

**U3A Ballina/Byron Inc  
Committee Meeting  
Friday June 26<sup>th</sup> 2020**

The President opened the meeting at 9.35am

**Present:** Greg Unwin, Warren Hastings Harris, Sue Bell, Barb McCall, Heather Munro, Richard Grzegorzulka, John Reid, Diane Cuthbert, Jill Gibbons & Viv Miller

**Apologies:** Ann Neal & Andrea Redman-Williams

**President's Welcome:** The President welcomed participants to the meeting & Viv Miller as new member to the committee

**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 May 29th 2020 be accepted: Sue Bell Seconded: Di Cuthbert Carried: All

**Business arising from the Minutes:**

- Grants have been submitted – will hear back in March 2021
- Air conditioning has been installed & payment made. Receipt will be given to Ballina Council for approval **ACTION**
- No feedback as yet from Luke Marshall re unsafe conditions in car park
- Sue sent email to Paradise FM re inclusion on their updated website requesting a template to allow us to do online. No reply as yet
- Office Manual to be reviewed by Barb & Joy. Constitution to be reviewed by Greg & Sue
- Painting plan in place. Steve has inspected area to be painted

**Correspondence In:**

- Emails for U3A network re GST & COVID 19
- Email invoice from Coolman for air conditioning
- Email from Office of Fair Trading stating that we are not obliged to hold AGM this year nor to submit financials. However, our financial position has been audited.
- Statement from Telstra & Westpac statement re Term Deposit maturity

Move that correspondence be accepted: Sue Bell Seconded: Warren Hastings Harris Carried: All

**President's Report:** Nil

**Secretary's Report:** Nil

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

- Bank A/cs reconciled to 31st May 2020 – total of accounts/floats - \$140,745.59. Term Deposit of \$7,166.54 matured & deposited to account to be consolidated with other 2 term deposits maturing in August. Total receipts \$163.99, total expenses \$2,948.21 – net minus \$2,784.22
- Monthly payments – Office Experts \$44, Telstra \$30, Mastercard top up \$837, Contents Insurance \$347.21, Fripp Oval rent \$1,690, Reckon 1 \$7, Flowers for Maureen Murphy \$70, Mastercard balance \$923.04

Move that Treasurer's report be accepted & all payments ratified: Di Cuthbert Seconded: Heather Munro Carried: All

**General Business:**

1. Date for Recommendation: Heather has contacted all tutors re classes - some wish classes to restart in Term 3, some in Term 4 & others next year. U3A COVID 19 guidelines need to be

adopted by all tutors before classes begin. Classes held away from Fripp Oval must also follow guidelines set down by those venues.

Heather proposed that classes begin on 20<sup>th</sup> July 2020: Seconded: Sue Bell Carried: All  
Heather will send draft COVID19 guidelines to tutors for feedback on requirements particular to their class

**ACTION:**

A review of requirements will be done at end of 3<sup>rd</sup> Term

**ACTION:**

Tutor's function/Members morning tea is deferred as considered not viable

2. Office Opening Hours: Move that Office hours during Term 3 be 10-12 Wed & Thurs: Sue Bell Seconded: Di Cuthbert Carried: All
3. AGM: re advice from Dept of Fair Trading we are not obliged to hold AGM or submit financials this year due to COVID19 restrictions. Move to cancel 2020 AGM. Sue Bell Seconded: Heather Munro Carried: All
4. COVID 19 Plan:
  - Sue will put together a draft COVID 19 plan for comment by the committee. This will be forwarded by Heather to tutors for specific requirements related to their class. **ACTION**
  - Numbers for alcohol- based pump sanitizers, gloves & wipes will be ascertained to cover all class needs **ACTION**
  - Our duty of care obligations requires a meeting be held with tutors on Fri 17<sup>th</sup> July at 10am to explain how COVID guidelines are to be implemented, formal acceptance by tutors & demonstration of use of Air Con undertaken. Emphasis needs to be put on the vital importance of understanding & acceptance of COVID 19 plan by tutors. **ACTION**
  - Once draft COVID plan has been sent to tutors Heather will email tutors stating classes beginning 29<sup>th</sup> July 2020 & requesting them to email how they intend to conduct their classes under the COVID plan. **ACTION**
  - Sue will send draft of plan to committee members close of business Mon 29<sup>th</sup> June & need feedback by Thurs July 2<sup>nd</sup> – Heather forward to tutor's Fri 3<sup>rd</sup> July **ACTION**
  - COVID plan will include a clause stating that if circumstances change then the committee has the right to call an emergency meeting to discuss future actions. **ACTION**
  - Need to review if classes are being conducted in accordance with guidelines will be discussed next meeting.
  - Matters to be discussed at tutors meeting Fri 17<sup>th</sup> July include recognition of COVID symptoms, signs on/in toilets, signs around Fripp Hall & Office, use of masks? use of own cups & equipment etc.
5. Newsletter: Heather will have ready Fri 3<sup>rd</sup> July – will include Term 3 class timetable only & notice of cancellation of AGM. This information will also be put up on website. All those members who have no email address will receive a posted copy - collection is not an option
6. Other Business:
  - Adjustments & updates to Tutors Manual discussed & agreed
  - Heather requested copy of Certificate of Currency in case needed for classes
  - Ukulele class proposed for Term 4 – preferred to hold in Fripp Hall but if not practicable then committee will consider subsidizing rent at Nth Creek Hall provided tutor receives reduced Community Hire Rate & receives payment from participants upfront
  - AGM scheduled for 2020 so committee stays the same
  - Sue asked Heather to include in tutor's email who has or will be accessing office during COVID period to let the committee know
  - Sue will do a photocopy count so costs do not mount up by leaving it too long to report

Meeting closed at 10.45am

Next Meeting Fri 31<sup>st</sup> July 9.30am

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

President

