



## HOBSONS BAY/WILLIAMSTOWN INC

# Special Meeting Tuesday 17<sup>th</sup> November 2020 via Zoom Minutes

<https://u3ahbwilli.org.au/agm-2020/>

### 1. Welcome, Attendees Proxies and Apologies

The Acting President, Joan Thompson, welcomed everyone to the Zoom session and formally declared the Special Meeting opened at 4.04pm. The A/President acknowledged the traditions owners of the land on which we stood and showed our respect to elders past, present, and emerging.

Two proxy nominations were received and endorsed. Eight apologies were received. There were 35 full members and 3 Associate members in attendance satisfying the quorum requirement.

**Attendees Members (35):** Ann Banham, Mary Barron, Sarah Berry, Christine Crofton, Sue Dawkins, Claudia de Quadros, Di Donnelly, Wendy Down, Ann Drohan, Kerry Fowler, Ann Goodwin, Ken Gratton, Sandy Guest, Ralph Humphries, Marianne Lessels, Lance Lessels, Kerry Lewis, Flora Lord, Bob Lord, Barbara Maher, Janis Marriot, Tony McCosker, Liz Meddings, Sherril Milligan, Francoise Muller-Robbie, Mary O'Donoghue, Ruth Patching, Phil Quinn, Bez Robertson, Sue Searls, Asger Sturup, Sue Sturup, Joan Thompson, Nola Wilson, Lorraine Woodman

**Attendees Associate Members (3):** John Adams, Kerrie Firth and Agnes Ross

**Proxies (2):** Jan Alen and Cecilia Lasslett

**Apologies (8):** Barbara Beaumont, Ena Holt, Fred Holt, Keran Howe, John Morris, Carol Neumann, Helen Simons and Irene Tanock

**Visitors (4):** Peter Bainbridge, U3A Altona, Michelle Findlay, Hobsons Bay Council, Martina Ryan, U3A Network Victoria and Graeme Reilly, Auditor.

### 2. Notice under Section 31 Constitution Proposed Amendments to the Constitution

Under Section 31 of the Constitution, the Committee called a special meeting for the business of amending the Constitution.

The A/President proposed five amendments to the Model Constitution (details in the table):  
The motion was moved by Phil Quinn and seconded by Flora Lord. Members voted unanimously in favour.

Constitution	Details of proposed changes to the Constitution
Point 1 Name	<b>U3A Hobsons Bay/Williamstown Incorporated</b>
Point 2 Purposes	<b>Vision:</b> To promote and celebrate positive ageing



## HOBSONS BAY/WILLIAMSTOWN INC

	<p><b>Mission</b> 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.</p> <p>The purposes of this wholly volunteer-based association are to:</p> <ul style="list-style-type: none"><li>▪ provide and promote the benefits and enjoyment of lifelong learning programmes, opportunities and activities for its members;</li><li>▪ 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;</li><li>▪ participate in local community programmes, recognising the potential of mature-aged people and their value to society;</li><li>▪ foster partnerships and links with other U3A groups, relevant community groups and organisations; and</li><li>▪ support U3A Network, including participating in its operations.</li></ul>
Point 3 Financial Year	Calendar Year 1 <sup>st</sup> Jan to 31 <sup>st</sup> December
Point 14 Associate Member	<p>Change title to Associate and Life Member Categories</p> <p>Add 14 (c) Life Members of the Association include-</p> <p>Members awarded the honour of Life membership for outstanding service to the association, providing a benefit to the U3A over an extended period of time.</p> <p>The honour is awarded by the Committee after a nomination process in accordance to published policy</p> <p>Life Members will be entitled to a waiver of their annual fee and will have the same rights, responsibilities and voting rights as ordinary members.</p>
Point 44 (e) Composition of Committee	<p>Change to</p> <p>Up to five (5) ordinary members</p>

The A/President closed the meeting at 4.15 pm



## HOBSONS BAY/WILLIAMSTOWN INC

# Annual General Meeting Tuesday 17<sup>th</sup> November 2020 via Zoom

## Minutes

<https://u3ahbwilli.org.au/agm-2020/>

### 1. Present, Proxies and Apologies

The Acting President, Joan Thompson formally opened the Annual General Meeting at 4.15pm and noted a quorum had been met.

