



## HOBSONS BAY/WILLIAMSTOWN INC

### Annual General Meeting Wednesday 16<sup>th</sup> March 2022 via Zoom

#### Minutes

[AGM 2021/22 – U3A Hobsons Bay/Williamstown \(u3ahbwilli.org.au\)](http://u3ahbwilli.org.au)

#### 1. Welcome and Acknowledgement to Country

#### 2. Present, Apologies and Confirmation of Proxies

The President, Joan Thompson, formally opened the Annual General Meeting at 11.05am and noted a quorum had been met.

##### **Attendees Members (38):**

Carol Neumann, Ann Banham, Sue Dawkins, Phil Quinn, Kerry Lewis, Sue Sturup, Wendy Down, Mary O'Donoghue, Sue Searls, Allan Patience, Joan Thompson, Sandy Guest, Asger G Sturup, Tony McCosker, Pauline McCosker, Kerry Fowler, Kerrie Firth, John Morris, Francoise Muller-Robbie, Ann Goodwin, Fiona Williams, Joan Radford, Ian Barclay, Sherril Milligan, Geoff Hughes, Ralph Humphries, Peter Dawkins, Keith Seddon, Sue Taylor, Maureen Sewell, Kay Reay, Ena Holt, Mikael Wagner, Annette Matthews, Milka Nikolic, Cheryl Neenan, Chris Foord, Linda Goodwin

**Apologies (16) :** Keran Howe, Mary Baron, John Couper, John Webb, Kaye Macrae, Liz Meddings, Christine Crofton, Ruth Patching, Marilyn Homewood, Patricia Klemm, Janis Marriot, Claudia de Quadros, Sandi Fallshaw, Lorraine Woodman, Barbara Maher, Shirley Shaw

**Visitor** Aisha Nicolay, Guest speaker

**Visitor apologies (4) :** Martina Ryan (Network), Peter Bainbridge (U3A Altona), Peter Doull, Barbara Abreu Hobson Bay Council

#### 3. Minutes from 2020 Special Meeting and AGM

The draft Minutes of the 2020 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: Phil Quinn

#### 4. Annual Report 2021

##### ***President's report - Joan Thompson***

Joan commenced by highlighting that the report covers a 16 month period as U3A Hobsons Bay (U3A HBW) transitioned to a calendar year of reporting in line with most U3As.

Key points in the President's Report

- GROWTH This bucks the trend in other U3As which have lost members in this period.
- COURSES The growth has put pressure on the available courses with the challenge now being to create sustainable offerings that meet new and existing member interests. 22 of our courses have waiting list.



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- **VENUES** The growth in numbers puts pressure on venues and we have been working closely with Hobsons Bay Council to find venues to relocate to (when the Senior Citizens building is demolished to make way for a new Community Hub as part of the Denis Reserve redevelopment). U3A HBW, along with the 4 other existing tenants will be given priority access to the new facility. In the meantime, we are close to an agreement for use of the Sports Club next to the Cottage and the new clubrooms at Digman Reserve (Increased venue access will come at a financial cost -cleaning and utilities etc).
- **MEMBER FEES** Fees remain unchanged for 2022 in recognition that for the past 2 years many of our activities could not go ahead or were severely hampered. U3A HBW absorbed the costs of Covid requirements. However, given the likelihood of increased costs in 2023, a working group will review member fees for 2023.
- **THANK YOU** Joan thanked all Committee members along with our all members and the wider community.

### **Secretary's report – Sue Dawkins**

Sue has undertaken the grant officer role and UMAS administration (the U3A management system) in addition to the usual secretarial tasks.

