

**U3A Ballina/Byron Inc
Committee Meeting
Friday November 27th 2020**

The President opened the meeting at 10.32am

Present: Greg Unwin, Warren Hastings Harris, Sue Bell, Barb McCall, Heather Munro, Richard Grzegorzulka, Di Cuthbert, Jill Gibbons, Ann Neal, Andrea Redman-Williams & Viv Miller

Apologies: none

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 August 28th 2020 be accepted:
Sue Bell Seconded: Jill Gibbons Carried: All

Greg asked the committee to acknowledge the excellent work by Sue, Barb & others involved in the successful grant application for \$9000. The local MP Tamara Smith rang to offer her congratulations & will be sending a letter of congratulations in the near future.

Business rising from previous minutes: - In General Business typo in 1 point 3 'move' should read 'moved'. Move that amendment be accepted: Warren Hastings Harris Seconded: Heather Munro Carried: All

Correspondence In:

- Letter from U3A Hawkesbury River – re no confidence in U3A Network Committee
- Letter from U3A Hawkesbury River – re concerns about U3A Network operations
- Telstra – statements (3)

Correspondence Out:

- Response to U3A Hawkesbury by Greg – no comment on concerns but asking to please keep us informed
- Condolences to Robert Spencer, Marjorie Linthorne
- Email to Ballina Fair – re non-participation in Xmas wrapping
- Email to Ballina Fair from Greg – re thanks for all their support in past years

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

President's Report: nil

Treasurer's Report: see reports attached

- Bank a/cs reconciled to 31st October 2020 – total accounts/floats \$126,468.23
- Total receipts for October \$505.27, total expenses \$2,159.82, net position minus \$1,654.55
- Monthly payments – Office Experts \$44, Fripp Oval cleaning for Oct \$198, Telstra Oct \$39.82, Northlakes Hall hire Nov \$138, Term 4 rent \$1.690 & refund Mullum Hall hire \$50 (cheque)
- Mastercard payments – Reckon 1 \$7, Blooms Hand Sanitiser \$40 – card balance \$977.96.
- Barb pointed out that \$3000 in payments have been made in November putting bank a/c into negative. However, our grant of \$9000 will cover this.
- Sue & Barb will fill out the necessary grant forms & Di will check them before sent **ACTION:**

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

Secretary's Report: see attached

- Move that committee meeting move to 2nd Fri of month & AGM be held on 12th March 2021: Sue Bell Seconded: Warren Hastings Harris Carried: All
- Sue will send details of AGM to committee for feedback & then send out to all members mid-Feb – this will give required notice to members **ACTION:**
- Committee meeting will be held 12th March at 9.30am to accept regular financial reports for the AGM at 10.30am
- Copies of the old & the new constitutions pointing out any major changes will be made available to members before the AGM **ACTION:**
- Move that the maximum term of 3 years an office bearer can serve – 4(b) of constitution – be retained: Sue Bell Seconded: Barb McCall Carried with 1 dissenter Richard Grzegrzulka
- Move that quorum at AGM be changed from 25 to 20 – 6(c) of constitution: Sue Bell Seconded: Greg Unwin Carried with 2 dissenters Heather Munro & Di Cuthbert
- There is a proposal before the U3A Network to waive their fees to U3A organizations within the network. Sue will be our representative & will vote to approve the proposal. **ACTION:**
- Tutor Terry Doherty has asked the committee to consider paying full rent instead of subsidised rent for premises used for U3A classes away from Fripp Hall. Move that full payment be accepted in principle but according to guidelines to be considered at the next meeting 12th Feb: Sue Bell Seconded: Barb McCall Carried: All
- Sue will take over website from Kim who is resigning **ACTION:**

Move that Secretary's Report be accepted: Di Cuthbert Seconded: Warren Hastings Harris Carried: All

General Business:

1. Enrolment Day Options: Heather (tutor liaison Officer) suggested the following options –
 - Tutors rollover names for existing classes where members wish to continue
 - For new or beginner classes no names to be taken before a set enrolment date
 - Heather supposes Jan 20th as enrolment day for new/beginner classes only, money taken for new members only & that 5 committee members fulfill enrolment duties in accordance with COVID procedures

Move that the committee accepts 'in principle' Heather's proposals: Sue Bell Seconded: Jill Gibbons Carried: All

