

**U3A Ballina/Byron Inc
Committee Meeting
Friday September 25th 2020**

The President opened the meeting at 9.30am

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

Apologies: none received

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

Business arising from the minutes: Nil

Correspondence In:

- Thank you notes from Di and Elspeth
- Response from Ballina Golf Club re Warren's class
- Westpac/Telstra statements
- Response from Ballina RSL

Correspondence Out:

- Ballina Golf Club re Warren's class
- Sympathy Card to Robert Spencer
- Thank you to Ballina RSL
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Move that Correspondence In/Out be accepted: Sue Bell Seconded: Di Cuthbert Carried: All

President's Report: Greg thanked the committee for the card & wine sent to him because of his accident together with all the emails & telephone calls received from members.

Treasurer's Report: see reports attached

- Now only 2 accounts – chq a/c & Term deposit of \$100,000
- Bank a/cs have been reconciled to 31st August 2020 – total accounts/floats \$128,521.80
- \$492 has been deposited into Mastercard from Social Committee/Treasurer's floats leaving \$150 as a cash float if needed
- Aug total receipts \$1,246.84 (includes \$949.09 interest payment from 2 term deposits matured 16th Aug), total expenses \$434.99, net position +\$811.85
- Monthly payments – Office Experts \$44, Northlakes rent \$138 (Aug) & #138 (Sept), Fripp Hall cleaning \$66, keys cut \$85.47, Telstra \$30 (July) & \$36.52 (Aug)
- Mastercard payments – Reckon \$7, Milk \$5, Dan Murphy's \$33.98 leaving balance \$1,141.96

Move that Treasurer's report be accepted and the payments made be ratified: Viv Miller

Seconded: Sue Bell Carried: All

Secretary's Report: Nil

Social Report: Nil

General Business:1. COVID 19 Review:

- Christmas Party – can be held at Ballina Island Resort if numbers limited to 40 – so ‘first in first dressed’. Move that hold Xmas party on 27th Nov as planned: Sue Bell
Seconded: Viv Miller Carried: All
- The committee will consider the question of rebate on fees next meeting
- Enrolment Day – final decision as how to conduct at next meeting deferred to next term.as Covid circumstances could change dramatically towards end of year – Move Heather Munroe: Seconded: Sue Bell Carried: All
- Xmas Wrapping – reduced time to 13 days, Sat 12th to Thurs 24th Dec, 20 shifts – 10-1pm /1-4pm, & 52 people to fill shifts. Volunteers can do more than 1 shift so committee is confident that event can go ahead. The committee voted to commit to the event in Ballina Fair and for Warren to inform Joanna of our interest. **ACTION:**
- Electricity Costs – the use of Air-Con during the next summer will incur extra costs in electricity. U3A was prepared to contribute as we would have the greater consumption of cool air. However, the Sports Clubs felt that in these COVID times it is too difficult to calculate the differences in costs & have deferred a decision to a later date
- Keys – as we are operating under a less than full class timetable more tutors have need of a key. Sue will re-organize the key register on a numerical basis to simplify distribution of more keys. All tutors will be asked to re-sign. **ACTION:**

Any Other Business:

- Sue sent a thank you to the RSL for the donation of the chairs/tables & received a ‘You’re Welcome’ in reply. Greg thanked Andrea for her efforts in procuring the donation from the RSL
- Unpaid fees – more instances than usual due to the COVID lockdown before the March 1st deadline. Sue will send out emails & then ask Office volunteers to follow up with phone calls **ACTION:**
- Following complaints that class timetable not able to be opened on phone Sue will resend as a PDF
- Newsletter can’t be sent as an attachment under ‘Chip’ so members will need to right click on link & add to address to keep a copy in email

Meeting closed at 10.02am**Next Meeting Fri 23rd October 9.30am**

Signed as true and correct copy Date

President