
The Pines Learning & Activity Centre, 2/520 Blackburn Road, Doncaster East 3109; PO Box 3288, The Pines, Doncaster East, 3109; Tel: 9894 5955; manunipines@gmail.com ; www.u3amanningham.org.au

President's Report

Our 23RD ANNUAL GENERAL MEETING will be held on Thursday, 20 March 2014. I am pleased to report the following for the period 1/1/2013 to 31/12/2013:

Future Directions

A project team has been working towards a Strategic Plan for U3A Manningham Future Directions with respect to the following three terms of reference:

- The size and structure of the organisation;
- The scope and variety of classes to be offered and their consequent accommodation;
- The use of Technology in both Education and Administration activities.

It reported to the Committee of Management in February. Among its recommendations were:

1. That the Committee of Management considers the establishment of a 'Branch' of our U3A with the purpose of sharing administration and extending curriculum.
- 2.1 That development and diversification of the curriculum, with particular emphasis on developing relationships with nearby tertiary institutions, be initiated to allow our members to audit their courses.
- 2.2 To examine the potential demand for 'Fourth Age' learning in our community and how it can be supported.
- 3.1 To maintain contact with U3A Network Technology Users Group, who are working on the design and development of a Membership Database System.
- 3.2 To implement modern technology in classrooms and to encourage members to embrace 'tablet' technology with training and User Group support.
- 3.3 To investigate the feasibility of providing online learning for members unable to physically attend U3A Manningham classes.

New Constitution

Members unanimously passed the draft Constitution at a Special General Meeting (19 September 2013). The Department of Justice subsequently approved it as meeting the requirements of the Incorporated Association Reform Act 2012.

Manningham Council Grant

The council approved a Grant amounting to \$4800 for the purchase and installation of one of the HDMI data projectors and associated speakers.

Equipment

The Committee of Management approved the purchase of: two 'Visualisers'; an additional HDMI data projector and associated speakers; and one Interactive Whiteboard and speakers. In addition, extra hearing devices, CD players and Strength Training equipment were purchased.

Policy Change

The Membership Policy was amended to include a minimum age (55 years and over) for new members commencing with 2014 enrolment.

Membership Fees

The 2014 membership fees were increased to \$50 (full) and \$25 (Associate). The main reason for the change was increased operating costs, particularly hire of additional venues and the very high increase for utilities.

President's Report (Continued)

Community Involvement

U3A Manningham members continued their support of state and local government events, such as Carnival of Learning and Healthy Lifestyle Week. This year, we also supported the Doncare Food Bank through members' very generous donations of food items which were distributed to needy Manningham families.

Menzies Award

Tanya Gogorosis and **Peter McQuie** each received this award for many years' service to U3A Manningham and to the wider community. The Awards were presented by the Hon. Kevin Andrews MP on Australia Day.

Financial Report

The 2013 financial Income and Expenditure Statement shows an operating loss for the year. The net worth is still a very solid amount. Our 2014 Budget Forecast is projecting another small loss, mainly due to the capital expenditure for the aforementioned equipment, additional venue hire and utility costs rising well above CPI levels.

Thank You

My appreciation goes to: all Committee of Management members; PORs; Tutors; Class Reps; Office workers; Sub-committee members; catering staff and to our members who have represented U3A Manningham throughout the year in many external organisations.

Bryce Normoyle

MANNINGHAM U3A INC

Registration No. A0026531J

Twenty-Third Annual General Meeting

Thursday, 20 March 2014 at 12.30 pm

Notice is hereby given that the Twenty-Third Annual General Meeting of Manningham U3A Inc. will be held in The Pines Function Room, The Pines Learning and Activity Centre, 520 Blackburn Road, Doncaster East.

Order of Business

Welcome and acceptance of apologies

To confirm the Minutes of the last Annual General Meeting of 21 March 2013

Business arising from the Minutes

To receive, consider and adopt the Annual Report

To receive the Statement of Accounts and Auditor's Report for the period 1 January 2013 to 31 December 2013

Appointment of the Auditor

Transact any other business as submitted one week prior to the Meeting

Election of Committee of Management Members for 2014

Guest Speaker: Dennis Coard, Australian stage, film and television actor and an ambassador for the children's charity, 'Barnardos Australia'

A light luncheon will be served following the meeting.