#### Key points in the Secretary's Report

- **MEMBERSHIP:** Sue reiterated the success of U3A HBW in growing its membership with 221 members up from 106 in 2019 - 107% growth over 4 years with a quarter new in 2022.
- **Elements of the club's success**
  - Member engagement strategy
  - Convenor engagement strategy
  - Offerings
  - Grant success providing funding for innovation
  - Keeping fees low
  - Strong communication
  - Projects - implementing UMAS & refurbishing the Cottage
  - Active committee responding to Covid
- **GRANTS:** Grant success has been very important. In 2021 over 40% of expenditure was funded from grants from Hobsons Bay Council, U3A Network and Bendigo Community Bank. The grants funded the technology upgrade in the Cottage and also kept member fees low.  
**On behalf of the Committee, Sue thanked Hobsons Bay Council, U3A Network and Bendigo Community Bank for their generous financial support.**
- UMAS is working well for members and convenors. FAQs have been published on the website for both members and convenors and have been a great help to all.
- **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.
- Sue finished by thanking all for their support during her time as Secretary.

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*Treasurer's report - Sherril Milligan*

*pages 6-13*

Key points In the Treasurer's Report

- This financial year was 14 months due to the change in the constitution to align the club's financial year to the calendar year.
- We began the year with **\$14,474.12** in our operating account. \$7891.88 was grant money that we were unable to spend during the covid lockdowns. We also had \$10,000 in our term deposit.
- **INCOME** during the year was **\$18,280.93** and included 2021 Member Fees of \$6660, 2022 Member Fees of \$6220 and \$3691 in more grant money.
- **EXPENDITURE** was **\$16,151** and consisted of fees for utilities, zoom, registrations, upgraded cleaning, activity costs which members initially paid for and grant allocations for publicity including brochures, bookmark, banner and cottage signage, IT equipment and set up and the Cottage upgrade with new tables and painting costs.
- OPERATING ACCOUNT balance as of **31/12/2021** was **\$16,604.05** (including 2022 Members Fees of \$6220 and unspent grant money of \$3181.86) plus \$10,061.17 Term Deposit. TOTAL U3A of **\$26,605.22** as verified by Graeme Reilly, Independent Financial Reviewer.
- Sherril finished by thanking all for their support during her time as Treasurer.

*Course Coordinator's report - Ruth Patching (presented on Ruth's behalf by Ann Banham)*

Key Points

- COURSES
  - Almost a 3-fold increase in activities from 2020.
  - Development of one-off activities aiming to cater for those joining after many classes were already fully enrolled. Of 61 activities in 2021, 31 were new.
- CONVENORS
  - Convenor support measures – proposal form, bulletins, induction, workshops, Network
  - New convenors sought – members are encouraged to step up to convening.
- VENUES
  - Multiple indoor venues are being used and the many outdoor activities
  - IT upgrade in the Cottage (smart TV, live screen, camera allowing a hybrid model for meetings of zoom and face-to-face). Ruth thanked Ian Barclay for selection of the equipment and training of convenors.

Ruth's report finished by thanking all 2021 convenors and presenters.

### ACCEPTANCE OF REPORTS

All reports (President, Secretary, Treasurer and Course Coordinator) were received and accepted by the meeting. The Treasurer's report and Auditor review was accepted as a true and correct record. Graeme Reilly was appointed the auditor for 2022.

MOVED: Carol Neumann SECONDED: Mary O'Donoghue  
ACCEPTED unanimously



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### 5. 2022 Committee Nominees and Election

Joan Thompson preceded the listing and election of nominees with a very special thank you to three Committee members who are stepping down from their current positions and noting that all will maintain their connection to the Committee.

- Sue Dawkins is stepping down as Secretary but has nominated for a general position on the new Committee. Joan highlighted that Sue had taken on not only the Secretary position but had also taken on grant writing (very successfully) and administration of the management system (UMAS).
- Sherril Milligan is stepping down as Treasurer and Committee member. Sherril set up the new financial system and integrated member payments with the accounting system. Sherril has provided valuable support to existing members in the transition to the updated systems.
- Sue Sturup is stepping down as a Committee member. Sue has provided invaluable help in the area of member services support, highlighting the need for ongoing assistance to members in the future.

### 2022 NOMINATIONS:

Nine nominations were received by 14th March (see below). No additional nominations were received at the meeting.

