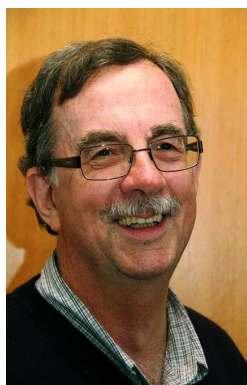


The Pines Learning & Activity Centre, 2/520 Blackburn Road, Doncaster East 3109; PO Box 3288, The Pines, Doncaster East, 3109; Tel: 9894 5955; [manunipines@gmail.com](mailto:manunipines@gmail.com) ; [www.u3amanningham.org.au](http://www.u3amanningham.org.au)

## President's Report

### Thank You

As this is the final newsletter for 2014, I will take the opportunity to thank all the members who have volunteered their services to our U3A this year. In particular, I want to thank the members of the Committee of Management who have made decisions that continue to improve our organisation and its ongoing service to the community.



The Tutors, PoRs, Class Reps and Office Workers are acknowledged throughout the year at various functions. These are organised very efficiently by **Graeme Martin** and his catering corps, including the team who set up the tables and pack everything away.

A special thank you to **Margaret Salomon** and her team who organise our excellent presentations at Fed Square during Seniors' Celebration Day, the Artistic Showcase (28 November) and the uniFEST event (4 December).

Thank you to **Ken Barker** for organising the Summer School activities and, of course, our appreciation to the Tutors for giving their time in January. Also thanks to **Doug Wallace, John Driver** and their Summer School Enrolment Team for processing the applications very efficiently.

Our Enrolment Team, led by **Lyn Torrens**, will effectively and efficiently process your 2015 applications during late November and early December, so an advance thank you to all the team.

### Future Direction

A sub-committee is considering the U3A Network's standardised membership management online computer system. This system has been designed and developed specifically for U3A use. U3A Mornington has been operating it for the past twelve months and reports very favourable outcomes for both their administration and members. Nunawading and Whittlesea are trialling it presently. Following a demonstration and discussion with Network representatives, your Committee of Management will make a final decision about implementing the system for our U3A.

### Government-Funded Initiatives

The Victorian government has made funding available for community organisations to provide 'Digital Learning for Seniors'. We have joined Pines Learning to utilise funding to help our members to enhance their learning about iPads. The grant was specific about how the funds were to be used and the following arrangements have been agreed upon by both parties:

- 8 x 2.5 hour iPad classes for 6 participants (filled by members on the iPad waiting list)
- 6 x 2.5 hour workshops for advanced iPad users (12 members per workshop), available in early 2015. The expectation is that these people will share their knowledge with our age group, particularly at U3A Manningham.

Bulleen and Templestowe Community House also received funding and it has established a user group where people with computer technology problems can attend and be helped by the Tutor. It will be held Friday afternoons, commencing in mid-October.

Finally, the Committee of Management and I wish you all a safe, happy and healthy summer break. We look forward to seeing you in 2015.

**Bryce Normoyle**

## End of Year Celebrations

The 2014 U3A Manningham year will conclude with two major events. A variety of U3A classes will present a sample of their activities so that all members and their friends can appreciate the concept of our U3A - lifelong learning and activities that stimulate mind and body.

On Friday, 28 November, the Function Room will be converted into an **Artistic Showcase**. Between 10.00am and 3.00pm, Art and Craft classes will exhibit a range of activities, along with some individual performances on stage (on the half-hour) for all members to enjoy. Light refreshments will be available during the day. We hope you will show your support and come along with friends to enjoy the talents and workmanship of other U3A members.

On Thursday, 4 December, our annual **uniFEST** (university festival) event will be held from 12.00 noon to 3.30pm in the Function Room. Several U3A classes will present examples of the enjoyable activities they have participated in throughout the year. Light refreshments will be available following the uniFEST performances and all members and their friends are invited to attend, enjoy and participate in the activities of the day.

Please note these dates in your diaries. Additional information will be given on notice boards and in class notices closer to the date.

Margaret Salomon and Geoff Sheldon

## Seniors' Celebration Day 2014

The 32<sup>nd</sup> Victorian Seniors' Festival was launched in great style on Sunday, 5 October, at Federation Square. The sun was shining and Fed Square was buzzing with more than 40,000 attendees enjoying live music on the main stage, roving entertainers, a wide range of activities and more than sixty stalls - all celebrating Victoria's seniors.