Alita Mossop, Secretary

All positions on the Committee of Management are declared vacant each year. The positions are - President, Vice President, Secretary, Treasurer, and five (5) Ordinary Members.

Members interested in nominating for a position on the Committee of Management should have a commitment to the objectives of the organisation and be prepared to accept an appropriate responsibility for an aspect of its management. Current role descriptions of the Committee of Management members are available in the Resource Folder in the Office.

Nominations of candidates for election as officers of the Committee of Management shall be in writing on the appropriate form. Forms must be signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination) and must be delivered to the Secretary by 3.00 pm on Wednesday, 12 March 2014.

Nomination forms for the election of Committee of Management Members are available from the Office.

Places in Classes

The most frequently asked question by members on waiting lists is: why am I not in a specific class this year when I was in it last year? The following explanation of 'the system' explains our placement policy.

NO classes at U3A Manningham are carried over from one year to the next and everyone has to re-enrol for classes each year. No members are guaranteed a place in a class regardless of whether they have been in a class previously or not.

Admission to a class is determined by priority level and enrolment days are organised around these levels. Details of the priority levels are distributed with the enrolment documents each year. When membership applications are submitted on the appropriate priority level dates, each is given a sequential number during processing. Forms are then handed on for data entry where details, which include requested classes, are put into the computer. All forms are entered in strict sequence order number - the computer will not permit otherwise!

Each class is allocated a number of spaces based on either the Tutor's request or Manningham City Council's Health and Safety Regulations. Our database has the maximum number of spaces recorded and each application is processed in priority order as received. When spaces in the class have been filled, names are added to a waiting list. If a person in the class withdraws, the first person on the waiting list is offered the place, and so on, sequentially down the list.

U3A Manningham is run entirely by its members, all of whom are volunteers. The Committee of Management endorses the priority enrolment policy because it is a fair and equitable system. This priority system also encourages members to contribute volunteer duties throughout the year. Our U3A is as successful as it is because so many members volunteer - for the benefit of everyone!

Bryce Normoyle and Lyn Torrens

Enrolments for 2014

I hope the members enrolled in 2013 enjoyed receiving the 'new' enrolment package. **Heather Ambrose** had this idea, and supported by **Bridget Halge**, they developed and streamlined the material for the package.

Once again I extend thanks to all the members involved with the enrolments: first to **Jeanette and Lew Badge** and **Warren Trompf** and their team of volunteers who collated and labelled all the packages in readiness for posting; to the office workers who directed 'the traffic' and dealt with many enquiries during the enrolment period; to the Enrolment Officer, **John Driver**, and his happy crew of enrolment assistants who processed all the application forms; to those who manned the rosters; to the Treasurer **Don McKelvie** for taking care of the funds daily; to all those who provided special assistance; and, of course, a big 'thank you' to all the data entry volunteers who worked solidly each session to put details of classes for every application into the computer. The number of applications for 2014 was 1595, nearly 200 more than the previous year.

Lyn Torrens

Office Manager's Report

A very warm welcome to all returning volunteers and to those who will be helping in the office for the first time in 2014. In an earlier newsletter, I quoted some words that were offered to me by a fellow U3A Manningham member and I would like to share them again with you as they are still most relevant today: "***One of the lovely things about our U3A is that there are always helping hands available when you need them.***" I'm sure many of our volunteers have experienced this help from their fellow office workers and other U3A members and if you are new at volunteering, please remember to seek help and guidance from our more experienced office staff. Enjoy your time as 'the face of U3A Manningham' and sincere thanks for your participation.

A list of all classes containing the number enrolled, any vacancies, the number on the waiting list (including if a class is full, closed or cancelled) can be found on the reception counter near the Daily Diary. This list is updated on a regular basis by the enrolment team. **Please note** that access to a waiting list on our computers is not available to office volunteers or other members as this information is restricted to the enrolment team.

The office is receiving many more requests for replacement of lost name tags and lanyards than ever before. Some members are asking for temporary lanyards and name tags when they have forgotten to bring them to class. At its February meeting, the CoM discussed this issue and possible causes. It was decided that, while a name tag and lanyard are provided at enrolment, if a member requests a replacement, there will be a charge to cover the cost of a replacement. Members are reminded that name tags are not transferable under any circumstances.