Nominee	Position
Joan Thompson	President
John Morris	Treasurer
Fiona Williams	Secretary
Tony McCosker	Vice-President
Ann Banham	General
Ian Barclay	General
Carol Neumann	General
Sue Dawkins	General
Sandy Guest	General

### 6. Announcement of 2022 Executive committee member results

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

- President - Joan Thompson
- Vice President – Tony McCosker
- Secretary – Fiona Williams
- Treasurer – John Morris

ACCEPTED unanimously



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### 7. Announcement of 2022 Committee results for five ordinary committee members

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

- Ann Banham
- Ian Barclay
- Sue Dawkins
- Sandy Guest
- Carol Neumann

ACCEPTED unanimously

As voting was not required, a returning officer was not needed.

Question from the floor: A member asked whether there will be an opportunity for other members to serve on Working Groups. The President responded affirmatively and encouraged members to consider joining these once announced.

### 8. Life Members Endorsement

The AGM endorsed the award of Life Membership to Helene Richards. The President congratulated Helene on her outstanding service to U3A Hobsons Bay/Williamstown. Helene has accepted the Life Membership.

<b>U3A Hobsons Bay Williamstown Life Membership</b>
Awarded in 2021
Helene Richards
Awarded in 2020
Ken Gratton
Thomasina ( Ena) Holt
Ralph Humphries
Florence Gratton (Light)
Robert Ryan
Lorraine Woodman
Previously Awarded
Ada Ackerly
Pauline Priestly

### 9. Action Plan 2022- 2025 [AGM 2021/22 – U3A Hobsons Bay/Williamstown \(u3ahbwilli.org.au\)](https://u3ahbwilli.org.au)

The AGM noted the Action Plan 2022-2025.

### 10. Membership subscriptions

2022 annual membership subscription remained at the same level as 2021 and 2020. Member \$40, Associate \$20, Life and Honorary Members Free

The meeting noted that during 2022 the Committee will review the fee structure for 2023 taking into account actual increases in cost from cleaning and potential increases in venue charges. The



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review will take account of likely growth in member numbers and resulting demand for venues. It will also look at member categories, including possible restrictions on the associate category.

Recommendations for 2023 fees will be put to a special meeting to be held later in 2022. This will be investigated by a working group (still to be set up).

### 11. Items without Notice

No items received

### 12. Next Meeting: Annual General Meeting

Provisional Date    Wednesday 15<sup>th</sup> March 2023

The President, Joan Thompson, thanked all members for attending and participating so positively via Zoom Videoconference and then closed the meeting at 11:45am.

The Vice-President thanked Sue Dawkins, Sherril Milligan, Ruth Patching and Sue Sturup for their services to the Club and made a special thanks to Joan Thompson for her leadership during these challenging times.

### 13. Guest speaker – Aisha Nicolay

Aisha Nicolay kindly agreed to fill in for Gaye Hamilton, Victorian Senior Australian of the Year who had suddenly become unwell and needed to go to hospital.

[Gaye Hamilton awarded 2022 Victoria Senior Australian of the Year - Evenings - ABC Radio](#)

Aisha is the Executive Director of the West of Melbourne Economic Development Alliance, Head of Growth & Operations for Good Cycles, which is a social enterprise creating jobs for young people, and a Director of the Western Bulldogs Community Foundation. She has had over twenty years of senior executive experience in the construction and engineering sector.

Aisha spoke about her own journey as a Chinese Australian woman, born and brought up in Horsham. She spoke about her own journey, speaking warmly about Gaye Hamilton and the guidance and mentorship she has provided. Aisha nominated as her greatest achievement the nomination of Gaye Hamilton for the Senior Australian of the Year award.

Aisha described Gaye as providing steadfast leadership, inspirational role modelling and a clear commitment to the communities of the West. Gaye studied biological sciences at the University of Melbourne back in 1968 – a pioneer for women. She started her teaching career in Braybrook, helping her understanding of vulnerable communities. She then moved into public organisation administration with a focus on education. Aisha's message to all of us at U3A was to be brave and take the next step, keep on learning through life, and look for the things that others don't see but which really matter!



