

# Minutes

## Goulburn Valley U3A Committee Meeting

Wednesday December 13, 2017 at 3pm

**Committee Members:** Madeline Dyer, Barbara Brown, Carole Trotter, John Hetherington, Bridget Brisbane, John Hammond, Glen Burdekin, Kerrie Midgley, Greg Barnes, Sue Walmsley

**Apologies:** Sally Parker

### **Absent:**

Barbara opened the meeting by thanking the whole committee for their activities and participation over the year.  
She thanked us all by name mentioning some personal contributions.  
She suggested that we review our roles and maybe add some roles eg. a requisition officer.  
She asked us for our intentions re committee participation next year. Madeline, as already advised, wants to step down as Secretary at the AGM and out of the committee altogether.  
Carole indicated that she would be prepared to take this role on if needed.  
Brigitte indicated that she will leave the committee also but will still help the Catering Committee.

**Minutes:** Moved: John Hammond  
Seconded: Carole Trotter  
All in favour

### **Correspondence In:**

- U3A Australia Alliance bulletin November 17, #21- available on request
- newly produced U3A video- what to do with it
- idea for launch of U3A Marketing and Promotions campaign proposed for Feb or March next year. Asking for a representative- Janice Kelly, Marketing & Promotions Convenor
- November U3A newsletter

Late Correspondence:

- Notification of closing date of Victorian Young Achievers Award
- Good Things Foundation
- Moreland ACFE- paperwork on ACFE grant – calling for a General meeting to discuss
- Invitation to a lunch and lecture from LaTrobe university Dec 20 by Dr Sarah Burrell Ivory on Business Sustainability and Climate Change

- Letter from Suzannah Sheed – reply to our letter on the new Law Courts

**Correspondence Out:** - none

Moved: Carole

Seconded: Sue - that the correspondence be accepted

**Business Arising:**

- Send the newly produced advertising video to Greg who will put it onto an USB stick to play at our first Social morning.
- Re U3A Marketing and Promotion committee –to reply that our local councillors and MP would be invited to attend locally so will do our own marketing so we will not send a representative to Melbourne
- Send a letter of invitation to new Mayor Kim O’Keeffe to attend our Social morning and whoever has the responsibility for Seniors in Shepparton[ maybe Seema Abdullah;] also a general letter of invitation to all councillors.  
Speak to her PA re dates.
- Re ads – see if can change the Adviser ad to late in January [ before our Social morning]  
Plus see if can get Shepparton News to come to take a photo and write an article – plus write an accompanying article,
- Good Things Foundation- discussion confirmed that we were interested and the secretary will pass the information on to David Muir to see if he thinks so as well- we will discuss this idea at a later meeting
- Write and thank Murph of Murph’s Roving Roast and book again for next year, 1<sup>st</sup> Tuesday in December. Carole moved that this be done, Sue seconded, Passed.

**Reports:**

**Treasurer**

The Treasurer provided her monthly report.

Several questions were asked-

-AGL was supposed to be IGA

- the refund on ticket money for the Fashion on the Field contestants was not easily identified

-in the Grants section, balance of PGSF funding remaining was showing in grants as \$698.72 in Oct and is Dec as \$698.50. This would throw the balance out. Noted

It was noted that the switching of fans from Summer to Winter mode and the servicing of air conditioners should be done at the same time by the same company in November. The Risk Management schedule will be altered to adjust this.

The standard of cleaning and the number of hours per week was questioned. It is done on a Sunday and at a set price. There is a big clean over Sunday on a task basis.

There is no written agreement and one member would like to see a written agreement and a contract put out. At the moment it is an on-going agreement. She would like to see what they do, what they charge and who we get as she feels that the job they do is lacking. Carole will get these details but thought that we could speak to them about our concerns

Moved Carole, that her report be accepted  
Seconded John Hammond. Passed

Budget- Carole provided a critique of the budget from Brian Gannon, a member with a banking background, who made some recommendations – redeem \$5,000.00 from investment  
-increase fees to \$60.00 in 2019  
-try and curb capital expenditure for 2018  
-prepare a list of things which need to be done in the future

There were questions about why there is a deficit this year. This is the first year that we have had one and there were extra expenses such as the new carpet and the trolleys for the tables.

Last year's deficit was queried – Carole said we had actually had a credit.

Donations were queried – these were the money from the IGA scheme and the hire of the art stands.

