

**U3A Ballina/Byron Inc  
Committee Meeting  
Friday August 28<sup>th</sup> 2020**

The Vice-President opened the meeting at 9.35am

**Present:** Warren Hastings Harris, Sue Bell, Barb McCall, Richard Grzegorzulka, John Reid, Jill Gibbons, Ann Neal, Andrea Redman-Williams & Viv Miller

**Apologies:** Greg Unwin, Heather Munro & Di Cuthbert

**Welcome:** The Vice-President welcomed participants to the meeting.

**Conflict of interest:** The Vice-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 July 24<sup>th</sup> 2020 be accepted:  
Sue Bell Seconded: Jill Gibbons Carried: All

Warren informed the committee of Greg's accident & that he would be convalescing for about 6wks  
Move that we send Greg a bottle of wine and commiserations: Barb McCall Seconded Andrea Redman-Williams Carried: All **ACTION:**

Warren then informed the committee of Di's husband's death.

Move that we send sympathy card/flowers to Di on behalf of the committee: Warren Hastings Harris Seconded: Sue Bell Carried: All **ACTION:**

**Business arising from the Minutes:**

- Feedback re COVID plan – 1 person has expressed concern re closeness in one particular class. Sue will address this & resolve the issue. Committee agreed **ACTION:**
- Review of Documents sent out – no changes suggested by committee members. Sue raised two issues re Constitution – i) should there be a change in the number of members in the Committee – the Committee agreed that there should be no change to 12 members. ii) Sue proposed that a quorum of 25 to proceed with our AGM be changed to 20. Past experience has shown it is always difficult to get 25 members to attend AGM but 20 is readily achieved. Also, to encourage participation at AGM it was decided that quorum numbers will not be noted on AGM Notice. Move that change in quorum numbers be put to next AGM: Sue Bell Seconded: Andrea Redman-Williams Carried: All Sue will change AGM Notice immediately **ACTION:**
- Acceptance of proxy votes at AGM – Committee decided 'No' because such votes may be used to stack meetings. Proxy votes are acceptable for committee meetings.
- Maintenance – Sue checked that permission was not needed to install blinds/curtains in Fripp Hall even though a leased-premises. Two black curtains are ready to go but Sue will locate missing third curtain & obtain quote for the blinds this week.
- Andrea obtained free of charge 6 tables & 30 chairs from the closed RSL Bowling Club for use in Fripp Hall. Sue will send thanks to RSL for this donation. **ACTION:**
- Classes have been using the projector system allowed by the Football Club

Move that minutes of July 24<sup>th</sup> 2020 be accepted & duly signed: Sue Bell Seconded: John Reid Carried: All

**Correspondence:**

- Westpac & Telstra Statements
- Email from Frank Jongebloed informing us that his mother, a U3A member, has passed away & it was for this reason that she had not paid her outstanding membership. Move that outstanding fee be waived: Barb McCall Seconded: Jill Gibbons Carried: All. Tutors would be asked to inform the committee when members passed on. **ACTION:**

Move that correspondence be accepted: Barb McCall Seconded: Jill Gibbons Carried: All

**President's Report:** (see attached)

Move that President's report be accepted: Warren Hastings Harris Seconded: Sue Bell Carried: All

**Treasurer's Report:** (see reports attached)

- Need to revise membership numbers from 600 to about 500 (477) as COVID has affected renewals & new members enrolling.
- Bank a/cs reconciled to 30<sup>th</sup> June 2020 – total of accounts/floats \$128,923.28. Total receipts \$61.69, total expenses \$11,884.00, net position minus \$11822.31. Air/Con main expense.
- Monthly payments – Office Experts \$44, Telstra June \$30, Coolman Air-conditioning \$11,780, Reckon 1 \$7, hand sanitiser 4x1 L bottles \$55.96 + 6x1/2 L bottles \$42. Mastercard balance is \$818.08
- \$100,000 has been invested into a single Term Deposit – bank balance will reflect this next monthly report.
- Since COVID restrictions, payments have been paid by card or online. Move that Social Club & Treasury petty cash floats be put into Mastercard for future payments: Barb McCall  
Seconded: Sue Bell Carried: All

Move that Treasurer's report be accepted & all payments ratified: Ann Neal Seconded: Sue Bell Carried: All

**Secretary's Report:** Nil**General Business:**

1. COVID Update: - need to emphasize the importance of meeting all the COVID plan requirements as U3A could incur police inspection **ACTION:**
  - 1 member complained that as they could not attend classes, they should have membership fees refunded. It was pointed out that fee was for membership not classes (which are free). The committee decided no refund policy should stand. Sue asked the committee to inform her of any member complaints so they could be documented.
  - Events – any decision to hold U3A Christmas party is deferred until Oct. Belly Dancing Gala will go ahead. Each student will be allowed to ask 1 person & everyone must bring their own refreshments. Xmas Wrapping at Ballina Fair – Warren will contact Joanna at the Centre to register our interest if going ahead **ACTION:**  
Office hours Wed/Thurs 10-12pm will be left as is for now
2. U3A International Logo: - after 12month wait have received authority to use
3. Review of Documents: - now completed
4. Maintenance Work at Fripp Update: we have submitted a DA for replacement of roller door in Office to Council 6wks ago but still no reply. The Sports Clubs have not asked U3A for the \$400 fee as yet. They will pressure Council to grant permission.

**Other Business:** Regular cleaning of Fripp Hall has resumed but COVID cleaning responsibility of tutors. Sue suggested get quote for carpet clean & to arrange cleaning of concrete outside Hall – suggested that one of U3A/Sports Clubs members may do this for free. **ACTION:**

Meeting closed at 10.15am

Next Meeting Fri 25<sup>th</sup> September 9.30am

Signed as true and correct copy ..... Date .....

Vice President