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**Treasurer’s Report: U3A Hobsons Bay/Williamstown:**  
**1/11/2020-31/12/2021**

This financial year was 14months due to the fact that members and committee voted to align our financial year to the calendar year. We began the year with \$14,474.12 in our operating account. \$7891.88 was grant money that we were unable to spend during the covid lockdowns. We also had \$10,000 in our term deposit.

**Income** during the year was \$18,280.93 and included 2021 Member Fees of \$6660, 2022 Member Fees of \$6220 and \$3691 in more grant money.

**Expenditure** was \$16,151 and consisted of fees for utilities, zoom, registrations, upgraded cleaning, activity costs which members initially paid for and grant allocations for publicity including brochures, bookmark, banner and cottage signage, IT equipment and set up and the Cottage upgrade with new tables and painting costs.

Our operating account balance as of 31/12/2021 was \$16,604.05 (including 2022 Members Fees of \$6220 and unspent grant money of \$3181.86) plus \$10,061.17 Term Deposit with a total for our U3A of \$26,605.22 as verified by Graeme Reilly, Independent Financial Reviewer.

This is a true account of U3A Hobsons Bay/Williamstown’s financial statement for 1/11/2020-31/12/2021 Sherril Milligan, Treasurer.

**TREASURER’S REPORT - U3A HOBSONS BAY/ WILLIAMSTOWN**

**FINANCIAL REPORT: 1/11/2020-31/12/2021** Sherril Milligan - Treasurer

<b>OVERVIEW: 1/11/20- 31/12/2021</b>	<b>TOTAL</b>
Account Balance: 1/11/2020:	14474.12
Operating Account Total Income	18,280.93
Operating Account Total Expenditure	16,151.00
Income/Expenditure Difference	2129.93
<b>Operating Account balance</b>	<b>16,604.05</b>
Term deposit balance (due 7/06/22)	10,061.17
<b>Total funds (term deposit &amp; operating account)</b>	<b>26,605.22</b>

<b>2021 MEMBERSHIP: 191 active</b>	<b>Fees Paid</b>	
Full Members (1 paid twice)	148	5960
Full Members ½ Year (1 paid \$40)	14	300
Associate Members	22	440
2020Arrears Associate Fee Paid		20
Life Members/Convenors	7	0
<b>Membership Fees Paid</b>	<b>191</b>	<b>6720</b>
Refunded \$40: Fees paid twice(1 Full) +\$20(1 ½yr Full) overpaid		-\$ 60
<b>Total fees available</b>		<b>6660</b>

