



## President's Report

At the 2017 Annual General Meeting held on 15 March, the following members were elected to the Committee of Management: **Joan Creber**, **Robyn Buttlng** and **Terry Smith**. Joan takes on the role of Joint Curriculum Coordinator (with **Tanya Gogorosis**), Robyn is Office Manager and Terry returns as Equipment Officer. My congratulations and best wishes to them in their new posts.

On behalf of the membership, I would like to thank the outgoing Committee Members: **Milly Ching**, **Jeanette Shaw** and **Frank Walton** for their hard work and enthusiastic commitment. It should also be mentioned that for about half of last year, family circumstances prevented Milly from continuing as Curriculum Coordinator and her place was taken by Tanya Gogorosis, who volunteered to take on this key role in our organisation. I would like to thank Tanya for stepping in and accepting the considerable responsibility of this position so willingly. Such selfless dedication is emblematic of the spirit of the U3A movement generally and is a powerful reminder of how much we depend on the generous contribution of volunteers for our survival. A detailed report of the AGM can be found on our website [www.u3amanningham.org.au](http://www.u3amanningham.org.au).

At the beginning of the second term, we had 1765 members enrolled in just under 200 classes. New classes have been added to the programme this term and there are more which will come on stream later in the year. A very warm welcome to our new tutors. The fact that we are continually increasing our range of classes and activities is testimony to the dynamism and liveliness of our organisation.

As always, we are indebted to the large number of members who continue to volunteer and I would like to extend my thanks to them. We are delighted to acknowledge this commitment and the Committee of Management recognises their work by holding a Volunteers' Luncheon on Thursday, 18 May, in the Pines Function Room.

As in previous years, we are collecting food for Doncare this term. I'm sure everyone is aware of the important role that Doncare fills in organising the distribution of food parcels to families in need. All non-perishable food items are welcome, including food for babies, small children and pets. Please leave your donations for Doncare at the office.

Finally, I would like to thank **Jillian Gange** for ensuring the continuation of publication of this newsletter. Although still remaining in her post as Communications Officer on the Committee of Management for the rest of this year, Jillian has agreed to accept the role of editor of the quarterly newsletter. Jillian is ably assisted by **Liew Staras** and **Frances Langdon**. It is gratifying to note that when necessity requires it, we can rely on members to step forward and offer their services. To rephrase the old saying, maybe it's a case of "Cometh the hour, cometh the woman".

**Geoff Sheldon, President**

## Diane Baird – Distinguished Service Award



At this year's Annual General Meeting, **Diane Baird** was presented with the Distinguished Service Award for her outstanding contribution over the last 14 years.

Diane was a member of the Committee of Management with responsibility for Publicity & Publications (now Communications) for three years, as well as editor of our newsletter from 2012 to 2016.

While responsible for Publications & Publicity, Diane initiated many important innovations including changing the newsletter from print-only to an electronic publication; the introduction and development of a Digital Archive to enable documents and images to be preserved electronically; and provided valuable input into the website update.

With every edition of the newsletter over the last three years, we have all been the beneficiaries of Diane's editorial skills.

As well, Diane served on the Committee of Record (Editing and Production) for the U3A publication, *Our Odyssey Continues*, published in 2008 to mark the history of our U3A from its location in Templestowe to its current home at The Pines.

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## Curriculum Report

### An introduction to the 2017 Curriculum Team

This year, **Joan Creber** and **Tanya Gogorosis** will lead the team as **Joint Curriculum Coordinators**, with the overall responsibility of planning and coordinating for the U3A Manningham program of courses.

Like any successful organisation, they rely on a committed team comprising:

- **Tony Kerron** (Timetable Coordinator)
- **Maureen Mitchell** (Tutors Coordinator)
- **Barbara Hall** (Computers Coordinator)
- **Kay Hawkins** (Class Reps and Deputy Class Reps Coordinator)
- **Jeanette Badge** (Migrant Education Program Coordinator)
- **Ken Hosking** (Mobile Phone Coordinator) and
- **Bridget Halge** (Liaison/Support for Coordinators).

