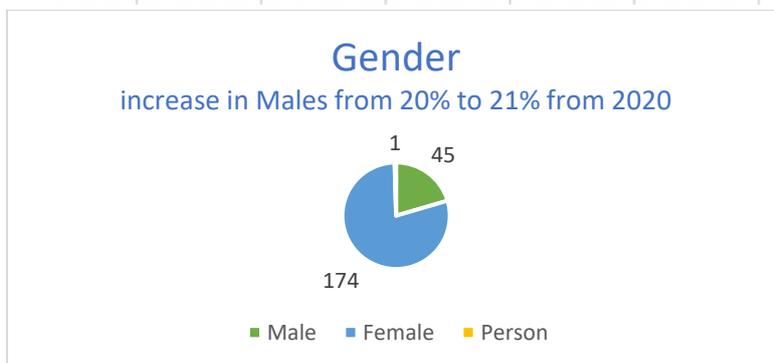
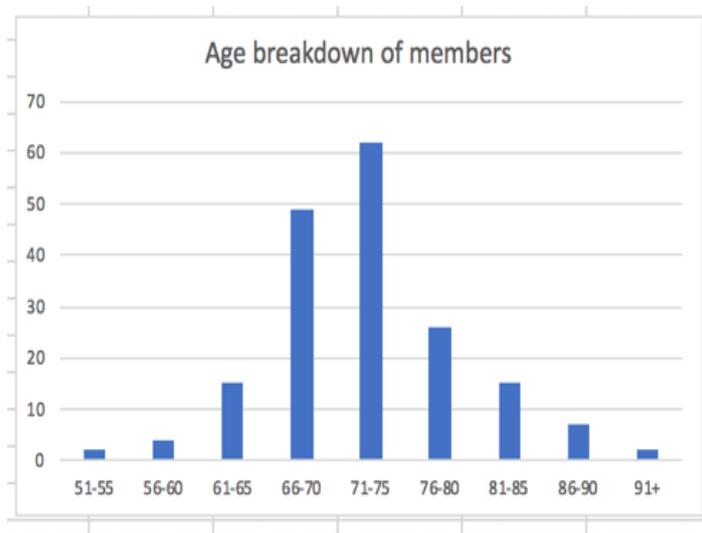
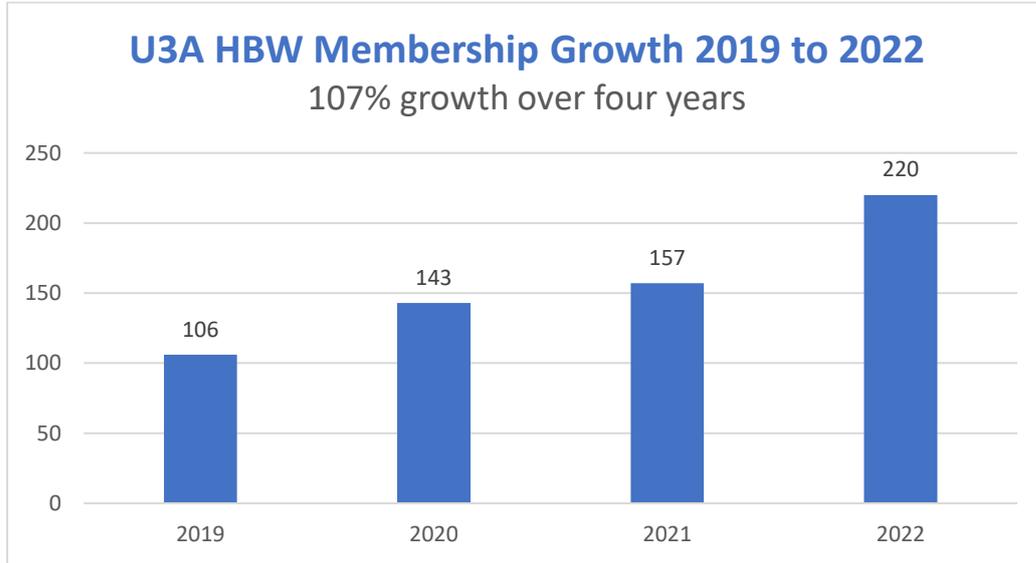


Annual General Meeting

Secretary's Report

including Grant Officer's report and UMAS System Administrator's report

1. Membership





Elements of our success

- Member engagement strategy
- Convenor engagement strategy
- Offerings
- Grant success providing funding for innovation
- Keeping fees low
- Communication
- Projects - implementing UMAS & refurbishing the Cottage
- Active committee responding to Covid

2. Committee matters

- 11 monthly meetings with expanded membership of 9
- Ruth Patching replaced Phil Quinn in March as Course Coordinator
- President participated in Network Council meetings
- Vice-President participated in Western region meetings
- Committee members participated in specialist Network User Groups – UMAS, Marketing, Website
- Working groups undertook a range of tasks including updating the digital equipment in the Cottage, advising on document management and preparing for Seniors Week

3. Grants

As grant officer I have applied for grants for the club with successful grants from Hobsons Bay Council, U3A Network and Bendigo Community Bank. These funds have provided resources to enable a range of programs to be run and equipment purchased that are not covered by member fees.

In 2021 over 40% of expenditure was funded from grants.