Ruth Foxwell, Office Manager

Curriculum News

Welcome back to all our returning members and a big welcome to our new ones. As many of you know, we had a very successful enrolment for almost all of our 192 classes, with about 100 classes with waiting lists. We are working to reduce or eliminate these lists, although it is inevitable that some of the most popular classes will always be over-subscribed.

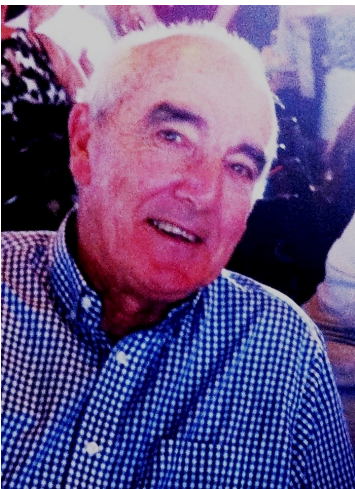
We hope to start a number of new classes next term. Some will be completely new and others will be duplicate classes to try to reduce the waiting lists. Among them are extra classes in Bridge, Badminton and French, and new classes in Singing for Fun and Describing and Explaining Our World. Details of these classes and the arrangements for enrolling will be circulated within U3A during the current term.

Trying to accommodate those members who were unsuccessful with their applications has created a lot of extra work for the Enrolment and Data Entry Team. They are always extremely busy at this time of year with new members still enrolling and enrolled members wanting to exit some classes and enrol in others. Tutors, please remember that maximum class numbers must be set on the Tutor Information Form in June and cannot be changed afterwards.

One final thought: according to Chinese astrology, 2014 is the Year of the Horse, characterized by qualities of hard work, self-reliance, the ability to work well in groups, and exhibiting high levels of energy and concentration. For the English poet William Blake, the horse was linked with education in his famous phrase "the horses of instruction". So if you're looking for omens for the coming year, it could be a special one for U3A Manningham. I hope this proves to be the case for you. On behalf of all the Curriculum team, I wish everybody an enjoyable, fulfilling and stimulating year.

Geoff Sheldon, Curriculum Coordinator

Menzies Community Awards



Each Australia Day, the Menzies Awards are given to individuals who have distinguished themselves by their active community service. This year, two of our members were recognised with these awards. **Tanya Gogorosis** was acknowledged for her role in developing our curriculum program over the past seven years and also for her activities on the BATCH Committee which helped establish the requirements for the new building they enjoy today. **Peter McQuie**, a member of our U3A for more than thirteen years, has provided specialist print and formatting skills for our publications. He also has contributed his skills over several years to the Bulleen Basketball Club and to Vista Valley Kindergarten.



Congratulations Tanya and Peter!

Our Digital Archive in Action



Our U3A Manningham Digital Archive is ready for action! Manager of this Archive, **Ann Bruce**, is ready to organise all digital materials from our events, functions or class activities. These materials form a historic record of information for future use. If you have any images to share, we would welcome copies for our Digital Archive. All files should be in Word or jpg format and can be sent to the Archive by email (u3amarchive@gmail.com).

If you have experience working with digital images, archives, and using Excel, and would like to volunteer to help with the Archive, please contact Ann at the same address.

5Q

Five Questions for...

David Jenz



You have extensive experience in our U3A as President and as a Tutor, and you are Vice President of U3A Network Victoria. What significant changes in our U3A have you seen over the years?

U3A Manningham has three times as many members as it had when I joined in 1999 and the U3A brand is more widely recognized and understood. Our move to our home at The Pines in 2008 helped us in many ways. We were able to offer quality accommodation to our members in our new permanent home and our members were able to interact socially in pleasant surroundings. The proportion of our members who were born overseas has increased markedly in recent years and this has helped in broadening our curriculum. U3A Manningham is clearly the premier service provider for seniors in the City of Manningham.

You have spent most of your professional life in education in various roles. What has this work taught you?

Learning plays a major part in the life of every human being. I feel very comfortable in places set aside for learning - schools, colleges and U3As, and I find it easy to relate to people who work in educational institutions. My involvement in education has been my vocation and also my hobby. It has always been difficult for me to regard my working life in educational institutions as just work.

What does 'lifelong learning' mean to you?

