

## MINUTES OF U3A CORANGAMITE COMMITTEE

Minutes of Meeting 1/2020 held on Tuesday 14<sup>th</sup> January 2020  
@ 11.00AM at Community House, CAMPERDOWN

Meeting opened at 11.00am

1. **Present**

Gary Kimber, Linda Castaldo, Don McInnes, David Mernagh, Karen Richardson, Anne Ward

2. **Apologies**

Dominique Fowler

3. **Minutes of Previous Meeting**

Moved: Anne Ward; Seconded: Don McInnes *Carried*

4. **Correspondence**

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

5. **Treasurer's Report**

The U3A Corangamite financial statement for the month ending 31<sup>st</sup> December 2019 had been attached to the agenda. However, the Treasurer indicated that as this report had an error, an updated report was tabled by the Treasurer.

Treasurer's Report: Moved: Linda Castaldo; seconded: Karen Richardson *Carried*

The Treasurer reported that to date there had been 119 enrolments.

It was noted that Colin Hayman had completed the audit of the U3A Corangamite accounts for the year ending 31<sup>st</sup> December 2019 and a copy of the financial report had been e-mailed to Committee members prior to the meeting.

The Treasurer advised that Colin Hayman had provided several comments on the financial accounts, in particular the issue of what happens to the voluntary gold coin donation that is requested at events such as Travel Tales and Friday Forum. Following discussion it was agreed that these funds should be incorporated into petty cash and the Treasurer can then re-imburse course leaders appropriately.

It was agreed that a copy of the comments from Colin Hayman on the U3A Corangamite Financial Report 2019 will be **attached** to the minutes.

## 6. Business Arising from Previous Meeting

### 6.1 2020 AGM & Course Enrolment Day

There was discussion on the final arrangements for the AGM & Course Enrolment Day on 31<sup>st</sup> January 2020.

The latest draft of the AGM/Course Enrolment Newsletter had been e-mailed to Committee members prior to the meeting.

The Committee worked its way through the newsletter and made final changes where required.

The Committee endorsed the **attached** AGM information/running sheet.

The Secretary advised that a 300 re-print of the U3A membership card had been arranged via Star Printing and ready for collection.

### 6.2 Certificate of Appreciation

It was noted that a framed certificate of appreciation had been given to Trish Taylor. The Secretary is holding one for Jan Porter and is awaiting a response from her regarding collection of the certificate.

## 7. General Business

### 7.1 Wannon Volunteer Grants: Expression of Interest

The Secretary advised that an application had been made via the Wannon Volunteer Grants process for \$2,000 to assist with fuel and transport costs. The application, in the form of an expression of interest, had been sent to Dan Tehan, MP for Wannon. His office has acknowledged receipt of the form and advised that it is envisaged applicants who are successful with their Expressions of Interest will be notified by 28<sup>th</sup> January 2020.

### 7.2 Acknowledgement of Guest Presenters

Members agreed that for activities where there is a guest presenter, a thank you card from the Committee will be given as a token of appreciation. The Treasurer agreed to obtain a selection of cards from U3A member Val Coverdale who produces beautiful hand-painted cards.

*Action:* Treasurer

### 7.3 Next U3A Committee Meeting

The next U3A Corangamite Committee meeting will be held at 11am on Tuesday 18<sup>th</sup> February 2020 at the Camperdown Community House.

Meeting closed at 12.00 noon

## **U3A Notes - Financial Statements 2019**

### **1- Break Up of Expenditure**

- (a) Combined the expenditure for postage and envelopes and post office box renewal together.
- (b) Broke up the reimbursement to leaders - \$150.00 miscellaneous and \$164.35 – materials.
- (c) Included the \$49.70 payment to the Shire as miscellaneous.

### **2- Income from contributions to afternoon teas for Travel Tales and Friday Forums**

Are the funds that are received from the contributions recorded anywhere?

Is the money just given to those organising the food?

### **3- Petty Cash**

Haven't included Petty Cash on the Balance Sheet.

I am presuming there hasn't been Petty Cash before?

### **4- Memberships**

I thought that the number of members had again increased. The Membership Fees don't indicate that?

Colin Hayman  
10 January 2020

## 2020 AGM/Course/ Activities Enrolment Day

- # Committee members to arrive at venue by @ 11.30am to set up;
- # Preparation of the AGM *Powerpoint* presentations is in train;
- # afternoon tea to be provided by Rustic Tarts at same cost as 2019;
- # AGM announcement to been given to WD News for placement in the four local newspapers for the week beginning 20<sup>th</sup> January 2020;
- # Mayor of the Corangamite Shire, Neil Trotter, to be invited to the AGM and asked to act as the Returning Officer for the Election of Office Bearers - if not available then to ask one of the Shire Councillors to deputise on his behalf.
- # directions for the role of Returning Officer for election of office bearers to be written;
- # Dominique and Anne to act as meet-and-greet at the door and record names and direct members appropriately
- # Don to greet and record members details entering by the rear door from the car park;
- # distribution of 2020 membership cards to re-enrolled members and membership cards and lanyards to new members in 2020 - to commence at 12.30pm and located at a table in the foyer for Dominique and Anne to distribute;
- # Linda and Karen to manage the membership enrolment desk;
- # Major door prize has been arranged by Gary;
- # 30 copies of the last 4 pages of the newsletter to be available for new members;
- # several copies of the newsletter to be available for members to peruse.