

Minutes of SMU3A 28th January 2017 9.30pm

Present:

Max Perry, Darien Perry, Hilary Smith, Betty Braden, Anne Lenhert, Dianne Rogers, Gilbert Wallace, John Hutton, Jan Werder Joan Kruger,

Apologies: Nil

Hilary/Darien - that the minutes of the previous meeting be accepted – carried

Business Arising:

- ! Emails to members regarding registration day sent several times, to tutors also
- ! Betty advertised registration day in her column and Max put an ad in the paper
- ! **ACTION _ BETTY** let Caroline Fox know we are not going ahead with the quote from Challenge Betty was thanked for her extensive work in this area
- ! Max reported that the constitution of SMU3A allows us to collect class fee that is mandatory
- ! Anne L applied for a grant to help with the establishment of a new premises – many thanks from the Committee for her effort
- ! The Council has not yet replied to our letter delivered December 5th 2016 regarding the possible use of Cooma North petrol station as a “home” for U3A Dianne offered to attend next Council meeting to see what action may be forthcoming
- ! Jim Nichterlein has said that our books do not need to be audited

Treasurer:

As per table report Balance \$7112.12 on 23rd/11/16 Gilbert/Betty

Correspondence Sec:

As per the correspondence book. **ACTION – ALL COMMITTEE MEMBERS** look at and reply to the email forwarded from Jim Nichterlien by Darien

Membership:

2017 membership badges are green

Publicity: Betty has completed another wonderful and timely column

Courses: as per the website with the possibility of sewing and canasta. Betty and Hilary conducted a safety audit of the premises where canasta is to be held and found it satisfactory. This will be formalised with appropriate documentation as required. **ACTION _ BETTY** to ensure all participants of the canasta group are members, that the class fee is collected and the roll completed each session **ACTION-Darien** to look in the blue book/contact Jim Nichterlien re OHS checklist

Items for Discussion:

- ! It was decided to leave class donation amount at \$1 until the issue of a venue for U3A is resolved
- ! It was noted that only online payments are available for membership payments NOT over the counter at the bank
- ! Joan suggested a story in the paper re our accommodation issues this is to go ahead through **Max**
- ! A receipt book will be kept in the top drawer of the desk for Monday payments

General Business:

- ! **ACTION – ALL** check the website and let Jan know of any changes/updates required
- ! Joan suggests the blue sign on book be removed with the advent of the new roll system
- ! **ACTION – Darien** – email tutor’s instructions on taking membership applications
- ! Jan suggested that a note about the class fees be included on the membership form for next year – agreed
- ! **ACTION – Darien** email members re the AGM and place ad in paper (Thursday March 16 2017)

Meeting closed 10.45pm next meeting Thursday February 16th 2017 12.30 at The Shed

March General Meeting

16th March 2017

(held after AGM declared closed)

Previous Minutes:

Moved H Smith, sec A Lenhert that the minutes of the previous meeting be accepted – carried

Business Arising:

- Meeting gave vote of thanks to Max for his work as President and Darien for her work as Secretary
- **ACTION - MAX** place a general article in the Monaro Post highlighting the importance of the U3A and the urgent need for new premises
- After discussion and advice from Jim Nichterlein the following course of action was approved – the article in the paper to raise public perceptions and then a concerted effort to get at least 2000 signatures on a petition to Council re a new “home”
- Disappointment was expressed at the lack of response from John Barillaro and the Council re our approaches
- New course 11th April – 5th May on Tuesdays at the Shed 2.15 – 4pm Introduction to Drawing **ACTION – Darien** email members re this course
- Darien/Gilbert that the Treasurer may reimburse any reasonable expense, or part thereof, incurred by a tutor at the discretion of the Committee – carried
- Darien/Anne that course specific costs such as photocopying can be recouped with a fee over and above the \$1 – to be collected by the Tutor – carried
- Max suggested that the Publicity column be done on a roster basis by Committee and any interested members, photos would be a great addition **ACTION – DARIEN** email members to see if anyone interested in taking on Publicity
- **ACTION – HILARY/DARIEN** amend email lists to reflect new committee
- **ACTION- DARIEN** email U3A network re new committee