The U3A community was well-represented by fifteen groups from the Melbourne and metropolitan area who showcased many of the activities enjoyed by their members. The U3A Manningham marquee was a stand-out. It had colourful displays, photographs of our activities and craftwork. There were demonstrations of sculpture, calligraphy, watercolours, mandalas and handcrafts.



Our line-dancers were terrific and their toe-tapping numbers were enjoyed by a large crowd, many of whom couldn't resist joining in. **Dr Jim Poulter**, our Tutor in Local History, presented a display on Yarra Valley Aboriginal History and this marquee attracted a great deal of interest. More images of the day are on our website ([www.u3amanningham.org.au](http://www.u3amanningham.org.au)).



*Margaret Salomon & Geoff Sheldon*

Many thanks to all our organisers and demonstrators: **Laurie Bicknell**, **Lyn Colenso**, **Sandra Dean**, **Trudy Dempsey**, **Wendy Donovan**, **Lucia Di Fiore**, **Christine Hagger**, **Jane Lithoxopoulos**, **Ron McQuade**, **Graeme Martin**, **Jim Poulter**, **Lizbeth Wilks** and **Carmen Woodward**, as well as our President, **Bryce Normoyle**, and Vice President, **Geoff Sheldon**. Very special thanks to the always enthusiastic **Margaret Salomon**, our wonderful Special Events Organiser.

Jillian Gange

## **Code Red Fire Danger Rating Cancellation of All U3A Manningham Classes**

The Pines Learning and Activity Centre is now a designated Manningham Emergency Relief Centre. As such, Manningham Council has priority use of the building during a declared emergency.

Following declaration by the Victorian CFA of a Code Red Fire Danger Rating in the Central district (Melbourne, Geelong and surrounding areas), **all U3A Manningham classes will be cancelled automatically, without notice, in all locations until the emergency has ceased. The U3A car park at The Pines will be closed to the public during this time.**

Updated information regarding emergency situations is available on the CFA website ([cfa.vic.gov.au](http://cfa.vic.gov.au)), on local ABC 774 and commercial radio stations, on Sky News TV, and on the Victorian Bushfire Information Line (1800 240 667). **Members should stay informed, follow the advice given and not make unnecessary trips.**

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### **U3A Manningham Code of Conduct**

A Code of Conduct sets standards of behaviour and assists in decision-making. It clearly defines what is expected of all members. It also maintains the good reputation of the organisation and its ability to serve community interests.

Our Code of Conduct was adopted in 2013. Copies of the Code are available from the office and are currently on display on notice boards.

Any and all breaches of the Code should be brought to the attention of the President.

#### **CODE OF CONDUCT**

Every member has the right to:

- feel safe and respected
- a supportive and positive learning environment
- participate in learning, social and recreational opportunities
- receive services fully compliant with U3A norms
- make a complaint and receive prompt and fair resolution thereof
- have access to relevant U3A guidelines, policies and procedures

Every member has the responsibility to:

- respect the beliefs, needs and background of others
- act and speak respectfully
- understand and follow U3A guidelines, policies and procedures
- carry out all activities in an appropriate manner
- work cooperatively for the benefit of all U3A members
- maintain positive relationships
- care for the property and possessions of others
- help create an inclusive environment
- report actual or potential unsafe situations or conduct

**Bryce Normoyle, President**

# Curriculum Report

The Curriculum Committee has been busy planning for 2015 and the program has been finalised. There will be 197 courses offered to our members next year, including eight exciting new ones. All will be published in the new brochure. More new courses will be available in Term 2. Details will be given in class notices and on the notice boards next year.

I would like to welcome the new Tutors who will offer their expertise and knowledge to our members in 2015. Any members who are interested in tutoring are most welcome; just leave your contact details including email address for me at the office. We are also looking for volunteers who are qualified to provide CPR lectures and workshops to ensure our members are kept up-to-date with their knowledge and skills.

I wish you all a very Merry Christmas and Happy New Year!

Milly Ching, Curriculum Co-ordinator

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## Office Manager's Report

The Office Workers' afternoon tea on Thursday, 9 October, was well attended by our team of volunteers. We had the opportunity to celebrate a successful year and to thank everyone for their efforts throughout 2014.

This year, with almost 1800 members at our U3A, office staff have been kept extremely busy - especially during the first week of each term and at the changeover of class times. On many occasions, bystanders may have witnessed 'organised chaos'.



