

## President's Report



By the time this newsletter appears in August, Term 3 will be well underway and we will have our eyes turned towards next year's program. One of the many attractive opportunities provided by the U3A movement is the possibility to try out new activities offered to those of us fortunate enough to have ample leisure time. We all have our favourites and many of our members continue to opt for them at enrolment time. However, it is worth remembering that research into ways of maintaining and preserving our mental health suggests very clearly that giving ourselves challenges by learning something new is extremely beneficial. So why not make next year the year that you - as you always promised yourself - learn how to paint or play a musical instrument or dabble in a new foreign language? Our program of more than one hundred different courses and activities is full of such opportunities.

### **OH&S procedures to be followed during a medical emergency**

An important change to our Occupational Health and Safety procedures, to be followed in the case of a medical emergency, was introduced to tutors at the Tutors Lunch on 27 July. Copies of the procedures were provided then and are also available on the following link:  
<http://u3amanningham.org.au/docs/U3AEmergencyProcedures2017.pdf>.

This is an important part of our general organisational responsibility and the Committee of Management is continually looking at ways to ensure the safety and comfort of all our members. Any tutors who were not able to attend the luncheon on 27 July are asked to make themselves aware of these new procedures.

### **Special General Meeting - change to our Constitution**

A Special General Meeting was held just before the Tutors Lunch in order to change the enrolment procedure for electing the Committee of Management as stated in the Constitution. This has become necessary because of the increasing complexity of each of the management roles and positions requiring members who wish to serve on the Committee to be aware of the demands and special requirements of each post before choosing in which area they would like to serve. I am pleased to report that the recommendations were accepted unanimously.

### **Seniors Week**

Seniors Week begins with Celebration Day on Sunday, 8 October at Federation Square. U3A Manningham will be there again this year to demonstrate our Arts and Crafts skills, our line dancing talents, and to engage informatively with the public. As in previous years, we will be participating in what is a very enjoyable day out in early Spring in the centre of Melbourne.

During the rest of Seniors Week, Monday, 9 to Friday, 13 October, an information booth with displays of U3AM activities will be set up in The Pines Shopping Centre. When I return from holiday at the beginning of September, I will be looking for volunteers to be available during those five days to help spread the news about the benefits and opportunities that membership of our U3A brings. Please give some thought to volunteering.

# President's Report (cont'd)

## Summer School

As in previous years, we will be holding a four week Summer School in January 2018. About 25 activities and excursions will be available on Tuesdays, Wednesdays and Thursdays from 2 January. Information about the program and enrolment process appears later in this newsletter. I am pleased to say that we have been able to keep the administrative fee at \$10.

My very best wishes for a rewarding and enjoyable third term of companionable learning and friendly fun.

Geoff Sheldon, President

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## Curriculum Coordinator's Report

### Changes to Curriculum Committee membership

Joan Creber has resigned as Curriculum Coordinator due to ill health, which has led to changes in the Curriculum Committee. Following the meeting of the Committee of Management in July, I have been appointed as the Curriculum Coordinator. Tanya Gogorosis will be my deputy and Ian Gorman will take charge of new courses. I would like to thank Joan and Tanya for their hard work which ensured that all courses have run smoothly.



### Planning for 2018

Planning for next year commenced in July and tutors are offering a wide variety of courses to our members. These courses include academic, artistic and physical components to ensure members can choose the areas that suit their needs. I would like to take this opportunity to thank all the tutors for their dedication and hard work in contributing to our successful offering of courses.

### Monthly Talks

Monthly Talks have recommenced in July. Details of forthcoming presentations appear later in this newsletter.

### Term 4 courses

There are a number of courses offered only in Term 4. If you are enrolled in the following courses, make sure you check your confirmation letter for the day, time and venue:

1. iPad - Workshop for Beginners
2. Digital Photography Level 2
3. All About Food
4. Celebrating Ageing for Women

### Equip4Life - Health and Wellbeing Program

This program has been well received by members and we are planning to offer it again in Term 4 if there is enough interest from members. Your feedback will be invaluable to assist our planning.