New members of the team also include:

- **Barbara Spagnolo** (Deputy Tutors Coordinator)
- **Sri Srikanthan** (Deputy Timetable Coordinator) and
- **Ian Gorman** (New Courses Coordinator from Term 3, 2017).

We wish them all the very best in their important roles in this team.



Joan Creber



Tanya Gogorosis

## Office Manager's Report



As I am still new to this role and finding my way around my duties, I am happy to find that everyone is so co-operative and just gets on with the task at hand. My thanks to **Jeanette Shaw** for the wonderful job she did over the last year.

**Tess Gibbs** and **Ruth Jenz** have again done an amazing job in organising 210 volunteers into this year's roster. This includes 30 new volunteers who have one-on-one training sessions with one of our office committee members when they start. I thank everyone for their commitment.

This term, we are again collecting non-perishable food items for Doncare which will be distributed to needy families in the Manningham area. Please leave your contributions in our office for collection.

**Robyn Buttlng - Office Manager**

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## The U3A Manningham Story

The U3A Manningham Story is a special project being conducted by a small group of members who meet weekly to write the history of U3A Manningham in digital form.

The history of the first ten years (1991-2001) is written in the book, *A Decade of Achievement*, and that of the next eight years is in the book, *Our Odyssey Continues ...*, but these books are no longer easily attainable. Our digital version will draw heavily on their content so as to preserve our history and make the story readily available to those interested in reading it. In addition, we will write the story of the years 2008 to 2016 with the help of **Heather Ambrose** and **Bridget Halge**.

Our digital history will be written clearly and simply, concentrating on the key players and the main events each year. But to that, we will add documents such as the list of courses and tutors each year and findings from surveys conducted. These documents will be accessible by means of hyperlinks so only those interested can read them.

From time to time, we will use the newsletter to ask for help in finding things that we need to make our history as complete as possible. **Our current need is for photographs of people and events taken during the first ten years of our history, from 1991 to 2001. If you have a photo that you believe is relevant to our story, please send it to us.** All contributions will be acknowledged.

**If it is a printed photo**, please put it in the pigeon hole labelled 'The U3A Manningham Story'. Include a note that tells us who provided the photo, whether or not you want it back, what the photo shows, when it was taken and, if you know them, the names of people in the photo.

**If the photo is in digital form**, please send it as an email attachment to [lesliedale@optusnet.com.au](mailto:lesliedale@optusnet.com.au). Tell us what the photo shows, when it was taken and, if you know them, the names of people in the photo.

If you want to know more about what we are doing, please don't hesitate to email me.

**Leslie Dale**

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# Enrolment Report

## Enrolment System - Volunteers Required

We require volunteers to assist members in November to enrol for the 2018 year, using the computerized enrolment system.

Experience and confidence with computers is a pre-requisite. Experience in using the MyU3A system for their personal use as a member is desirable.

Training will be provided during July and August, prior to assessment and selection. Interested members should contact **Doug Wallace** on 9850 6505.

## MyU3A Tips

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

### Accessing Records Online

- Please note that you will not be able to access your MyU3A record online if you did not provide your email address when you joined or updated your membership record. To do so, please contact the office and have your email address recorded.
- If you do not have an email address, you may be able to persuade a relation or friend to let you use their email address to access your MyU3A record or you might get the relative or friend to create an email account for you.

### Forgotten Password - when you do not know or have forgotten your password and/or ID

- Go to the Course Information page and click on the **Member Login** button. Click on the **Forgot Password/ID** button. You will then be asked for your email address and ID (enter ID only if you know it, otherwise leave it blank). Click on **Send Password**.
- An email containing your password will be sent to the email address that you have provided to U3AM.
- Note that if you are the only U3AM member using that email address, you do not need to enter your ID. Again, it is an important reminder that the email address **must** be the one that you have supplied to U3AM. If the ID is not entered, and the email address is shared by more than one U3AM member, then the ID and Password of each member will be sent in the email.
- If you do not receive the email within a few minutes, check your Junk Mail or Spam folder. The message may have been sent there.

If you follow these instructions, you should never need to ring the Office to find out a lost password or ID.

