

## ANNUAL GENERAL MEETING

### REPORTS

#### 1. PRESIDENT'S REPORT – Joan Thompson

Welcome to all our members for the 2023 Annual General Meeting. This will be my last Presidential Report as I am not renominating and it has given me the opportunity to reflect on my 4 and a bit years as a member and my 3 and a half years as President. The organisation has undergone enormous change in that period and I agree with Dr. Dennis O'Grady *"Change has a bad reputation in our society. But it isn't all bad – not by any means. In fact, change is necessary in life – to keep us moving, to keep us growing, to keep us interested. Imagine life without change. It will be static, boring, dull."* [Dr. Dennis O'Grady TALK2ME© Communication System \(drogrady.com\)](https://www.drogrady.com)

This applies to the leadership team as well. Each of us can make our contribution and then move on or step aside. I am very confident that, with 3 of the Committee not renominating, we have established good processes and a team culture that will ensure the organisation will continue to thrive. Setting up teams has involved members assisting the Committee and ensuring all the knowledge and information is shared among a wider group of members. None of the members of the teams have been overloaded so don't hesitate to express interest in helping out within your capacity.

Most of you have heard of all the progressive increases in membership, activities and the work to introduce UMAS, our member portal so we could move from a paper based organisation to a digital platform. In the early days of the COVID-19 pandemic, we transferred activities to Zoom (where appropriate) and we continued to grow as an organisation. So many policies have now been put in place, including a COVID-19 Plan and general health and safety policy and procedures. The Vice-President Tony McCosker has overseen the COVID-19 Plan, which has been regularly updated to meet the changing health regulations and to ensure compliance for the safety of our members.

Our excellent Newsletter and Newsflashes have kept us all well informed. More detail on the specifics will be covered in other reports but it is grounds for congratulations and satisfaction for us all.

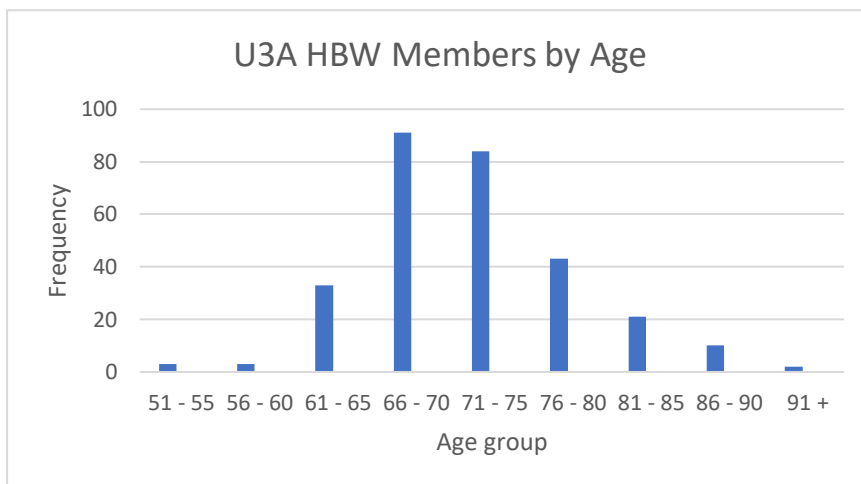
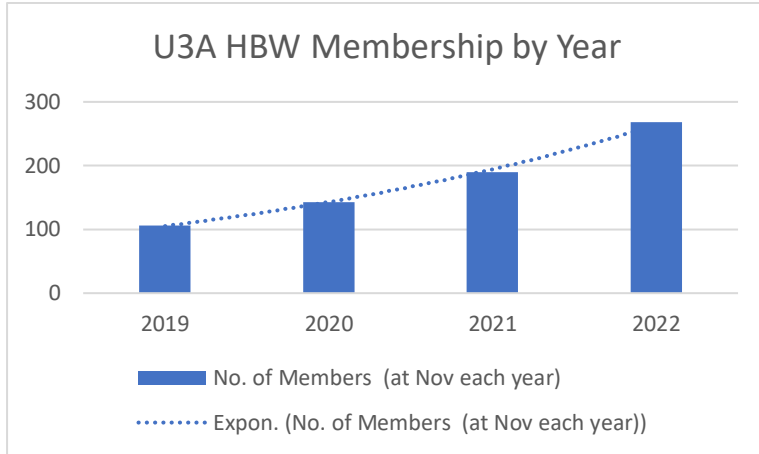
Exciting new possibilities will be a new venue in the redevelopment of Dennis Reserve. The new Community Hub was once predicted to be finished mid 2023 however it now looks more like early 2025. This is a consequence of COVID-related supply issues and the slow tender process on costings. Ian Barclay will continue to keep you up to date with progress.

