



Action Plan 2021 to 2023

Vision: To promote and celebrate positive ageing

Mission

U3A Hobsons Bay/Williamstown Inc. supports positive ageing by meeting the needs of the retired and semi-retired members of its community for social interaction and learning opportunities.

The purposes of this wholly volunteer-based association are to:

- provide and promote the benefits and enjoyment of lifelong learning programmes, opportunities and activities for its members;
- encourage and enable retired and semi-retired persons to share their knowledge, skills, interests and experience with each other within a friendly and social environment of mutual co-operation and equality;
- participate in local community programmes, recognising the potential of mature-aged people and their value to society;
- foster partnerships and links with other U3A groups, relevant community groups and organisations; and
- support U3A Network, including participating in its operations.

Goals

- a. Increase number and range of courses and activities
- b. Increase number of conveners, improve support and interaction
- c. Increase number of venues
- d. Further develop partnerships with Bayside Secondary College, Hobsons Bay Council and other organisations
- e. Increase funding

The planning process has included two workshops which have involved consultation with members. The Committee appreciates this input and thanks everyone for their positive engagement. The Committee will investigate the specific suggestions further as they scope the tasks and priorities for implementing the twenty-eight actions. The Plan will be presented to the AGM for endorsement.

Actions **Our theme for achieving our goals is ‘social connection’**

Goals	Action	Target When/Priority
1.0 Courses & activities – increase range and number	1.1 Retain and grow membership to 200 by 2023 and appeal to a diverse demographic (gender, cultural)	Members 2021 to 160 2022 to 180 2023 to 200
	1.2 Increase the breadth & depth of offerings, including one-off short activities	
	1.3 offer activities via face-to-face and online delivery`	Courses in 2021
	1.4 Offer activities in conjunction with other U3As & organisations	*20 regular with at least half with Zoom option
	1.5 Maintain regular contact with class members who are not able to participate during the health crisis. Via convenors Suggestions: Tai Chi; Cooking & swapping recipes; Zoom; Using Smartphones smartly; Wine o’clock; Coffee with mates; On-line offerings in Scrabble, Cards, Words with Friends, Bridge, etc.; and taking the angst out of being a convenor	*10 one off activities

<p>2.0 Convenors- recruiting, supporting and training/ development</p>	<p>2.1 Develop an on-going program to recruit convenors to lead new activities and classes</p> <p>2.2 Develop resources to support convenors including having co-convenors (for organizational matters), information sheets, FAQs</p> <p>2.3 Develop training and development programs including digital, course delivery, people skills, first aid</p> <p>Suggestions for finding convenors (And more members): Working with other local organisations eg Camera Club, RVYC, Men’s Shed Facebook - Williamstown Past, Present and Future website (7000 membership; and Council Senior’s Festival in October</p>	
<p>3.0 Delivery – venues and Digital</p>	<p>3.1 Develop and implement program(s) to encourage and support members to use technology</p> <p>3.2 Develop and implement program(s) to support convenors to deliver activities in mixed modes of face-to-face and on-line</p> <p>3.3 Increase the number of venues that are capable of mixed mode deliver, meeting health & safety standards</p> <p>Suggestions: Zoom training and how to use smart phone for members</p> <p>Community Centres including Seabrook (with Altona and Werribee U3A’s)</p> <p>Develop health & safety protocols for venues and classes</p>	
<p>4.0 Partnerships</p>	<p>4.1 Develop strong partnership with Hobsons Bay Council</p> <p>4.2 Develop strong connection with Bayside Secondary College</p> <p>4.3 Share activities with other U3As</p> <p>4.4 Explore relationships with other local organisations</p> <p>4.5 Explore opportunities provided by government & other agencies</p> <p>eg <i>Be Connected</i> is a government website with ‘free, easy-to-use lessons. The Australian Seniors Computer Clubs Association (ASCCA) also offers in-person and online classes; as does the University of the Third Age Online (U3A Online).</p> <p>Suggestions: Library (see Social Seniors Program); Men’s Sheds with Altona U3A Williamstown Community & Education Centre Seek Council support for digital training for seniors</p>	



HOBSONS BAY WILLIAMSTOWN INC

Enablers	Action	When/Priority
5.0 Communication	5.1 Continue to tailor messaging via the Newsletter (quarterly), Newsflashes (weekly) and Facebook posts to reach members 5.2 Continue to enhance the website 5.3 Explore social media & other online channels to promote U3A 5.4 Keep connected with all members via phone, text messages and visits as appropriate 5.5 Work with U3A Network on strengthening the branding and image of the U3A Suggestions: Getting members connected: Talk via phone; Use <i>Be Connected</i> to teach computer skills; Use text messages for those not on email; Contact all no email users and seek a solution Talk to all convenors to encourage them to contact members: <ul style="list-style-type: none"> • How are members going? • Can we interest you in vacancies in other activities? • What could we offer that you would join instead? • For convenor -Who could be your IT person in your group 	
6.0 Finances – achieve a sustainable U3A	6.1 Develop budget forecast for 2021-2023 taking account of possible scenarios relating to membership size and cost of venues and on-line delivery 6.2 Prepare audit of suitable venues summarizing facilities & cost 6.3 Continue to apply for grants to enable funding goals 6.4 Prepare expenditure budget for the maintenance and operational costs of running the Cottage	
7.0 Governance & Policies	7.1 Seek approval for constitutional changes from AGM 7.2 Develop, approve and implement policies on Code of Conduct, Terms & Conditions for Membership; Enrolment Policy 7.3 Complete external governance & reporting	
8.0 Enrolment, Class Coordination, Timetabling	8.1 implement U3A Membership Administration System (U-MAS), including training for members 8.2 Communication re new enrolment policy & procedure 8.3 Class timetabling and Zoom scheduling	