

## MINUTES OF U3A CORANGAMITE COMMITTEE

**Minutes of Meeting 4/2020 held on Tuesday 19<sup>th</sup> May 2020  
@ 11.00AM at 5 Errey Street, CAMPERDOWN**

NOTE: This meeting was held in accordance with Victoria regulations on groups and social distancing requirements were maintained.

**Meeting opened at 11.00am**

### 1. **Present**

Gary Kimber, Linda Castaldo, Dominique Fowler, David Mernagh, Don McInnes, Anne Ward and Helen James (on-line via telephone)

### 2. **Apologies**

Pamela Jellie, Sue McInnes, Karen Richardson

### 3. **Minutes of Previous Meeting**

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

### 4. **Correspondence**

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

Late document: The Secretary advised that a U3A Network Victoria had sent through a document - *Draft Terms and Conditions of Membership of U3A Network Victoria* - and had asked for review and feedback by 29<sup>th</sup> May. Members were asked to send any comments to the Secretary who will collate any comments and forward to U3A Network Victoria.

### 5. **Treasurer's Report**

The U3A Corangamite financial statement for the months ending 31<sup>st</sup> March and 30<sup>th</sup> April 2020 had been attached to the agenda.

The Treasurer advised that the capitation fee of \$300 for 2020 for 150 members had been paid to U3A Network Victoria; in addition, as the cheque that had been given to the Noorat Show last November has not been presented to date, it has been cancelled.

Treasurer's Report: Moved: Linda Castaldo; seconded: Anne Ward *Carried*

### 6. **Business Arising from Previous Meeting**

#### 6.1 **2020 AGM & Course Enrolment Day**

Ideas for course enrolment for 2021 - full discussion on this issue was deferred for a future meeting but members were asked to start thinking about aspects of the best venue and how the enrolment process might be improved.

## 6.2 Resumption of activities

Members agreed that it is too early to consider a resumption of even a small group of activities (possibly July at the earliest) and that it could be early next year before all events are offered to full capacity; there will be further discussion at the next meeting.

A major issue is that many of the venues currently used for U3A events are not appropriate under the current restrictions that would allow them to resume at their location (eg, Cobdenhealth Education Room)

Members were asked to send any ideas for potential new venues to the Secretary who will compile a list for discussion at the next meeting.

*Action:* Members

## 6.3 Consideration of 2021 membership fee

The Committee agreed to wait until it is able to gauge the timeframe for resumption of activities before making a decision on the 2021 membership fee.

## 7. General Business

### 7.1 Use of Zoom

Over the period of the virus lockdown, there have been several suggestions that the Committee use Zoom video-conferencing for its meetings but concerns had been expressed by some Committee members about security aspects of the system. However, some other Committee members indicated a positive experience with its use.

*Secretary's Note:* as U3A Network Victoria via its Go Online Project is very keen to encourage U3As to use Zoom, some background details on this project are attached at the end of the minutes. **License costs are on a monthly basis**

A range of alternative video conferencing platforms was mentioned – Google DuO, CiscoWebex and in particular Microsoft Teams (*see details below*) – and it was agreed to investigate details of these platforms for the next meeting.

### 7.2 Corangamite Shire: Community Grants Program

The Committee agreed to submit an application via the Corangamite Shire's Community Grants Program for a Zoom licence.

*Secretary's Note:* as it appears that cost for a Pro Zoom license are on a monthly basis and is only \$251.88 per year; therefore at this stage it does not appear to be apt to submit an application to the Shire for \$126 when we can get a full refund for the first year cost from U3A Network Victoria if it is decided to proceed with Zoom. Further discussion at next meeting.

### 7.3 Next U3A Committee Meeting

The next U3A Committee meeting is scheduled for Tuesday 16<sup>th</sup> June 2020

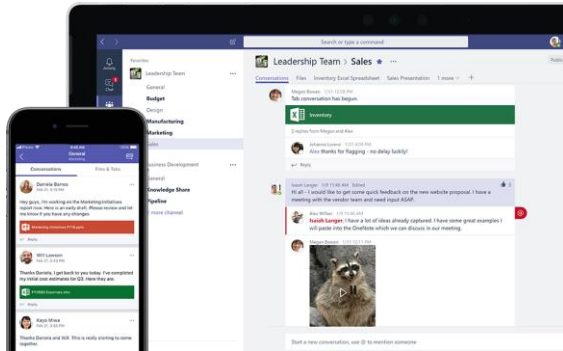
Meeting closed at 12.05pm

Here's how to get started | [View it online](#)

# Thanks for signing up for Microsoft Teams

Welcome to Teams, the new home for all your chats, files and apps. Get started by creating a team then invite your team mates to start chatting for free.

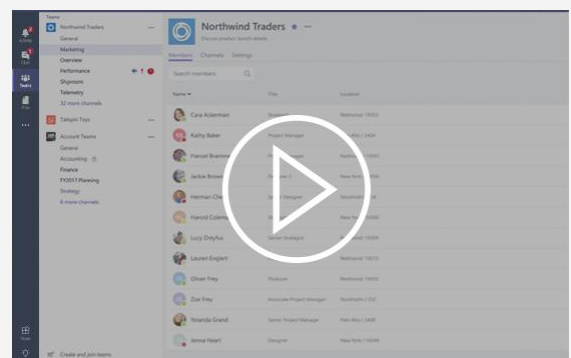
Start using Teams



## Get Teams on all your devices

Stay up to date and in touch with your team mates from just about anywhere. Use Teams on your phone, or download the desktop app for Windows or Mac.