Max thanked members and Jim for attending

Max will call an extraordinary meeting re accommodation as necessary

Meeting closed 2pm

Next meeting 12.30 at the Shed 20st April

Hilary placed her apologies for the April and May Meetings

Minutes for Snowy Mountains U3A meeting 20 April 2017 – 12.35 pm

Present:

Max Perry, Darien Perry, Kathy Byrne, Anne Lehnert, Joan Kruger

Apologies:

Dianne Rogers, Toni Tarakson, Hilary Smith

Previous Minutes For AGM and General Meeting accepted – carried Kathy/Joan

Business Arising:

Russel Fox has yet to be advised that Kathy Byrne has taken on the position of Public Officer. **ACTION MAX**

Monaro Post to be approached to do an article on U3A, highlighting the benefits to members etc **ACTION MAX.**

Treasurer

Balance at 31 March 2017 \$9675.21 CR. Report emailed to committee members – Anne/Max

Final rental paid for Shed.– No rent payable for April, May and June.

Correspondence:

Emails sent to members regarding AGM, and request to fill position of Course Co-ordinator and Publicity Officer. Committee expressed disappointment at lack of response and will attempt to make a direct approach to members. Other correspondence as per correspondence book.

Membership:

Anne reported there are 85 members and rising. A check has been made on course attendance and membership, with some attendees not showing up on membership register. These will be followed up.

Darien advised she would no longer take membership fees on Monday mornings due to the disruption of classes.

Items Listed for Discussion: None

General Business:

Tutors Reimbursements: Tutors can request a contribution (over and above the \$1) for expenses where the tutor has provided photocopying, morning tea etc. for their students.

Claims for reimbursement for travel (petrol) can be made via the Expense Claim Form and paid out of U3A funds at the discretion of the Committee.

Accommodation: We are awaiting confirmation from Centennial Plaza for the Lease Agreement. It has been confirmed that the electricity can be blocked to one area.

Agreed that a direct approach be made to Council for consideration for a permanent site.

ANNE to check with Snowy Hydro for information as to the appropriate person to send a letter seeking possible help with accommodation.

Meeting closed 13.25

Next meeting 12.30 at the Shed Thursday 18 May.

Extraordinary Meeting Snowy Mountains U3A 4 May 2017

Present: Max and Darien Perry, Kathy Byrne, Dianne Rogers, Toni Tarakson , Joan Kruger

Visitor: Linda Prowse (tutor)

Apologies: Anne Lehnert and Hilary Smith

Business:

Meeting called to discuss new accommodation for U3A as there is notice to vacate the current building by 30 June 2017.

Members of committee and tutors inspected a building yesterday known as Corroboree Room – commercial leasing \$100 pw. Agreed that area not suitable. Max to notify Mr Mondello of decision.

There has been an offer made by the manager of Centennial Plaza to occupy the “Jeans West” shop as the upstairs area has been leased for approximately 4 months and if and when the upstairs becomes available we would be able to be lease this at a peppercorn rent as we are a non-profit organisation. Max asked for a show of hands and motion carried – seconded by Darien and Dianne.

Agreed the shopfront is in a busy commercial area and it will be a good opportunity to promote U3A as there is a large window to put promotional material and course details.

Max will email acceptance of offer.

An agreement or lease will need to be drawn up. Max to organise

Discussion turned to what furniture and fittings would be needed. Will need to discuss with D Lynch if the “Shed” needs to be restored to original condition. Max to get advice from good authority.

Email to be sent to Tutors on what equipment is needed from “shed” for their courses.

Email to be sent to members for sale of any unwanted property – ie computers. Make an offer basis.

Suggestion by Toni to have a “free to good home” any unsaleable items.

Suggestion to contact a removalist for a quote on furniture to be taken to new venue.

Meeting closed 13.30

Minutes for Snowy Mountains U3A meeting 18 May 2017 – 12.35 pm

Present:

Max Perry, Darien Perry, Kathy Byrne, Anne Lehnert, Joan Kruger, Toni Tarakson

Apologies:

Dianne Rogers, Hilary Smith

Minutes for Special Meeting Snowy Mountains U3A 4 May 2017 AMENDMENT

Item: 'Email to be sent to Members for sale of any unwanted property- ie computers. Make an offer basis'. Changed from 'for sale' to 'for a donation'.