My sincere thanks to all office workers, and in particular to **Tess Gibbs** who deputises for me so willingly when I am out of town. Special thanks also to **Ruth Jensz** because both she and Tess spend many hours on the unenviable task of rostering around 270 of our family of volunteers for four terms plus summer school. Thanks to **Deirdre Meredith** and **Jane Normoyle** for their efforts in keeping up with the demand of our stationery supplies; to **Helen Norman**, our librarian; to **John Eggert** for maintaining kitchen supplies and to **Dawn Wright** and **Rhonda Cox** for their efforts in providing name tags.

Special thanks to our Office Sub-committee headed by **Tess Gibbs** and **Ruth Jensz**. These wonderful people all work quietly and efficiently behind the scenes: **Vicky Curtis**, **Laurine Eames**, **Maretta Frolley**, **Audrey Killey**, **Jan McAuliffe**, **Mike Perry** and **Elizabeth Voce**.

We wish you all a wonderful end of year break, a great Christmas with your loved ones and may 2015 be a peaceful, happy and healthy time for you all. Travel safely during the holiday season and if you have enrolled in some of our wonderful Summer School courses in January, please enjoy!

Ruth Foxwell, Office Manager

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## Enrolment Message to Members

The enrolment material will be posted to all current members on 6 November. Please read the instructions carefully and note the listed class limits. The specific dates for each level of enrolment are included with the material.

Lyn Torrens, Enrolments

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## Volunteering in 2015

Many measures are practised by U3A Manningham to enable members to enter the classes of their choice. These measures include: enlisting additional tutors, offering a second class by the same tutor, creating self-help classes, increasing the maximum number of members in any one class, and restricting the options within some groups of classes.

While these measures have been practised for many years, there are still long waiting lists for some classes. In our search to find new ways to meet members' requests, we examined all requests for 2014 and identified two areas where demand far exceeded supply. These areas are dancing and languages. To enable more members to gain access to these areas, we have added limits to the number of these classes any member may join. Please read the information about limits on page 4 of the course brochure before completing your membership application.

Access to classes is in order of priority, based on the contribution each member has made to our U3A during the previous year. In the enrolment material for 2015, we have provided additional detail for the Priority Levels. We hope you find these details helpful when reporting your 2014 contribution and when considering your offer of help for 2015.

We wish you well over the summer and in your involvement with U3A Manningham in 2015.

Heather Ambrose and Lyn Robertson, Volunteer Co-ordination Team

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## Thank You to Our 2014 Catering and Function Volunteers

Over 350 U3A Manningham members assist in activities to support other volunteer efforts in maintaining our U3A's high standard of classes and member participation. They supply and deliver food; prepare it in the kitchen for serving; and create special atmospheres in different locations for the various functions and activities held throughout the year.

There are over 20 functions to support throughout each year. These include Monthly Talks, the Annual General Meeting, 'Thank You' luncheons and Afternoon Teas for other volunteers as well as Class Exhibitions and Displays.

There are still two more functions to come: the Artistic Showcase (Friday, 28 November) and uniFEST (Thursday, 4 December). The Special Projects and Catering Teams have planned these special events for all members to celebrate the end of the year.

All these activities reinforce the overall volunteer efforts characteristic of U3A Manningham. We specialise in great events, great activities and great member participation! Thank you to everyone who volunteered in Catering and Function activities in 2014.



*Some of the Catering Team*

Elaine Campbell, Lorraine Smith, John Caine, Graeme Martin

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# 5Q

## Five Questions for...

### Lindsay Roberts



**You are a Tutor for the marquetry class and have been our ‘official’ photographer for several years. Both these areas involve artistic ways of seeing - and a steady hand. How did you become involved in marquetry?**

I am officially listed as Tutor for the marquetry class, but in reality, as we are a self-help group, we all help and support each other. Marquetry is the art of creating images and designs using wood veneers. It is used a lot in furniture making, building decoration (as in Parliament House in Canberra) and just creating general decorations. I took it up as an interest many years ago through the Council of Adult Education. After letting it drop for several years, I took it up again through U3A. As I am lacking in ability to create art from scratch, as in painting and drawing, I find marquetry a wonderful means of creating images from existing designs and pictures.

