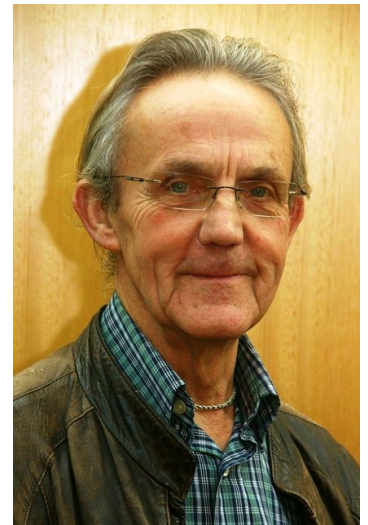


## President's Report

A very warm welcome to returning and new members. As in previous years, we are able to offer a programme of varied and exciting activities for 2017. It is heartening to see so many of our members volunteering so much of their time and energy to act as tutors and leaders for these activities. On behalf of all our members, I would like to thank you for sharing your expertise and skills with us for another year. At the time of writing, we have about the same number of members as this time last year, about 1700. As I mentioned last year, this level of interest in the community underlines the importance of the role of our U3A within it, but it also leaves us with the perennial problem of oversubscription and waitlists in the more popular activities. So once again, we would welcome offers from tutors to run additional classes and suggestions from members who may be thinking about stepping forward as potential tutors.



### Enrolment

This was the second year in which we used the MyU3A computerised management system for enrolment. A lot of work went into improving the way in which the system operated this year and into preparing and informing the membership about procedures for enrolling. We owe a considerable debt of gratitude to **Warwick Wright**, Enrolment Officer, and his assistant, **Ruth Foxwell**, for the selfless contribution of their time and energy which went far beyond the terms of their job specifications. I would also like to thank our data entry volunteers who toiled painstakingly in the back office: **Joan French**, **Kathy Withers** and **Trish Bevan**. This year, we were also able to offer varied procedures for enrolling and paying: completing the entire process independently online; coming into the office to enrol and pay with an enrolment supervisor; or enrolling independently but coming to The Pines office to pay. All this was very ably orchestrated by **Doug Wallace** and his team. He had a large group of willing volunteers at his disposal, too numerous to mention individually, but please accept our thanks for the diligent, careful and conscientious work that you completed so efficiently.

### Summer School 2017

Our annual Summer School took place in January and was, as always, well attended. Over 20 different activities were available and were much appreciated. Thanks once more to those members who volunteered to organise and run these activities during the holiday season. I would also like to thank the numerous members who acted as office staff during this period, a necessary presence for security reasons. Thanks especially to **Tess Gibbs** who organised the roster and timetabling of duties. Thanks also to **David Jensz** for managing the important business of ensuring that The Pines building opened and closed at the correct times, as well as to those key-holders who made the journeys to do so.

## President's Report (Cont'd)

### Celebratory Events

Although it seems a long time ago, I remember vividly the vibrant and spirited end-of-year 2016 uniFEST spectacle which involved countless numbers of participants who clearly relished the opportunity to demonstrate their skills and talents. This was one of the most vivacious and vigorous uniFESTs of recent years. Sincere thanks to **Tony Ellul** who coordinated the show, and who proved to be such a colourful and enthusiastic MC on the day. Many thanks, as always, to **Graeme Martin** and his catering staff for ensuring that there was a constant stream of refreshments going the rounds for the large number of visitors.



*Greek Dancers*



*The Happy Singers*

### Financial Report

The coming AGM will give a more detailed picture of our financial state but I am very happy to report that at the beginning of the year we have a small operating surplus of just over \$10,000 on a revenue base (adjusted to exclude 2017 fees). As everybody is aware, one of our biggest expenditures is for external venues where rents can be somewhat unpredictable. However, unless there are drastic increases in this area, we are comfortably placed to complete the year in surplus and, hopefully, avoid any immediate increase in enrolment fees.

### Australia Day Awards

As many of you will know already, **Dawn Heffernan** and **Neville Heffernan** have received Order of Australia Medals for their services to education and the community. You will remember that we were delighted to mark their continuous 25 years' association with U3A Manningham last year with a special commemorative award. It is exceedingly gratifying to see this much deserved acknowledgement repeated on the national stage. On behalf of all our members, I am happy to extend our heartfelt congratulations to Dawn and Neville. An appreciation of their work and contribution can be found elsewhere in this newsletter.