Joan warmly welcomed our guests Michelle Findlay, Hobson Bay Council, Peter Bainbridge, U3A Altona, Martina Ryan, Members Services Manager, U3A Network Victoria and Graeme Reilly, Auditor.

**Attendees Members (35):** Ann Banham, Mary Barron, Sarah Berry, Christine Crofton, Sue Dawkins, Claudia de Quadros, Di Donnelly, Wendy Down, Ann Drohan, Kerry Fowler, Ann Goodwin, Ken Gratton, Sandy Guest, Ralph Humphries, Marianne Lessels, Lance Lessels, Kerry Lewis, Flora Lord, Bob Lord, Barbara Maher, Janis Marriot, Tony McCosker, Liz Meddings, Sherril Milligan, Françoise Muller-Robbie, Mary O'Donoghue, Ruth Patching, Phil Quinn, Bez Robertson, Sue Searls, Asger Sturup, Sue Sturup, Joan Thompson, Nola Wilson, Lorraine Woodman

**Attendees Associate Members (3) :** John Adams, Kerrie Firth and Agnes Ross

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**Apologies (8) :** Barbara Beaumont, Ena Holt, Fred Holt, Keran Howe, John Morris, Carol Neumann, Helen Simons and Irene Tanock

**Visitors (4) :** Peter Bainbridge, U3A Altona, Michelle Findlay, Hobsons Bay Council, Martina Ryan, U3A Network Victoria and Graeme Reilly, Auditor.

### 2. Minutes from 2019 AGM

The draft Minutes of the 2019 AGM had been posted on the U3A Website and link provided in the Newsletter and other email communication.

Motion that the Minutes be received as a true and correct record:

Moved Tony McCosker. Seconded Ann Banham

### 3. Annual Report 2020

#### ***President's report including new policies Joan Thompson***

This year marks the 32nd year of the establishment of U3A Hobsons Bay/ Williamstown. Since our last AGM our aim to meet the needs of the retired and semi-retired members of our community for social interaction and learning opportunities has proved to be very challenging due to COVID 19 restrictions.

In addition, four of our longest serving Committee members retired in light of the additional challenges of a Zoom led recovery, and our long serving Secretary Ralph Humphries retired on the grounds of ill health. A small group of 6 committee members have been acting since 1st June, 2020. I would like to thank the exit Committee of Ken Gratton (President), Ralph Humphries



## **HOBSONS BAY/WILLIAMSTOWN INC**

(Secretary), Flo Light (Treasurer), Robert Ryan (Vice-President and Regional Representative) and Lorraine Woodman (Grants) for all their support and hard work.

From March due to COVID restrictions we were able to continue some classes via Zoom and were able to connect a number of people with Zoom training. However, there were a significant number of members who were not able to connect because classes were cancelled or they chose not to participate online. We hope we were successful in reaching out and keeping you informed through home delivered Newsletters and our online Newsflashes and that you still feel very much a valued member of U3A Hobsons Bay/ Williamstown.

### Key points in the President's Report

- Grants - The success in receiving grant income has ensured financial security for recurrent activities and has removed any need to increase subscriptions for 2021.
- Partnerships – We have worked closely with U3A Network and Local Partners at Hobsons Bay Council and Libraries.
- Online learning and online committee operation
- Policies: new policies Enrolment Policy, Code of Conduct, Grievance Policy and Life Membership Policy. (2019 Privacy Policy)
- Planning development of three-year Action Plan
- Thank you to retiring committee, new committee, Members and Community

The President's report was received and accepted by the meeting.

