

**U3A Ballina/Byron Inc
Committee Meeting
Thursday 24th April 2020
By Email**

This email meeting opened at 10:30 am

Present by email: Greg Unwin, Warren Hastings Harris, Sue Bell, Barb McCall, Ann Neal, Heather Munro, Diane Cuthbert, Jill Gibbons & Andrea Redman-Williams. (9 participants - This constitutes a quorum)

Apologies: None

Minutes of previous meeting: Minutes of meeting held 28 February 2020 to be accepted and seconded,

Minutes of emergency meeting held 19 March

Sue Bell moved that both sets of minutes be accepted	Seconded	Andrea
Redman-Williams	Carried	

Business arising from the minutes:

Comment from Greg: I e-mailed paradise FM regarding our new partnership. Radio interview can be held but at the moment only by telephone. We will have to give them content when we want something put on air. Jenny, at the station, has said that they were in the process of rebuilding their website. We will need to give them some info about us for the website. Everything is sort of at a standstill with the lock down.

Correspondence

In: Telstra Bill

Out: Office of Fair Trading – request for extension re AGM

Move that all correspondence be accepted: Sue Bell Seconded: Andrea Redman-Williams Carried

President's Report: The e-mail Happy Easter message from the committee to all members was well received. We still have about 15-20% not on our e-mail list. We need to increase the number of members on the e-mail data base if possible. However, our association is better off than some others who rely on members logging into their web site to get information.

Moved by Sue Bell that the President's report be accepted Seconded Warren accepted

Treasurer's Report: As circulated

Moved that the Treasurer's reports as circulated be accepted & all payments ratified: Sue Bell
Seconded: Andrea Redman-Williams Carried: All

Secretary's Report: Nil – items covered in agenda

**No Mullumbimby or Social Reports due to
General Business:**

1. Funding for communication during Covi-19 – Greg

- During COVID-19 shut down Greg has reviewed how we may get funding (grants) to assist communication with members. Sue suggested a NSW

government grants program however, applications closing the end April 27 2020? Greg has also been talking to our Federal Representative Justine Elliot's office and they suggested a grant application for \$50K - \$100K could be submitted to the Federal Treasures or Minister for Aging? Progress is ongoing.

- To apply for any funding, we would need a solid project. Please submit ideas of how we would use any funding for communications. No ideas received
 - Comment from Greg: NSW Community Building Partnerships grants open on the 4th May & close 12th June 2020. The grants are for not-for-profit community organisations. Grants are from \$2.5K to \$300K. Ann & Barbara let us see if we can access same?
 - Ann asked if these grants could be used for remedial work in the carpark.
 - Comments from Barb: I agree with Ann's idea that we could apply for money to upgrade the car park and provide safer/easier access to the building. Maybe we could also apply to make the outer office a usable room with fans and lining. (Realistically, the current plans for a building upgrade have probably been sunk by COVID-19. Neither AFL or Cricket Australia will have spare money for a long time.) I don't think we should apply for a grant for the air-conditioning because it will slow down the process. We are hoping to have the air-conditioning fitted while we aren't using the building and we have funds to pay for it. If quotes can be accepted soon work can start soon.
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2. Airconditioning – Still waiting for final quote. These will be circulated when this is received. Greg and Jill suggested the above grants maybe able to be accessed for this item.
 3. Lunch for Tutors prior to resumption of operations – Heather
 - Heather has suggested that prior to classes recommencing we hold a lunch for Tutors at the RSL. This would be a means of thanking Tutors for sticking with us throughout the crisis. It would also provide us with a means of reconnecting with the Tutor group and each other. As the new CVC Heather will also have an opportunity to meet many of the Tutors for the first time.
 - No menu available until we have a resumption date.
 - Ann suggested combining the general members event with that of the Tutors.
 4. Social event for members prior to resumption of operations – Sue
 - This suggestion was generally agreed to and will be finalised at a later date. Richard suggested starting back with a bang!
 - The AGM will be held after we rerun to normal operations so combining the lunch or morning tea with the AGM is not possible. The general consensus was for a morning tea.
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 5. Newsletter – Heather
 - Heather will need copy for the newsletter by the 5th June. Photos will also be useful.
 6. Discounted membership in 2021 for those who paid in 2020 – Heather, Barb and Sue
 - One member has already asked about a refund of fees. However, refunds are not generally allowed in our system.
 - We have discussed this and suggest the following be discussed.
 - For members who have paid their fees for 2020 the following discounts could apply:

- i. If we recommence in term 3, a discount \$40 could be applied at as at 1s March 2021
 - ii. If we recommence in term 4 the half fee of \$25 could be applied in March 2021
 - iii. If we are closed for the rest of the year, then no fees would be due in March 2021.
 - Unfinancial members as at the date of our close down will not be followed up at this stage. However, as we closed before the one-month grace period for payment of fees it is suggested that for any of these members paying fees on 1st March next year the late fee of \$5 be waived.
 - Most Committee members agree to this proposal. A decision on how much can be made when we know more about our start up time.
7. Application to Office of Fair Trade re AGM – Confirmation
- Thank you for your email response to the request to extend the date of our AGM.
 - We have applied to the Office of Fair Trading to extend the date of our AGM to Friday 30 October. However, in our application I also stated that as our members are all seniors and in the most vulnerable category for this virus, we may need to extend this further.
 - Normally each year we submit our annual financial statements and provide the date our AGM was held. This submission is made after the AGM. Therefore, I have also told the Office Fair Trading that our finances have been completed and audited. This means that if requested we can send in the annual statement without holding the AGM.
8. Payment of rent at Fripp Oval - Sue and Barb
- We feel that we should continue to pay the rent as it is to the Sports Club. We get the space very cheap and even though we are not using the premises for classes we still have 24 X 7 access to the office. We are in a strong financial position and continued payment shows us to be a strong and support equal partner with the Cricket and Football Clubs.
 - On a related issue we should also be aware that the virus situation will probably put back the development of the site for at least 12 months as all the funding bodies struggle financially with this situation.
 - It was suggested that we approach Council regarding a rebate. However, we do not pay Council, and this would have to be a Fripp Oval Sports Club initiative. Sue will email members of the Sports Club in relation to this item.
 - Comments from Sue: Most Committee members agreed to continuing to pay rent to the Fripp Oval Sports Club. It was also suggested that the grants in item 1 could be used for the air-conditioning and upgrading the outer office with lining to brighten the area. Technically this area is not rented by us, but I think the notion of us being an equal partner with the clubs gives us some leverage to suggest we gain full access to this area. It would take some negotiations with the Cricket club as it is there storage area. I will contact the Committee for the Sports club to ask about this area. I will tell them that the upgrade would be at no cost to them.
 - A number of Committee members suggested that the rental position be investigated before we paying rent at the current rate. However, 6 members agreed for this payment to be made.
9. We have received no requests for assistance from our members, but I have a list of members who are willing to help if needed.

10. Documents to be reviewed – Greg I suggest one-person act as co-ordinator for each review with input from 1-2 other members.

- Policies & Procedures Manual – Greg, Sue
- Strategic Management Plan 2019-2023?
- Office Procedures Manual
- Tutor Manual
- Enrolment Policy?

11. Any other business

Email Meeting closed 5pm Sunday 26th April 2020. Next Meeting by email Friday 29th May 2020

Signed as true and correct copy Date
President