for your commitment to this organisation.

Best wishes etc etc"

The meeting agreed with this wording.

- Ballina Fair has allocated Christmas wrapping dates 10 Dec - 24 Dec inclusive. Volunteers will be required. A wrapping training session to be organised by Mahullah Bosnic. Call Mahullah on 0400 495 522 to participate.

- Ballina Fair Management have informed Warren of their intention to conduct children's activities during school holidays, hopefully commencing in September. This would involve lamination of the children's projects at the end of each day at \$2 per child. This money would go to the community organisation involved. "Working with Children" accreditation is required by Ballina Fair. Volunteers are required who already have accreditation. Accreditation for other volunteers can be arranged through the U3A Office. Tutors to advise their class members of the opportunity to participate in this activity.
- Information Day at Ballina Fair will be on Friday 8th January 2016.
- Tutors who are not financial members are required to fill in an application for honorary membership in order to be covered by our insurance. Those involved please contact the office.
- Tutors' Luncheon is scheduled for Tuesday, 17th November, 12:30pm at Fripp Oval main hall.
- Closing date for Term 4 Newsletter is Wednesday 2nd September 2015. Please supply class changes for Term 4 to the office for forwarding to Penny Kempler - time, location, tutor contact details and vacancies etc. Also courses terminating in Term 3, such as "Shakespeare".
- New classes for Term 4 - Soy Candle making (Full), Photography. Course information sheet required for each new course.
- Mullumbimby Courses for Term 4 - Email from Gerti Krebs with programme received
- School Term 4 dates - 6 Oct to 18 Dec 2015 (U3A may finish term earlier).

Next meeting: TBA

Meeting closed: 11:10 am