

Annual General Meeting Wednesday 29th March 2022

Venue: The Cottage, 83 Bayview Street, Williamstown

Minutes

[Link to AGM Agenda](#)

1. WELCOME AND ACKNOWLEDGEMENT TO COUNTRY

Vale Ken Gratton

The President, Joan Thompson, announced the sad news of the passing of Life Member Ken Gratton and talked about his major contributions over many years to our U3A. A minutes silence was observed to remember him.

2. PRESENT, APOLOGIES AND CONFIRMATION OF PROXIES

The President, Joan Thompson, formally opened the Annual General Meeting at 10.05am and noted a 10% quorum had been met (44 Full members attending plus 37 proxies from a total of 274 members eligible to vote).

Attendees

- Members (43 Full, 2 Associate) – see list on page 11
- Proxies (37) – see list on page 11
- Visitors (2) - Peter Bainbridge (President, U3A Altona), Lesley MacLeod (Secretary, Maribyrnong U3A and also Associate Member HBW)

Apologies (3)

- Members (3) : Alison Shield, Robert Ryan, Lorraine Wood [*proxies not listed as apologies*]
- Visitors (1) : Barbara Abreu Hobson Bay Council

3. MINUTES FROM 2022 AGM AND THE 2022 SPECIAL GENERAL MEETING

2022 AGM Draft Minutes

The draft Minutes from the 2022 AGM had been posted on the U3A Website and link provided in the Newsletter and other email communication.

MOTION That the draft minutes from the 2022 AGM be received as a true and correct record:

MOVED: Tony McCosker SECONDED: Sue Sturup CARRIED unanimously

2022 SGM Draft Minutes

The draft minutes from the 2022 Special General Meeting (i.e. to set fees for 2023) had been posted on the U3A Website and link provided in the Newsletter and other email communication.

MOTION That the draft minutes from the **2022 Special General Meeting** be received as a true and correct record:

MOVED: Ann Banham SECONDED: Sandi Falshaw CARRIED unanimously

4. ANNUAL REPORT 2022***President's report - Joan Thompson***

This was Joan's final year as President and she reflected on her 4 years as a member and 3 plus years as President. Joan talked about the good that change can bring and urged members to become or remain actively involved in the organisation of our U3A so that it continues to thrive. Joan thanked all members, the Committee and the wider community for their support over this journey.

Secretary's report - Fiona Williams

- MEMBERSHIP: Growth continues with a trebling of members since 2019. Much of the growth has been word of mouth – a great reflection on all involved in our U3A.
- COMMITTEE: The establishment of Working Groups (specific purpose time-limited projects) and Teams (to support ongoing functions) has been important not only for sharing the Committee's load but allows active participation of more members in the Association's organisation. It also allows for members with specific skills to contribute.

Membership Support Team report - Carol Neumann presented on Carol's behalf by Sue Sturup

New initiatives have been introduced to look after members, including a welcome morning tea for new members half way through the year. The membership team also undertook external activities to showcase U3A HBW to the broader Hobsons Bay Community. In her report, Carol thanked the Membership Support Team along with all members.

Grants and UMAS reports - Sue Dawkins

GRANTS: Grant success continues to be extremely important in contributing to our costs and growth, noting that 36% of income in 2022 was sourced from grants. Generous financial support in 2022 was provided in particular by Hobsons Bay City Council, Bendigo Bank and Viva Energy.

On behalf of the Committee, Sue thanked Hobsons Bay Council, Bendigo Bank and Viva Energy for their generous financial support. See detailed breakdown on page 10.

UMAS: UMAS, the online management system used by U3A, is working well for members and convenors. 95% of enrolments for 2023 were undertaken online via UMAS. FAQs are available on the website for both members and convenors.

Activity Coordinator's report – Sue Dawkins

Sue highlighted the ongoing amazing growth in activities, with a significantly increased 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. Sue noted that this rapid expansion of activity 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 introduction of co-convenors has been a great initiative in 2022, allowing the load of convenors to be shared. Most on-going activities now have co-convenors.

Venues report – Ian Barclay

Ian provided an update on venues, noting that Bayview Pavilion and Digman Reserve have now joined the Cottage in becoming significant venues used by U3A HBW. There are of course many other venues and the use of these is tracked. The Senior Citizens' Centre is to be rebuilt as a multi-purpose hub and Ian noted that U3A Williamstown has been actively involved in the consultation and planning phase for the new building.

Action Plan - progress report – Sue Dawkins

Sue provided an update, noting that we have certainly met the listed goals and targets and noted that the next consideration for the Club is to determine what size it wants to be. See the document provided with the AGM papers for full details.

