



ANNUAL GENERAL MEETING 2024

REPORTS

1. ACTING PRESIDENT'S REPORT – Sandy Guest

Welcome all members and visitors to our 2024 Annual General Meeting. It has been an interesting year with some challenges but also with many rewards.

I firstly want to thank all of my fellow Committee Members: Fiona Williams, Phil Quinn, Ruth Patching, Sue Sturup, Sandi Fallshaw, Barbara Ryland and Yvonne Davidson for giving their time and expertise, and their willingness to work so collaboratively throughout the year, and, importantly, to agree to take on extra responsibilities when faced with the unexpected changes on the Committee. I would also like to acknowledge the sad passing of John Morris earlier in the year and his contribution to our U3A in general and his role as Treasurer.

In addition we have a large number of members who have also willingly dedicated their time and expertise to the Sub-Committees, which have been established as part of the strategic approach being adopted by our U3A. Included in the Annual Report is a report from each of the Sub-Committees. The Committee has been very appreciative of the work undertaken by the Sub-Committees and this teamwork approach has been one of the key success factors in this year's achievements. There have been many benefits including sharing of the workload and tapping into the diverse sets of skills and experiences of our members. This has resulted in improved processes and new approaches being applied to the range of tasks that are critical to the effective operation of our U3A. Equally important has been the positive "working environment" that has existed amongst all members of the Committee and through to the Sub-Committees and the wider membership.

Again there has been an increase in the membership numbers, numbers of convenors and the range of activities. The details of these increases will be part of the various Sub-Committee reports.

Some of the challenges that face us going forward are to ensure we have enough venues to support the range of activities which we have in place and to allow for future growth. As our U3A grows it is important that we retain the capacity to offer a range of interesting and diverse activities to our members. To continue to manage the growth in numbers of members and their suggestions, we rely on the willingness of members to participate as members of the Committee and Sub-Committees to ensure we have a strong and robust platform on which to base our growth. We have some members who will be leaving the Committee and some office bearers who will be nominating to stay on as General Committee members, not Executive Members.

I have mentioned previously that I was a "reluctant" starter in the role of President and I will not seek re-nomination in that role but as I look back over the year the challenge has been rewarding. I have valued the friendship and support of the other members of the Committee. They have been a pleasure to work with and I have personally benefitted from the experience. I look forward to making a continuing contribution to the future success of our U3A. It is with optimism and confidence that I look forward to being part of a growing organisation committed to supporting the positive ageing of our current and future members.

2. ACTING VICE-PRESIDENT'S REPORT – Ian Barclay

I have been in the role of Vice President for a short six months, which was due to internal reshuffles. Although I was not fully familiar to the role and responsibilities, I have been pleasantly surprised and enjoyed the new challenges, to the extent that I have put my hand up for re-election for the following 12 months. The Committee has also been very supportive and extremely cordial when dealing with an extensive range of issues and challenges, in particular Sandy Guest who seems a natural in her short period as President.

One of the key roles I have performed as Vice President includes being our representative for Regional U3A Meetings. I was totally unprepared to take on this task, but I got a quick insight into how well we are doing as a group - our positive growth, huge range of activities that are ever growing, a vibrant committee and so on. We are viewed as a leader in our region. The Regional Meeting also gives us another connection through to the U3A Vic Network Office, especially helpful with the resources they can offer.

Along with taking on the role of Vice President I have continued to manage the external venues that we use, including The Cottage, Digman Pavilion, Bayview Pavilion and the soon to be opened new Multi-Cultural Centre in Dennis Reserve (ex-Senior Citizens Centre). I am here to assist with all venues if needed, including repairs and maintenance, timetabling and acting as the contact point for our landlords. My thanks to Jim Forbes for his assistance with repairs and maintenance throughout the year.

3. SECRETARY'S REPORT - Fiona Williams

U3A HBW membership continues to grow, with “word of mouth” being the most important recruitment strategy! Last year, the Committee was concerned that our membership growth was outstripping availability of activities and so decided to close new enrolments from mid-2023. At the time of reporting (7 February), we have 325 members which is already a 10% increase on the March 2023 membership (290 members). You'll see repeated calls in all of our reports for our members to step up as convenors and introduce new (or duplicate) activities so that all members have the opportunity to participate.

