

**U3A Ballina/Byron Inc
Committee Meeting
Friday February 12th 2021**

The President opened the meeting at 9.30am

Present: Greg Unwin, Warren Hastings Harris, Sue Bell, Barb McCall, Di Cuthbert, Jill Gibbons, Andrea Redman-Williams & Viv Miller

Apologies: Heather Munro, Richard Grzegorzulka & Ann Neal

Welcome: The President welcomed participants to the meeting.

Conflict of interest: The President asked for any conflicts of interest to be declared in relation to the agenda – none were raised.

Minutes of previous meeting: Move that the minutes of meeting held November 27th 2020 be accepted: Sue Bell Seconded: Jill Gibbons Carried: All

- Amendment to minutes of previous meeting - General Business 1. Point 3 should read 'proposes' not 'supposes'

Move that amendment be accepted: Sue Bell Seconded: Viv Miller Carried: All

Business arising from previous minutes: Nil

Correspondence In:

- Email re resumption of social activities
- Email re Government Grant requesting resubmission of deed for grant
- Letter of congratulations from Tamara Smith
- Statements from Telstra/Westpac

Correspondence Out:

- Condolences to family of Eve Stephan

Move that correspondence In/Out be accepted: Sue Bell Seconded: Barb McCall Carried: All

President's Report: Will address what will be talked about at AGM in his report to meeting

Secretary's Report:

- Last Tuesday the class of one of our tutors, Jade, was abruptly interrupted by members of the Cricket Club coming into Fripp Hall as well as utilizing the canteen. There have also being complaints from other tutors as to the state of the hall after Cricket Club functions at night – rubbish left on the floor including bits of food, overflowing garbage bins and chairs/tables left everywhere. U3A is renting the hall during the day & this should be respected.
- Also, Geoff Jacobs has suggested due to increases in costs that our rent needs to be proportionally increased. The committee believes this is a reasonable request
- Consequently, Sue proposed that a small group from the committee approach the Trust via Geoff Jacobs to discuss in detail increased costs & therefore what would be an acceptable increase in rent to both parties. Also, a list of rules of behaviour be agreed upon by both parties to avoid another 'cricket incident' mentioned above. The committee believed that such a meeting should occur after the AGM where a newly elected committee would be decided. Sue will talk to Geoff Jacobs & Barb will try to work out when rent increase last occurred. **ACTION:**
- The new Air Conditioner Unit was found partly damaged & falling off the wall. The serviceman surmised that the Council's mower was responsible. Sue will send the invoice for \$198 to Council for payment **ACTION:**
- Greg suggested we talk to Geoff about putting cages around the A/C units **ACTION:**

- Quotes for the installation of 2 security doors should arrive next week. Greg suggested we talk to the Council Rep, Luke, & ask if their workshop would be prepared to build the doors as a community service. Sue suggested we also inquire what would be the cost of adding a security camera. **ACTION:**

Move that secretary's report be accepted: Di Cuthbert Seconded: Andrea Redman-Williams
Carried: All

Treasurer's Report: - see reports attached

- **Nov 2020** – bank a/cs reconciled to 30th Nov, total + floats \$124,509.74; total receipts \$273.83; total expenses \$3,057.32 – net position minus \$2,783.49
- Monthly payments – Office Experts \$44, new door + wall \$3,013.32. Mastercard: Reckon 1 \$7, Microsoft \$129, K-mart (paper for office) \$22.50, IGA (spray cleaner & coffee, Coles (food for tutor's meeting) \$62.53, Martin's Bakery (cake for tutor's meeting) \$65, Flowers in Paradise \$45. Mastercard balance \$621.93
- **Dec 2020** – bank a/cs reconciled to 31st Dec, total + floats \$123,122.78; total receipts \$67.15; total expenses \$629.11 – net position minus \$561.98
- Monthly payments – Office Experts \$44, Telstra \$38.17 (Nov) \$32.90 (Dec), Cleaning \$330 (Nov) \$132 (Dec), Refund to Sue (dump fees & floor strip) \$52.05. Mastercard: Reckon 1 \$7, Copy That #60. Mastercard balance \$554.93
- **Jan 2021** – bank a/cs reconciled to 31st Jan, total + floats \$127,993.87; total receipts \$5,266; total expenses \$394.91 – net position of +\$4,871.09
- Monthly payments – Office Experts \$44, Telstra \$30.91, Cleaning \$132, Refund to Gerti (hall hire) \$50, Northlakes Hall hire (Feb) \$138. Mastercard: Reckon 1 \$8, Shredder \$59, Office Diary \$9.99, Assorted Stationery \$20.55, Norton Anti-virus \$164.99. Mastercard balance \$249.43

Move that Treasurer's report be accepted & all payments ratified: Di Cuthbert Seconded: Andrea Redman-Williams Carried: All

Sue has not yet upgraded 'Mail Chimp' System even though we have past the limit for free service as the system has not yet prompted us to do so.