[Get the Teams apps](#)



## Become a Teams expert

Learn how to make the most of Teams: find out how to have great meetings, see your @ mentions, add personality to conversations with GIFs, collaborate on a document and more.

[Learn how to use Teams](#) 

This is the first in a series of emails to help you get the most out of Teams.

This email was sent from an unmonitored mailbox.

You are receiving this email because you have subscribed to Microsoft Teams.

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052 USA

## **U3A Network Victoria ‘Go Online’ Project**

### **Overview**

U3A Network Victoria has entered into a collaborative arrangement with Telstra, the Victorian Government and Public Libraries Victoria Network to make available through Member U3As the Social Seniors program to any individual member who is over 60 Australian with an internet-enabled smartphone or tablet. The ‘Go Online Project’ is part of a wider project being provided by Network to assist Member U3As to host activities online. This can include classes, activities and meetings such as AGMs.

The intent of the funders is to support Member U3As to have the capability to have access to the Social Seniors program remotely via the Zoom application. More information will be provided about the Social Seniors program in coming weeks.

Network sees this collaboration as an opportunity for all U3As to experiment with, implement, or expand online instruction and video-conferencing. There are many U3As using such programs for classes, social interactions and committee meetings now.

As a result, Public Libraries Network Victoria will fund the reimbursement the costs of the purchase of one Zoom Pro License to enable the Member U3A to access the Social Seniors program remotely. U3As who have already purchased their license are included in this reimbursement offer.

Support from a Mentor Team through the Go Online Project will be arranged for any Member U3A that would like that assistance.

Network’s Go Online team has created a kit of guides that will support tutors and participants in scheduling, accessing and delivering activities on the Zoom application. These guides are available for Member U3As to access, regardless of whether they have taken up the reimbursement offer.

Each participating U3A will need to consider how tutors will access the license, which allows for one meeting at a time. The allocation of the license can be seen as similar to the allocation of a venue for an activity.

**The amount agreed to be reimbursed to each Member U3A is a maximum of \$251.88.**

### **Conditions for Reimbursement**

- Each Member U3A reimbursed for the cost of purchase of a Zoom Pro license agrees to appoint a Social Seniors Program Liaison who will trained to deliver the Social Seniors program and make the program available to members
- Each Member U3A reimbursed for the cost of purchase of a Zoom Pro license agrees to appoint a Zoom Coordinator to be the main liaison with the Zoom Mentor
- Each tutor and participant in the Social Seniors program will complete an online evaluation of the Social Seniors program. Further details will be provided in the near future
- A copy of the emailed receipt from Zoom or Connecting Up is required along with the completed application for and acknowledgement of conditions prior to reimbursement

### **Free version vs Pro License**

Zoom has temporarily extended its time limit for the free version of the license from 40 minutes to be 24 hours. There have been mixed reports of the success of this to Network. The Pro version is always 24/7 use plus it allows user management and admin features suited to managing activities that are not available in the free version.

### How to take up the Pro License Reimbursement Offer

- Complete the Conditions section of the application form below
- Purchase a Zoom Pro License, or have purchased one, and save the receipt email
- Complete the application form and return it to Sue Cullen project officer. sue.cullen@u3avictoria.com.au by 31 August 2020

The reimbursement will be processed on receipt by Network of the completed reimbursement claim form with funds released to the Member U3A’s bank account from Friday, 15 May.

### How to purchase a Zoom License

This can be done directly from Zoom’s website - <https://zoom.us/> or via Connecting Up <https://www.connectingup.org/>

A Zoom Pro License can be purchased by clicking on <https://zoom.us/pricing> then choosing to ‘Buy Now’ under the Pro License option.

The screenshot displays the Zoom website's pricing page for business licenses. At the top, there are navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES', along with 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN IN'. The main heading is 'Zoom Meeting Plans for Your Business'. Below this, four plan cards are shown:

- Basic:** Personal Meeting, Free. Features include up to 100 participants, unlimited 1-to-1 meetings, 40-minute group meeting limit, unlimited meetings, and ticket support. A 'Sign up, It's Free' button is present.
- Pro:** Great for Small Teams, A\$20.99/mo/host. Features include all basic features plus 100 participants, 24-hour meeting duration limit, user management, admin controls, reporting, custom meeting IDs, scheduler, 1GB cloud recording, REST API, and Lync interoperability. An orange 'Buy Now' button is prominent.
- Business:** Small & Med Businesses, A\$27.99/mo/host. Features include all Pro features plus 300 participants, dedicated phone support, admin dashboard, vanity URL, on-premise deployment option, managed domains, single sign-on, company branding, custom emails, LTI integration, and cloud recording transcripts. A 'Buy Now' button is present.
- Enterprise:** Large Enterprise-Ready, A\$27.99/mo/host. Features include all Business features plus 500 participants, 1,000 participants in Enterprise Plus, unlimited cloud storage, dedicated success manager, executive reviews, and bundle discounts. A 'Contact Sales' button is present.