My final comments are on the benefits of being your President. I have met wonderful members, have had some great laughs and pleasurable adventures, been to stimulating activities that have stretched my understanding and knowledge and made some lovely friends. It has been a joy! Thank you to all of the Committee who have been on the journey with me and a big thank you to the wider membership for your support and kindness.

## 2. GENERAL REPORTS

### i. SECRETARY – Fiona Williams

U3A HBW Membership Growth 2019 to 2022 continues to amaze us, particularly as much of the growth comes from word-of-mouth contact. At 1 March 2023, we have 290 members.



### Committee matters

- 11 monthly meetings – 9 Committee members
  - 3 members stepped down at the last AGM (Ruth Patching, Sherrill Milligan, Sue Sturup)
  - 3 new members joined March 2022 (Ian Barclay, John Morrison, Fiona Williams)
- Activities
  - President participated in Network Council meetings, Vice-President in Western region meetings
  - Committee members participated in specialist Network User Groups (UMAS, Marketing, Website) and FaceBook groups (Secretary)
  - Committee structured to ensure we cover all aspects of Committee work – teams established so that members work alongside a Committee member (Member Support team, Convenor Support team, Venues Support, Health & Safety etc)
  - Working groups – Finance (review of fees), Evaluation, History Project
  - Other projects – Inaugural Art & Photography exhibition



## ii. MEMBERSHIP SUPPORT TEAM - Carol Neumann

The Membership Support team provides support to new and continuing members to access services and activities and to support your ongoing involvement in our U3A. I have been well supported in this activity by a number of our U3A members. Across the year my team has included Sherrill Milligan, Sue Sturup, Phil Quin and Deb McDonald.

Some of you will know about what we do, as we are your point of contact for a range of general membership matters. We look after the U3A general phone line and also respond to member inquiries coming in via email. So we are your first point of contact if you have a general enquiry or often the point of contact for those who are considering joining our U3A and want a bit more information. We assist with the enrolment process and organise the enrolment days at the cottage at the beginning of the year for those who need a little face to face help with the enrolment process.

We also arrange for your new badges each year with a general delivery/mail out at the beginning of the year and ongoing mailing to new members who start during the year.

With the large number of new members starting during 2022, one of the initiatives was a welcome morning tea for new members half way through the year. We know that the welcome function at the beginning of the year is a wonderful opportunity for members to get to know each other and get to know the committee as well. We were keen to support members who join across the year and make sure they felt welcome in our U3A. The event, like our beginning of the year function was hugely popular and well attended.

Across 2022, our U3A was also involved in a couple of key events intended to showcase the U3A to the broader Hobsons Bay Community. We were invited by the Williamstown Literary Festival to run an information table at the Town Hall throughout the Festival and our own Cryptic Crosswords team ran a Cryptic Crosswords session which proved very popular.

During Seniors week in 2022 we ran some of our activities as demonstration activities in the Williamstown and Newport libraries. Across that week, we had Scrabble, Introductory Spanish, Cryptic Crosswords and Art Time running sessions in the library.

All of these activities have been given incredible support by our members. Across the year, we have reached out a number of times asking for support on different fronts, staffing our Information table, help with delivering our Welcome letter and badges, taking on administrative work on my team. Each time we have reached out for help, there has been a fantastic response from our members.

So a big thank you to each and every one of you for your support and for your enthusiasm and a special thank you to the members of my team who have given time and energy across the year. It makes this organisation very rewarding to be involved with.

### iii. ACTIVITY COORDINATOR’S REPORT – Sue Dawkins

#### Activities

**In 2022 U3A HBW hosted 89 activities, compared to 61 activities in 2021 –a 46% increase!**

This amazing growth has continued from 2021 and has significantly increased the range of topics and delivery formats. Significant growth has occurred in one-off activities and short-term activities (two to eight sessions per activity).