**The photographer Marc Riboud said that “taking pictures is like savouring life at 125<sup>th</sup> of a second”. How would you describe your approach to taking photos?**

Most of my photographs are basically record shots of holidays, family and events. However, I always consciously or unconsciously try to present them in as artistically and visually interesting way as possible. From the ‘creative’ angle, my greatest interests are in landscape and human interest photography. Every now and then, one of my photos will turn out to have a real quality from which I gain great satisfaction and hope that others also can enjoy. In this digital age, it can no longer be said that the camera never lies. I gain real pleasure in trying to make an ordinary photo good and a good photo better on the computer. However, unless it is for a specific purpose, I do not significantly change a photograph to portray an image which is not ‘true’.

**Using wood veneers like paint to create marquetry pictures looks very difficult. What are some of the challenges?**

Choosing the most appropriate veneer is the equivalent of choosing the right colour and technique in painting. There is a huge variety in colour, grain and texture in wood veneers and finding the best one for a particular purpose is a stimulating challenge. The actual cutting of the veneers to fit together does require care and patience and we always strive for the best fit. However, it is amazing what you can get away with when the finishing touches are applied!

**How do you relax?**

Reading, gardening, grandparenting, church, television and, I must add, U3A!

**What is on your Wish List for our U3A?**

I really find it hard to come up with a Wish List! I feel that U3A Manningham is a real plus for me personally, for many friends and for our community as a whole. I am very grateful to all those who put so much into making it the wonderful organisation that it is.

# Views and Reviews

*Views and Reviews* is a forum for our U3A 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](mailto:dianeбайд@yahoo.com).

## Teaching from a Wheelchair

By Susan Ferres

During 2012, I taught the Whimsical Knitting and Crochet class for the first time at U3A Manningham. We enjoyed a great time and produced many 'whimsical' objects and animals. This course built upon other art courses that I had taught in previous years at our U3A in Mosaics and Felting. All my life I have enjoyed producing and exhibiting art pieces, particularly in the textiles area.

Unfortunately, in January 2013, I suffered a severe stroke to my left side. I spent a total of four months in hospital, undergoing rehabilitation so that I might start to use my left arm and hand and to walk a few steps - and to come home. In October, I taught myself to crochet again for the first time, getting my left hand and fingers to move just enough to make a crochet stitch. By January this year, I had taught myself to knit again. Slowly, awkwardly and with great effort, I completed a few stitches and one row of a scarf each day.



*Delia Crute, Class Rep; Susan Ferres, Tutor; Cheryl Walsh, Assistant Tutor*

I wondered if it might be possible for me to teach this year at U3A - from a wheelchair. I enjoy teaching and helping people learn. My Rehab Team supported the idea - if I could arrange a team to help me. I asked **Cheryl Walsh** and **Delia Crute**, two experienced participants from my 2012 Whimsical Group, if they could be 'my hands', as I would not be able to demonstrate any of the knitting skills anymore. Hopefully, I could still lead, advise, answer queries and inspire, building on my past teaching experience.

With the help of my teaching team, Cheryl and Delia, I have been able to lead the Whimsical Knitting and Crochet class again this year. My husband Graham helped me collect all my previously made samples for 'Show and Tell' and I improved my original knitting patterns for the optional projects. Cheryl and Delia each week made extra samples with different wools and colours.

I found it awkward at first to sit in a wheelchair to teach, instead of teaching from a standing position and walking among the students. A few students were surprised that their Tutor for a knitting class was sitting in a wheelchair, but quickly moved on. Everyone adapted and students came to me for ideas about their projects, wools or colours. Cheryl and Delia were marvellous in helping individuals. I noticed that everyone seemed to help each other to learn new skills and techniques even more than normally in my classes. The group was very understanding when I needed to take a break halfway through each workshop from the effort of thinking and talking.

During the year, with everyone helping one another, we made teacosies full of strong colours with flowers and pom-poms for a charity exhibition at the Bundoora Homestead Art Gallery. Other work included cupcakes, hand puppets, and Flanders poppies for next year's 5000 Poppies event at Fed Square. The students felt the group was a very supportive and happy learning environment for them.

Teaching this year was a most rewarding experience, as everyone was so keen to learn new skills. Amid much laughter and sharing of ideas, we achieved a happy result for everyone. Thanks to Cheryl, Delia and Graham, I was able to teach once more, even in a wheelchair.



