

MINUTES OF U3A CORANGAMITE COMMITTEE

Minutes of Meeting 8/2019 held on Tuesday 17th September 2019

@ 11.00 AM at Community House, CAMPERDOWN

Meeting opened at 11.00am

1. Present

Gary Kimber, David Mernagh, Dominique Fowler, Don McInnes, Jan Porter, Karen Richardson

2. Apologies

Linda Castaldo, Trish Taylor

3. Minutes of Previous Meeting

Moved: Don McInnes; seconded: Karen Richardson. *Carried*

4. Correspondence

A list of recent correspondence had been circulated with the agenda and was duly noted by the members.

5. Treasurer's Report

The U3A Corangamite financial statement for the month ending 31st August 2019 had been attached to the agenda.

Treasurer's Report: Moved: Don McInnes; seconded: Dominique Fowler
Carried

6. Business Arising from Previous Meeting

6.1 Corangamite Shire: Workshop for Volunteer Organisations

At the last meeting the Vice-President Dominique Fowler, was asked contact Gary Moorfield at Corangamite Shire to see if Karen Foster, the presenter of the Workshop for Volunteer Organisations that was held in July, might be prepared at some stage to come and speak to the Committee on this topic. Dominique reported that despite several attempts she had been unable to contact Karen but will continue to do so for a possible meeting in 2020.

6.2 End of Year Lunch

Members noted that the U3A Corangamite End of Year Lunch has been booked for Tuesday 19th November @ 12.30pm at the Camperdown Football Club at a cost of \$480. Lunch is to be provided by Rustic Tarts.

The President asked if the Committee might wish to consider the Noorat Community Centre as the lunch venue as it was at less cost (~\$150) to hire. It was agreed to ask the President to pursue the availability of this venue rather than the CFC. Lizzie from Rustic Tarts had indicated that this venue would be equally as suitable as the CFC for a lunch.

Action: President to follow up regarding the Noorat venue

6.3 Early-Bird Registration

Early bird registration of \$25 for the 2020 membership fee will commence on 16th October and be available to members until 21st December 2019.

7. General Business

7.1 New Courses

Members made note of the following new courses:

✚ *Tea and Tour for Ten (\$10)*

Tuesday 15th October @ 1.30pm
Old Presbyterian Manse, Noorat

✚ *Let's Do Lunch*

Wednesday 9th October @ 12.30pm
Fat Cow, Timboon

✚ *Travel Tales*

Friday 25th October @ 1.30pm
Education Room, Cobdenhealth
Presenters: Ros and Colin Hayman

✚ *Industry Visit*

Wannon Water Treatment Plant Tour, Warrnambool
Thursday 10th October 11am - 12 noon

Full details of these activities will be provided in the members' October newsletter although it was agreed that in respect to the water treatment plant visit, a separate e-mail will be sent to members in advance of the newsletter mail-out.

7.2 Gifts and Sponsorship

Members were asked to consider gifts for speakers such as printed mugs with the U3A Corangamite logo. The President also advised he had held discussions with HelloWorld Travel in Camperdown regarding sponsorship for the purchase of the mugs.

After much discussion it was agreed that mugs were not really the way to go and that a small gift basket might be more appropriate to give to speakers at events. It was also agreed that before the next meeting members might also investigate what other small gifts might be suitable in lieu of a gift basket.

It was noted that both at the end of year lunch in November and at the 2020 AGM in January special mention and thanks will be made of all the course/activity presenters

The President also advised he will speak again with Helloworld Travel regarding possible sponsorship, either general or specific e.g. to cover the cost of bus hire for trips.

Action: President

7.3 Corangamite Shire: Digital Tools for Community Groups

A Corangamite Shire workshop on how volunteer organisations might improve their operations using digital tools was attended by the Vice-President Dominique Fowler and she gave a brief summary of the topics covered in this seminar. A copy of her comments from the seminar is *attached*. It was noted that the next one in the Corangamite seminar series will be held on Wednesday 25th September at 6.30pm when the topic will be *How to Recruit, Retain & Support Volunteers*. Members were encouraged to attend if possible.