**Of the 89 activities in 2022, 55 were new activities**

Many of the long-running activities continued at the Cottage. New activities have been able to expand into new venues. We now have a balanced program with good coverage across categories including multiple groups - 5 language classes, 4 art groups, 5 writing/poetry, 3 book groups, 28 outdoor activities, 9 games/cards, 4 film groups and 5 discussion groups.



**Of the 89 activities hosted in 2022, 12 were held monthly, 6 were fortnightly, 19 were weekly, 37 were one-off, 8 were short term and 6 special events.**

Many of the one-off activities were developed to cater for the large number of members on waiting lists. Waiting lists grew as the result of new members joining the club during the year – an additional 50 members joined after classes commenced in March over the year to November.

#### Convenors and Co-Convenors

This rapid expansion of offerings has only been possible because of the wonderful members who volunteer to convene or co-convene activities. The range of activities we have been able to offer showcases the talented membership, with their diverse career backgrounds and life experiences.

The **role of co-convenors** has been a great initiative in 2022 to share the load with convenors, particularly with travel and other commitments. Most on-going activities now have co-convenors.

## Partnerships

There have been some great partnerships in 2022 with:

- Victoria University Professor Rob Pascoe and Dr Chris McConville
- Life Saving Victoria and Williamstown Swimming and Life Saving Club
- Williamstown Camera Club



## Planning for 2023

In October the planning work for the 2023 offerings commenced, with shared input from the Convenors support team, Sandi Fallshaw, UMAS coordinator and myself as Activities Coordinator. 2023 enrolments opened on Wednesday 30 November.

Most convenors committed to continuing running their activities from the previous year. Many members stepped up to offer an exciting range of new activities for 2023.

More Convenors are always needed. As our membership grows, we need to be able to offer more activities, so if you have an idea to suggest and/or would like to become a Convenor please contact the Committee. Activities can be short term one-off excursions, so they do not have to be onerous or time consuming. **Give back to the club by being a convenor or co-convenor.**



**iv. GRANTS REPORT – Sue Dawkins**

Sue Dawkins, Grants Coordinator applied for grants with 2022 successful grants from Hobsons Bay Council and Viva Energy. These funds have provided resources to enable a range of programs to be run including the Art & Photo Exhibition and items purchased that are not covered by member fees.



**The Club thanks Hobsons Bay City Council, Bendigo Bank and Viva Energy for their generous financial support. In 2022, 36% of income was sourced from grants. (on an accrual basis)**

- 2020 \$3800 funded the convenor workshop 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 \$5560 cash (including 2021 grant carryover) and \$2258 for a Defibrillator from Bendigo Community Bank
- 2023 to date - \$500 small grant plus \$4000 Viva Energy for Cottage refurbishment

**4RRG029 Volunteer Training and Support Program: Hobsons Bay Council**

**\$2560**

First Aid and CPR Training	\$ 764	
Gift Williamstown Camera Club for running activity	\$50	
First Aid Kits x3 plus icepacks x4	\$89.93	
Birdwatching gift to Andrew Thornton for slide show	\$50	
Gift Card Richard Olive Westgate Bridge Disaster presentation	\$50	
Convenor Workshop refreshments	375	
October 2022 professional development workshop Challenging Behaviours by Non Profit Training	1485	
	2863.93	
	(-303.93)	

**2022SG05 Small Expenses: Hobsons Bay Council 2022**

**\$500 ACQITTED**

(Deposited in bank 26/11/21)

Dodo	5.00	
Zoom/IT	80.18	
Stationary	83.44	
PO Fee	216.00	
AGL	53.40	
IT ( Mouse)	34.00	
Stationary	53,55	
		<b>-25.46</b>

**2022 MIH2048 Never too Old to Start** (Deposited in bank 17/6/22)**\$2500**

	Grant Budget	Expenditure
Venue hire for opening night	450	452.50
Catering Opening night	500	995
Brochure	200	72
Banner		95
Gifts		80
Materials Art	500	264.50 363.83 21.70
Materials Photos	500	0
Starter kit Art	200	228.07
Morning teas x3	150	0
<b>TOTAL</b>	<b>2500</b>	<b>2572.60</b>

