

MINUTES OF U3A CORANGAMITE COMMITTEE

**Minutes of Meeting 5/2020 held on Tuesday 16th June 2020
@ 11.00AM at 5 Errey Street, CAMPERDOWN**

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

Meeting opened at 11.00am

1. Present

Gary Kimber, Dominique Fowler, Linda Castaldo, David Mernagh, Helen James, Pamela Jellie, Karen Richardson, Anne Ward

2. Apologies






Don McInnes, Sue McInnes

3. Minutes of Previous Meeting

Moved: Anne Ward; Seconded: Linda Castaldo *Carried*

4. Correspondence

Details of recent correspondence received had been circulated with the agenda. The Secretary provided an update on several additional items had been received since the agenda had been sent out, viz:

-  U3A Network Victoria: Information from Department of Health & Human Services about World Elder Abuse Awareness Day web seminar
-  U3A Network Victoria: Invitation to join the U3A Data Privacy and Security Project Workshop on 30th June via Zoom-based web seminar
-  U3A Network Victoria: Meeting pack and associated materials for the June 2020 Members Council
-  U3A Network Victoria: Request for best form of contact details
-  VMIA: 2020-21 insurance certificates

The correspondence that had been received was duly noted by members.

5. Treasurer's Report

The U3A Corangamite financial statement for the month ending 31st May 2020 had been attached to the agenda.

Treasurer's Report: Moved: Linda Castaldo; seconded: Dominique Fowler
Carried

6. Business Arising from Previous Meeting

6.1 2020 AGM & Course Enrolment Day

Discussion on ideas for course enrolment for 2021 was deferred to a future meeting but members were asked to continue to consider the best venue for the AGM and how the course/activities enrolment process might be improved in 2021.

6.2 Resumption of activities

Two documents from U3A Network Victoria - *Guidelines for Return to U3A Venues and Advice on Holding Meetings* and sample *Coming out of Lockdown Procedures* - had been e-mailed to Committee members prior to the meeting and in addition, the President had e-mailed to members a discussion document *RETURN TO BUSINESS AS COVID-19 LOCKDOWN RESTRICTIONS ARE EASED* that he had prepared.

It was noted that the principal strategies related the issues to be managed in re-starting activities are as follows:

- ✚ Understanding the restrictions that are in place
- ✚ Understanding the sources of health risks
- ✚ Managing the communication risks
- ✚ Access to medical facilities
- ✚ Documentation of risks and management plan
- ✚ Training and education

The complete document which expands on these 6 principal strategies and references issues such as group sizes, distance and space requirements, use of sanitisers and use of PPE etc. is **attached** at the end of the minutes.

Members agreed that once activities re-commence, it will be the sole responsibility of each member to ensure that they are compliant with the first two principal strategies related to restrictions that are in place and the associated health risks, in particular that they are healthy themselves and have not been in contact with anyone who might be exhibiting covid-like symptoms. In a case where a member does become unwell, in such cases it will be permissible for that person to cancel attendance at an activity rather than risk any spread of infection to other members. In addition, the Committee itself must be mindful and vigilant of being compliant with all the strategies, especially the last four.

At the last meeting members had been asked to think about potential new venues for activities.

The Treasurer advised that Cobdenhealth had informed her that it will soon be moving to allow the use of the Education Room, a major venue for U3A activities and will advise in due course. However, in the interim, the old gym at Cobdenhealth has been made available and can be used with temperature and health checks being as patrons arrive.

Karen Richardson provided the Committee with a list of several venues she had tried to contact for the possibility of both small and larger groups:

- ✚ Uniting Church (e-mail) yet to respond
- ✚ Camperdown Golf Club (phone) no bookings accepted at this point
- ✚ Courthouse Camperdown (e-mail) yet to respond
- ✚ Maddens Commercial Hotel (e-mail) yet to respond
- ✚ David Newman centre (e-mail) yet to respond
- ✚ RSL ** *See note below*

There is a large hall and a smaller one as required, separated by concertina doors. Good heating, clean, central, parking, kitchen etc. It is older style, Lions hold their meetings there, dance classes are held late afternoon when restrictions are lifted

Action: Members are asked to continue to keep thinking of suitable venues that could be appropriate for future U3A activities.

Members reviewed each individual activity that was on offer prior to the lockdown and made decisions on which events should re-commence immediately and which should be delayed a little more until restrictions are eased further. A full list as *attached* at the end of the minutes.

6.3 Consideration of 2021 membership fee

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

6.4 Use of Zoom

Further to the discussion at the last meeting on various available video-conferencing platforms, and background information on Zoom that had been e-mailed to Committee members prior to the meeting, it was noted that as the annual cost of a Zoom license is not too costly, the Committee agreed not to proceed at this stage with the purchase of a Zoom license but to consider a purchase in 2021 if there are likely to be activities offered to members by course coordinators that will require on-line delivery via video-conference facilities.