### ***Treasurer's report Sherril Milligan***

***pages 7-9***

Motion that the Treasurer's report and Auditor review be accepted as a true and correct record.  
Moved Kerry Lewis Seconded Asger Sturup

Motion that Graeme Reilly be appointed the auditor for 2021 Approved

### ***Course Coordinator's report Phil Quinn***

#### Key Points

- Membership growth from 106 to 145 with 33% female and over 27% above 80 age
- Of total membership of 145 there were 120 full members, 21 associate members, 2 Life members and 2 Inactive.
- Activities have been Zoom based during COVID with 84 participating and an additional 15 from other U3As.
- One off activities: What's Happening in the Design Space? Local Real Estate Overview, US Presidential Election System, Accentuate the Positive, Dealing with Challenging Behaviours and two Planning workshops
- Area of greatest need is more convenors for classes and one-off activities
- Developing communication channels including Newsletters email Newsflashes, Website and Facebook
- Thanks to all our valuable convenors and presenters

The Course Coordinator's report was received and accepted by the meeting.



## HOBSONS BAY/WILLIAMSTOWN INC

### 4. 2021 Committee Nominees and Election

As only one nomination had been received for each of the executive positions the following people were appointed to the positions listed:

#### Announcement of 2021 Executive committee member results

- President - Joan Thompson
- Vice President – Tony McCosker
- Secretary - Susan Dawkins
- Treasurer - Sherril Milligan

As a result of the amendment to the Constitution approved at the Special Meeting, there were now up to five ordinary positions on the Management Committee.

As only five nominations had been received the following people were appointed as ordinary members:

#### Announcement of 2021 Committee results for five ordinary committee members

- Ann Banham
- Sandy Guest
- Carol Neumann
- Phil Quinn
- Sue Sturup

### 5. Life Members Endorsement

The AGM endorsed the award of Life Membership to the following members:

The President congratulated Ken, Ena, Ralph, Flo, Bob and Lorraine on their outstanding service to U3A Hobsons Bay/Williamstown.

Awarded in 2020
Ken Gratton
Thomasina ( Ena) Holt
Ralph Humphries
Florence Light
Robert Ryan
Lorraine Woodman
Previously Awarded
Ada Ackerly
Pauline Priestly

### 6. Action Plan 2021- 2023 Endorsement <https://u3ahbwilli.org.au/planning/>

The AGM endorsed the Action Plan 2021-2023.

The President noted that the Club was well on the way to meeting the actions and targets set out for the first half of the plan.



## HOBSONS BAY/WILLIAMSTOWN INC

### 7. Enrolment Policy Endorsement

<https://u3ahbwilli.org.au/wp-content/uploads/2020/09/U3A-HBW-Enrolment-Policy-.pdf>

The AGM endorsed the Enrolment Policy

### 8. 2021 and 2022 Membership subscriptions Approval

The meeting noted that with the approval of the revised financial year the next AGM would be held in March 2022. This means that the 2022 subscriptions would also need to be approved.

The motion was moved by Phil Quinn and seconded by Flora Lord that the 2021 and 2022 subscriptions be: Member \$40, Associate \$20, Life and Honorary Members Free

It was noted that if the 2022 subscription level need to be changed a special meeting would need to be called.

### 9. Items without Notice (advise Secretary) No items received

### 10. Joan thanked all for attending and participating so positively, by Zoom Videoconference, and then closed the meeting at 5.05 pm.

Next Meeting: Annual General Meeting – Provisional Date Wed 16<sup>th</sup> March 2022

### 11. Guest speaker – Terry Bracks

The President welcomed Terry Bracks who gave an insightful talk about Western Chances.  
<https://www.westernchances.org.au/>

Western Chances began awarding scholarships in 2004 and in the last 15 years have invested more than \$6.3 million to support talented and motivated young people living in Melbourne's west. They have awarded over 7830 scholarships which have helped more than 3115 students to overcome financial barriers and achieve their dreams.

Terry showed a video featuring a young student who was a champion for the Big Dreams campaign.

[8. Ruth Tangbau.mp4](#)



## HOBSONS BAY/WILLIAMSTOWN INC

### **TREASURER'S ANNUAL REPORT – OVERVIEW: Sherril Milligan –Acting Treasurer**

We began our financial year on 1<sup>st</sup> November 2019 with **\$1746** in our general account; \$1266 of which was a grant to replace our ramp. We also had **\$13,936** in our Term Deposit.