**\*\*191 Active Members include 35 Convenors**

**2022 Membership: 172 Active Members UMAS 31/12/21**

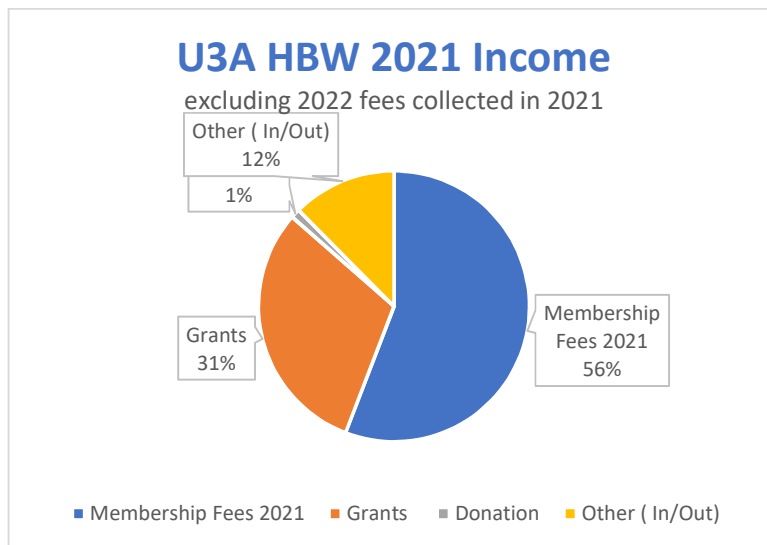


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Full Members(I overpaid \$20)	146	5860
Associate Members	19	380
Life Members/Life Convenors	7	0
<b>Membership Fees Paid</b>		6240
Refunded \$20 (overpaid fees)		-\$20
<b>Total 2022 Fees available</b>	<b>172</b>	<b>6220</b>

### INCOME: 1/11/2020-31/12/21

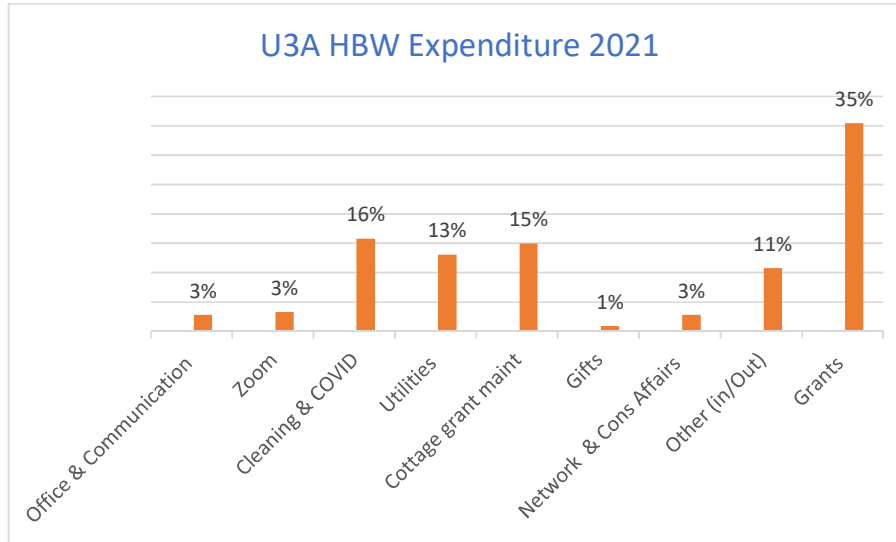
Opening Balance 7/7/21	14,555.31	TOTAL
Bendigo Bank Account Interest		2.08
Bank Refund:Deposit Book Fees 26/2 & 29/7		10.00
2021 Membership Fees:184 Paid Members		6720.00
2022 Membership Fees:172 Paid Members		6240.00
Other Club Fees incorrectly paid to us		90.00
Bendigo Bank incorrectly deposited cheques		220.00
Donation		131.35
Book Clubs 2 Operating Fee: 12 Members Paid		302.00
Wine Tasting Income (\$185 held from 2020)		75.00
Members Social Event RYCV: 16/3/21		620.00
Telstra		29.50
Peckish Refund: Convenor Workshop		150.00
<b>Grants: Zoom Reimbursement: U3A \$231</b>		<b>3691.00</b>
Volunteer Training &Support: HBC: \$2560		
Network: Advertising: \$400		
Small Expenses:HB Council \$500		
<b>TOTAL INCOME RECEIPTS</b>		<b>18,280.93</b>







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### EXPENDITURE:1/11/2020-31/12/21