### Tutor Portal - Marking the roll

This is the main on-line function for Class Reps.

- Class reps can access their rolls by using the **Tutors** button at the bottom of either the Home Page or the Courses page. Use your normal online ID and password.
- Once into the Tutor Portal, click on the **Mark Day** button and follow the instructions at the bottom of the page.
- First, enter any apologies. (For convenience, you may want to inform your class members that they can enter their own apologies in their online profile and can apologise for all their classes during the absent period at the same time).

## MyU3A Tips (Cont'd)

- You can enter apologies one member at a time. Apologies (including people on holiday or who are sick) will go in as 'A'. People who miss class because they are on U3A business should be marked as present.
- Step 2 (see the instructions at the bottom of the screen) should only be done if you have the agreement of the member, or if requested by a member of the Curriculum Committee. Again, the member can withdraw online.
- To mark the roll, click on the circle above the relevant date and then click on the **Mark Date** button. The screen will now show blank or ticked boxes alongside each member's name, except for those who have already entered their apologies. The box should be ticked if the member is present or on U3A business. It should be unticked if the member is absent without an apology.
- When the class is marked, click on the **Mark** button at the bottom. The ticks will be converted to 'Y'.
- What if you make a mistake? The system is very friendly. If you mistakenly withdraw a member (using the **Del/Act** button), just go through the withdrawal process again for that member and the withdrawal will be cancelled. The same goes for apologies. If you find that the marking is incorrect, just select the day and click on the **Mark Date** Button and correct the ticking.
- Don't forget that you can try anything out on the Practice Page database (the link is just next to the **Tutors Login** button on the Course Information page). On that page, there is a **Tutors Login** button, as well as the **Member Login** button. It doesn't matter if you do something wrong on the Practice database as it is restored from the Live database each night and is only used for practice.

These processes are very simple. Just follow the instructions carefully and don't panic!

## The MyU3A Story: Where did MyU3A come from?

**Ken Steel**, the author of MyU3A, ran his own IT business for about 30 years. He developed a framework with which he could quickly fulfil his clients' online requirements.

When he shifted to the Bellarine Peninsula, Ken became very interested in volunteer work. In particular, he became involved with his two volunteering loves: U3A and Rotary, as well as his Anglican parish of Queenscliff. As a result, he knew intimately the requirements of a U3A. About six years ago, Ken decided to adapt his business online framework to provide a membership and enrolment system for U3As. Introduced first at U3A Geelong, the system was then rolled out to two small nearby U3As: U3A Surf Coast and U3A Corio Bay.

Once the system was bedded down, Ken then started to offer MyU3A to other U3As. U3A Manningham was one of the early adopters. At present, there are close to 30 U3As either using MyU3A or in the process of preparing to do so.



Ken Steel

To develop a system with the facilities of MyU3A would cost hundreds of thousands of dollars. Ken has provided a perpetual licence to U3A organisations at no cost. The system is hosted by a secure commercial hosting organisation and the only cost to U3As is the cost of running the system - currently working out at about 30c per member per year and without any joining fee. As more U3As take up MyU3A, this cost will reduce. We owe a lot to the generosity of Ken Steel.

Unfortunately, the huge personal load taken on by Ken had its cost. Ken passed away on Easter Saturday, aged 78. He was in the process of setting up a support structure which is now being completed by a small group of U3A volunteers so that the system can continue to be used.

## The MyU3A Story (Continued)

We are determined to ensure that MyU3A is seen as Ken Steel's legacy to U3A. Ken was always friendly and helpful to all. Vale, Ken Steel, a valued friend of U3A.

Warwick Wright

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## The Golden Quill – Volume 5

After two years of preparation, U3A Manningham writing groups, The Written Word and Writing: Creative, are publishing their fifth volume of *The Golden Quill*, and launching it on Friday, 27 October 2017.

Since 2009, The Written Word has published four volumes of *The Golden Quill*, a compilation of short stories and poems. The Writing: Creative group has also contributed work to many of the volumes.

Our four previous books have been launched by well-known writers: **Arnold Zable**, **Michael Pryor**, **Sarah L'Strange** and **Hazel Edwards**.