I live this every day without thinking about the concept very much. To me, lifelong learning is normal for everyone and should therefore be encouraged, celebrated and acknowledged. I think we do this extremely well at our U3A.

How do you relax?

I read widely and I find some puzzles irresistible. Family and hobbies take up much of my time and interest.

What is on your Wish List for our U3A?

My hope is that our members are fruitful, useful and joyful in their Third Age.

Two Opportunities for Assistance

Individual Phone Tuition

This program is for people who would like to learn more about how to use their own mobile phone. Tuition is individual and at a time and place by agreement between student and tutor. Application forms are at the office. Applicants will be contacted as soon as a tutor is available.

Assistance with TV/Home Entertainment Systems

Frank Walton, one of our members, is offering to assist members who would like to know more about making the best use of their Home Entertainment System. Frank's wife, Joyce, is willing to accompany him when he visits your home if you would prefer that. Please contact Frank on 0418 978 327 to discuss your request. You will be asked to sign an Indemnity Form if you accept Frank's offer of help.

Heather Ambrose

Views and Reviews

Views and Reviews is a forum for U3AM members. Contributions on a range of topics of interest to our members are invited, with a limit of 500 words. Selection for publication will be made by the Editorial Committee. Send contributions to dianeбайд@yahoo.com.

The Joy of Poetry

By Lucia Di Fiore

I'd like to share with U3A members the joy I find in poetry. Both the exquisite feeling derived from the power of words and the unexpected therapeutic benefits are unending. Among the days I hold most dear is the day I tried to write a poem. Since then, poetry has been my constant strength and an unparalleled delight.

The journey for me began several years ago, at a time of loss. I started with a few simple words strung together, to express my deep sadness. I continued to write and, progressively, words became verses. I hid these at first, but something urged me on and I reached out for feedback. Fortunately, I found a local group of supportive poets who encouraged me and led me to read a large body of poetry. I've been in a writing group at U3A for nearly five years now and I facilitate a small group of poets that get together on Thursdays.

For you, the beginning might be prompted by joy, whether for a grandchild, your garden or the simple pleasure of an everyday experience. For others, it may be a political point of view or passion of some kind. Whatever the reason, I encourage you to put your thoughts on paper. Forget trying to rhyme, just tell your story in free verse. I laboriously tried to rhyme in the beginning, now I revel in the freedom of this type of verse. Over time, I have found that words, well placed, form a rhythm that is appealing without need for rhyme.

The fine art of poetry can be sublime, but receives less attention than fiction, nonfiction or the visual arts. Poems seem to have been made almost redundant in this whirlwind world of noise and rush. Each year, six thousand poems are refused publication – but six thousand poems are still being written! Book stores don't stock much poetry, especially compared with cookbooks. Still, poetry is thriving, whether in poetry classes, local readings devoted to poetry or other celebrations. You just have to look harder for them! One very encouraging change is that this year, the poet Jennifer Maiden won the Premier's Poetry Prize (\$25,000), as well as the richest literature prize in Australia: the Victorian Prize for Literature (\$100,000).

What makes a poet? Someone who has the gift of exceptional talent? Not necessarily. I believe there is a bit of a poet in each of us if we just give it a try. If you are home sitting alone in your easy chair, clouds threaten and the telephone is quiet, take pen and paper and listen to the silence. If one loves someone or something, senses joy or pain, he or she can shape that feeling into words, no matter how tangled the letters. Just trust your sentiments; start with a verse, or even a line. There's time tomorrow for revision. For you, poetry may be something new, something remembered or something possible. Poetry can accompany you at any time or in any place. All you have to do is begin.

Monthly Talks

Monthly Talks are held on the 3rd Wednesday of each month from 3.00-4.30pm in Room 13. All are welcome - bring a friend. Entry by \$2 donation; refreshments are provided.

19 March: Community Mobility for Older People

Pam Ross is an occupational therapist at LaTrobe University. Together with RACV and TAC, she has developed a Community Mobility program. This talk will be an interactive presentation and your questions will be answered.

16 April: Library Electronic Resources

Katie Norton is a librarian with the Whitehorse Manningham Regional Library system. She will demonstrate the range of electronic resources available to library members. These resources include e-books, MP3 audio books and MP3 music files.