We concluded this financial year with a surplus of **\$2283.79** in our general account and **\$10,000** in our Term Deposit. In addition, we have **\$12,190.33** allocated to specific expenses; \$3891.88 in 2020 grants, \$4000 in 2021 grants, \$4113.45 from our Term Deposit for cottage refurbishment and \$185 for activity costs that members have paid for but not used.

**During this financial year our income has been \$23,082 and expenditure \$8608.**

#### Income \$23,082

Our income includes \$4,865 member fees and Grants \$6880.89 (+\$4,000 for 2021 Grants). As a relatively small U3A with only 145 members our income generally matches our expenditure. The greatest part of our recurring income is derived from member fees so it is important to budget around this amount whilst ensuring that fees are kept as low as we can economically set them.

#### Grants

We still have \$3891.88 of our 2020 grant money to spend. This needs to be spent on items/activities as specified in our grant applications. The Grants from Hobsons Bay Council and U3A Network enabled our U3A to provide some specialised programs and some extras such as our many 2020 Zoom activities, our new brochure, newsletters sent to member's homes, replacement of our entry ramp and some new equipment for the cottage. Bunnings also donated a \$500 voucher to help with refurbishment costs.

#### Expenditure and working account

Utilities, Capitation fees to U3A Network, Consumer Affairs fee, Post Office costs, stationery and gifts to volunteers add up to \$3494.38 which leaves us with \$2,283.79 credit in our working account.

#### Term Deposit

Our Term Deposit account began at \$13,936.40 and earned \$177.05 interest in the Bendigo Bank. We decided to reinvest \$10,000 and transfer \$4113.45 to the general account to be available for the Cottage Refurbishment if needed.

Personally, this treasurer role has meant learning a whole new set of challenging skills and I would like to thank our entire U3A Committee for their support, help and feedback throughout the year. A special thanks to our Secretary, Sue Dawkins for her help in setting up the Treasurer's excel program, for checking my calculations and doing amazing things with graphs and pie charts.

Thank you to everyone above and to Graeme Reilly who audited our books this year. I would like to recommend that we endeavour to use his expertise again next year.

The following pages show the accounts for U3A Hobsons Bay Williamstown 2019/2020 financial year as audited by Graeme Reilly.

**Yours sincerely, Sherril Milligan. Acting Treasurer U3A Hobsons Bay Williamstown Inc.**



## HOBSONS BAY/WILLIAMSTOWN INC

### U3A HOBSONS BAY/WILLIAMSTOWN INC ANNUAL FINANCIAL REPORT:

1/11/2019-31/10/2020

Operating Account Total Income	23,082.59
Operating Account Total Expenditure	8608.47
<b>Operating Account balance</b>	<b>14,474.12</b>
Term deposit balance as of 31/10/20 (expires 7/4/21)	10,000.00
<b>Total funds (term deposit &amp; operating account)</b>	<b>24,474.12</b>

#### Operating Account Allocation

<b>Operating Account Balance</b>	<b>\$14474.12</b>
<b>Grant Income less Grant Expenditure</b> (2020 grants: \$6880.89+2021: \$4000 =\$10,880.89-\$2989.01 expenditure=\$7891.88)	7891.88
Withdrawn from Term Deposit for Cottage refurbishment	4113.45
Wine Tasting Activity payments	185.00
<b>Available funds in working account</b>	<b><u>\$2,283.79</u></b>

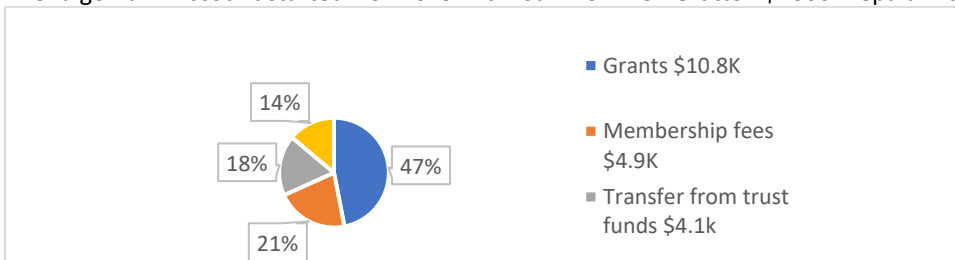
#### MEMBERSHIP:

