

**U3A Ballina/Byron Inc
Committee Meeting
Friday May 29th 2020**

The President opened the meeting at 9.30am

Present: Greg Unwin, Warren Hastings Harris, Sue Bell, Barb McCall, Ann Neal, Heather Munro, John Reid, Diane Cuthbert, & Jill Gibbons.

Apologies: Richard Grzegorzulka & Andrea Redman-Williams

President's 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 24th April 2020 be accepted:
Sue Bell Seconded: Ann Neal Carried: All

Business arising from the minutes:

- Grant applications need to be finalized by the beginning of next week. Heather & Barb will go online to view the application & determine responses. Sue proposed that they ask for \$9000 with the fall- back position of \$5000 – All agreed **ACTION**
- Air-Con – installation date is Tues 16th June subject to Council approval. Council will meet with installer re safety requirements.
- Sue wrote to Luke Marshall re unsafe conditions of existing car park. Sue pointed out that would need grant funds to rectify the situation. He will refer this to his Superior.
- The committee decided not to request rebate on telephone expenses considering all the help Geoff Jacobs has given to U3A during the pandemic. **ACTION**
- Review of the Constitution – this involves a great deal of work & will take weeks
- Policy/Procedures Manual, Strategic Plan, Tutors Manual & Office Manual etc need to be reviewed. Sue requested committee volunteers to email her. **ACTION**
- Paradise FM has requested info on U3A to go on their updated website. Sue will look at the website & see if can do this online. **ACTION**

Correspondence In:

- Two letters from two sets of couples renewing their membership
- One letter from a female member not renewing her membership

Move that correspondence be noted: Greg Unwin Seconded: Heather Munro Carried: All

President's Report: (see attached)

- Greg acknowledged the death of Joy Schneider's husband Barry & Maureen Murphy's husband Ted. Sympathies & flowers were sent on behalf of U3A. Sympathies were also extend to John and his family on the loss of his brother.
- Greg noted that we need to be mindful that some of the elderly in our community have been impacted financially by the pandemic – these people rely on rents & shares for their income which have been reduced or cut completely.

Move that the President's Report be accepted: Di Cuthbert Seconded: Sue Bell Carried: All

Treasurer's Report:

- Bank accounts reconciled to 30th April 2020 – total of accounts/floats \$143,529.81. Total receipts \$306.14, total expenses \$91.23 – net position \$214.91
- Monthly payments – Office Experts \$44, Telstra \$47.23, Mastercard – Reckon 1 \$7, Flowers for Joy \$85, Mastercard balance \$170.04
- Reports Bank Reconciliation/Balance Sheet/Profit& Loss see attached

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

Secretary's Report: Nil (issues covered in General Business)

General Business:

1. Digital Literacy for Older Australians
 'Justine Elliot MP's Office reported that several U3A associations are using the above programme to increase confidence, skills and online safety for older Australians aged over 50 years with digital technology. Details for the programme were circulated to COM members and Tutors. See the website at www.beconnectedntetwork.org.au ' The committee decided to put these details in our Newsletter for members to access if interested.
2. Date for Recommencement of Classes
 - Need to have a COVID plan in place before classes can begin as we have a duty of care to all our members. Suggestions to be sent to Sue who will email WHO guidelines to committee members for consideration. **ACTION**
 - Heather will send an email to each of the tutors asking if they are prepared to conduct classes for either Term 3 (July 20th) or Term 4 (Oct 12th). Depending on responses, Heather will draw up a timetable of classes to see if workable, bearing in mind the impact on Office volunteers who cannot be working alone. **ACTION**
 - Once COVID Protocols are in place they will be presented to the committee for formal sanctioning. Each tutor must be prepared to sign off on protocols before classes can begin. This is also necessary for Insurance purposes. **ACTION**
3. AGM Date
 - The committee agreed that the AGM could be held on Friday 18th Sept 2020 subject to COVID restrictions re numbers of people assembling in one room.
 - This date will not affect our constitutional duty to hold the next AGM by April 2021.
 - Life membership for Faye Duncan & the updated Constitution will be the matters of business for the AGM.
 Move that AGM be advertised for Friday 18th Sept 2020: Sue Bell Seconded: Warren Hastings Harris Carried: All **ACTION**
4. Tutors Lunch – unable to action will discuss next meeting
5. Members Morning Tea – unable to action will discuss next meeting
6. Newsletter
 - Due date for articles/photos is 5th June **ACTION**
 - Heather will print class timetable on a separate sheet. If not finalized in time for Newsletter then can be sent out at a later date **ACTION**
7. Painting
 - Volunteers to paint/cleanout outer office will let Jill know when this will happen. **ACTION**
 - Sue proposed that because Geoff Jacobs has been so helpful to U3A during the lockdown we could invite him to our Christmas Party. All agreed. Greg suggested we write a letter to the Trustees acknowledging Geoff's efforts. Sue will do this mentioning that she had already sent an email of thanks. **ACTION**
 - Diane then asked the committee to thank Sue for her great & continuous efforts in keeping our U3A organization functioning during the lockdown. The committee applauded in response.
8. Any Other Business
 - Move that Faye Duncan be made a Life Member Of U3A: Sue Bell Seconded: Jill Gibbons Carried: All

- There are 2 vacant positions on the committee & Viv Miller is interested in filling one as a casual vacancy. Move that Viv Miller be approved to fill a casual vacancy on committee: Sue Bell Seconded: Greg Unwin Carried: All
- Mr Love (not a U3A member) has offered to run a 'Happiness 101' class. Heather will put into Newsletter expression of interest question. **ACTION**

Meeting closed at 10.30am

Next Meeting Fri 26th June

Signed as true and correct copy Date

President