



HOBSONS BAY/WILLIAMSTOWN INC

Action Plan 2022 to 2025 Report on Progress March 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, 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 2022 Report

The 2022-2025 Action Plan endorsed by AGM March 2022

Goal 1 Activities: 89 activities in 2022 compared to 61 activities in 2021 –a 46% increase

Goal 2 Convenors & Support: Activities Coordinator and Convenor support team introduced. Quarterly convenor bulletin & workshops. Co-convenors for most activities.

Goal 3 Venues: Availability of Digman Reserve and Bayview Pavilion

Goal 4 Partnerships: Hobson Bay City Council, Williamstown Library, Victoria University, Life Saving Victoria, Williamstown Swimming and Life Saving Club and Williamstown Camera Club.

Goal 5 Funding: Increase in membership fee revenue due to increase in members. Grants funded a range of programs including the Art & Photo Exhibition, convenor training and development, and other items not covered by member fees

Goal 6 Review & Reflection: Evaluation Report endorsed by Committee February 2023

Enablers

Goal 7 Communication: Regular Newsflashes, Newsletters, Convenor Bulletin, emails. Website, Facebook

Goal 8 Governance: Committee meetings, annual review of policies, annual report, AGM and external reporting,

Goal 9 Operations: Membership Administration System (U-MAS), annual operational calendar and document key responsibilities and protocols

Action Plan 2021 Report

The 2020 planning process included two workshops which involved consultation with members. The 2021-2023 Plan was endorsed 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.



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Actions **Our theme for achieving our goals is 'social connection'**

Goals	Action	2022 Plan	2022 ACTUAL	2023 Plan	2024 Plan	2025 Plan	
1.0 Members	1.1 Retain and grow membership to 260 by 2024 and appeal to a diverse demographic (gender, cultural)	Members 220	Members 268	Members 250 ACTUAL 290 (1 st March) End of year 320? Committee role: Member support	Members 280 Revised 350?	Members 300 Revised 400?	
	Courses & activities – increase range and number	1.2 Increase the breadth & depth of offerings, including one-off short activities	Activities 70	Activities 89	Activities 85 Revised 100	Activities 95 Revised 120	Activities 110 Revised 140
		1.3 Offer activities in multiple delivery formats/modes	Zoom classes and pivot to Zoom when necessary	Limited Zoom			
		1.4 Offer activities in conjunction with other U3As & organisations	Victoria Uni, U3A Altona & Deepdene	YES	Victoria Uni, U3A Altona Football Victoria Life Saving Victoria		
		1.5 Maintain regular contact with class members who are not able to participate during the health crisis.	Via convenors & newsflashes	YES			
2.0 Convenors- recruiting, supporting and training/ development	2.1 Develop an on-going program to recruit convenors to lead new activities and classes	Course development community outreach	YES Activities coordinator role introduced	Committee role Activities coordinator			
	2.2 Develop resources to support convenors including having co-convenors	workshops, FAQs		Convenor Support			



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	<p>(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>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>YES quarterly bulletin & workshops FAQs</p> <p>Skills workshops First Aid & CPR Handling Difficult Behaviours</p> <p>YES participated Seniors Week, Willi Lit Festival</p>	<p>Convenor interaction</p> <p>Training & development for convenors</p>		
<p>3.0 Delivery</p> <p>venues and Digital</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 & safety standards</p> <p>3.4 Develop health & safety protocols for venues/ classes</p>	<p>Digital support is offered to members</p> <p>Information sheet on digital equipment</p> <p>Senior Citizens wifi</p> <p>Defibrillator</p>	<p>Limited support</p> <p>No mixed mode</p>	<p>Explore partnerships</p> <p>Venue support access, security & facilities</p> <p>Venues coordinator Work with HB City Council</p> <p>Health & safety protocols</p>		



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4.0 Partnerships	<p>4.1 Develop strong partnership with Hobsons Bay City 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>		President Committee		
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>5.3 Continue to apply for grants to enable funding goals</p>	<p>2022 Budget endorsed</p> <p>Undertake financial planning</p> <p>Apply for grants</p> <p>Expenditure reviewed monthly</p>		<p>Develop budget forecast 2023-2025 with scenarios relating to membership & cost of venues</p> <p>5.2 Prepare cost audit of venues</p> <p>5.3 Continue to apply for grants to enable funding goals</p>		



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	5.4 Prepare expenditure budget for the maintenance and operational costs of running the Cottage			5.4 Prepare expenditure budget for the Cottage maintenance and operational costs		
6.0 Review & Reflection	<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>	Evaluation Report	<p>Continuous review and reflection</p> <p>Seek regular feedback from members & convenors. Report back to members</p> <p>Link with other community clubs</p>		
7.0 Communication	<p>7.1 Continue to tailor messaging via the Newsletter (quarterly), Newsflashes (weekly) and Facebook posts to reach members</p> <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>Newsletters- quarterly</p> <p>Newsflashes weekly</p> <p>Update content regularly</p> <p>Facebook – expand membership</p>		<p>Newsflash, Newsletters</p> <p>*public Facebook page to seek new members. Set up groups</p>		



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	7.5 Work with U3A Network on strengthening the branding and image of the U3A	Encourage convenors to use UMAS email Participating in Network strategy discussion		Explore options for messaging including texting		
8.0 Governance & Policies	8.1 Annual review of policies to keep up to date /relevant 8.2 Complete annual external reporting 8.3 Member Consultative Group to advise Committee 8.4 Protocols for working groups to ensure goal alignment and strong communication	Annually Annually Establish Further develop	Not proceeded with Governance policy -working groups	Annually Annually Consolidate		
9.0 Operations/ Processes Enrolment, Timetabling Members Support Convenor support Venue management	9.1 Maintain and enhance U3A Membership Administration System (U-MAS), including training for members 9.2 Prepare annual operational calendar 9.3 Allocate operational tasks 9.4 Document management and communication protocols	Masterclasses Training, FAQs Annual Annual & ongoing Further develop		On going Maintain Committee web portal		