Previous Minutes For Committee Meeting 20 April 2017 with amendments – carried Joan/Kathy

Business Arising:

Tutors Reimbursements: Travel expenses will be considered by the Committee on receipt of an official U3A Expense Claim Form which asks for receipts wherever possible. As of today (18 May 2017) "50% of travel cost will be reimbursed to Tutors. This will not be retrospective". Motion carried unanimously seconded Joan. **Max to discuss with Suzanne Sherman.**

Treasurer: Balance as at 28 April \$9739.33 Report emailed to committee members. Kathy/Joan

Correspondence:

Letter received from U3A Network – NSW Inc. AGM and Members Forum to be held at the Sydney Mechanics School of Arts on Friday 30 June 2017 : Emails and letters from D Lynch/ J Last read by President and discussed. Committee agreed U3A could not be involved in this situation : other correspondence as per correspondence book.

Membership:

Anne reported there are 87 definite members. One Member was duplicated and another Member reimbursed with fees due to illness.

Items Listed for Discussion:

Memorandum of Agreement was drawn up by Russel Fox. (**Darien to send note of thanks**) for premises in Central Plaza. This Memo has been passed on to Steve Shirvington who will let us know when it has been agreed upon by the owners. Copy of Agreement was passed on to Committee Members. The Manager advised 2 keys would be made available, however we could have more keys cut. **There will have to be a secure key register kept and recipients to sign.**

A Working Bee on Saturday 27 May to sort out items in the main shed and the storage shed. All those items that are not required by U3A will be made available to Members by donation. **Committee Members to meet at 0900 for sorting** and Members to be informed that they can arrive at 1100 for their pickings. **Darien to send out emails** to advise Members and request assistance in the process of getting items out of the sheds.

Decide what is to be removed to new premises. **Darien** to get 2 quotes from removalists when we have a definite date. **Max** to determine from Mr Lynch what we can leave in the main shed.

Darien to email Tutors to remove anything they use weekly from the main Shed when the time comes.

Kathy : to organise with Adrian the removal and reinstating of all electronics (ie photo copier, WI FI, DVD TV etc) in new premises. / Adrian to take lights if he wishes / advise those member who donated items to the main shed over the last few years, and would like to have them back, to please advise Kathy. We thank these people for their generosity in allowing us their use / organise changeover of power to new shop / PO box.

General Business:

Mrs Lynch advised that she did not require the storage shed.

Toni Tarakson has offered to make banner for the front of the desk in the new premises

The new premises will need to be organised **before** the removalist arrive.

Suggestion for a roster system to be set up so as there is someone in the new premises so as to keep the door open. This is especially necessary on a Wednesday where there are no classes. Because it is in such a public area it would be to our disadvantage not to advertise ourselves on a personal basis.

Joan advised that the Little Art Shop in the Hain Centre has to close soon. There is a suggestion that U3A and the art group could become Tenants in Common when the time comes. – possibly at the end of the year. Worth thinking about.

Darien will resign as Correspondence Secretary as at the next Committee Meeting ie 15 June 2017

Meeting closed 1425

Next meeting 12.30 at the Shed Thursday 15 June 2017

Minutes of SMU3A 15th June 2017 the move from Shed to Shop

Present:

Max Perry, Darien Perry, Hilary Smith, Joan Kruger, Toni Tarakson, Deanne Lukasiak

Apologies: Kathy Byrne, Dianne Rogers Anne Lenhert

This meeting was only concerned with moving from The Shed to the Shop,

- Max explained how the keys are to be at the Visitors Centre **MAX – make a board with instructions on how to use the key and attach to the key sets**
- **Hilary – create a roster for members to volunteer their time to be in the Shop at the times there are no classes**
- **Toni – dress the window, make new banner for window**
- Darien will volunteer as course co ordinator until the end of the year
- **Darien – email members re urgent need for a correspondence secretary and course co-ordinator** emphasise that this is vital if the U3A is to continue
- Discussion re Art History class, no longer considered a U3A course
- **Darien** make signs for light switches “turn all 3 on and do not turn off until ready to leave” and for the heater “the heater is pre set just press on when needed and off when you leave”
- **Max** set up TV and video
- Noted that the internet is the centre hot spot