21 May: Outback Tutoring Program

Beryl and Ken Weeks have been involved in the 'Tutor Outback Children' program since 1992. They will share their experiences working in this program.

Coral Vercoe

Migrant English

This program continues to provide support for people who require assistance in learning English. Tutors meet with their students on a one-to-one basis each week, usually in the home of the student. They work together to achieve the student's aims in learning English. Some of these migrants have been in Australia for many years, but for a variety of reasons have not had the opportunity to learn English and now find they have the time and the need to learn. Very few of our students are really beginners; most have some English but many find it difficult to converse or to read and write English.

Before being linked with a student, Migrant English Tutors complete a short training course conducted by Australian Multicultural Education Service (AMES) which we hold in Term 3. Most people find this tutoring a very enjoyable activity and a sound preparation for English tutoring.

Joan Creber, Coordinator

Kaffeeklatsch 2014

Do you wish to have a friendly chat in German over a cup of coffee? Then come and join us!

Time: 9.00 - 10.15 am

Place: Café, Pines Shopping Centre, opposite U3A

Cost: A cup of coffee or?

Your level of German doesn't matter. We would just like you to participate in German in a relaxed and friendly atmosphere.

Native Speakers: You are most welcome to join this group. It gives the students of German an opportunity to practise with competent German speakers, and native speakers benefit from the friendship and opportunity to keep their own language alive through interesting conversations with this group.

Dates for Kaffeeklatsch in 2014 are:

- 24 March
- 28 April
- 12 May
- 14 July
- 11 August
- 8 September
- 13 October
- 10 November
- 8 December

Just join up at the front office of our U3A. Enquiries can be made to **Jutta Szwed** by leaving a message at the office desk.

Sie sind herzlich willkommen!!

Newsletter Publication Dates

The deadlines and publication dates for the remaining newsletters for 2014 are:

Copy Deadline	Distribution Date
Friday, 2 May 2014	Monday, 19 May
Friday, 25 July	Monday, 11 August
Friday, 10 October	Monday, 27 October

Please send your contributions to dianeбайд@ yahoo.com. We always like to hear from our members!

CALENDAR OF EVENTS

Term 1 and Term 2, 2014

TERM 1

Monday, 3 February	TERM 1 commenced (9 weeks)	
Wednesday, 5 March	Class Representatives Meeting (Rms 13-14)	3.00-4.00pm
Monday, 10 March	LABOUR DAY HOLIDAY	
Monday, 17 March	Committee of Management Meeting (Rm 8)	2.30pm
Wednesday, 19 March	Monthly Talk (Rm 13)	3.00pm
Thursday, 20 March	ANNUAL GENERAL MEETING	12.30pm-200pm
Friday, 4 April	TERM 1 finishes	

[break – 2 weeks]

TERM 2

Tuesday, 22 April	TERM 2 commences (9 weeks)	
Friday, 25 April	ANZAC DAY	
Monday, 28 April	Committee of Management Meeting (Rm 8)	2.30pm
Friday, 2 May	Newsletter Deadline	
Monday, 19 May	Committee of Management Meeting (Rm 8)	2.30pm
Wednesday, 21 May	Monthly Talk (Rm 13)	3.00pm
Thursday, 22 May	POR's Luncheon (PFR)	12.30pm-2.00pm
Monday, 9 June	QUEENS BIRTHDAY	
Monday, 16 June	Committee of Management Meeting (Rm 8)	2.30pm
Wednesday, 18 June	Monthly Talk (Rm 13)	3.00pm
Friday, 20 June	TERM 2 finishes	

[break – 3 weeks]

PFR - Pines Function Room

And finally...

"Age is an issue of mind over matter. If you don't mind, it doesn't matter."

Mark Twain

The Newsletter

Editorial team: **Diane Baird, Frances Langdon, Liew Staras**; Advisors: **Bryce Normoyle, Margot Roth**,
Distribution: **Jeanette and Lewis Badge, John Driver, Warren Trompf**.

Information contained in this Newsletter was correct at the time of publication. U3A Manningham makes no guarantee that the information contained in the newsletter is always accurate.



MISSION STATEMENT

Our mission is to provide accessible and affordable educational, cultural, physical and social opportunities appropriate to the needs of retired and semi-retired people.