Treasurer's report – John Morris

i. Financial Statements

- See detailed report on pages 7-9
- Graeme Reilly provided the auditor review for 2022 – a link to his report on the U3A HBW website was made available to members as part of the AGM papers.

ii. Fees for 2024

In recognition that the majority of our operating income comes from member fees, the Treasurer proposed a small increase in fees (\$5 approximating CPI).

MOTION: To approve the proposed fee structure for 2024

- The Full Member fee will be \$60.00
- The Associate Member fee will be \$45.00
- The Life Member fee will remain at \$0.00

MOVED John Morris SECONDED: Joan Thompson CARRIED unanimously

Approval of the Annual Report

Approval was sought for the Annual Report including financial statements, Auditor's Report and Graeme Reilly as the nominated auditor for 2023/24.

MOTION: To approve the Annual Report including financial statements, Auditor's Report and Graeme Reilly as the nominated auditor for 2023/24.

MOVED: Sue Dawkins SECONDED: Ann Banham CARRIED unanimously

Evaluation report

Sandy Guest spoke about the Evaluation Report 2022 – the process and outcomes, noting that It will be up to the new Committee to review and prioritise the recommendations. Sandy thanked the members of the Evaluation Working Group for their individual, valuable contributions. The report is available on the U3A HBW web page but several hard copies were also made available, thanks to MP Melissa Horne's office.

5. RECEIVING COMMITTEE NOMINEES AND ELECTION

Ann Banham preceded the listing and election of nominees with a very special thank you and a certificate of appreciation to the 3 Committee members who are stepping down from their current positions:

- Joan Thompson
- Tony McCosker
- Carol Neumann

2023 Nominations: Nine nominations were received by 28th March (see below).

No additional nominations were received at the meeting.

Nominee	Position
Ann Banham	President
Sue Dawkins	Vice-President
John Morris	Treasurer
Fiona Williams	Secretary
Ian Barclay	General
Sandy Guest	General
Phil Quinn	General
Ruth Patching	General
Vinny Fitzgerald	General

6. ANNOUNCEMENT OF 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 – Ann Banham
- Vice President – Sue Dawkins
- Secretary – Fiona Williams
- Treasurer – John Morris ACCEPTED unanimously

7. ANNOUNCEMENT OF COMMITTEE RESULTS FOR COMMITTEE MEMBERS

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

- Ian Barclay
- Sandy Guest
- Phil Quinn
- Ruth Patching
- Vinny Fitzgerald ACCEPTED unanimously

Voting was not required.

8. SURVEY OF CONSTITUTIONS OF 12 VICTORIAN U3As

As background to Item 9, Sue Dawkins reviewed the rules relating to restriction on re-election for the 12 Victorian U3As which provide their constitution on their website. Of these, all adopt the Consumer Affairs Victoria Incorporated Association Rules. None restrict the re-election of ordinary committee members but some limit the re-election of officer bearers eg President. She clarified

9. PROPOSED AMENDMENT TO THE CONSTITUTION - SPECIAL RESOLUTION

Proposer: Ruth Patching

Seconder: Sandy Guest

Special Resolution: That Rule 55 *Term of Office*, sub-rule 2: 'A committee member may be re-elected' be altered to state that: ***a committee member may be re-elected for a maximum of four consecutive elections with the following provisions:***

1. All members elected at the 2023 AGM will be considered to be in their first term.
2. To allow for continuity of Committee membership, for the period of adjustment to the new regime, it is preferable to have no more than three committee positions vacated in any one year.
3. If more than three committee members who have served the maximum four years do not wish to retire, the committee shall decide which three members shall retire.

Refer to the Agenda for detailed background.

Item 9 was conducted as follows:

1. The proposer reads out aloud the Special Resolution (2 minutes max)
2. The seconder may comment at this time or later in the period prior to the vote (1 minute max)
3. Comments from the floor (1 minute max per person)
4. The proposer has the final right of reply.
5. The vote is taken.

Per the U3A HBW Constitution, in order for a Special Resolution to be passed a minimum of 75% of those voting on the day (in person at the meeting or via a proxy) must vote in favour.

At the meeting, 43 voting members were present and 37 proxies had been presented = total of 80 therefore requiring at least 60 votes to pass the Special Resolution.

There was much discussion with several members commenting on the importance of renewal for the long-term. 2 members commented on an apparent anomaly in the wording (re-election for a maximum of 4 consecutive years implies 5 years [the initial year + 4 years re-elected]).