A question was asked about Honorariums – these are paid to some committee members who have out-of-pocket expenses for supplies and equipments for which they have not claimed.

Shelving is to be done in the store room- David Muir will organise through the Men's Shed

The Catering Co-ordinator asked if the profit from Social days could be put aside to fund future Social occasions. The Treasurer and several Committee members disagreed that an extra account was needed as funding was always available from the general account. One member thought that, if there was a Social Occasions account, that any build up of profit could be moved to General revenue. No final decision was made on an extra account.

The Treasurer thought that the Christmas lunch was too dear and there was a discussion on how the price was set. The Secretary said that from memory, it was set at that to cover any extra expenses.

The Committee discussed increasing the Membership fee so that we don't run at a deficit in 2018. There was general agreement that membership was very good value even at \$60.00. Carole moved, Brigitte seconded, that, at the AGM, it be put that we increase the yearly Membership fee to \$60.00.

Glen moved, Greg seconded that \$5,000.00 be taken from the investment account and put into the cheque account. The motion was passed. This is to cover any shortfall that we might suffer if the subs are not increased from \$50.00 to \$60.00 in 2018.

Re curb Capital Expenditure- future meetings will examine any proposed big new expenditures. The list of things to be done in the future – this will be open to suggestion at future meetings  
Carole Moved that we accept the Budget as it is, Glen seconded.  
Passed .

**U3A Network** Greg advised that there are no minutes yet from the last Network meeting.

He advised that there is pressure to have a Network meeting here on May 6 and 7 next year. \$8,000.00 will be available from the Network for the learning activities.

The President suggested that we could host trips around Shepparton on the Sunday and that the learning activities will be on the Monday 10 to 3. The subjects for the Workshops-discussion groups, lecture style groups- has not yet been decided

**Hall Report:** - Council has removed the collapsing timber on the garden bed in the back garden but the dirt is still there John Gribble thinks that the dirt should be removed by the Council but Carole suggested that the dirt would be better used filling holes in the garden beds where roots have been dug out and for top dressing the gardens  
- bow in the roof of one of the garden sheds- John Gribble has been to see the problem but John Hammond is still waiting for a meeting with him for information on his findings.  
-There are some OH&S issues with toilet locks still to be decided upon. It was suggested that, from previous experience, people get further more quickly by contacting his offsider Belinda. John will act on this.

**Course Coordinator** Greg is still waiting on a few updated Course Descriptions.

- Kiki Passen is the new Ipad leader
- Some courses will be continuing in January- Socrates Cafe, English Literature and Bolivia
- Exercises will be back on January 7, 2018
- 2<sup>nd</sup> Tuesday in January- Mahjong and Craft back
- Italian for Beginners is needing a Course leader
- Singing for Pleasure also needs one –Denise Fechner to be approached
- History is considering a bus trip next year
- Colin James will not continue as a Course Leader next year due to work commitments but the group will still continue to meet.
- Bus Trip- Brian Gannon is taking over the organisation due to Kevin's illness – there is room on the trip for more people

**Catering:** Catering Co-ordinator – purchased one dozen tablecloths which were used for the Christmas lunch

- She would like Michael's bicycle parked somewhere else other than the kitchen as she considers it unhygienic and an OH&S hazard. No-one is sure why he puts it there. Carole will approach him.

**Membership:**            331                    [31,000 in Victoria]

**Risk Management:**

- Budget held over- dealt with earlier
- Carole –has checked the membership forms.

**General Business:**

- Minutes- David Muir to attach to website- not done, Secretary will check with him.
- Photocopier- Greg discussed need for a photocopier with the French Course Leader- there appears to be no real need and the consensus was to use Office Works for all printing.
- Kerrie asked for hard copies of the course outlines for inclusion in the folders for new members.
- Re a plan to replant the newly cleared gardens. Council will not assist with the provision of plants.
- Vacant positions – Vic President- still needed  
Treasurer- Sally and Kerrie will manage the position in a joint capacity, from the General Meeting  
Secretary- Carole has volunteered to be the Secretary and Sue McCarten has been suggested as another possibility  
Ray Watt has volunteered to be a Committee member.  
Other names suggested were- Denise Lefler.  
-Greg will ask Harry Lee re his wife Liz.  
Madeline and Brigitte will leave the committee at the AGM although Brigitte will continue to support Sue Walmsley as Catering Coordinator
- Planning for 2018- Events review, Trivia Night, Melbourne Cup Day Christmas lunch  
Run the Promotions video at a Social morning  
Carole suggested Course Leaders' lunch needs to be earlier so as not to be caught up with other Christmas festivities.  
Carole may run the Art Show again.  
Painting of hall. There may be a grant available, Carole will speak to John Gribben, follow up at next meeting.  
ACFE- discussion sheets were sent by a new club asking for discussions and information sessions to be held. To be discussed at next meeting.  
Derek and Alan Wilson would like to put some colour in the Newsletter.