Next Meeting 12.30 at the Shop Thursday 20th July

Minutes for Snowy Mountains U3A meeting 20th July 2017 – 1.40 pm

Present:

Kathy Byrne, Anne Lehnert, Joan Kruger, Toni Tarakson, Deanne Lukasiak, Diane Rogers, Ruth Fletcher

Apologies:

Max Perry , Darien Perry, Hilary Smith

Minutes for Meeting Snowy Mountains U3A

Previous Minutes For Committee Meeting 20 June 2017 – carried Tony/Kathy

Business Arising:

New committee members / positions :

- **Kathy** to contact Richard Hopkins to gauge interest in becoming a new committee member.
- **Ruth** has accepted position of Correspondence Secretary ; **Ruth** to contact Nick Lette to redirect emails.
- **Deanne** has accepted position of Course Co-ordinator. **Anne/Kathy** to send Deanne Job Description.
- New position of Shop sitter Co-ordinator confirmed , **Joan** accepted, **Anne** to supply Membership List.

Treasurer Report : Report emailed to committee members. Moved & seconded by **Kathy/Joan**

Membership:

Anne reported 92 members to date .

Also discussed Half Yearly membership subscriptions – Committee decided any new members joining in the period Oct – Dec to pay a \$15 subscription fee . Half Yearly fees of \$25 to be discussed at AGM.

Committee confirmed \$1 class fee remains the same.

General Business:

- Regarding OH&S requirements for new premises , **Ruth** to contact Tutors regard informing all classes of Fire Evacuation poster / information .
- New I.T tutor requirement was discussed , teaching aspects of Smartphone, iPad , general computing etc.
- Re attendance of next Council meeting in August (regarding supply of permanent premises) , Committee discussed & decided to wait until after Council elections (Sep 17)
- Gordon Griffin enquired if books still required for Borrowing Library – Committee agreed requirement still exists.
- Committee discussed importance of continuing to seek permanent premises .
- Committee discussed updating Brochures , including new address & PO box etc. To discuss with Darien on her return.

Meeting closed 13:40pm

Next meeting 12.30 at the Shop on Thursday 17th August 2017

Minutes of SMU3A 17th August 2017

Max Perry, Darien Perry, Hilary Smith, Kathy Byrne, Ruth Fletcher

Apologies: Dianne Rogers, Anne Lenhert Joan Kruger, Toni Tarakson, Deanne Lukasiak

Minutes of Previous Meeting: Kathy/Ruth

- ! New committee member Ruth Fletcher thanked for taking on the role of correspondence secretary and Deanne thanked for her role as course coordinator
- ! **Action Kathy** – follow up Richard H re committee
- ! **Action** – there is no need to find sitters for Saturdays unless someone volunteers
- ! Deanne will volunteer as course co ordinator until the end of the year
- ! 92 members to date
- ! Many people are walking into The Shop and this is converting to membership
- ! New IT tutor still not filled for smartphones and tablets **ACTION – Max** speak to Leading Edge to see if they could provide someone
- ! Ruth thanked for OHS work
- ! From October membership is \$15 to the end of the year

Treasurer's Report: as tabled – new electricity bill expected to be large Kathy/Hilary

Correspondence: as tabled

- ! FRRR grant form **Anne** is to be asked to apply for sound absorbing screens through the grant to make it easier for people with hearing aids to hear in The Shop
- ! John Barilaro replied that the RTA building has been sold and is therefore not available as a U3A premise

General Business:

- ! Sympathy card to be sent to the Van der Platt family
- ! **ACTION-Deanne** speak to tutors re fee structure ie ¼ year fees (\$15) apply from October 2017, there is no ½ year fee in 2017
- ! Hilary regrettfully resigned from the committee and was thanked for her work Max/Kathy

Meeting closed 1.25pm

Next Meeting 12.30 at the Shop Thursday 21st September