

Goulburn Valley U3A Committee Meeting	
Held via Zoom on Wednesday, 21 October 2020 commencing at 3pm	
Committee Members:	Liz Lee, John Bush, Kerrie Midgley, Sue Walmsley, Greg Barnes, Carole Trotter, Terry Butler, Allan Wilson, Ray Watt, Gael Thompson
Apologies:	Anne White
Absent:	
Minutes	Minutes from the previous meeting read and accepted. Moved- Terry Butler Seconded- Kerrie Midgley Carried.
Business Arising from the Minutes:	<ul style="list-style-type: none"> • Christmas and Coordinators Lunch to be held on Tuesday, December 1 – Four options were discussed: <ul style="list-style-type: none"> ▪ Cancel for 2020 ▪ Hold an outdoors picnic with members providing own food, drinks, and picnic equipment ▪ Hold an event to be catered for ▪ Have a luncheon at The Peppermill. • Action: Sue Walmsley to discuss with the caterers and Liz Lee to discuss possibility with The Peppermill. • Action: Hold a Zoom meeting on Monday, October 26 to discuss options based on information gained by Sue and Liz and update of restrictions. • Purchase of Zoom Equipment and Grant Receipt - Liz Lee advised she has not received information on the grant applied for to purchase Zoom equipment. She indicated that advice was to be received mid-October. Further discussion at next meeting. • Installation of Lights at Hall – Liz Lee advised that the lights have been installed and all are working. • Virtual Art and Craft Show – David Muir advised Liz that the virtual exhibition is progressing well. More entries could be received. David will put onto website next week. • Trivia Zoom – Greg Barnes advised he has spoken with Sue McCarten and Judy Blakely. Sue and Judy were not keen to hold a Zoom Trivia night but have agreed to hold a short quiz as part of the social meeting being held on Tuesday, November 3. <ul style="list-style-type: none"> • Action: Greg to finalize with Sue and Judy. • Computer for Secretary – To be purchased from Data Parts with Virus protection for total of \$1,104. Office 365 to be gained through grant for not-for-profit organizations. • Kerrie Midgley advised that Office 365 for the Treasurer’s laptop has expired. <ul style="list-style-type: none"> • Action: Kerrie to purchase Office 365 to ensure data on laptop is immediately accessible.
Correspondence In:	<ul style="list-style-type: none"> • Official Thunderstorm Asthma Public Health Campaign 2020 • Kilmore, Benalla newsletters • Invitation to the Planning for 2021 workshop • Focus on Research webinars from La Trobe Uni • Invitation to U3As Movement Virtual Reception with the Governor of Victoria. • Carers Week event invitation.