# The TOT Experience

By Geoff Sheldon

I've been looking at some recently published research about a phenomenon that all of us are probably very aware of: that embarrassing moment when you fail to retrieve a word from your memory even though you know its meaning, shape, number of syllables, rhythm and maybe even part of its sound. This is known in the linguistic area as a TOT, 'tip of the tongue', experience. You have a strong feeling that you 'know' the word and that it's just there on the edge of your consciousness but it remains tantalizingly out of reach. It's very frustrating. Usually the word pops up later, once you have stopped looking for it - which is even more exasperating.



A TOT experience is usually accompanied by a similar sounding word that won't go away. There you are, trying to remember *marzipan*, and all you can think of is *Amazon*. If only you could stop thinking of *Amazon*, then you'd find the word you're looking for, but *Amazon* will keep popping up.

It used to be thought that these blocking words cause the TOTs, but recent research now suggests they're a consequence rather than a cause. Because you have part of the sounds of the word you're searching for, your brain, while searching for words that have those

sounds, keeps coming up with the same wrong word like some over-zealous pet dog ever-anxious to please its owner.

Words contain several types of information, including meaning, letters and sound. These different pieces of information are stored separately in different parts of the brain. They are connected so, for example, when you see the word *marzipan*, the letter information activates the links between the sound information and the meaning information, telling you how to pronounce the word and what it means.

When you try to think of a word, as opposed to seeing it, you generally start with the meaning ("that sweet almond-tasting stuff that goes on cakes"). If the link between that meaning and the sound information is weak, the sound information won't be sufficiently activated to allow you to access all of it. Recent research suggests that TOTs occur because of weak links between the meaning and the sound of a word. These links are strengthened when they're used a lot. They are also stronger when they've just been used. If you haven't used a link for a while, it will weaken. It also may be that links are weakened by ageing.

Of course, Alzheimer's disease is characterized by such language problems. However, the kind of TOTs that we all experience at one time or another tend to involve words that you haven't used for a while and should give no cause for worry. In Alzheimer's, one loses high frequency words, such as *carpet* or *window*.

So the moral of all this information is quite clear: no matter what your age, keep chatting, keep reading, keep asking questions, keep encountering new words - and the next time someone says you talk too much, just remind them that you're only exercising your semantic, lexical and phonological connections!

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## 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 November: Peace of Mind and Preparedness for Dying** Leanne Skipsey works with 'The Last Taboo Project' that focuses on discussion about dying and death. While we plan ahead for work, families and holidays, often we give less thought to planning and preparation for the last stage of our lives. This session will include an interactive presentation and discussion.

Coral Vercoe



# Network News



U3A Network Victoria ([www.u3avictoria.com.au/network](http://www.u3avictoria.com.au/network)) celebrated its 25<sup>th</sup> birthday in September. This special occasion was celebrated at the 102<sup>nd</sup> Council meeting in Melbourne. A silver theme dominated the decorations and members' attire at this festive occasion.

**Commissioner of Senior Victorians:** the Health Minister, David Davis, announced at a gathering on 12 September that the First Commissioner of Senior Victorians had been appointed. He is **Gerard Mansour** and his role is to promote an age-friendly society and enhance community participation by senior Victorians. Along with the announcement was the naming of the Ministerial Advisory Committee. The U3A Network Secretary, **Susan Webster**, has been appointed to this committee. Updates about this committee and the work on behalf of senior members of the community will be given in the future.

**State Election:** U3A Network encourages all members to make contact with your State representatives and impress on them the value of the U3A in the community.

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## 2015 Newsletters

Thank you to all those who have made contributions to our newsletters this year. We also appreciate your feedback to make our newsletters even better. We encourage you to continue to share information and ideas with our members next year. Dates for newsletter deadlines for 2015 are: 13 February, 24 April, 24 July and 16 October.

Be sure to add your correct email address to your enrolment form so you will not miss any of our colourful newsletters with links to other information.

I want to thank everyone involved in the preparation and distribution of our newsletter, with extra thanks to **Frances Langdon** and **Liew Staras**. On behalf of the newsletter team, we hope you enjoy the holidays!

Diane Baird, Editor

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## And finally...

"Celebrate the small things as well as the big occasions."

