



## HOBSONS BAY/WILLIAMSTOWN INC

### Welcome to U3A Hobsons Bay/Williamstown

We are very pleased that you have joined us as a new or come back to us as a returning member. You are now a part of a local community devoted to lifelong learning in a fun and social setting.

Most of the year's activities will start in the first or second week of February. Convenors will notify you about your activity with details of where to meet, when and other relevant details. Please check UMAS for details about your activities.

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) & [members@u3ahbwilli.org.au](mailto:members@u3ahbwilli.org.au)

- Use these email addresses for all queries or comments and it will be directed and answered by the appropriate Committee Member(s). Note you can mark the email ATTENTION to the relevant Committee Member (see website)
- 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 which are always welcomed.

### Newsflashes

- Every two weeks (2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month) or if a pressing matter arises, we send out a Newsflash by email just to keep everyone updated with what is happening, including new activities and social events.

### Social Occasions

- From time to time, we have social activities which are generally advertised through Newsflashes. These may be for special events, groups within our U3A or special interest 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 in which you are enrolled
- 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.

## Venues

- Main venue is The Cottage, 83 Bayview Street Williamstown (in the grounds of Bayview Secondary College, Williamstown Campus).
- Digman Reserve Pavilion, Hobson St Newport
- Bayview St Pavilion, next to Bayside Secondary College (Williamstown Campus)
- Dennis Reserve Centre Facility at the corner of Melbourne Road and Ferguson Street
- Other venues - e.g. local cafes, hotels, restaurants, 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 can provide assistance upon request.

## Annual General Meeting

- Our Annual General Meeting is held in March and members are encouraged to attend
- Elections for Committee positions occur at this meeting
- Resolutions for changes to policies or sections of the constitution are moved and discussed before voting on them at this meeting.

## Annual membership fees

Every attempt is made to keep fees at a reasonable but sustainable level. Fees are used to buy equipment, provide cleaning at the Cottage, electricity and telephone charges, consumables such as toilet paper, repairs to the Cottage, Zoom and website costs, insurance, etc.

## 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.

## Feedback

Communication is 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.

**Phil Quinn, President, U3A Hobsons Bay Williamstown, 25<sup>th</sup> July 2024**