- Recruitment of new members – publicity- Madeline to approach the Shepparton News and the Adviser for photos and articles of our first Social morning 2018
- Update on Council and power- no information yet

**Meeting closed: 5.01pm**

**Next meeting: Wednesday, January 10, 2018 @3pm**

### **Budget 2018**

<u>Budget</u>	<u>2017</u>	<u>Actual</u>	<u>2018</u>
<b><u>INCOME</u></b>			
SUBSCRIPTIONS	16000.00	16855.00	16000.00
GRANTS	2000.00	3206.00	1000.00
BANK INTEREST	800.00	483.00	500.00
REFRESHMENTS	3000.00	3000.00	3000.00
SOCIAL EVENTS	1000.00	2950.00	3400.00
Donations	0	870.00	700.00
RENT	<u>550.00</u>	<u>630.00</u>	<u>700.00</u>
<b><u>TOTAL INCOME</u></b>	<b><u>\$23350.00</u></b>	<b><u>\$27994</u></b>	<b><u>\$ 25300.00</u></b>
<b><u>EXPENDITURE</u></b>			
Advertising	0	700.00	300.00
BANK CHARGES	100.00	100.00	100.00
CLEANING	5500.00	6600.00	7000.00
CONFERENCE FEES	1000.00	15.00	100.00
COURSE LEADER	0	526.00	550.00
SUBSCRIPTIONS	800.00	665.00	700.00
HONORARIUM	250.00	250.00	250.00
POSTAGE	800.00	700.00	600.00
RATES AND RENT	1000.00	516.00	550.00
REPAIRS AND MAINTENANCE	1000.00	590.00	600.00
REFRESHMENTS	1650.00	1940.00	1700.00
SOCIAL EVENTS	1000.00	2936.00	3000.00
SUPPLIES/EQUIPMENT	5000.00	12060.00	3000.00

INSURANCE	600.00	670.00	680.00
INTERNET	820.00	700.00	750.00
GARDENING	0	700.00	1500.00
UTILITIES	3000.00	4776.00	6000.00
<b>TOTAL EXPENDITURE</b>	<b><u>\$22520.00</u></b>	<b><u>34344.00</u></b>	<b><u>27380.00</u></b>
<b>Balance</b>	<b>Cr \$830.00</b>	<b>Dr \$6350.00</b>	<b>Dr \$2080.00</b>

**Note Major Changes include Membership decreased and Grants monies decreased as well as all Utilities increased.**

**Following consultation with our resident financial adviser Mr Brian Gannon it was recommended that GV U3A:**

- 1. Redeem \$5000 from investment account.**
- 2. Increase fees to \$60.00 in 2019**
- 3. Try and curb capital expenditure for 2018**
- 4. Prepare a list of things that need to be done in the future**

### GV U3A Financial Report

**December 2017**

#### **Bendigo Bank Account 1201 (General Account)**

Balance as at 9/12/17 **\$1763.73**

#### **Accounts to be ratified**

Gail Jelliff	\$59.00 Newsletters
S&F Cleaning	\$473.00 Cleaning Account
Nigel Wong	\$60.00 Mowing Account
Derek Poulton	\$32.18 Envelopes
Kerrie Midgely	\$42.00 Chocolates for Cup day
GV Telco	\$54.00 Internet

Fairleys IGA	\$728.22 Refreshments
Sue Walmsley	\$144.00 Table clothes
Telstra	\$51.70 Telephone
Trip Account	\$60.00 Transfer funds paid into incorrect account.
Kerrie Midgely	\$8.00 Fly spray
Executive	\$250.00 Annual payments
Terminus Hotel	\$526.50 Course Leaders Lunch
COGS	\$280.50 Rates
D & K Smith	\$60.00 Refund Christmas Lunch
Murphs R Roast	\$1716.00 Christmas Lunch
Cottrell's Electrical	\$88.00 Switching fans to summer mode
AGL Electricity	\$728.22 August/October
Sue Walmsley	\$200.30 Meat, markers, bowl, place cards, napkins.
Sue Walmsley	\$115.62 Paper, Crackers, Decorations, Spray paint, Table runners.