Social Report: (delivered by Sue on behalf of Ann)

- Ann will re-nominate as General Committee Member
- Bus trips, under certain COVID conditions, can recommence.
- Sue proposed we start to plan social events now & recommence end of term Trivia contest in 2nd Term. All agreed **ACTION**
- Barb suggested as a social event 1/2h Walk from Meldrum Park to The Proper Café for members less mobile than those in the established walking groups. An email will be sent out to determine member interest & if anyone interested in running it. **ACTION:**
- Richard (via Sue) asked if the Committee thought a Chat-Line for members on the website would be useful to encourage greater interaction. The committee believed that it would be too burdensome & too time consuming for anyone to monitor & decided against it

General Business:

1. Enrolment Debrief: (see Heather's summary attached)
 - Enrolment day was very successful under the new system & the committee resolved to repeat the procedure, together with Heather's recommendations' next year. Greg thanked all those involved in the enrolment day event & congratulated them on a job well done.
2. Rent Subsidies: (see report prepared by Barb attached)
 - Barb proposed that the rent of **all** classes held outside of Fripp Hall be equally subsidized at 50% (as long as the class has at least 10 students)

Move that a rental subsidy of 50% be applied to all classes (10+) held in rental premises outside Fripp Hall: Barb McCall Seconded: Sue Bell Carried: All

3. Basic Connections Proposal: (see Attached)

- The Committee agreed to refer this group to our website with a special mention of Gerti’s group in Mullumbimby. Sue will contact them. **ACTION:**

4. AGM:

- Sue will send out AGM Agenda once deadline for items reached. **ACTION:**
- Brian Lewis will act as Returning Officer
- Because of COVID restrictions there will be no paper handouts at AGM. A power point presentation will be conducted by Sue instead **ACTION:**
- All relevant documents have already been sent out by Sue & copies held in Office

5. Any Other Business: (see details attached)

- New class for 2nd Term commencement – ‘Feldenkrais’. Sue has sent out an email to ascertain interest & will report back to Committee **ACTION:**

Meeting closed at 10.33am

Next Meeting Fri 12th March 2021 9.30am

Signed as true and correct copy Date

President

U3A Ballina / Byron Inc

TREASURER'S REPORT - February 2021

This is the final report for the 2020/21 Financial Year. The total number of members who paid during 2020 was 513 (410 Renewals and 103 New Members). That is 58 less members than the previous financial year. During January 2021 there were 34 new members who joined and 68 people who paid their membership renewals. During February 2021 there has been 20 new members join and 186 people have paid their membership renewals. That means that so far this year 254 people have renewed their memberships and 54 new people have joined U3A Ballina/Byron Inc. There are about 250 people who have not renewed their membership yet.

February 2021 Bank Accounts

- Bank accounts have been reconciled to 28th February 2021 with a total for the two bank accounts and floats of \$134,040.97.
- The total receipts for February were \$10,693.20. The total expenses for the month were \$4,646.10, leaving a net position of +\$6,047.10.
- Our Total Income for the year was \$25,771.23 and our Total Expenses were \$29,898.11. That means our Net Position is - \$4,126.88. This total is lower than last year because we have paid for the air-conditioning (\$11,780) and the remodelling of the office (\$3,013). We will also be paying for a security screen door for the office soon. Steve Gibbons also painted the outer office and the new door. If you have not had an opportunity to see all the work which Steve and the committee have done, I invite you to have a look while you are here.
- We are no longer doing any gift wrapping, Bunnings barbeques or fundraising activities. We decided that charities needed the opportunity more than us during the COVID crisis.

Payments for the month:

- The Office Experts \$44.00
- Telstra February \$53.38
- Cleaning February \$264.00
- Refund to Gerti for hall hire \$50
- Northlakes Hall Hire (March) \$138
- Fripp Oval hall hire Term 1 \$1,690.00
- Insurance (Professional & Volunteer) \$627.96

- Network Fees, licences & Public Liability \$671.71
- Sue Bell Refund for Keys \$56.96 Refund for badges \$40.00
- Dolphin Office Choice \$51.50
- Mastercard Top up \$868.57
- Sailing Club – Tap Dancing Hall Hire \$90.00

Payments on Mastercard:

- Reckon 1 \$8.00
- Stamps \$110.00

The Mastercard balance was \$131.43. It has been topped up with \$868.57 so the balance is now \$1,000 for the start of the 2021/22 financial year.

Reports as attached for February 2021

- Bank Statement as at 28th February 2021
- Balance Sheet as at 28th February 2021
- Profit and Loss for the 2020/21 Financial Year

I would like this report to be accepted and the payments made be ratified