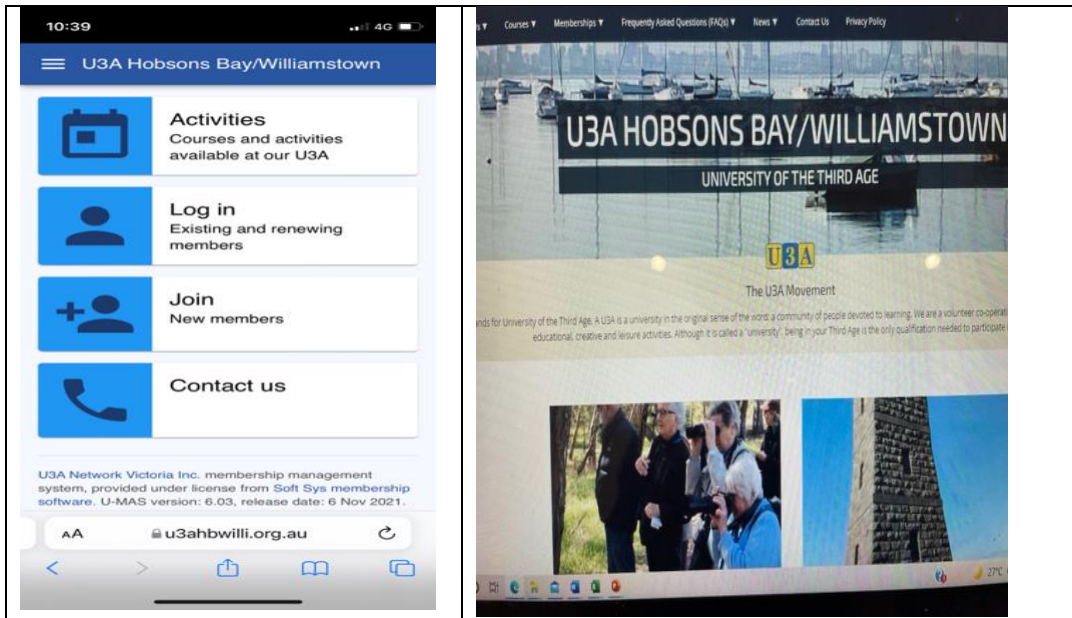
**HBCC 2023SG32 Small Grant \$500**

Telstra	80	
AGL Electricity	142.61	
Cleaning	320	
Total	542.61	
		(-42.61)

## v. MANAGEMENT SYSTEM (UMAS) - Sue Dawkins & Sandi Fallshaw

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

- The system is used by members, convenors and the committee
- Well over 95% of members have been able to enrol and manage their own course selection. Member support has been provided to those unfamiliar with online systems.
- Most convenors have been able to manage class and attendance lists and send emails using UMAS. Help provided by the Convenor support team and FAQs resource materials
- The FAQs on the website have been well received by members and convenors  
[Frequently Asked Questions \(FAQs\) – U3A Hobsons Bay/Williamstown \(u3ahbwilli.org.au\)](https://u3ahbwilli.org.au)
- 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.



## vi. ACTION PLAN – REPORT ON PROGRESS

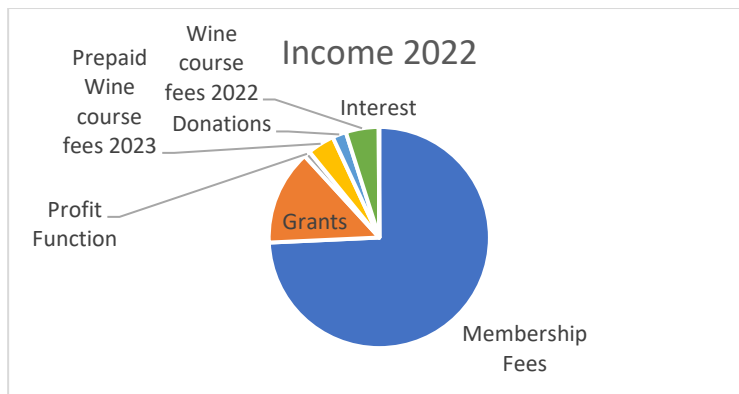
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### 3. TREASURER’S REPORT