### The Newsletter

Editorial team: **Diane Baird, Frances Langdon, Liew Staras**; Advisors: **Jillian Gange, 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.*



# CALENDAR OF EVENTS

## TERM 4, 2014

|                        |  |                  |
|------------------------|--|------------------|
| Monday, 6 October      | <b>TERM 4 commences (8 weeks)</b>                      |                  |
| Thursday, 9 October    | Office Workers <b>Afternoon Tea</b> (PFR)              | 2.30-3.30pm      |
| Friday, 10 October     | Newsletter Deadline                                    |                  |
| Wednesday, 15 October  | Monthly Talk (Rm 13)                                   | 3.00pm           |
| Monday, 20 October     | Committee of Management Meeting (Rm 8)                 | 2.30pm           |
| Tuesday, 4 November    | <b>MELBOURNE CUP DAY</b>                               |                  |
| Wednesday, 5 November  | Enrolment Mail Out (Rms 16 & 17)                       | 1.30-4.30pm      |
| Monday, 17 November    | Committee of Management Meeting (Rm 8)                 | 2.30pm           |
| Wednesday, 19 November | Monthly Talk (Rm 13)                                   | 3.00pm           |
| Wednesday, 19 November | Level 1 enrolment commences                            |                  |
| Wednesday, 26 November | Processing of applications starts; supervisor training |                  |
| Thursday, 27 November  | Level 2 enrolment (Rms 16/17/18)                       |                  |
| Friday, 28 November    | Level 3 enrolment (Rms 16/17/18)                       |                  |
| Friday, 28 November    | <b>Artistic Showcase</b>                               | 10.00am – 3.00pm |
| Monday, 1 December     | Level 4 enrolment (Rms 16/17/18)                       |                  |
| Tuesday, 2 December    | Level 5 enrolment (Rms 16/17/18)                       |                  |
| Wednesday, 3 December  | Level 5 enrolment (Rms 16/17/18)                       |                  |
| Thursday, 4 December   | Level 6 enrolment (Rms 16/17/18)                       |                  |
| Thursday, 4 December   | <b>uniFEST</b>   | 12.00 – 3.30pm   |
| Friday, 5 December     | Enrolment final processing (Rm 16/17/18)               |                  |
| Friday, 5 December     | <b>TERM 4 finishes</b>                                 |                  |
| 8-10 December          | Office will be open – if required                      |                  |

## **Summer School - January**

**Tuesday 6, 13, 20, 27**  
**Thursday 8, 15, 22, 29**  
 (Wednesdays may be included)

## TERM 1, 2015

|                        |  |                |
|------------------------|--|----------------|
| Monday, 26 January     | <b>AUSTRALIA DAY HOLIDAY</b>               |                |
| 27-30 January          | Enrolment                                  |                |
| Tuesday, 27 January    | Office Opens                               | 9.00am         |
| Wednesday, 28 January  | Office Training (experienced) (Rms 13 -14) | 10.00-11.00am  |
|                        | Office Training (new) (Rms 13 -14)         | 11.30 -12.30pm |
| Thursday, 29 January   | Migrant English Tutors (Rm14)              | 11.30 -12.30pm |
| Thursday, 29 January   | Tutors Meeting (PFR)                       | 12.00 - 2.00pm |
| Thursday, 29 January   | Strength Training Associates (Rms 13-14)   | 1.30 -3.00pm   |
| Friday, 30 January     | Orientation Day (Rms 13-14)                | 10.30 -11.30am |
| Friday, 30 January     | Office Training (experienced) (Rms 13 -14) | 12.00-1.00pm   |
|                        | Office Training (new) (Rms 13 -14)         | 1.30-2.30pm    |
| Monday, 2 February     | <b>TERM 1 commences (8 weeks)</b>          |                |
| Friday, 13 February    | Newsletter Deadline                        |                |
| Monday, 16 February    | Committee of Management Meeting (Rm 8)     | 2.30pm         |
| Wednesday, 18 February | Monthly Talk (Rm 13)                       | 3.00pm         |
| Wednesday, 25 February | Office Training (experienced) (Rm14)       | 3.00 - 4.00pm  |
|                        | Office Training (new) (Rm 14)              | 4.15 - 5.15pm  |
| Thursday, 5 March      | Class Representatives Meeting (PFR)        | 3.00 - 4.00pm  |
| Monday, 9 March        | <b>LABOUR DAY HOLIDAY</b>                  |                |
| Monday 16 March        | Committee of Management Meeting (Rm 8)     | 2.30pm         |
| Wednesday, 18 March    | Monthly Talk (Rm 13)                       | 3.00pm         |
| Thursday, 19 March     | <b>ANNUAL GENERAL MEETING</b>              | 12.30- 2.00pm  |
| Friday, 27 March       | <b>TERM 1 finishes</b>                     |                |

PFR - Pines Function Room