### Annual General Meeting

The Annual General Meeting will take place on Wednesday, 15 March 2017. Once again, we will use this occasion to hold a Future Directions Forum where members will have the opportunity to put forward suggestions about how our U3A can grow and develop. If you would like to contribute to this discussion, please leave a message for me at the office no later than 9 March. Please provide your contact details and a brief outline of the points that you would like to make at the Forum.

Finally, my best wishes to you all for another healthy, enriching and rewarding year at U3A Manningham.

**Geoff Sheldon, President**

*The President's AGM Report will be available on our website ([www.u3amanningham.org.au](http://www.u3amanningham.org.au)) following the AGM.*

# MANNINGHAM U3A INC

Registration No. A0026531J

## Twenty-Sixth Annual General Meeting Wednesday, 15 March 2017, at 12.15 pm

Notice is hereby given that the Twenty-Sixth Annual General Meeting of Manningham U3A Inc. will be held on Wednesday, 15 March 2017, in The Pines Function Room, The Pines Learning and Activity Centre, 520 Blackburn Road, Doncaster East.

### Order of Business

1. Welcome and acceptance of apologies.
2. To confirm the Minutes of the last Annual General Meeting of 16 March 2016.
3. Business arising from the Minutes of the Annual General Meeting.
4. To receive, consider and adopt the Annual Report.
5. To receive the Statement of Accounts and Auditor's Report for the period 1 January 2016 to 31 December 2016.
6. Presentation of Awards.
7. Transact any other business as submitted one week prior to the Meeting.
8. Election of Committee of Management Members for 2017.

*A light luncheon will follow 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 must be in writing on the appropriate form. Forms must be signed by two members of Manningham U3A and accompanied by the written consent of the candidate (which may be endorsed on the nomination form) and must be delivered to the Secretary by 3.00pm on Tuesday, 7 March 2017.**

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

## 2017 Newsletters

The deadline dates for the remaining newsletters for 2017 are: 21 April, 21 July and 13 October. We encourage you to share class information and your ideas with our members. If you have any content for the newsletter, please send details to our dedicated mailbox ([u3amnews@gmail.com](mailto:u3amnews@gmail.com)) by the deadline.

If you have changed your email address, be sure to inform the Office or update your details online so you will not miss any newsletters with links to other information.

# Office Manager's Report



The office was extremely busy over the enrolment period at the end of 2016. Office volunteers were on duty during the Summer School and now, in Term 1, the office is in full swing.

In February, over 120 experienced volunteers attended refresher courses and 30 new volunteers commenced their training. The new volunteers will have one-on-one training from a member of the Office Sub-Committee, and will then work with experienced volunteers to complete their training. I would like to thank **Tess Gibbs** and **Ruth Jensz** for organisation of this training and the setting up of the rosters for 2017. It is a time-consuming task to organise six office volunteers every day over the four terms of 2017.

We have now installed a small noticeboard on the office counter, for displaying class notices. If you miss hearing notices being read out in class or want more information, the notice will be displayed on the noticeboard for one week. We hope it gives members more opportunity to become better informed of U3A activities.

As this is my last report as Office Manager, I would like to thank all the office team. Everyone has their specific tasks and they all do them with a minimum of fuss. I would especially like to mention Tess who has helped me over the last year and can always be relied on to give great advice.

Welcome to **Robyn Buttlng** who is taking over the role of Office Manager after the AGM in March. I know you will all give her the same level of support that you have given me.

**Jeanette Shaw, Office Manager**

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## Class Vacancies - Your Opportunity to Try Something New

Many classes are not full so you may wish to consider adding another class to your schedule.