Membership at 7 February: 325 active members

- Convenor 56
- Full 240
- Associate 25
- Life 4 (including 2 Life Convenors)

Committee matters

- 11 monthly meetings – 9 Committee members
 - At the 2023 AGM
 - 3 Committee members stepped down after serving several years each (Joan Thompson, Tony McCosker & Carol Neumann)
 - 9 members were elected to Committee with 3 being new or returning after an absence (Phil Quinn, Ruth Patching & Vinny Fitzgerald)
 - During the year 3 members resigned in June (Ann Banham, Sue Dawkins & Vinny Fitzgerald) and our treasured Treasurer John Morris sadly passed away.
 - From June onwards 4 new members (Sue Sturup, Sandi Fallshaw, Barbara Ryland & Yvonne Davidson) joined the Committee bringing us to our full membership of 9.



4. SUB-COMMITTEE REPORTS

i. ACTIVITIES – Phil Quinn

Sub-Committee membership: Phil Quinn, Yvonne Davidson, Pam Parsons

The role of the Sub-Committee is to encourage and receive proposals for new activities and to assess these ideas, as well as to facilitate and support the continuation of existing activities. In 2023 our U3A offered more than 50 different activities. Already in 2024 (as at February) twelve new ones have been added. As our numbers grow, more and more activities quickly become full. In late 2023 the Convenor Support Sub-Committee approached members personally, encouraging them to consider running a new activity - the 12 new activities resulted from this.

The Activities Sub-Committee is continually looking out for new suggestions. We encourage all members who have an interest or skill not currently catered for (or in some cases a duplicate activity where demand is high) to put themselves forward as new Convenors. The frequency and duration of the activities varies – an activity can be a one off, in a set of 2 or 3 etc, weekly, monthly, for a term or the whole year. New Convenors can commit as much time as they wish. Members can also step up as co-convenors to help run activities or fill in when the convenor is away. Friendly support is also available from the Sub Committees to explain and support moving into convenor roles.

The Activities Sub-Committee welcome members to join in creating new opportunities and filling gaps in our program of activities to meet members' needs and wishes.

Our U3A depends on its members' participation for the continued growth and enjoyment for all.

ii. MEMBER SUPPORT – Phil Quinn

Sub-Committee membership: Phil Quinn, Deb McDonald, Sandi Fallshaw

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.

Presently, this Sub Committee is a very small group but it is important in supporting new members. Deb McDonald holds the phone that is shown on our website for members' enquiries. For most of the year the phone is almost silent but from December through to February, activity is higher, peaking at about 10 calls a month. Deb has ably responded to everything that our members have thrown at her! Emails sent to 'info@hbwilli.org.au' are directed, when appropriate, to our group.

We assist with the enrolment process and organised the 2 enrolment days at the cottage in December and January for those who need a little face to face help with the enrolment process. We thank Keran Howe for providing extra assistance on these days.

We support the Welcome Function at the start of the year where new and on-going members have an opportunity to meet, socialise and enjoy the wonderful vibe of our U3A.

We would love to have another member join our sub-Committee to help spread the load when one of us is away. Most of the enquiries concern how to enrol and how to join activities - members who have been in the organisation will know how to answer these queries. The FAQs (Frequently Asked Questions) also provide good advice.

iii. CONVENOR SUPPORT – Ruth Patching

Sub-Committee membership: Ruth Patching, Clara Brack, Jan Williams

In this report the term Convenor refers to both convenors and co-convenors unless co-convenors are specifically mentioned.

With the expansion in the number of convenors in early 2023 and, following the recommendations in the 2022 Evaluation, convenor support was formalised and expanded with the formation of a sub-committee. The current members are Ruth Patching (Committee member), Clara Brack (Convenor) and Jan Williams (member) having replaced Joan Thompson, Cheryl Neenan and Mary Bannon from the previous year.

The rapid growth in membership early in 2023 resulted, once again, in the need for more activities and convenors throughout 2023. Current convenors were exceedingly generous to offer more activities to meet the demand and a number of members became convenors for the first time. This expansion was largely achieved through short courses and one-off activities.

STATISTICS SUMMARY at August 2023

| | Aug 2022 | Aug 2023 | Change |
|---|----------|----------|---------|
| Active members | 255 | 327 | + 72 |
| Active convenors | 43 | 50 | + 8 |
| Number of activities | 47 | 100 | + 53 |
| Ratio members/convenors | 5.9 | 6.54 | + .64 |
| Ratio convenors/activities | 1 | 0.5 | halved |
| Average # activities per convenor (rounded) | 1 | 2 | doubled |

It was obvious that more convenors would be needed to expand the program to meet the anticipated continuing growth and to support the generous work of the ongoing convenors. Accordingly, in August and September 2023, the Convenor Support Sub-committee visited most groups to encourage members to consider becoming convenors or co-convenors. *This resulted in 17 members becoming convenors and/or co-convenors for the first time and 12 new activities being added to the program for the start of 2024.*