ITEM	TOTAL
Telstra	1070.00
Electricity	984.89
Dodo	60.00
Zoom licence: (23.09monthly x13+1 Annual Fee)	531.06
Cleaning	2301.00
Maintenance & Cottage Refurbishment	2419.78
Gifts (to volunteers in lieu of payment) & Prizes x11	149.00
Stationery & Postage	256.34
Covid Plan products	249.35
2021 Christmas Party decorations	20.75
M/ship fees reimbursed:Paidtwice	80.00
Book Club 1&2 Refunded	302.00
Wine Tasting Refund(\$210 Wine Activity, \$50 Refunded)	260.00
Bookmarks (A. Banham) Grant:	228.09
U3AHBW Banner (A.Banham)	198.50
Cottage Sign (A.Banham) Grant	278.14
Bank Fee: 26/ &, 24/6	10.00
Bank refunded cheques incorrectly banked 13&14/12/21	220.00
PO Box	205.00
Convenors' Workshop 29/1/21	922.30
Workshop7/9 :Peckish Deposit	150.00
Social Event:RYCV:Nibbles	760.00
Catering	24.36
U3A Capitation Fee	214.00
Consumer Affairs Annual Fee	59.20
Consumer Affairs:Change of Rules	185.10
IT Grant: TV, Laptop, Webcam, Cables, Sound Bar (I.Barclay)	3158.14
CPR: Aust Red Cross (25/3)	764.00
2020 Vibrant Community Grant	
Money paid incorrectly to U3AWilli & Refunded	90.00
<b>TOTAL EXPENDITURE</b>	<b>16,151.00</b>



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**Grant Summary:**

HBC: Hobsons Bay Council and U3A: U3A Network

	Given by:	Amount	Expenditure	Balance
<b>2020: Small Expenses</b>	HBC	500.00	500.00	0
	"	1,000.00	1000.00	0
Vibrant Community Project	"	3800.00	3800.00	0
Building Community Engagement Program	U3A	500.00	446.90	0
Tutor Recruitment	"	500.00	500.00	0
Supporting Social Networks	"	350.00	350.00	0
Zoom License Reimbursement	"	230.89	231.00	0
<b>2021: Small Expenses</b>	HBC	500.00	500.00	0
Adapting U3A Cottage: context Covid 19	"	1000.00	1000.00	0
Shift to Online Learning Connection	"	2500.00	2500.00	0
Zoom Reimbursement	U3A	231.00	231.00	0
Western Region Grant: Promotion	U3A	400	278.14	121.86
2022 Volunteer Training & Support	HBC	2560		2560.00
2022: Small Expenses	HBC	500		500.00
	<b>TOTAL</b>	<b>\$14,571.89</b>	<b>11,390.03</b>	<b>3181.86</b>

**2020 Grants**

**1/ Small Expenses Hobsons Bay Council \$500**

	Expenditure	Balance
27/2/20: Post Office box	201.00	299.00
28/6, 15/7, 23/8/20: Telstra x3	225.00	74.00
27/2/20: Gas -AGL	74.52	-0.52

**2/ Equipment Hobsons Bay Council \$1000**

	Expenditure	Balance
6 Tables (\$1740) delivered 4/12/2020	1000.00	0

**3/ Vibrant Community Project Hobsons Bay Council \$3800**

	Expenditure	Balance
12/8/20: "Accentuate the Positive" Jan Alen, Zoom	825.00	2975
9/9/2020: "Challenging Behaviour" Di Shaw, Zoom	660.00	2315
Zoom sessions x13	300.17	2014.83
Gifts for presenters in lieu of payment X4: "Design"-Sarah May, "Real Estate"- Nathan & Rosemary, "U.S Election System"- David Considine	145.00	1869.83
2x Zoom	46.18	1823.65
Convenors' Workshop 29/1/21	922.30	901.35
CPR: Aust Red Cross 25/3	764.00	137.35
Members' Get To Know You Event	140.00	-2.65



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<b>4/ Building Community Engagement Program U3A Network \$500</b>		Expenditure	Balance
22/10/2020: 300 U3A HBW Brochures		216.00	284.00
Extra Zoom activities during lockdown		300.17	-16.17

<b>5/ Tutor Recruitment U3A Network \$500</b>		Expenditure	Balance
Convenors' Workshop 29/1/2021:Room Hire		150.00	350.00
Gift Voucher: Neil Anderson: Photography Course		50.00	300.00
Convenors' Workshop: 22/6		83.34	216.66
U3A Banner		198.50	18.16
Zoom (new convenors)		23.09	-\$5.07

