

## MINUTES OF U3A CORANGAMITE COMMITTEE

**Minutes of Meeting 1/2021 held on Tuesday 12<sup>th</sup> January 2021  
@ 11.00AM at 5 Errey Street, Camperdown**

### **Meeting opened at 11.00am**

#### **1. Present**

Gary Kimber, Linda Castaldo, David Mernagh, Helen James, Pamela Jellie, Don McInnes, Sue McInnes, Anne Ward

#### **2. Apologies**

Dominique Fowler, Karen Richardson (resigned)

*NOTE: A Certificate of Appreciation to acknowledge her time on the Committee will be sent to Karen*

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

Minutes of Committee meeting 9/2020 held on 15<sup>th</sup> December 2020 had been circulated previously to Committee members.

Moved: Anne Ward; Seconded: Helen James *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 2020 had been attached to the agenda.

To date 105 membership forms for 2021 have been returned by members. It was agreed that a further reminder should be placed in the next newsletter.

The sponsorship amount from Bendigo Bank should be received in the next couple of weeks. The invoice has been sent in to the bank and the President is preparing the acquittal form.

The audit of the 2020 financial accounts by Colin Hayman is now underway.

It was noted there has been no response from members on how to contact Mary and Gerard McLeod.

Moved: Linda Castaldo; Seconded: Don McInnes *Carried*

## 6. Business Arising from Previous Meeting

### 6.1 Course Enrolment and Resumption of activities

An updated and revised version of the proposed enrolment form for use by members had been attached to the agenda and was discussed.

Changes and suggestions were noted and will be incorporated into the final two documents - *Courses and Activities Guide and Newsletter January 2021* and *Course and Activities Enrolment Form 2021* - that will be sent to members later this week.

### 6.2 AGM

It was agreed that the date for the AGM will be discussed and will be set at the next Committee meeting.

## 7. General Business

### 7.1 Cobdenhealth Education Room

It was noted that the President and Treasurer will arrange to retrieve U3A equipment that is currently stored at the Cobdenhealth Education Room.

### 7.2 Friday Forum

The Secretary agreed to contact Eve Black to ask if she is still interested in coordinating Friday Forum in 2021 and advising that at this stage as the Camperdown Community House is not an option for this event, as the room has a limit of only 7 persons, the Senior Citizens Centre at Cobden is a venue that could be used as it has a capacity of ~30 with a possible start date of February or March.

Pamela Jellie suggested that a potential speaker for Friday Forum could be relative David Jellie who had just completed a book about his ancestors from their arrival in Australia up to his parent's generation. David Jellie commenced his career as a structural engineer with the Country Roads Board of Victoria in 1961 and participated in the development of Australian design codes and has written many technical papers and books.

### 7.3 Cobden Now We're Talking - QR Code

The President advised that as part of the Progressing Cobden Project, a podcast had been produced called *Cobden Now We're Talking!* and that he will provide the relevant QR for insertion in the next members' newsletter that will enable anyone who may be interested in this to access the podcast.

### 7.4 U3A Corangamite Membership & Medical Cards

The Committee agreed that there will not be a distribution of new 2021 membership cards and that members will continue to use their 2020 membership cards; however, members should be reminded that they need to ensure that their details on the associated medical card held inside their lanyard are up to date and correct.

### 7.5 **Course Coordinators - Attendance List & Contact Tracing Sheet**

It was noted that for each daily event it is imperative that Course Coordinators establish not only a list of attendees, using the form used in previous years (**attached**), but that it is also a requirement that a COVID-19 Contact Tracing Sheet is completed for each course/activity. One for U3A Corangamite use is **attached**.

### 7.6 **Next U3A Committee Meeting**

The next U3A Committee meeting is scheduled for Tuesday 9<sup>th</sup> February 2021 with the venue to be confirmed.

Meeting closed at 11.45am



### COVID-19 CONTACT TRACING SHEET

COURSE NAME: .....

COURSE COORDINATOR NAME: .....

	NAME	POSTCODE	CONTACT NUMBER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Certification of Course Coordinator: I certify that no-one on this list is:

1. currently required to isolate due to a coronavirus diagnosis;
2. required to undergo a 14-day quarantine period due to close contact with a person diagnosed with corona virus

Signed: ..... Name: .....

