

MINUTES OF U3A CORANGAMITE COMMITTEE

**Minutes of Meeting 10/2021 held on Tuesday 16th November 2021
@ 11.00am at Old Gym, Cobdenhealth**

Meeting opened at 11.00am

1. Present

Gary Kimber, Linda Castaldo, David Mernagh, Don McInnes, Sue McInnes, Helen James, Anne Corbin, Anne O'Brien, Maureen O'Connor

2. Apologies

Dominique Fowler

3. Minutes of Previous Meeting

Minutes of Committee meeting 9/2021 held on 19th October 2021 had been circulated previously to Committee members.

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

4. Correspondence

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

Don McInnes tabled an additional piece of correspondence advising that he does not wish to continue as a member of the Committee in 2022 and in addition that:

Gary Kimber, David Mernagh and Linda Castaldo be recommended to Members Council Victoria for Distinguished Service Awards for outstanding service to U3A Corangamite.

Moved: Don McInnes; Seconded: Anne O'Brien *Carried*

5. Treasurer's Report

The U3A Corangamite financial statement for the month ending 31st October 2021 had been attached to the agenda.

The Treasurer advised that to date there has been 97 membership re-enrolments of which 79 have sent proof of full vaccination. To date there have been 5 new members.

The Treasurer advised she has updated the equipment and asset registers; these are **attached** to the minutes.

Moved: Linda Castaldo; Seconded: Helen James *Carried*

6. Business Arising from Previous Meeting

6.1 Future Planning

A paper from the Future Planning Forum had already been circulated for comment to Committee members and to other forum participants. In addition, updated position descriptions for Committee positions had been included with the agenda.

It was agreed to include the forum paper in the December newsletter and to ask for comment from the general membership on the issues raised, in particular the following:

- ✚ the organisation's vision and mission statements;
- ✚ challenges for the future other than those mentioned in the paper;
- ✚ how to increase recruitment to the Committee;
- ✚ position descriptions for each Committee role.

Members will be asked to provide comments via u3acorangamite@gmail.com to the Secretary by Friday 10th December, i.e., prior to the next meeting of the Committee on 14th December.

6.2 U3A Future Activities in December

It was noted that the following activities will still take occur in December.

- Mah-jong – Timboon: 6th & 13th December
- Mah-jong - Cobden: 3rd & 10th December
- Current Affairs: 2nd December
- Appy Hours, Cobden: 7th December
- Scrabble – Cobden: 6th December
- Mini Golf – Cobden: 9th December
- Bike Ride – 1st December
- Hike – 8th December
- Croquet – Terang: 1st & 15th December

6.3 2022 Courses

At the previous meeting, Committee members had each been allocated the task of contacting current Course Coordinators to see if they will continue in 2022 and members reported back.

The majority of activities that are currently on offer will be presented in 2022 with the current coordinators, the exceptions being:

- Let's do Coffee and Books @ Cobden – this was cancelled mid-year but it is hoped to get this started again with a new coordinator;
- Crafternoon @ Cobden – as numbers have fallen away recently, thought is to be given about its continuance in 2022 unless participants can be boosted and a possible new coordinator arranged;
- Appy Hours @ Timboon – no longer available due to venue restrictions;
- Let's Go to the Movies @ Colac – to be managed by U3A Colac-Otway and U3A Corangamite members can be included;
- Scrabble/Mah-jong @ Terang – need to look at a change of day.

From the previous meeting, members had been asked to think of any other activities for 2022.

The following were suggested as potential new activities:

- Mindful Monday – Maureen O’Connor to coordinate
- Fishing – Dominique Fowler has suggested this previously
- Bird-watching – Sue McInnes to follow-up
- Ancestry – Sue McInnes to follow-up
- Cribbage – U3A member Merv Holloway has indicated he is happy to coordinate this;
- Use of Defibrillators – Marilyn Kimber to liaise with appropriate personnel
- Pop-up books/Playing Swop Cards – U3A member Judith Sarto in to coordinate activity
- Creative Memories offered regularly in Timboon – Maureen O’Connor to discuss with Carmel Underwater about possible U3A linkage;
- Cooking – subject to venue with a suitable kitchen.

All these proposed activities will need to have complete details finalised and the relevant information sent to the Secretary prior to the next Committee meeting so that they may be included in the 2022 course enrolment to be sent to members in early January.

6.4 U3A Corangamite Committee for 2022

Members have been asked to consider their continuation on the Committee in 2022 and to indicate their position at the next Committee meeting. A nomination form had been provided with the agenda.

7. General Business

7.1 New U3A Corangamite Flyer and Membership Card

A draft copy of a new U3A Corangamite Flyer and Membership Card for 2022 had been sent to Committee members with the agenda.

With the flyer, a member asked if the current picture might be changed and for the membership card it was agreed that the tick box should have a green background and a white tick used to confirm vaccination status.

NOTE: The Secretary will proceed with getting a new flyer and membership cards printed with Star Printing and will also order more lanyards and card holders as the current stock is getting low.