- 2020 grant \$3800 funded the convenor workshop in January 2021, and other professional training
- 2021 grants totalled \$4631 including small expenses grant, adapting the cottage for COVID and shift to online learning
- 2022 grants have been awarded to date totalling \$3060 cash and \$2258 for the purchase of a Defibrillator from Bendigo Community Bank

On behalf of the Club want to thank Hobsons Bay Council, Network and Bendigo Community Bank for their generous financial support.

The use of grant funds to purchase digital resources for the Cottage has allowed the Club to offer digitally enriched classes where online resources can complement face-to face delivery. This level of resources is an essential requirement for modern educational programs. In addition, with the webcam we will be able to begin to trial mixed mode delivery with some members joining in via Zoom. This will be highly desirable in the transition period as the members begin to live with COVID in the community.

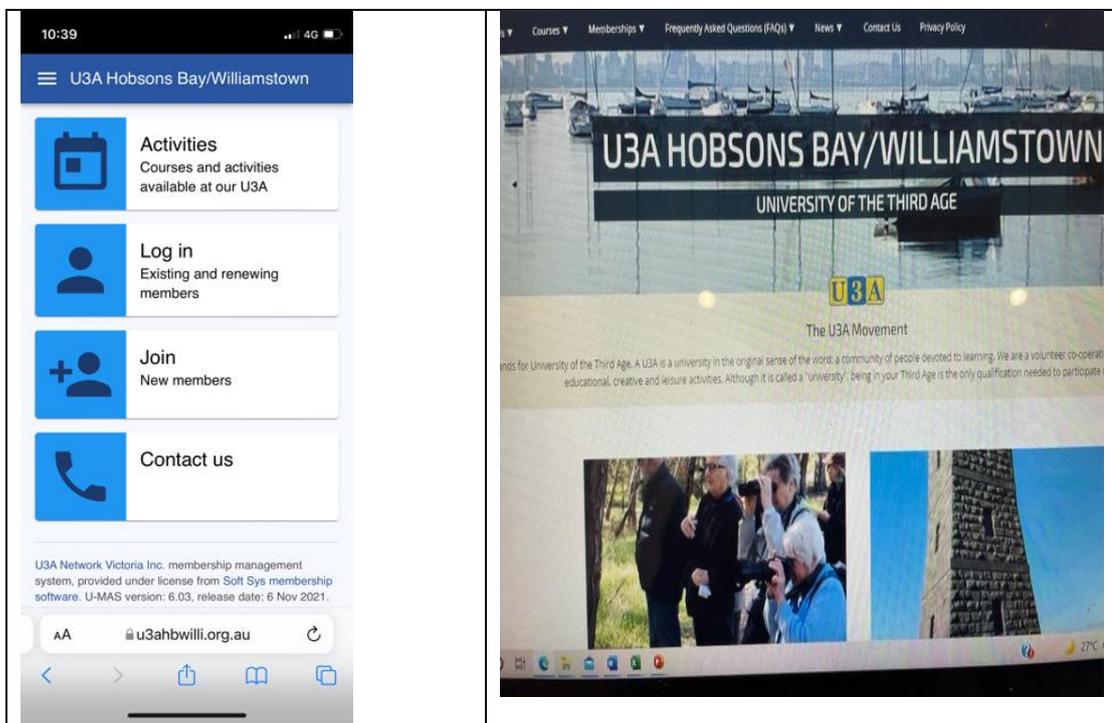
The defibrillator has been generously funded from a grant from the Bendigo Community Bank. A defibrillator is critical lifesaving device recommended by first aid agencies which can increase the survival rate to as high as 70%.

Our Club has been one of the few seniors clubs to grow through the pandemic and this has been due in part to our agility in being able to offer on-line classes and adapting our face to face activities to the ever changing health requirements. With these wonderful new resources we will be able to provide an enriched learning environment for convenors and members.

4. Management System (UMAS)

There are 3 components to the UMAS system: a database, a member front end and a website. UMAS allows a small voluntary organisation to manage enrolments, course management and convenor support without having paid staff.

- The system is used by members, convenors and the committee
- Well over 90% of members have been able to enrol and manage their own course selection. Member support has been provided to those unfamiliar with online systems.
- Convenors have been able to manage class and attendance lists and send emails. The email function was improved during 2021 with a more professional format. Some convenors still need support.
- The FAQs on the website have been well received by members and convenors
- Having the website automatically linked to the UMAS database has reduced the workload
- The Committee has a selection of reports available to assist with membership, courses, convenors, and venues.



5. History project

Ralph Humphries, the previous Secretary has put together some archival material as the basis of preparing a history of the U3A HBW. The Committee is looking to establish a working group to work with Ralph on preparing a history of the club. Anyone interested in helping with project should talk with Joan.



Italian class



Cottage

Extract from Ralph Humphries' paper

Beginnings

In 1988 a number of people in Williamstown, including Maisie Sinclair and a local historian, Ada Ackerly, heard of this U3A notion and decided that it would be a good idea to follow it up and called a meeting of interested folk who agreed and they launched a U3A here. No documents exist of this event as they were on paper and since lost.

The earliest events were held in the Old Post Office building at the junction Cole Street, Parker Street and Nelson Place. The building is now the Santorini Restaurant. Activities later moved to unused accommodation in Williamstown High School and not long after Bayside College (formerly Williamstown technical School) offered the Cottage to the group. This house had previously been a caretaker's residence converted to temporary classrooms – furnished accordingly – rent free on the understanding that U3A Williamstown maintained the building. All this happened between 1988 and 1993 and the Cottage has been the venue ever since. Bayside College looks upon it as their contribution to the community.