7.4 2020 AGM & Course Enrolment Day

Members were asked to consider the date and venue for the 2020AGM and Course Enrolment Day.

It was agreed to hold the event in the same venue and around the date as for the last two years, viz. Friday 31st January 2020 @ 1.30pm in the Rose Room, Terang. Rustic Tarts will be approached and asked to cater for the afternoon tea.

Action: The President to check availability of the Rose Room, Terang

The President advised that at the next meeting the list of current course/activity offerings will be divided up and Committee members will be allocated a group and asked to contact the respective course leaders to confirm continuation of their offerings in 2020

7.5 Potential future Activities

Karen Richardson provided details of several activities that she has in the pipeline (subject to confirmation):

- ✚ a visit to Barwon Park, Winchelsea and Ostrich Farm in the area on Wednesday 13th November;
- ✚ in 2020, a visit to Port Fairy and Tower Hill;
- ✚ at Easter 2020, a visit to the property of Robert Wasutch @ Stoney Rises;
- ✚ in 2020, a visit to Warnambool to look at the maramma dogs;

7.6 Noorat Show

It was agreed that U3A Corangamite should once again have a presence at the Noorat Show which is to be held on Saturday 16th November - a static display, flyers, newsletters and enrolment forms.

7.7 Next U3A Committee Meeting

The next Committee meeting will be held on Tuesday 8th October at 11am at the Camperdown Community House

Meeting closed at 12.00 noon

Secretary's Note: The President specifically asked that members note that on 6th July 2020 he will be 70!

DIGITAL TOOLS FOR COMMUNITY GROUPS

There were three presenters – Sara, Glen and Simon

All three essentially operate their committee online using digital tools. This saves them immense amount of time, travel and costs.

Sara: How to Communicate

Communication is the most important tool for your organisation

Some digital tools that are useful to help cut down on admin and be able to deliver on aims of organisation without compromising on admin rules etc are as follows:

- ✚ Facebook messenger - conversation can be accessed at any time to catch up on missed phone calls as it can be hard to tee everyone up at the same time.
- ✚ Facebook - great to display the good of your group in a more public forum
- ✚ Email - great to disseminate info but doesn't always create dialogue
- ✚ Slack - free - a form of instant messaging through an app or browser
- ✚ Very historical and can be fine tuned
- ✚ 'What's App' don't have to be on Facebook to use this and it can record if the message has been seen.
- ✚ TRELLO is a program management tool - it's like a digital whiteboard - a huge whiteboard of sticky notes. Various columns can be created with tasks and then committee members assigned to each one. All can access it and know what each one is up to and know where each phase is currently sitting.

All these can be searched and printed so therefore become a record of dialogue or communication that provide a historical account as well as a legitimate record.

Doc management

Some useful ones are

- ✚ Dropbox (2gb free) central document which anyone can correct and change as a live doc. But can go back to a previous version
- ✚ Google drive (15 gb free) great because it's great with google docs
- ✚ Onedrive (5gb free)

Glen: Media marketing

Your online presence matters

Google and Facebook algorithms

i.e. 'Latte art' brings up many pics of a cup of coffee but because the pic has been used heaps of times - the reach is limited as it is 'old news' but when using original content then it gets a better reach! Same as 'comment' and 'share' - this much better value than a simple click of the 'like' button

Some digitals that might help include: Google My Business only need a Google entity

Simon: Financial techniques

There are many cost saving and time saving digital tools for organisations to use

Square is a digital chip reader that's cheap to buy (\$59) and apart from a fee of 1.9% per tap, is free. It uses consumers' credit cards or contact less cards to read and transfer money from one account to another - fast - usually by the next business day. This might be worth considering for our AGM