The following classes still have plenty of vacancies:

- All About Food (Term 4)
- Bridge - Duplicate - Group C
- Bridge - Play of Cards (Term 2)
- Computers for Novices (Term 2)
- Computers - MS Publisher (Term 3)
- Computers - MS Word (Term 2)
- Computers - PowerPoint (Term 3)
- Healthy Ageing (Term 2)
- History - Life Changing Events
- History - Aboriginal and First Contact (Term 1 and Term 2)
- Lawn Bowls for Beginners
- Music - Sight Singing Level 1
- Music - Sight Singing Level 2
- Physics of the World About Us (Term 2)
- Rock 'n' Roll - Beginners
- Rock 'n' Roll - Intermediate
- Rock 'n' Roll - Advanced
- Solo - Self-Help
- Art Appreciation (Term 2, Term 4)
- Walking for Exercise

# MyU3A Tips

*This section will give tips from time to time on the use of MyU3A, our online Enrolment and Membership system.*

## The Badge Name field

- This entry in your membership record is to enable you to have a name other than your given name (personal name) printed on your Membership badge.
- You can access this from the [Courses Information page](#) on our website by clicking on the **Member Login** button and entering your membership ID and Password.
- Some correct and incorrect usages:
  - Your name is John Smith and you prefer to be called Jack. Enter Jack in the Badge Name field. Your badge will then show your name as Jack Smith. Do not enter Jack Smith, as this will give a badge name of Jack Smith Smith - probably not what you wanted.
  - Your name is Mary Dorothy Smith and you like to be addressed as Mary. Enter Mary in the Badge Name field and your badge tag will show as Mary Smith.
  - If your name is Mary Smith and you prefer to be called Mary, leave the Badge Name field blank. Your Badge tag will show Mary Smith. If you enter Mary, it will still show as Mary Smith, but why waste your time with the extra entry?
  - If your name is Mary Louise Smith and you prefer to be called Mary-Lou, enter Mary-Lou in the Badge Name field. Your badge will then show Mary-Lou Smith.
  - Finally, if you have an entry in the Badge Name field and want to remove it, simply place a single zero (0) in the field. Click on the **Commit** button and the field will be gone.



Warwick Wright

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## Membership Fee Refunds

We are always sorry when members are unable to attend their selected classes. If that does occur and you wish to apply for the refund of your membership fee, a request may be submitted at any time during the membership (calendar) year.

Please note that a member will only be eligible for a membership fee refund if he/she has not been accepted into any classes in which he/she has enrolled and is not currently in arrears on any fees payable to U3A Manningham. As well, special or extenuating circumstances (especially early in the membership year) may be considered and must be submitted in writing to the Treasurer either by email ([treasurer@u3amanningham.org.au](mailto:treasurer@u3amanningham.org.au)) or a letter which can be left at the office.

Membership refund forms are available from the office or may be downloaded from the Courses page on the website ([www.u3amanningham.org.au](http://www.u3amanningham.org.au)). Please ensure that the form is properly completed and signed and contains sufficient information for the request to be assessed and processed effectively.

## Membership Fee Refunds (Cont'd)

Once a refund has been approved, the membership is revoked and the person will be removed from all waiting lists and will cease to be a member of U3AM, and therefore, will no longer be eligible to attend any classes or organised events of U3AM. Upon membership cessation, a new application will have to be made should you decide to rejoin in the future.

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### Australia Day Honours 2017 – Dawn & Neville Heffernan

**Dawn and Neville Heffernan** each received the Medal (OAM) of the Order of Australia on 26 January this year. The identical citations read “For service to education and the community”.



Both Dawn and Neville were instrumental in the establishment of the Doncaster and Templestowe U3A in 1991. (The name of our U3A was changed to Manningham in 1997.) Neville was the Vice-Chairman of the first Committee of Management and President from 1992 to 1998. Both Dawn and Neville took weekly classes from 1991: Dawn in Philosophy and Neville in Italian. They have continued with these classes over the last twenty-six years, sometimes each taking up to three classes a week. Dawn has also conducted weekly classes at U3A Box Hill for over ten years.

Dawn and Neville came to U3A after long careers in education. Both trained as primary school teachers and then undertook further study at university. Neville completed degrees from Melbourne and Monash Universities and Dawn graduated from La Trobe University. Both taught in primary and post-primary schools as well as, for a time, in England. Neville was principal of three primary schools and Dawn held several senior administrative positions in post-primary schools.

Dawn and Neville have made an enormous contribution to the success of U3A Manningham from the very beginning. Their classes in 2017 are as sought after as ever. Both are outstanding U3A tutors. They are dependable, well-prepared, energetic and resourceful, while being attentive to the needs and wishes of their class members. Dawn and Neville are great ambassadors for the U3A movement and they thoroughly appreciate the social and personal needs of U3A members in their classes. Both are highly respected both within the U3A family and beyond.