Now we are delighted to announce that **Elizabeth Vercoe** has agreed to do the honours for us in 2017. Elizabeth's mother, **Coral**, has been an active member of our U3A for many years. Elizabeth is an acclaimed author and artist. Her writing can be found in books, book chapters, journals and essays. She also uses her creativity in inspirational artworks.

Elizabeth explores themes of resilience, healing, curiosity, fun and self-empowerment. We, at U3A, are already specialists in these topics, having a life-time of learning from these experiences.

Some of Elizabeth's works are: *Keep Your Hair On*, a book about cancer, directed at teenagers, and *The Grief Book*, which provides strategies for young people in dealing with life and death.



Elizabeth Vercoe



Elizabeth's most recent publication, *Mac the Dog Man*, is a children's picture book inspired by real-life dog whisperer, Mac.

Do keep your eye out for further information as we enter the last term of this year and, meanwhile, you might like to check out the books that Elizabeth has published and look at her achievements online.

**Lula Black & Trish Taylor**

*Class members of The Written Word, John Miller and Phillip Holmes, showed their appreciation of the Warrandyte Community Bank's financial support of the Golden Quill in the recent Warrandyte Festival.*

# Volunteering at U3A Manningham

You may have been concerned about missing out on a place in a class of your choice when you enrolled. This is a situation none of us at U3A Manningham wants but it is inevitable that when a high quality service is offered to a community free of charge, there is always an eager response. (Your fees contribute to rent, equipment, office supplies, etc, but not to tuition or management.)

Thanks to the continuous work of our Enrolment and Curriculum teams, the tutors and managers, all but a small proportion of members are able to attend a class or classes of their choice. As of 13 April 2017, only 17 out of 188 classes offered had significant waiting lists (more than one quarter the maximum number the tutor could accommodate).

Over the years the Curriculum Committee has used many strategies to enable more members to get into classes of their choice including:

- asking tutors to increase their maximum number; to take a second or even a third class; to find advanced students to lead 'Beginner' classes; or to recommend other potential tutors
- limiting the number of language and dancing classes one person could enrol in so that more members could join them
- searching successfully within U3A and beyond for new tutors of classes with waiting lists.

Tutors have always responded to these requests by offering as much as they can within the limits of the room space and/or type of tuition they are offering.

The Enrolment team classified 2017 classes with consistently large waiting lists in previous years as RESTRICTED so that members may choose only two of these classes, opening more opportunities for others.

In addition to all these measures being taken, U3A Manningham has a distinctive method of allocating class spaces which we consider to be the fairest method of sharing - that those who contribute to the organisation have enrolment priority over those who do not contribute.

We welcome everyone. Thankfully, with all the measures being taken, we have been able to welcome **181 new members** so far this year. Regrettably, we cannot accommodate everyone despite doing all that we possibly can. We will continue to seek ways to meet requests to join classes because we want to share our good fortune of being part of such a vibrant and enriching organisation.

If you were one of the disappointed members this year, we recommend that you:

- select a class that has a small waiting list (refer to the noticeboard in the North foyer)
- watch and ask how other members pick up tasks to do
- if you have offered to do a task but have not yet been contacted, give me a reminder either as a note in my pigeon hole or by email on [hna@iinet.net.au](mailto:hna@iinet.net.au).

Over 900 members are currently contributing to U3A Manningham in some way by undertaking a task. We are sometimes a bit short of tasks but do contact me rather than give up.

**Heather Ambrose, Volunteer Co-ordinator**

# The Global Family of Quilters

Last year, members of my Patchwork Class discussed the disastrous Fort McMurray bushfires in Canada.

I told them that when we had the tragic fires in Victoria, my Quilting Association received quilts from America, South Africa and New Zealand to distribute among those who were affected by the fires.

My class then decided to make a group quilt, with everyone contributing their part and, when finished, the quilt was sent to the Quilters' Association in Edmonton.

We were thrilled to receive a very appreciative response signed by the Board Members of the Edmonton and District Quilters Guild.