Full Members including 18 convenors	122
Associate Members including 5 convenors	21
Life Members	2
<b>TOTAL</b>	<b>145</b>

#### INCOME: 1/11/2019-31/10/2020

<b>Opening Balance 1/11/2019</b>	1746.72	
Membership fees	4865.00	
**Grants: \$6650 -2020 Grants +\$230.89 Zoom Reimbursement Grant U3A +\$4000: Hobsons Bay Council 2021 Grants	10,880.89	
Wine Tasting	185.00	
Book sales	43.00	
*Loan from Ken Gratton (to open Bendigo Bank account)	1,000.00	
Refund of Spotswood Hotel deposit	200.00	
Bendigo Bank Account Interest	2.35	
Transfer from Term Deposit \$13936.40+\$177.05 Interest (10mths) = \$14,113.45 (\$10,000 reinvested)	4113.45	
Reimbursement 2xZoom (overpaid)	46.18	
<b>TOTAL INCOME RECEIPTS</b>		<b>\$23,082.59</b>

\*Bendigo Bank Account started Nov 2019 with loan from Ken Gratton \$1000. Repaid May 2020





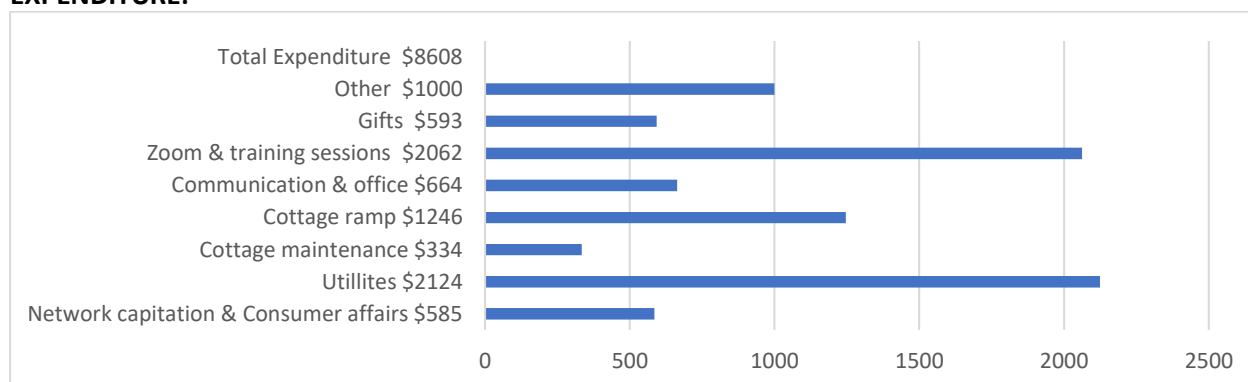


## HOBSONS BAY/WILLIAMSTOWN INC

### EXPENDITURE: 1/11/2019-31/10/2020

Cheque 09 Ken Gratton –repayment of loan to set up Bendigo Bank Account 7/11/19	1,000.00
Gifts (to 10 volunteers in lieu of payment)	592.95
Zoom licence+15mthsfee:(23.09monthly)	577.24
Zoom Activities: “Accentuate the Positive” Jan Alen “Handling Difficult Behaviour” Di Shaw	1485.00
Lanyards & Stationery & Postage	226.95
PO Box	201.00
Bank token	20.00
300 U3A HBW Brochures	216.00
Bank Fee -Rounding down for cash withdrawal	.01
Cottage Ramp (grant received 18/19)	1245.74
Maintenance & Cottage Refurbishment	254.10
Cleaning	80.00
Electricity	839.83
Gas	350.45
Telstra	934.00
U3A Network Capitation Fee: cheque 2019	278.00
U3A Network Capitation Fee: 124 members @ \$2 PP 2020	248.00
Consumer Affairs annual fee	\$59.20
<b>TOTAL EXPENDITURE</b>	<b>\$8608.47</b>