Neville says that he stumbled across U3A soon after he retired when he enrolled in a Centre for Adult Education (CAE) course in Flinders Street where the fledgling U3A Melbourne held classes. From there, he attended the inaugural meeting held to start a U3A in the City of Doncaster and Templestowe in early 1991. How fortunate we are that Neville stumbled upon the U3A movement twenty-six years ago. Both Dawn and Neville have been extolling the benefits of U3A since 1991 and have been instrumental in introducing new members to the U3A family.

Dawn and Neville have been married for sixty-two years and are proud great-grandparents.

Two long and successful careers in education have been appropriately recognised. We have been fortunate in having two outstanding members who have done so much for so long at U3A Manningham.

**David Jensz**

# Summer School

Many of us breathe a sigh of relief when we attend our last class of the year. It's all been great fun but won't it be relaxing not to rush off to class for a couple of months?

However, once Christmas is over and the New Year has begun in earnest, 'relaxing' can often be a little boring. It seems like a long time until U3A begins again and, with it, the stimulation and companionship that comes with our U3A activities.

Summer School runs for four weeks during January and the many courses offered this year provided an opportunity to continue the activities you enjoy or try something new.

Two of the activities only offered during Summer School are Marvellous Melbourne and Going Places, both conducted by tutor, **Arthur Rance**.

Marvellous Melbourne is a series of visits on Tuesdays to places of interest. This year, our members visited Finn's Reserve, the Shrine of Remembrance, Police Museum, Labassa (a French Renaissance mansion transplanted to Caulfield), and the Johnston Collection (a private house/museum in East Melbourne that was willed to the State of Victoria by William Johnston).

Likewise, Going Places headed off on Thursdays to the Royal Botanic Gardens, Victorian State Library, The Briars at Mount Martha, and aboard a sightseeing bus trip around Melbourne.

As he has done since Summer School first began, Arthur accompanied 30 U3AM members to the various venues and, importantly, to lunch afterwards. When questioned why he thought our members enjoyed these expeditions, Arthur said that they have told him that it gives them the opportunity to visit places where they have always been meaning to go.

So this year when the Summer School program is released, think carefully about whether, come January, you might like to participate in the many and varied activities on offer.



*Shrine of Remembrance*



*Labassa*



*The Royal Botanic Gardens*



*The Briars*

# 5Q

## Five Questions for...

### Maureen Mitchell



#### **You have been Tutor Coordinator for 15 years. What does this involve?**

One of the things I really enjoy is the variety of tasks I need to undertake.

Apart from running two tutor meetings (in January and July), lots of work goes on throughout the year. This includes updating Tutor Manuals and lists of tutors, maintaining the database of all tutors since 1992, answering tutors' queries, printing end-of-year certificates for tutors plus certificates for long service (just to mention a few).

Fortunately, I have a wonderful group of 161 tutors to work with.

#### **During those 15 years, you must have seen a great many changes in the classes offered. Can you tell us about those changes and what you believe may have brought them about?**

The actual type of classes has not really changed over the years. Instead, as the needs and interests of our members (and our tutors) have changed, we have varied our offerings. This has included introducing a Summer School program for members who find they need extra stimulation and social contact during the long break.

A good example of change is our dancing classes. Our original offering was Ballroom Dancing. We now also offer classes in Greek Dancing, Line Dancing, Rock 'n' Roll and Zumba, a total of nine dancing classes.

With computer classes, again we now offer a greater variety of classes, as many members are already computer literate but are looking for extra skills such as iPad use and Digital Photography, just to name two. Having our own computer laboratory at U3AM is a bonus.

Because of the increase in our membership, we also need to offer multiple classes in some courses: ten French classes and seven Strength Training classes are two examples.

#### **You must gain an insight into the various classes. Which ones have you most enjoyed?**

In August, as I collate the tutor forms for the following year, I notice the diversity offered and marvel at the wealth of talent of our tutors.

I have enjoyed all the classes I have participated in over the past 15 years, but have probably taken part in the more active ones. I have enjoyed Tennis, Yoga and walking groups and am now taking part in my first Pilates class. I have been a Strength Training Associate Tutor since the program was first introduced. To balance these activities, I also enjoy taking part in the Tuesday Bridge group.

#### **How do you relax?**

For relaxation, I enjoy reading, listening to music and catching up with friends and family. Less relaxing but equally enjoyable are gardening, cycling and walking. Last, but not least, is travel, both overseas and in Australia.