Pat Wright, Tutor

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## Vivienne Sterndale

It is with great sadness that we say "good bye" to one of our Foundation Members, **Vivienne Sterndale**.

Vivienne remained committed to our organisation and its philosophy from 1991. She was a member of the original Steering Committee where ideas were exchanged, frameworks set and classes established.



Being a very accomplished artist in a variety of mediums, Vivienne was one of the first tutors. She set up a water colour painting group which proved popular and continued over several years.

Following a career as a Community Health Nurse, Vivienne saw U3A as a marvellous tool for preventative health practices. Preventative Health Care, she said, is "*to have the maximum functioning of a human being physically, emotionally, psychologically and intellectually*" and she believed that U3A catered for all these aspects.

Vivienne showed that she practised what she preached by enrolling in many different classes over a period of 25 years.

In 2004, when our Strength Training Program was in its infancy, I invited Vivienne to join us as an Associate Tutor and was delighted when she accepted. It was soon evident that her enthusiasm for the program was infectious - she had so much to offer. Over thirteen years she remained committed, worked weekly with two different groups and rarely missed a session. She had a very gentle manner and provided a lot of encouragement and support to assistant tutors and participants and this was greatly appreciated.

I found Vivienne to be very professional in everything she did. She was a wonderful person to have on a team because of her knowledge, her dedication, enthusiasm, reliability, her ideas and her willingness to carry out any task asked of her. She has given me great support and this I have valued as I have her friendship. She was indeed inspirational.

I was very honoured in 2011 to present Vivienne with the Life Membership Award for her contribution to U3A Manningham.

Moira Axtens

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# The Orchestra of U3A Hawthorn – 14 May 2017

Many of you enjoyed the performance by members of this orchestra last October to help us celebrate our 25<sup>th</sup> anniversary. Now the full orchestra has a programme of excellent music which you are invited to attend.

The Orchestra of U3A Hawthorn will be celebrating its 20<sup>th</sup> Anniversary on Sunday, 14 May 2017, at 2.30pm with a special concert to be held at the Hawthorn Arts Centre (previously known as the Hawthorn Town Hall), 360 Burwood Road, Hawthorn. Entry is \$12 for adults; children under 15 are free.



The programme includes:

- Aaron Copland: Fanfare for the Common Man
- Ludwig van Beethoven: Piano Concerto No. 5 (The Emperor)
- Barry McKimm: Three Dances of the Third Age
- Engelbert Humperdink: Prelude to Hansel and Gretel
- William Walton: Crown Imperial (Coronation March)
- Percy Grainger: Shepherd's Hey

Tickets can be obtained from the Hawthorn Arts Centre Box Office either in person or by phone (9278 4770) from 10am to 4pm weekdays, or one hour prior to concert time.

Please click on the following link for further details or to book on-line:

<https://www.u3ahawthorn.org.au/orchestra/nextconcert.htm>

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## 2017 Newsletter Deadlines

The deadline dates for the remaining newsletters for 2017 are 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.

# CALENDAR OF EVENTS

## TERM 2, 2017

Tuesday, 18 April	<b>TERM 2 commenced</b> (10 weeks)	
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>	

*[ Term Break – 3 weeks ]*

## TERM 3, 2017

Monday, 17 July	<b>TERM 3 commences</b> (10 weeks)	
Monday, 17 July	Committee of Management Meeting (Rm 8)	1.30pm
Thursday, 27 July	Tutors Luncheon (PFR)	12.15 - 2.30pm
Friday, 28 July	Newsletter Deadline	
Wednesday, 2 August	Migrant English Tutors Meeting (Rm 13)	3.00 - 4.20pm
Monday, 21 August	Committee of Management Meeting (Rm 8)	1.30pm
Thursday, 7 September	Summer School Enrolments (PFR)	2.30 - 3.30pm
Thursday, 14 September	Class Representatives Luncheon (PFR)	12.15 - 2.30pm
Monday, 18 September	Committee of Management Meeting (Rm 8)	1.30pm
Friday, 22 September	<b>TERM 3 finishes</b>	

*[ Term Break – 2 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.*