	<ul style="list-style-type: none"> • Draft Minutes of September 2020 Members Council Meeting. • Letter from COGS giving permission to reopen the GVU3A hall. • Notification of delay on the Data and Security forum to November 11. • COGS – Hall lease response <ul style="list-style-type: none"> • Action: Copy of letter from COGS re Hall lease to be filed with the current lease. Gael to provide copy to Kerrie to put into filing cabinet.
Correspondence Out:	<ul style="list-style-type: none"> • Email to Karen Dexter, Property Coordinator to clarify lease. Final option to 2029.
	Moved- Greg Barnes Seconded- Carole Trotter that the incoming correspondence be accepted and outgoing be approved.
Business Arising from Correspondence:	<ul style="list-style-type: none"> • 2021 Planning Workshop - Gael Thompson and Greg Barnes spoke to the 2021 Planning document prepared by Anne White and emailed to all committee members by Gael Thompson. <ul style="list-style-type: none"> • Action: Enrolment pack to go out in the newsletter in January. • There was general agreement that restrictions would continue into 2021 and would impact on how classes can be conducted. <ul style="list-style-type: none"> • Action: Marketing issues to be discussed further. • Fees for 2021 – Kerrie Midgley provided projected expenses for 2021 would be \$14,600. Bank balance as at September 2019 was \$19,500 and balance for October 2020 is \$21,600 with estimated expenses of \$1,300 for remainder of 2020. Main income is through membership. Options: <ul style="list-style-type: none"> • \$40 per member = \$12,000 based on 300 members • \$30 per member = \$9,000 • \$50 per member = \$15,000 • Discussion determined that \$40 per member would be recommended to an extraordinary meeting to be scheduled by December 31 – a reduction of 33%. Carried • Discussion was held regarding how to monitor non-payment of fees. • Action: Greg Barnes to request course leaders to provide attendance sheets after each class.
Risk Management	<ul style="list-style-type: none"> • Infectious Diseases Risk Assessment – Public Health Crisis action to be included with the distribution of the minutes and to be confirmed at the next meeting. • Data Privacy and Security Assessment – see discussion under membership. • Sue Walmsley advised that free online food handling course can be completed through GO TAFE. Sue will complete and advise other members of the catering group.
Reports:	
Treasurer	<ul style="list-style-type: none"> • Income – two memberships paid. Total income to date = \$21,288 • Expenses – Cleaning - \$283.80; Internet/computers = \$54.00; Mowing = \$30; Electricity = \$66.61; Phone = \$31.95; Tap timers = \$255.50. Total expenses to date = \$13,897.12 • Trip Account – 3 cents interest – Balance = \$627.81 • Debit Card Account = \$500 • Postage of newsletters to be reimbursed to Allan Wilson for August, September and October 2020. <ul style="list-style-type: none"> • Action: Allan to scan receipts and forward to Kerrie.

	<ul style="list-style-type: none"> • Moved- Kerrie Midgley and Seconded – Gael Thompson that the Treasurer’s report be received and accounts passed for payment. Carried.
U3A Network	<ul style="list-style-type: none"> • Greg Barnes advised the network has held a 2021 Planning Workshop.
Hall Report	<ul style="list-style-type: none"> • All okay. • Greg Barnes reported that Lyn Davidson had held exercise classes in the back area and had commented on how beautiful it was. • Sue Walmsley asked about the need to put up a Perspex screen at the kitchen servery. It was decided to put on hold until the kitchen could be reopened and to then determine the need.
Course Coordinator	<ul style="list-style-type: none"> • Greg Barnes to request course leaders to complete Attendance Sheet for each session to allow numbers to be assessed and assist in identifying non-payment of fees. • Rob McLean has advised he is retiring from leader of Socrates Café. • Tai Chi has been postponed until further notice. • Arm Chair Travel had slight issue this week as Keith Smith has been in hospital and John Hetherington has been standing in for Keith. The photos are still appreciated. • Exercise class is continuing.
Publicity & Marketing	<ul style="list-style-type: none"> • Liz Lee to approach Shepparton News to advertise Art, Craft & Photography Virtual Exhibition.
Catering	<ul style="list-style-type: none"> • Nil report
Membership	<ul style="list-style-type: none"> • 305 - New members are Gordon Riches and Andrew Lelliott
Trip Coordinator	<ul style="list-style-type: none"> • In recess.
General Business	<ul style="list-style-type: none"> • Fees – see under Business Arising from Correspondence • Membership forms – In conjunction with the Data Privacy and Security project, Liz Lee raised the information sought on the membership form and whether or not it was required. It was agreed DOB be deleted and replaced with Year of Birth (for demographic purposes) and Emergency Contact be deleted. The form to include: <ul style="list-style-type: none"> • Name • Address • Phone No/s • Email address • Year of Birth • Privacy Statement • Mail Chimp – Allan Wilson explained there has been issues with bulk emailing of messages/newsletters to members. Initial investigations have been held on the use of Mail Chimp. Mail Chimp is used by U3A Network. Allan Wilson and David Muir to continue with a trial run. • Newsletter – mail out to be held over to Tuesday, October 27 so that information on Christmas Luncheon can be included.
Meeting Closed	5.15 pm
Next Meeting	Wednesday, November 18, 2020 at 3 pm