Results of voting

The written votes were counted by John Adams, Returning Officer. The results were as follows:

- YES (i.e. support the Special Resolution) = 39
- NO (i.e. do not support the Special Resolution) = 28
- ABSTAIN = 1
- Note: not all members voted

The Special Resolution was not passed.

An amendment to the wording was discussed – President Ann Banham advised that amendments would not be accepted at the AGM but could be considered following the AGM.

10. ITEMS WITHOUT NOTICE

Kerry Lewis submitted a request that the new Committee call a Special General Meeting to consider an amended Special Resolution (see Item 9).

“That the Committee call a Special General Meeting within 4 months to put the proposed amendment with the deletion of the word ‘re’ and any other minor changes to the Special General Meeting.”

11. NEXT MEETING: ANNUAL GENERAL MEETING

Provisional Date Wednesday 13th March 2024

The President, Ann Banham, thanked all members for attending and participating so positively and then closed the meeting at 11:50am.

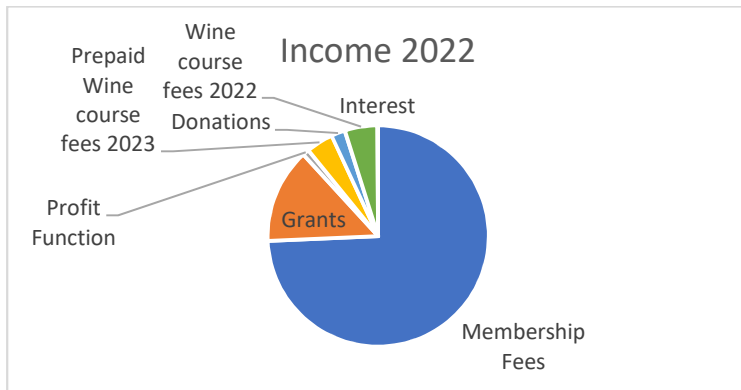
12. GUEST SPEAKER Cr Pamela Sutton-Legaud (HBCC)

Unfortunately, Item 9 took much longer than expected to complete and Cr Sutton-Legaud had to leave prior to the end of the AGM for her next appointment.

**TREASURER’S REPORT: U3A HOBSONS BAY/WILLIAMSTOWN
1 JAN 2022 – 31 DEC 2022**

Income – summary

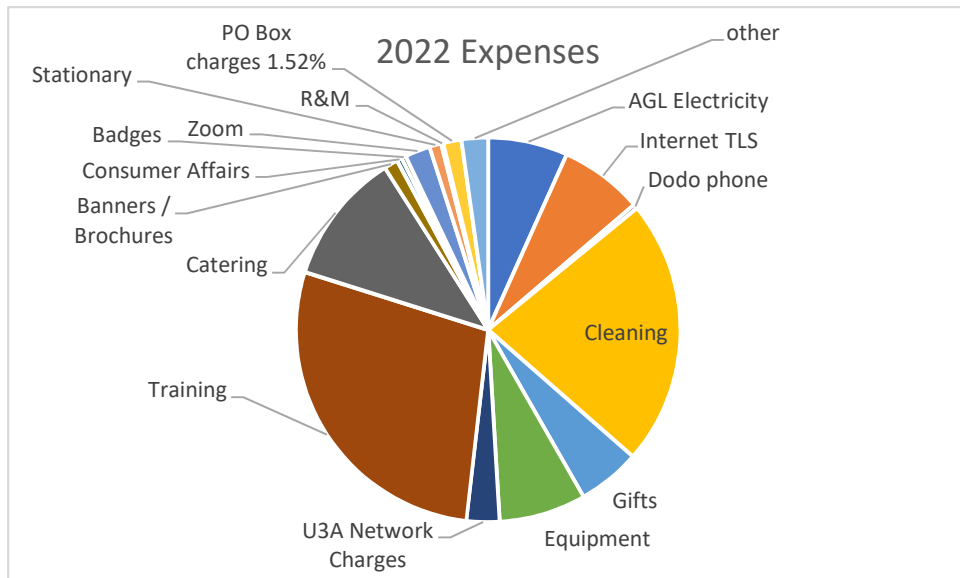
Income 2022			
		%	
Fees	\$16,003	74.27%	Inflated due to high prepayment fees for 2023 in 2022 - estimated at extra \$6000
Grants	\$3,000	13.92%	Grants 2023 likely to be \$4500 plus - most of which needs to be spent on The Cottage
Profit	\$200	0.93%	From a function
Prepaid wine course fees 2023	\$855	3.97%	Paid in 2022 for a course to be run in 2023
Donations	\$435	2.02%	
Fees wine course 2022	\$1,035	4.80%	Costs associated with this \$900
Interest	\$19	0.09%	
Total	\$21,547	100.00%	





