



HOBSONS BAY/WILLIAMSTOWN INC

Action Plan 2022 to 2025

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, community groups and organisations;
- support U3A Network, including participating in its operations.

Goals

1. Increase number and range of courses and activities
2. Increase number of conveners, improve support and interaction
3. Increase number of venues
4. Further develop partnerships with Hobsons Bay Council, Bayside Secondary College, and other organisations
5. Increase funding to support and enhance the club's activities
6. Apply learnings from ongoing review and reflection to ensure continuous improvement and demonstrated achievement of vision, mission and purpose.

Enablers

7. Communication
8. Governance & Policies
9. Operation & Processes



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Action Plan 2021 to 2023 Report

The 2020 planning process included two workshops which involved consultation with members.

The 2021-2023 Plan was endorsed at the November 2020 AGM.

In 2021, the Committee investigated the specific suggestions further and scoped the tasks and priorities for implementing the twenty-eight Actions. In January a convenor workshop was held which provided some terrific feedback to the Committee. During the year further recommendations were sought from members on new activities and other one-off events of interest. By the end of 2021 all the Actions had been achieved or significant progress had been made in generating strong outcomes for the U3A. Our achievements were recognized by the U3A Network who invited the club to present our achievements to the Network AGM.

A major development for the Club has been gaining access to the Senior Citizens Centre for two days a week. This has significantly increased the number of venues available and therefore the ability to offer more activities and to accommodate the growth in membership. In addition, the Cottage has had a major technology upgrade providing connectivity and projection/TV equipment.

The Club has been invited to join the Stakeholder consultation group advising the Council on the redevelopment of the Dennis Reserve Community Hub.

In 2022 the Club is likely to grow beyond 200 membership. The Committee looks forward to working with the Council to find new venues during the redevelopment of Dennis Reserve.

The Committee appreciates this input and thanks everyone for their positive engagement.

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

Goals	Action	2022	2023	2024	2025
1.0 Members	1.1 Retain and grow membership to 260 by 2024 and appeal to a diverse demographic (gender, cultural)	Members 220	Members 250	Members 280	Members 300
Courses & activities –	1.2 Increase the breadth & depth of offerings, including one-off short activities	Activities 70	Activities 85	Activities 95	Activities 110



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<p>increase range and number</p>	<p>1.3 Offer activities in multiple delivery formats/modes</p> <p>1.4 Offer activities in conjunction with other U3As& organisations</p> <p>1.5 Maintain regular contact with class members who are not able to participate during the health crisis.</p>	<p>Zoom classes and pivot to Zoom when necessary</p> <p>Victoria Uni, U3A Altona & Deepdene</p> <p>Via convenors & newsflashes</p>	<p>Explore mixed mode delivery</p>		
<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>2.4 Community outreach</p>	<p>Course development role and community outreach</p> <p>workshops, FAQs monthly bulletin</p> <p>Development sessions</p> <p>Participate in community events eg Seniors Week, Willi Lit Festival</p> <p>Cooperate with other groups</p> <p>Facebook</p>	<p>On going Committee role</p>		
<p>3.0 Delivery</p>	<p>3.1 Develop and implement program(s) to encourage and support members to use technology</p>	<p>Digital support is offered to members</p>	<p>Expand number of digital classes & partnerships</p>		



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venues and Digital	<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>3.4 Develop health & safety protocols for venues/ classes</p>	<p>Information sheet on digital equipment</p> <p>Senior Citizens wifi</p> <p>Defibrillator</p>	<p>Training</p> <p>Work with HB Council</p> <p>Venues coordinator</p>		
4.0 Partnerships	<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>Possibilities: Men's Sheds and Williamstown Community & Education Centre</p>	<p>Dennis Reserve WG</p> <p>With Principal & Facilities Manager</p> <p>Altona, Deepdene</p> <p>HB Library, Victoria University Committee project</p>			
Enablers	Action	When/Priority	2023	2024	2025
5.0 Finances – achieve a sustainable U3A	<p>5.1 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>5.2 Prepare audit of suitable venues summarizing facilities & cost</p>	<p>2022 Budget endorsed</p> <p>Undertake financial planning</p>	<p>Develop budget forecast 2023-2025 with scenarios relating to membership & cost of venues</p>		



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	<p>5.3 Continue to apply for grants to enable funding goals</p> <p>54 Prepare expenditure budget for the maintenance and operational costs of running the Cottage</p>	<p>Apply for grants</p> <p>Expenditure reviewed monthly</p>	<p>5.2 Prepare audit of venues</p> <p>5.3 Continue to apply for grants to enable funding goals</p> <p>5.4 Prepare expenditure budget for the maintenance and operational costs of running the Cottage & Sen Citizens</p>		
<p>6.0 Review & Reflection</p>	<p>6.1 Regularly seek feedback from members and convenors and apply these learnings in the planning and operation of the club</p> <p>6.2 Develop and implement planning and review process and make this transparent for members</p> <p>6.3 Undertake external environmental scanning to learn about good practices and innovations</p> <p>6.4 Support inclusion by reaching out to diverse & isolated communities in Hobsons Bay</p>	<p>Feedback regularly sought informally and formally</p> <p>Action Plan endorsed by AGM & website</p> <p>Undertake scan</p> <p>Add question on background of member on enrolment form</p>			
<p>7.0 Communication</p>	<p>7.1 Continue to tailor messaging via the Newsletter (quarterly), Newsflashes (weekly) and Facebook posts to reach members</p>	<p>Newsletters- quarterly</p> <p>Newsflashes weekly</p>	<p>Options include</p> <p>*Using text messaging</p>		



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	<p>7.2 Continue to enhance the website</p> <p>7.3 Explore social media & other online channels to promote U3A</p> <p>7.4 Keep connected with all members via phone, text messages and visits as appropriate</p> <p>7.5 Work with U3A Network on strengthening the branding and image of the U3A</p>	<p>Update content regularly Facebook – expand membership</p> <p>Encourage convenors to use UMAS email facility Participating in Network strategy discussion</p>	<p>*public Facebook page to seek new members * Internal groups for member use</p>		
8.0 Governance & Policies	<p>8.1 Annual review of policies to keep up to date /relevant</p> <p>8.2 Complete annual external reporting</p> <p>8.3 Member Consultative Group to advise Committee</p> <p>8.4 Protocols for working groups to ensure goal alignment and strong communication</p>	<p>Annually</p> <p>Annually</p> <p>Establish</p> <p>Further develop</p>	<p>Annually</p> <p>Annually</p> <p>Consolidate</p>		
<p>9.0 Operations/ Processes</p> <p>Enrolment, Timetabling</p> <p>Members Support</p> <p>Convenor support</p> <p>Venue management</p>	<p>9.1 Maintain and enhance U3A Membership Administration System (U-MAS), including training for members</p> <p>9.2 Prepare annual operational calendar</p> <p>9.3 Allocate operational tasks</p> <p>9.4 Document management and communication protocols</p>	<p>Masterclasses Training, FAQs</p> <p>Annual</p> <p>Annual & ongoing</p> <p>Further develop</p>			