#### a. INCOME 1/1/2022 – 31/12/2022

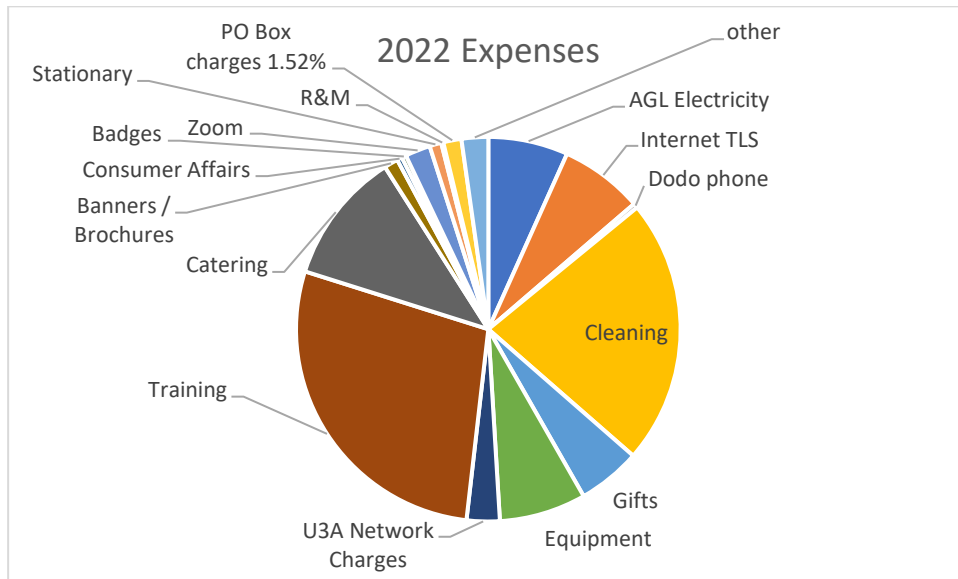
Fees	\$16,003.00	Inflated (high prepayment fees for 2023 – approx. extra \$6000
Grants	\$3,000.00	Grants 2023 likely \$4500 plus - most to be spent on The Cottage
Profit	\$200.00	From a function
Pre-paid wine course fees 2023	\$855.00	Paid in 2022 for a course to be run in 2023
Donations	\$435.00	
Fees wine course 2022	\$1,035.00	Note: \$900 costs associated with course
Interest	\$19.00	
<b>Total income</b>	<b>\$21,547.00</b>	





**b. EXPENSES 1/1/2022 – 31/12/2022**

AGL Electricity	\$952.15
Internet TLS	\$990.00
Dodo Phone	\$55.00
Cleaning	\$3,168.80
gifts	\$753.65
equipment	\$1,034.72
U3ANetwork charges	\$394.00
Training	\$3,524.73
catering	\$1,575.00
Banners / Brochures	\$167.00
Consumer Affairs	\$60.10
Badges	\$53.44
Zoom	\$300.17
Stationary	\$140.70
R&M	\$24.98
PO Box charges	\$216.00
Other	\$318.04
<b>Total Expenses 2022</b>	<b>\$13,728.48</b>



**c. BUDGET 2023**

<b>INCOME</b>	Fees - Full	\$12,650.00
	Fees - Assoc	\$1,600.00
	Gants	\$4,500.00
	Interest	\$350.00
	<b>Total</b>	<b>\$19,100.00</b>

<b>EXPENSES</b>	Electricity	\$1,320.00
	Cleaning	\$5,500.00
	Phone	\$60.00
	Internet	\$960.00
	Equipment / Supplies	\$1,500.00
	R&M	\$4,500.00
	U3A Network Charges	\$560.00
	Zoom fees	\$230.00
	Consumer Affairs	\$60.00
	Functions / Catering	\$1,000.00
	Postage / Stationary	\$400.00
	Gifts	\$750.00
	Brochures / Badges	\$200.00
	P.O. Box	\$220.00
	Miscellaneous	\$800.00
<b>Total</b>	<b>\$18,060.00</b>	

**PROFIT / LOSS** **\$1,040.00**

**BUDGETED CLOSING BALANCE 31/12/2023** **\$35,070.97**