# 5Q Five Questions for...Maureen Mitchell (Cont'd)

## What is on your Wish List for U3A?

My retirement has been a busy, stimulating time, thanks largely to U3AM.

My wish list is that people in the community continue to offer their time and expertise to provide courses which meet the changing needs of Manningham's growing band of retirees. This will ensure a happier and healthier lifestyle for members as they move through their senior years.

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## Getting to know ... Our Vice-President, Michael Howard

Michael joined U3A Manningham in late 2014, signing up for the Current Affairs and Cosmology classes. During these and other classes, he discovered that many members have a wide-ranging knowledge of many subjects, whereas he admits that he has significant knowledge of some subjects and a lack of knowledge of many, especially history and geography. U3AM, offering many new fields to learn and most importantly to enjoy, is of considerable help in expanding his knowledge base and awareness of linkages. The major problem he has is selecting from a multitude of subjects.



Michael was elected to the Committee of Management in 2016 as Vice-President and finds the role challenging. He acknowledges that the Committee is not a power in itself, but rather represents the members, its purpose being to govern and manage on behalf of the members. He enjoys the interaction of members on this Committee as they discuss problems and opportunities in a friendly and encouraging environment. Michael is interested in data analysis, and has looked at the composition of U3AM membership by age, suburb, number of classes, etc. The long-term purpose is to better appreciate our members, their needs and wishes.

The not-for-profit sector has had the benefit of Michael's expertise and enthusiasm for well over 25 years as a volunteer and a board member. He has visited the marginalised and socially isolated, distributed food and hampers, worked on Saturday mornings in an Opportunity Shop, and cooked sausages at Bunnings. He was President of the Motor Neurone Disease Association of Victoria for many years and, as Treasurer of Hands On Health Australia, was involved in establishing a culturally appropriate training program for the poor in Manila, since implemented in other Asian countries.

Michael has extensive experience in the financial services industry as an actuary, senior manager, executive and director. He is a Fellow of the Faculty of Actuaries in Scotland and a Fellow of the Institute of Actuaries of Australia. Michael holds an MBA in strategy and, for some years, was a committee member of the Graduate Management Association. He became a Fellow of the Institute of Company Directors some 30 years ago.

Michael is married with one son, two daughters and eleven grandchildren aged 3 to 15. Much of his leisure time is spent following their sporting activities, especially football, basketball and netball. He has lived in Park Orchards for over 35 years, and before that, was a resident of Lower Templestowe.

In his past, Michael was a motor enthusiast, with fond memories of his HSV GTS with a blueprinted engine. These days he drives placid cars, and his wife is no longer reluctant to get into his car with him.

# CALENDAR OF EVENTS

## TERM 1, 2017

Monday, 6 February	<b>TERM 1 commenced</b> (8 weeks)	
Monday, 13 March	<b>LABOUR DAY HOLIDAY</b>	
Wednesday, March 15	<b>ANNUAL GENERAL MEETING</b>	12.15pm - 2.30pm
Monday, 20 March	Committee of Management Meeting (Rm 8)	1.30pm
Friday, 31 March	<b>TERM 1 finishes</b>	

*[ Break – 2 weeks ]*

## TERM 2, 2017

Tuesday, 18 April	<b>TERM 2 commences</b> (10 weeks)	
Tuesday, 25 April	<b>ANZAC DAY HOLIDAY</b>	
Friday, 28 April	Newsletter Deadline	
Wednesday, 3 May	Class Representatives Meeting (Rms 13/14)	9.00am - 10.0am
Monday, 15 May	Committee of Management Meeting (Rm 8)	1.30pm
Thursday, 18 May	COM Volunteers Luncheon (PRF)	12.15pm - 2.30pm
Monday, 12 June	<b>QUEEN'S BIRTHDAY HOLIDAY</b>	
Monday, 19 June	Committee of Management Meeting (Rm 8)	1.30pm
Friday, 23 June	<b>TERM 2 finishes</b>	

*[ Break – 3 weeks ]*

**PFR- Pines Function Room**

## The Newsletter

Editorial team: **Jillian Gange, Frances Langdon, Liew Staras**; Proof Reader: **Wendy Billings**;  
 Website Manager: **Kevin Chan**; Distribution: **Lewis Badge, Angela Burns and 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.*