### EXPENDITURE:



### Grants

	Given by:	Amount	Expenditure
<b>2020: Small Expenses</b>	Hobsons Bay Council	500.00	500.00
Cottage Equipment	“ “ “	1,000.00	
Vibrant Community Project	“ “ “	3800.00	1930.17
Building Community Engagement Program	U3A Network	500.00	216.00
Tutor Recruitment	“ “	500.00	
Supporting Social Networks	“ “	350.00	111.95
Zoom License Reimbursement	“ “	230.89	230.89
<b>2021: Small Expenses</b>	Hobsons Bay Council	500.00	
Adapting Cottage: context Covid 19	“ “ “	1000.00	
Shift to Online Learning Connection	“ “ “	2500.00	
	<b>TOTAL</b>	<b>\$10,880.89</b>	<b>\$2989.01</b>
	<b>Total remaining</b>	<b>\$7891.88</b>	



## HOBSONS BAY/WILLIAMSTOWN INC

### 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
<b>1.0 Courses &amp; activities – increase range and number</b>	1.1 Retain and grow membership to 200 by 2023 and appeal to a diverse demographic (gender, cultural) 1.2 Increase the breadth & depth of offerings, including one-off short activities 1.3 offer activities via face-to-face and online delivery` 1.4 Offer activities in conjunction with other U3As& organisations 1.5 Maintain regular contact with class members who are not able to participate during the health crisis. Via conveners 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 conenor	Members 2021 to 160 2022 to 180 2023 to 200  Coursesin2021 *20 regular with at least half with Zoom option  *10 one off activities

## HOBSONS BAY/WILLIAMSTOWN INC

<p><b>2.0 Convenors- recruiting, supporting and training/ development</b></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><b>3.0 Delivery – venues and Digital</b></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 &amp; 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) Develop health &amp; safety protocols for venues and classes</p>	
<p><b>4.0 Partnerships</b></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 &amp; 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 &amp; Education Centre Seek Council support for digital training for seniors</p>	



## HOBSONS BAY/WILLIAMSTOWN INC

Enablers	Action	When/Priority
<b>5.0 Communication</b>	<p>5.1 Continue to tailor messaging via the Newsletter (quarterly), Newsflashes (weekly) and Facebook posts to reach members</p> <p>5.2 Continue to enhance the website</p> <p>5.3 Explore social media &amp; other online channels to promote U3A</p> <p>5.4 Keep connected with all members via phone, text messages and visits as appropriate</p> <p>5.5 Work with U3A Network on strengthening the branding and image of the U3A</p> <p>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</p> <p>Talk to all convenors to encourage them to contact members:</p> <ul style="list-style-type: none"> <li>• How are members going?</li> <li>• Can we interest you in vacancies in other activities?</li> <li>• What could we offer that you would join instead?</li> <li>• For convenor -Who could be your IT person in your group</li> </ul>	
<b>6.0 Finances – achieve a sustainable U3A</b>	<p>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</p> <p>6.2 Prepare audit of suitable venues summarizing facilities &amp; cost</p> <p>6.3 Continue to apply for grants to enable funding goals</p> <p>6.4 Prepare expenditure budget for the maintenance and operational costs of running the Cottage</p>	
<b>7.0 Governance &amp; Policies</b>	<p>7.1 Seek approval for constitutional changes from AGM</p> <p>7.2 Develop, approve and implement policies on Code of Conduct, Terms &amp; Conditions for Membership; Enrolment Policy</p> <p>7.3 Complete external governance &amp; reporting</p>	
<b>8.0 Enrolment, Class Coordination, Timetabling</b>	<p>8.1 implement U3A Membership Administration System (U-MAS), including training for members</p> <p>8.2 Communication re new enrolment policy &amp; procedure</p> <p>8.3 Class timetabling and Zoom scheduling</p>	