- For 2021 Term 1 will start not the day after Australia Day (which is a Wed) but instead on Mon 1st Feb. Sue will send out email to all members **ACTION:**
 - Heather will set out the procedural details for enrolment & send to committee for comment. **ACTION:**
2. Fees for 2021: - Move that there be no waiving of fees due to COVID but no late fee applied for those members who did not pay in 2020: Greg Unwin Seconded: Richard Grzegrzulka Carried: All
 3. AGM date & changes to constitution: - covered in Secretary's report & resolved above
 4. Maintenance Update: -
 - Painting to be done, weather shield for bottom of new Office door & security door to be fitted.
 - Insurance on air-con covered by Council's policy – air-con seen as Council asset
 - Geoff Jacobs will supply toilets in hall with toilet paper & hand rolls free of charge during the cricket season – U3A will check on stocks for weekend use. **ACTION:**
 - Retail price for paint will be paid on receipt of invoice. **ACTION:**
 - Sue will organize date & time for painting to be done. **ACTION:**
 5. Requested Purchases:
 - White Boards – one to repair or replace, one to be discarded

- Table tennis table – replaced by donation, use of Sports Club table or purchase
- Music stands & tuners for ukulele class – to be purchased
- Yoga mats as back-up for members use – donated or purchased

Move that requested purchases be accepted 'in principle' after consideration of other options:

Sue Bell Seconded: Barb McCall Carried: All

ACTION:

- Replace Office carpet with new carpet or tiles – move that we get quotes for carpet/tiles: Sue Bell Seconded: Barb McCall Carried: All
- Move the purchase of new fridge for Office: Sue Bell Seconded: Andrea Redman-Williams Carried: All

ACTION:

ACTION:

6. First Newsletter for 2021: - copy deadline is Dec 7th & emailed to members Jan 11th – could include class timetable & new enrolment procedures.

7. Web Admin for 2021: - the committee thanks Kim for her dedicated work on the U3A website – Sue will assume this responsibility on Kim's withdrawal

8. Any Other Business: -

- Heather proposed that we explore the possibility of constructing an insulated concertina divider in Fripp Hall so we can conduct 2 classes at the same time. The cost could be taken from the U3A building fund. Sue will explore if this is possible
- Sue will hire a skip for the day during maintenance projects

ACTION:

ACTION:

Meeting closed at 11.45am

Next Meeting Fri 12th Feb 2021 at 9.30am

Signed as true and correct copy Date

President

U3A Ballina / Byron Inc

TREASURER'S REPORT - November 2020

There was 1 person who renewed their membership, 1 New Member and one member who paid their fees for next year and made a \$5 donation. The total paid membership is now 512 (409 Renewals and 101 New Members).

November 2020 Bank Accounts

- Bank accounts have been reconciled to 30th November 2020 with a total for the two bank accounts and floats of \$124,509.74.
- The total receipts for November were \$273.83. The total expenses for the month were \$3,057.32, leaving a net position of - \$2,783.49 for the month.

Payments for the month:

- The Office Experts \$44.00
- Payment for new door and wall \$3,013.32

Payments on Mastercard:

- Reckon 1 \$7.00
- Microsoft \$129.00
- K-mart – paper for office \$22.50
- IGA -Spray Cleaner & Coffee \$23.00
- Coles – Fruit, drinks etc for tutor's meeting \$62.53
- Martin's Bakery – cake for tutor's meeting \$65.00
- Flowers in Paradise - \$45.00

The Mastercard balance is \$621.93

Reports as attached for November 2020

- Bank Statement as at 30th November 2020
- Balance Sheet as at 30th November 2020
- Profit and Loss

I would like this report to be accepted and the payments made be ratified. Barbara McCall (Treasurer)

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AGM:

Recommended dates for AGM 26 March 2021 or 23 April 2021

Proposed changes to constitution:

The Constitution is to be written in line with the recommended U3A Network Constitution. This will add a table of contents, objects and definitions to the beginning of the document. The wording of the document has many changes but the substantive changes are as follows:

This meeting needs to consider any changes to Clause 4b which reads:

4b) The office-bearers of the Association shall be the President, the Vice President, the Secretary, the Treasurer who shall be elected by the members at the Annual General Meeting and the Public Officer who shall be elected by the Management Committee. The maximum term an office-bearer can serve is three (3) consecutive years in a particular role.

It is proposed that members at the AGM be asked to approve a change in the AGM quorum, clause 6C, which currently reads:

6c) A quorum at any General Meeting shall be 25.

It is proposed that this clause be changed to:

6c) A quorum at any General Meeting shall be 20.

Section 117 of the proposed Constitution states that 10 members constitutes a quorum for General meetings however, we agreed earlier in the year to make this 20.

I propose that early in the New Year we had the proposed Constitution to the website and make copies available in the office for members to read and compare.

Web Admin

Kim will be resigning as Web Admin at the end of this term. I am happy to continue with the website until someone takes on this role. There is very little to do with the site and updates take only a few minutes.

Sue Bell