Expenses – summary

Expense Summary 2022			Expense Summary (Corrected)				
		%	Hire Cost HBC		%		
AGL Electricity	\$952.15	6.94%	\$952.15	\$952.15	6.71%		
Internet TLS	\$990.00	7.21%	\$990.00	\$990.00	6.98%		
Dodo Phone	\$55.00	0.40%	\$55.00	\$55.00	0.39%		
Cleaning	\$3,168.80	23.08%	\$3,168.80	\$3,168.80	22.35%		
gifts	\$753.65	5.49%	\$753.65	\$753.65	5.31%		
equipment	\$1,034.72	7.54%	\$1,034.72	\$1,034.72	7.30%	Part paid by small exp grant HBC	
U3ANetwork charges	\$394.00	2.87%	\$394.00	\$394.00	2.78%		
Training	\$3,524.73	25.67%	\$3,524.73	\$452.50 \$3,977.23	28.05%	Paid for by grants paid in 2021 and 2020	
catering	\$1,575.00	11.47%	\$1,575.00	\$1,575.00	11.11%		
Banners / Brochures	\$167.00	1.22%	\$167.00	\$167.00	1.18%	Paid for by HBC Grant 2022	
Consumer Affairs	\$60.10	0.44%	\$60.10	\$60.10	0.42%		
Badges	\$53.44	2.19%	\$53.44	\$53.44	0.38%	Part paid by small exp grant HBC	
Zoom	\$300.17	2.19%	\$300.17	\$300.17	2.12%		
Stationary	\$140.70	1.02%	\$140.70	\$140.70	0.99%	Part paid by small exp grant HBC	
R&M	\$24.98	0.18%	\$24.98	\$24.98	0.18%		
PO Box charges	\$216.00	1.57%	\$216.00	\$216.00	1.52%		
Other	\$318.04	2.32%	\$318.04	\$318.04	2.24%		
Total Expenses 2022	\$13,728.48		Corrected expenses 2022	\$14,180.98	100.00%		





BUDGET 2023

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

EXPENSES	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
	Total	\$18,060.00

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

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



HOBSONS BAY/WILLIAMSTOWN INC

GRANT SUMMARY

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 ACQUITTED

(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	
		-25.46

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
TOTAL	2500	2572.60

HBCC 2023SG32 Small Grant \$500

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

2023 AGM ATTENDEES & PROXIES

Attendees

Marianne Lessels	Cecilia Lasslett	Ralph Humphries
Heather Smith	Mary O'Donoghue	Max Elliot
Lyn Murray	Ann Banham	John Webb
Sandy Daly	Sue Sturup	Anne Scott
Peter Crapper	John Morris	Robyn Powell
Celia Cornick	Cheryl Neenan	Ruth Patching
Deb McDonald	Moira Sharp	Kerry Lewis
Tony McCosker	Ann Hinks	Ann Goodwin
Sue Searls	Erica Davanna	Sue Duff
Jan Norman	Sandy Guest	Phil Quinn
Wendy Donn	Sandi Fallshaw	Louise Johnson (Assoc)
Irene Tannock	Sue Dawkins	Lesley MacLeod (Assoc)
Annette Matthews	Jennifer Tremewen	Fiona Williams
Ian Barclay	Kerri O'Brien	
John Adams	Peter Dawkins	
Joan Thompson	Kerry Fowler	

Proxies

From	
Ena HOLT	Francoise MULLER-ROBBIE
Isabella ZARB	David HOLLAND
Maggie FLANAGAN	Mary BARRON
Maria HAY	Marlene ZEUSCHNER
Rina MICHETTI	Lynda BODDINGTON
Heather LOVE	Judy FRAWLEY
Clara BRACK	Sue ELLIOT
Joan LYNN	Sue MYERS
Gerda VAN HAMMOND	Darby HIGGS
Clive GARTNER	Ray FUNSTON
Annette SIGNORINI	Asgur STURUP
Ineke BARDIN	Terri SEDDON
Carol Neumann	Keith SEDDON
Vinny FITZGERALD	Sandra MCAULIFFE
Kaye MACRAE	Marilyn HOMEWOOD
Denise FUNSTON	
Barbara MAHER	
Lyndall BOYLE	
David ROBBIE	
Claudia DE QADROS	
Glynnis VANDERWALKER	
Barbara GILBERT	