7. General Business

7.1 Next U3A Committee Meeting

The next U3A Committee meeting is scheduled for Tuesday 21st July 2020 @ 5 Errey Street, Camperdown

Meeting closed at 12.00pm

U3A CORANGAMITE

RETURN TO BUSINESS AS COVID-19 LOCKDOWN RESTRICTIONS ARE EASED ISSUES TO BE MANAGED

1. UNDERSTANDING THE RESTRICTIONS THAT ARE IN PLACE
 - a. Outdoor Maximum Group sizes and Numbers
 - b. Indoor Maximum Group numbers and sizes
 - c. Distancing and Space requirements
 - d. Entry and exit management - ensure single point of entry for all patrons?
 - e. Management processes for numbers attending -
 - i. Booking process?
 - ii. Group management?
 - f. Use of facilities
 - g. Managing people who present with symptoms
 - h. Understanding how restrictions apply to our variety of programs and venues

2. UNDERSTANDING THE SOURCES OF HEALTH RISKS
 - a. Personal Sanitising
 - i. Volunteers/Leaders
 - ii. Members
 - iii. Guests
 - b. Fixture sanitising
 - i. Entry table
 - ii. Chairs, easels, IT equipment, games eqpt, tables
 - iii. Toilets - doors, taps, basins, cisterns and seat
 - c. Spreading the virus by coughing and sneezing
 - d. Handling notes and coins
 - i. Gloves/masks
 - e. Entry and Exit management - preventing congestion
 - f. Managing food and eating areas - no food?
 - g. Use of toilets
 - h. Use of Private Protection Equipment (PPE) - gloves, masks, googles, gowns
 - i. Compulsory Flu injections,

3. MANAGING THE COMMUNICATION RISKS
 - a. Privacy - observance and respect
 - b. Recording names, details and attendance times of every person - need a recording station with adequate PPE for recorder?
 - c. Hygiene protocols for recording names, details and times
 - d. Signage at all entries to buildings/facilities and at entrances to Park

4. ACCESS TO MEDICAL FACILITIES

- a. Managing people with symptoms
- b. Reporting people for testing
 - i. Report to whom?
 - ii. Report by whom?
 - iii. Timeframe?
- c. Releasing data collected

5. DOCUMENTATION OF RISKS AND MANAGEMENT PLAN

- a. Initial Risk Assessment
- b. Preparation of Management Plan based on Risk Assessment
- c. Review and Amendment of Management Plan as restrictions are eased.

6. TRAINING AND EDUCATION

- a. Volunteer training in procedures and protocols
- b. Follow-up monitoring and mentoring

U3A CORANGAMITE: ACTIVITIES RE-COMMENCEMENT SCHEDULE

COURSE/ACTIVITY	VENUE	CONTACT PERSON
Mahjong	Timboon Hotel To re-commence 6 July	Christine Honeycombe 0414 315 066
Mahjong	Golf Club, Cobden To re-commence 3 July	Dee Smith 0427 260 687 Helen Sinclair 0439 315 019
Mahjong	Derrinallum Library To re-commence once further restrictions are eased	Danielle Blomeley 0457 557543
Scrabble	On hold at this stage until further easing of restrictions	Linda Castaldo 0438 457 825
Let's Do Coffee & Books	137 Glenormiston Road Noorat To re-commence 13 July	Eve Black 5592 5333
Let's Do Coffee & Books	Old Gym, Cobdenhealth To re-commence 13 July	Anne Ward 0488 451 094
Art Group	Scout Hall, Noorat Re-commencement under consideration	Helen Durant 0418 389 751
Singing	Home of Gwen Steele 8 Rix Ave, Cobden On hold until further easing of restrictions	Gary Kimber 0439 079 098
Friday Forum	Community House Camperdown On hold until larger venue can be sourced	Eve Black 5592 5333
Travel Tales	Education Room Cobdenhealth On hold until larger venue can be sourced	Marilyn Kimber 0437 584 998
Photography	Showgrounds Camperdown On hold at this stage	Ric Robertson 0408 106 575
Current Affairs	Old Gym, Cobdenhealth or another suitable venue To re-commence 2 July	Gary Kimber 0439 079098

COURSE/ACTIVITY	VENUE	CONTACT PERSON
China Painting	67 Oman Street, Lismore Unlikely at this stage	Loris Shannon 5541 0015
Crafternoon	Old Gym Cobdenhealth To re-commence 14 July	Dana Lander 0466 561 559
Let's Go to the Movies	Colac Cinemas To be arranged from July	Gary Kimber 0439 079 098
Appy Hours	Golf Club, Cobden To re-commence 7 July	Don McInnes 0448 230 248
Appy Hours	Timboon Library To recommence 15 July	Gary Kimber 0439 079 098
Appy Hours	Derrinallum Library Up to Library staff as to when this will re-commence	Derri Library 5597 6658
Appy Hours	Community House, Camperdown Up to staff as to when this will re-commence	Emily Mercer 5593 1403
Appy Hours	Community House Simpson Up to staff as to when this will re-commence	Community House 5594 3448
Croquet	May be offered later in the spring/summer period	Anne Corbin 0428 899 126
Tea & Tour for Ten	Visits to be arranged in due course after further easing of restrictions	Marilyn Kimber 0437 584 998

COURSE/ACTIVITY	VENUE	CONTACT PERSON
Let's Do Lunch	Fat Cow, Timboon Tuesday 7 July @ 12.30 10 max Blue Wren, Cobden Wednesday 8 July @ 12.30 10 max Snout in The Trough, Camperdown Thurs 9 July @ 12.30 12 max Bookings for all 3 to Gary on 0439 079 098	Gary Kimber 0439 079 098
Let's Try Mosaics	71 Station Road, Garvoc Possible re-commencement in late July	Dominique Fowler 0438 918 337
Polymer Clay	71 Station Road, Garvoc Possible re-commencement in late July	Janine Davis 0419 009 620
Camperdown SES Tour	TBA in July	Karen Richardson 0429 225 225