



## Welcome to U3A Hobsons Bay/Williamstown

Dear [preferred\_name]

We are very pleased that you have joined us, or re-joined for another year. You are now a part of a local community devoted to lifelong learning in a fun and social setting.

Here is some information which we hope you will find useful.

### Communication Tools

We use a range of communication tools (listed below) to ensure our members are kept informed and engaged with all activities of the organisation.

#### Email

[info@u3ahbwilli.org.au](mailto:info@u3ahbwilli.org.au)

- Use this email address for all queries or comments and it will be directed and answered by the appropriate Committee Member(s)
- For any confidential matter please include your phone number and request a call to discuss it

#### Website

<https://u3ahbwilli.org.au>

The website contains a host of valuable information and it's worth taking a few minutes to explore what it contains:

- Portal to [UMAS](#), (member management system), where you can enrol in classes and activities, edit and change your membership details
- Names and roles of all [Committee](#) members
- [Policies](#), (including our Privacy and Grievance Policies)
- [Frequently asked Questions](#) (FAQs) for both members and convenors cover many commonly asked questions with answers on UMAS and other topics.

#### Newsletter

- Our [newsletter](#) is published four times a year and is distributed online with some printed copies available at The Cottage.
- It covers the activities of the organisation including: information about upcoming events, celebration of successes and special occasions, and often profiles one or two members.
- Member feedback/contributions always welcomed.

#### Newsflashes

- Every two weeks or so we send out a Newsflash by email just to keep everyone updated with what is happening, including new activities and social events.

#### Facebook

- [U3A Hobsons Bay/Williamstown](#) has a closed Facebook group
- It is open only to members to read and post
- It's a wonderful medium to stay in touch with other members and to post updates on our U3A, relevant comments and photographs.

#### Convenor Emails

- Convenors will contact you via email with information about what is happening in the activities you are enrolled in.
- You can reply to the email and it will be sent to the convenor's own email address.
- Please let your convenor know if you are unable to attend at any time.

### **Name tags**

- A name tag will be mailed to you
- For those who are re-joining, please insert the new name tag for this year into your existing plastic badge holder.
- Please wear your name tag at all activities.

### **Venues**

- Main venue is The Cottage, 83 Bayview Street Williamstown, VIC, 3016 (in the grounds of Bayview Secondary College, Williamstown Campus).
- Digman Reserve Pavilion, Hobson St Newport, VIC 3015 hosts many of our activities, such as Current Affairs and Spanish.
- Bayview St Pavilion, Bayview St, next to Bayside Secondary College (Williamstown Campus), also hosts a range of our activities, such as Book Group 2 and Art classes.
- Other venues are used e.g. local cafes, private homes and the Royal Yacht Club of Victoria (RYCV)
- Walks, bike rides and bird watching are, of course, outside.

### **Online**

- During lock-downs, Zoom was a fantastic tool to keep our members involved.
- There may be some activities that continue to run online from time to time.
- If you are not confident or experienced with online technology, we are able to run one-on-one sessions with our Help with Digital Connectedness workshops.

### **Social Occasions**

- We have a welcome function where everyone can get to know each other – this occurs around March.
- During the year we also have regular morning teas for our new members.

### **COVID Precautions**

As always, we will take the Government's advice about COVID 19 restrictions and at all times will put your wellbeing first. We have updated our COVID safe policy in accordance with the Victorian Government guidelines, which can be seen on our [website](#)

### **Postal Address**

PO Box 140  
Williamstown Vic 3016

### **Feedback**

Communication is, of course, a two-way thing and we would value your input such as ways we could grow and improve or any new activities we could consider.

Kind regards

**Joan Thompson**  
**President**  
**U3A Hobsons Bay/Williamstown Inc**

December 2022