7.2 Annual General Meeting & Activities Enrolment

It was noted that the President, in discussion with the Secretary, has set the date for the Annual General Meeting for **Friday 28th January 2022 @ 1.30pm at the Cobden Senior Citizens Centre.**

The Secretary recommended to the Committee that for 2022 the process for activities enrolment utilises the same format as in 2021, viz.

1. An enrolment information package will be forwarded to members in early January 2022 with a template for members to complete.
2. The enrolment template will be sent to members as a Word document rather than a PDF via u3acorangamite@gmail.com then members need
 - ✚ save the enrolment file to their own system;
 - ✚ fill in their own personal details directly into the form;
 - ✚ indicate their selections on the form; and
 - ✚ save the file, re-name the file and return it to the Secretary via u3acorangamite@gmail.com by a specified return date who will collate the information returned by members and then forward lists to each course/activity coordinator.
3. For members who do not have an e-mail address, the package can be sent to them in the mail and the enrolment form returned to PO Box 55 COBDEN 3266 and the information then sent on to the Secretary for collating.

The Committee agreed to support this enrolment process for 2022.

7.3 **U3A Corangamite Inc. Constitution**

Don McInnes advised that he has prepared a draft Constitution specifically for U3A Corangamite Inc. that will underpin the organisations operations. It is based on the template of the U3A Network Victoria Constitution.

He will forward this document to Committee members for discussion at the next meeting.

7.4 **December Newsletter**

It was noted that the December 2021 newsletter will be smaller than but will have some introductory information about the AGM and 2022 enrolment.

The newsletter that will be sent to members in early January will be a detailed one containing all the relevant information for the AGM and the 2022 enrolment process.

7.5 **Next U3A Committee Meeting**

The next scheduled U3A Committee Meeting will be 11am on Tuesday 14th December 2021 at Cobdenhealth

Meeting closed at 12.20pm

Assets Register Nov 2021 U3A CORANGAMITE \$3,133.15 (value at time of purchase)

ITEM	PURCHASED	COST	CONTACT LOCATION
Lenova Laptop Computer serial no.R90LZCWU	Gee Bees Media Camperdown (March 2017)	\$697	David Mernagh Camperdown 0429951643
Teardrop Banner	Star Printing Warrnambool (July 2016)	\$600	Gary Kimber Cobden 0439079098
Epsom XP420 printer Ser. UDAPO68438	Gee Bees Media Camperdown (May 2017)	\$100	G. Kimber Cobden 0439079098
Projector MW5503600 Lumens WXGA / cable	Gee Bees Media Camperdown (Sept 2018)	\$868.95	G. Kimber Cobden or Education Room Cobden Health
Laptop/speakers/ headsets microphone	Gee Bees Media Camperdown (Sept 2018)	\$449.00 \$194.90 Speakers returned credit \$100 \$543.90	G. Kimber Cobden or Education Room Cobden Health
Samson XP360B (Expedition Express) portable speaker with microphone	Australian Karaoke P/L (June 2019)	\$299.00 \$ 24.30 (shipping) \$323.30	G. Kimber Cobden or Education Room Cobden Health

Equipment Register Nov 2021 U3A CORANGAMITE \$1,421.09 (value at time of purchase)

ITEM	PURCHASED	COST	CONTACT/LOCATION
5 x Tabletop easels	Slimline Warehouse Glenroy (2017)	\$209.63 35.53 each plus postage 31.98	David Mernagh Camperdown 0429 951 643
2 x Mah-jong sets	Gamesworld.com.au (2017)	\$219.98 99.99 each plus tax 20.00	Christine Honeycombe, Timboon and Cobden 0414 315 066 Danielle Blomeley Derrinallum Library 0457 557 543
2 Scrabble sets 2 Scrabble sets	K Mart/Target (Sept 2017) & K Mart (2018)	\$59.50 \$50.00	Linda Castaldo, Glenfyne 0438457825 or Old Gym/ Cobden Health
U3A Signage	Made locally in Cobden	\$60.00	G Kimber, Cobden 0439079098
MS Home Office Student 2016	Gee Bees Media Camperdown (Sept 2018)	\$199.99	David Mernagh, Camperdown 0429 951 643
Headset & USB cable	Office Works (Nov 2018)	\$48.88 \$14.88 \$63.76	G. Kimber, Cobden
Computer mouse, power board, 3m & 5m extension lead Plastic tub	K Mart Bunnings (2018)	\$14.50 \$ 5.98	G. Kimber, Cobden
2 Trolleys	Spotlight Warrnambool (June 2019)	2 x \$28.00 \$56.00	G. Kimber, Cobden
1 tub	K Mart (2021)	\$8.00	Linda Castaldo or Storeroom Old Gym / Cobden Health
4 scrabble sets 4 party Susans /turntables	K Mart (2021) K Mart (2021)	\$100.00 \$28.00	L. Castaldo 0438457825 or Anne O'Brien 0411 202 821
2 Mah-jong sets Mah-jong racks	Mind Games (2021) Men's Shed (2021)	\$245.75 \$100.00	M. Kimber 0437 584 998