**Balance on Hand** \$1763.73

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**Bendigo Bank Account 1202 (Trip Account)**

Balance as at 9/12/17 \$5965.79

**Accounts to be ratified**

GV U3A Cheque Account	\$60.00 Transfer of funds
Ford's Bus Service	\$750 Natural Resources Trip
GV U3A Cheque Account	\$60.00 Transfer of funds
K & D Smith	\$ 60.00 Refund from Natural Resources Trip

G & L Walker                      \$60.00 Refund from Natural Resources Trip

**Balance on Hand**                      \$5965.79

Total Cash on Hand                      \$772952

**Bendigo Bank Term Deposit**

Balance as at 8/11/17                      \$15000.00

**Total Bank Balance**                      **\$22729.52**

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**Grants**

ACFE                      Nil

PGSF                      **\$1000.00**  
   **Less \$698.50**

**Balance \$301.50**

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**Membership September 2017 331**

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**Cup Day**

**Income**

U3A members      \$480.00

\$480.00

**Expenditure**

AGL \$200.39

Coles \$42.00

\$242.39

Profit

\$2 37.61

\$480.00

**Christmas Lunch**

**Income**

U3A members      \$2070.00

\$2070.00

**Expenditure**

Murphs Roving Roast \$1716.00

Sue Walmsley      \$115.62

K & D Smith      \$60.00

\$1891.62

Profit

\$178.38

\$2070.00

# Goulburn Valley U3A

## Profit & Loss

January 1 through December 10, 2017

<b><u>Ordinary Income/Expense</u></b>	
<b>Income</b>	
Donations	870.00
Dues and subscriptions	
GV U3A Subscriptions	16,855.00
Total Dues and subscriptions	16,855.00
Equipments	
Hall	118.00
Kitchen	300.00
Total Equipments	418.00
Esson Street Rent	
Bridge Club	240.00
Frances Newbound	60.00
GV Photography Club	330.00
Total Esson Street Rent	630.00
Grants	
Bridge Group	1,103.00
COGS	1,103.00
Program Growth Support Fund	1,000.00
Total Grants -	3,206.00
Interest Received	
Banksia	40.25
Cheque Account 1201	44.89
Total Interest Received	85.14
Interest Transferred	397.32
Refreshments	
Daily Tea/Coffee	2,174.60
Monthly Meeting	815.00
Total Refreshments	2,989.60
Refund	815.00

Social Occasion	
Christmas Lunch	2,070.00
Melbourne Cup Day	480.00
Trivia Night	400.00
Total Social Occasion	2,950.00
Transfer	60.00
Trip Fees	
Annual Trip 2018	200.00
Trip Fees - Other	5,560.50
Total Trip Fees	5,760.50
<b>Total Income</b>	<b><u>35,036.56</u></b>
<b>Expenses</b>	
Advertising	698.50
Cleaning	5,753.00
Conference Fees	
Divisional Lunch	15.00
Total Conference Fees	15.00
Course Leaders	526.50
Dues and Subscriptions	
Consumer Affairs	55.80
U3A Network subscription	610.00
Total Dues and Subscriptions	665.80
Equipment	
Hall	7,781.57
Kitchen	635.95
Office	922.90
Total Equipment	9,340.42

Executive Allowance	250.00
Total Executive allowance	250.00
Gardening Services	600.00
Insurance	
Contents	669.40
Total Insurance	669.40
Licenses and Permits	22.00
Maintenance	589.88

Postage and Delivery		
Newsletter	556.00	
Postage	124.00	
Total Postage and Delivery		680.00
Rates		
COGS	280.50	
Total Rates •		280.50
Refreshment		1,929.94
Rental		235.59
Social Occasions		
Christmas Luncheon	1,891.62	
Melbourne Cup Day	242.39	
Trivia Night	275.45	
Total Social Occasions		2,409.46
Supplies		
Essen Street Hall	377.74	
Kitchen	200.55	
Office	2,144.35	
Total Supplies		2,722.64
Telephone		552.65
Transfers		5,760.50
Utilities		
Gas and Electric	2,568.00	
Internet Connection	688.00	
Water	1,519.20	
Total Utilities	4,775.20	
Total Expense	38,476.98	
Net Ordinary Income	-3,440.42	
Net Income	-3,440.42	