STATISTICS SUMMARY at February 2024

| | # | Change from Aug 2023 |
|---|------------|----------------------|
| Total number of members who convene or co-convene or do both | 61 | + 11 |
| Convenors | 41 | |
| Co-convenors | 25 | |
| Members who both convene and co-convene | 5 | |
| New Convenors in 2024 | 11 | +11 |
| New Convenors in 2024 convening multiple activities | 4 | |
| New Co-convenors in 2024 | 6 | +6 |
| Past Convenors offering previous plus new activities | 3 | |
| Convenors who are convening multiple activities | 13 | |
| New activities in 2024 | 12 | |
| Total activities | 57* | -43* |

* The number of activities in August 2023 was higher because it was the total for the entire year. We anticipate that additional activities will be developed during this year, particularly short courses and one-off events. The program posted in February 2024 mostly comprises year-long activities.



As the chart above shows, even with 17 members becoming first-time convenors, new convenors are always needed to replace the ones who retire and to invigorate the program with new ideas and offerings.

CO-CONVENOR ROLE

In 2023 there was a concerted effort to encourage activities to have both a convenor and a co-convenor. The purpose of the role is to support the convenor. The role is flexible and is worked out by the two members according to their respective skills, interests and availability. Examples of tasks currently performed by co-convenors include: helping to plan sessions, opening/closing the venue, encouraging the social aspect through organising the tea and biscuits or occasional social gatherings, admin duties, be lead or rear-guard on walks, be a sounding board, and run sessions when the convenor is not available. Not all activities require or are suited to having a co-convenor but all convenors who have adopted the scheme have found it to be very helpful.

SUPPORT

During 2023-24 the sub-committee has provided the following support for convenors:

- Quarterly Bulletins with reminders and tips to help convenors with tasks relevant to those times of the year
- A social gathering in June for convenors to meet informally, discuss relevant topics and provide informal support for each other
- Provided telephone, email and in-person assistance for convenors as required throughout the year
- Updated FAQs on the website
- In August planning for the following year commenced. It was obvious that many more activities and convenors were necessary to meet the demand from the expanding membership.
- During September most groups were visited to encourage members to become convenors and/or co-convenors; as a result 17 members are taking on those roles for the first time in 2024
- Coordinated with the Activities subcommittee to develop new activities and expand the program
- Held a workshop in November for experienced and novice convenors to prepare for the new year
- Produced and distributed a Convenor Handbook to accompany the workshop
- Ran an extra support session in January to assist convenors prepare for the beginning of the year

Following feedback from the June gathering and the November workshop it is recommended that similar events be held regularly to provide opportunities for convenors to continue to share their experiences and learn from each other.

Ruth, Clara and Jan have thoroughly enjoyed meeting and working with the convenors and thank them for their generous contributions to the life of our U3A.

iv. MANAGEMENT SYSTEM (UMAS) & WEBSITE - Sandi Fallshaw

Sub-Committee membership: Sandi Fallshaw, Susan Healey, Doug Palmer, Lars Jonasson

I took over the reins of the administration of UMAS early this year. I would like to acknowledge the encouragement and support of all of the committee members, particularly Fiona Williams, who worked with me on various scenarios as we navigated the management of UMAS and the Web site.

I would also like to thank Kevin Whelan of Whittlesea U3A who continues to give so generously of his time and expertise, not only to our U3A, but all who are using the program.

My thanks too, to the members of the UMAS Sub-committee, Susan Healey, Doug Palmer and Lars Jonasson. Susan and Doug, worked with me to add all of the new activities for 2024, and Lars, upon taking over the management of the Web site has done an excellent job of updating and refining the items for members to view. Our small group is now part of the newly-established Communications Sub-committee,



dedicated to ensuring that all of our members have access to up to date and accurate information at all times.

At the time of reporting, we have 59 current activities, with more in the pipeline for the year and all have a healthy number of attendees.

Having joined the Committee last year, I have very much enjoyed working with such a fine group of people, who are committed to ensuring our U3A continues to be vibrant and relevant to the needs of our community.

v. COMMUNICATIONS SUB-COMMITTEE – Sandy Guest

Sub-Committee membership: Sandi Guest (Chair), Sandi Fallshaw, Kerry Lewis (News flashes) Lynn Murray (Newsletter), Susan Healy (UMAS), Doug Palmer (UMAS), Lars Jonasson (Website).

The Sub-Committee is currently being established and will work on all aspects of communications including the website and UMAS.

vi. GRANTS SUB-COMMITTEE

To be established early 2024 (Chair Sandy Guest).