<b>6/ Supporting Social Connections U3A Network \$350</b>		Expenditure	Balance
5/6/20 Envelopes & Labels -Newsletter		66.95	283.05
22/6/2020 Member newsletter survey prize		30.00	253.05
19/10 Newsletter postage		15.00	238.05
22/5 Postage to members		11.00	227.05
15/6 U3AHBW Bookmarks for members		228.09	<b>-1.04</b>

<b>7/ Zoom Licence Reimbursement U3A Network \$230.89</b>		Expenditure	Balance
18/7/2020		<b>230.89</b>	<b>0</b>

<b>*8/ Bunnings Altona -Voucher donation for Cottage Refurbishment \$500</b>		Expenditure	Balance
30/10/2020 Paint Accessories		\$393.65	\$106.35
24/12/21 Bank Deposit		106.35	
			<b>0</b>

### Term Deposit – Withdrew \$4113.45

	Expenditure	Balance
6 Tables \$1740 -\$1000 Grant	\$740.00	\$3373.45
Window and Cottage clean 27/1/21	93.35	3280.10
Extra spent on "Shift to Online Learning" Grant	190.71	<b>3089.39</b>
	<b>1024.06</b>	<b>3089.39</b>

## 2021 Grants

<b>1/ Small Expenses Hobsons Bay Council \$500</b>		Expenditure	Balance
4xTelstra: phone and internet		300	200.00
Post Office Box annual fee		205.00	-5.00

<b>2/ Adapting U3A Cottage: context Covid 19 Hobsons Bay Council \$1000</b>		Expenditure	Balance
4/12/20 Carpet and Blinds cleaned by Reg Zeneli		500.00	500.00



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7/12/20 Sanitisers, Dispensers, Alcohol Wipes & Sprays	233.35	266.65
Cottage clean 27/1/21 (\$360 Total)	360.00	-93.35

#### 3/ Shift To Online Learning Connection Hobsons Bay Council \$2500

	Expenditure	Balance
TV	1400.00	
TV Wall Mount	170.00	
Laptop Computer	879.00	
Webcam	79.00	
Hook & Straps for cords	4.95	
Delivery of TV	69.00	
<b>TOTAL</b>	<b>2591.95</b>	<b>-91.95</b>

#### 4/ Zoom Reimbursement: U3A Network

**\$231**

	Expenditure	Balance
Annual Zoom Licence	230.89	.11
Zoom -1 month	23.09	-22.98

#### 5/ Western Region: Advertising and Promotion: U3A Network

**\$400**

	Expenditure	Balance
Cottage Sign	<b>278.14</b>	<b>121.86</b>

### 2022 Grants

#### 6/ Small Expenses: Hobsons Bay Council 2022

**\$500**

	Expenditure	Balance

#### 7/ Volunteer Training and Support Program: Hobsons Bay Council \$2560

	Expenditure	Balance



## HOBSONS BAY/WILLIAMSTOWN INC

# 2022 U3A Hobsons Bay/Williamstown Budget

### INCOME

Member fees:	7500	\$6740 as of 31/1/22, Estimated 40 more members?
2021 Grants	3200	
New Grants		
<b>TOTAL</b>	<b>\$10,700</b>	

### EXPENDITURE:

AGL	1200	Based on previous years
Telstra	960	Based on \$80 per month
Cleaning	2000	Based on \$140 /month/10months +\$600 for deep clean
Zoom	240	One years membership
Dodo	60	12X\$5
Stationary	250	Estimate
Maintenance	250	Estimate
P.O.Box	210	Slight increase from 2021
Capitation	360	180membersX\$2 (165 Full Members 31/1)
Consumer Affairs	60	As for 2021
Convenor Workshops and Lecturer Fees	1700	Estimate based on Grants, combined with First Aid
First Aid & Defib Training	860	As for 2021
Brochures	300	Estimate based on 2021 brochures
<b>TOTAL</b>	<b>8450</b>	