5. GRANTS REPORT – Sandy Guest

Greater Western Water \$2680

- This grant was used to support the Art Exhibition including materials, catering for the Art Exhibition, room hire and guest speakers/artists to help the artist improve their work/skills.

Viva Energy \$4000

- The funds were used for Cottage Improvements including hot water, blinds and the replacement of the Air Conditioning Unit.

Hobson Bay Make It Happen Grants \$2560

- Funds were allocated to conduct the Convenor Workshop held in November, 2023. The remaining funds will be used to conduct two workshops delivered by the Australian Competition and Consumer Commission (ACCC) on Scamming and two additional workshops to be delivered by the Council of the Ageing (COTA) on Introduction to My Aged Care and a workshop on Positive Ageing. Members will be notified of dates and details on all of the workshops in the coming weeks and months. The ACCC workshops will be delivered in March and April. The COTA workshops will be delivered in June and July, with dates still being confirmed with COTA.



6. ACTING TREASURER’S REPORT – Sue Sturup

a. ACCOUNT BALANCES AT 8 FEBRUARY 2024

- Term deposit account balance \$10,462
- Statement account balance \$34,656.33

b. INCOME 1/1/2023 – 31/12/2023

| Item | Budgeted | Actual | |
|------------------------------|--------------------|--------------------|---|
| Member fees | \$28650.00 | \$16,630.00 | Note pre-payment of 2023 fees in late 2022 listed in 2022 ACTUAL. |
| Grants | \$4,500.00 | \$4,000.00 | Viva Energy |
| | | \$2,350.00 | Make It Happen |
| | | \$2,680.00 | Greater Western Water |
| Interest term deposit | \$350.00 | \$46.28 | Note \$340 credited to our account 7/1/24 |
| TOTAL | \$19,100.00 | \$25,706.28 | |

c. EXPENSES 1/1/2023– 31/12/2023

| Item | Budgeted | Actual | |
|----------------------------------|--------------------|--------------------|-----------------------------------|
| Electricity | \$1,320.00 | \$857.65 | |
| Cleaning | \$5,500.00 | \$4,060.00 | |
| Phone | \$60.00 | \$166.00 | |
| Internet | \$960.00 | \$584.36 | |
| Equipment Supplies | \$1,500.00 | \$723.89 | |
| Repairs & Maintenance | \$4,500.00 | \$4,000.00 | Blinds, hot water (paid by grant) |
| | | \$4,000.00 | Air con / heating (paid by U3A) |
| U3A Network charge | \$560.00 | \$446.00 | |
| Zoom license | \$230.00 | \$239.00 | |
| CAV report lodgement | \$60.00 | \$60.00 | |
| Postage /Stationary | \$400.00 | \$920.00 | |
| Gifts | \$750.00 | \$72.00 | |
| Brochures/Badges | \$200.00 | \$0.00 | |
| PO Box hire | \$220.00 | \$229.00 | |
| Miscellaneous | \$800.00 | \$0 | |
| TOTAL | \$18,060.00 | \$16,357.90 | |

d. PROFIT/LOSS 1/1/2023– 31/12/2023

| | Budgeted | Actual |
|--------------------|-------------------|-------------------|
| Profit/Loss | \$1,040.00 | \$9,348.38 |



e. BUDGET 2024

| INCOME | | |
|----------------------------------|--------------------|--|
| Member fees - Full | \$18,150.00 | Based on 330 members |
| Member fees – Associate | \$1,200.00 | Based on 30 members |
| Grants | \$4,000.00 | |
| Interest | \$340.00 | Rollover 7/1/24 - \$340 credited to our account |
| TOTAL Income | \$23,690.00 | |
| EXPENSES | | |
| Electricity | \$1,000.00 | |
| Cleaning | \$5,000.00 | |
| Phone | \$220.00 | |
| Internet | \$1,020.00 | |
| Equipment Supplies | \$800.00 | Activities equipment, replacement |
| Repairs & Maintenance | \$3,000.00 | Ceiling insulation Cottage (but apply for grant) |
| U3A Network fee | \$660.00 | Based on \$2/full member at April/May |
| Zoom license | \$250.00 | Annual |
| CAV report lodgement | \$70.00 | Annual |
| Postage /Stationary | \$1,000.00 | General usage for cottage etc |
| Gifts | \$250.00 | |
| Brochures/Badges | \$0.00 | |
| PO Box hire | \$240.00 | |
| Miscellaneous | \$1,000.00 | Possible introduction of venue hire costs |
| TOTAL Expenses | \$14,510.00 | |
| PROFIT/LOSS | \$9,180.00 | |

END OF ANNUAL REPORT FOR 2024