Milly Ching, Curriculum Coordinator

# Class Reps' Report

A big Thank You to all class representatives for the fabulous job you do in supporting the tutors to ensure that classes run smoothly. With around 218 classes offered over the course of the year, our 360 class reps support around 1800 members.

[Consider these flowers a gift to say Thank You for all the work you do.](#)



## Using the MyU3A system

Any class rep who is experiencing difficulty using the MyU3A system to mark attendance and would like further assistance, please register your name on the form provided at the office by Monday, 7 August. **Ruth Foxwell** has kindly offered to assist members individually once a timetable is negotiated. I apologise if there was a breakdown in communication last term and your request for information was not followed up.

My fellow Class Representatives Coordinator, **Diane Casamento**, and I look forward to seeing you all at the Class Reps Lunch on 14 September.

**Kay Hawkins**

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## Summer School 2018

U3A Manningham's 2018 Summer School will commence on Tuesday, 2 January and run for four weeks until Thursday, 25 January. Classes will be held on Tuesdays, Wednesdays and Thursdays.

The list of Summer School courses will be available online with paper copies available for viewing at the office from mid August.

Summer School fees remain at \$10 and enrolments and payments may be made online from Monday, 11 September 2017. For those who do not wish to enrol or pay online, enrolments and payments may be made in person on **Monday, 11 September** and **Wednesday, 13 September**. To fit in with classes, these manual enrolments will take place in Room 1 from 10.45am to 3.00pm. Hints on using PayPal for Summer School enrolments appear in the Enrolment Report later in this newsletter.

As has occurred in previous years, an appointment system will be used for those people wishing to enrol in person. Appointments to enrol may be made with office personnel from **Monday, 4 September** through to **Friday, 8 September**, during office hours, either in person or by ringing the office on 9894 5955.

Enrolment worksheets to assist members in their selection of classes and times will also be available from 4 September.

Members enrolling in person are reminded that credit card facilities are not available and that only cash or cheques can be accepted.

# Tutors Luncheon

In the absence of our President (**Geoff Sheldon**) and Tutor Coordinator (**Maureen Mitchell**), the official duties at our Tutors Luncheon on 27 July were carried out by our Vice President, **Michael Howard**, and Curriculum Coordinator, **Milly Ching**.

The luncheon provided an opportunity for us to thank our wonderful tutors and for them to spend time with their friends and colleagues.



**Milly Ching, Barbara Spagnolo & Kay Hawkins**



**Helen Anderson & Emmy Oakley**



**Recipients of Certificates of Appreciation**



**Coral Vercoe**



**Hazel Ferguson**



**Tess Gibbs**

Certificates of Appreciation for long and enthusiastic service were awarded to the following:

Fifteen years: **Hazel Ferguson, Ross Henderson, David Jensz, Helen Kearton, Barry Klein, Nena Reid, Coral Vercoe, Noel Wright.**

Ten years: **Helen Anderson, Sandra Dean, Lynne Deans, Tess Gibbs, Tony Heyes, Yanwen Huang, Trish Taylor.**

Special mentions to **Dawn and Neville Heffernan (26 years), Linda Chin, Jan Palmer (24 years), Heather Ambrose, Moira Axtens (23 years), Lesley Catt (21 years).**

As well, a Certificate of Appreciation was presented to **Bryan Kelly** for the design and manufacture of a cabinet specifically for the Calligraphy class.



**Bryan Kelly**

# Enrolment Report

## Summer School - paying by PayPal

Most members are now used to paying by PayPal. However, one problem that may arise is if you pay by PayPal and do not get returned to the MyU3A system, you probably ended the PayPal transaction incorrectly. This is not a disaster as you will get an email confirming payment (if your payment was successful). You can either wait for a few days and the amount will be recognised or, if you wish, print out the confirming email and bring it into the office where we will indicate in MyU3A that you have a payment pending. This will then enable you to enrol in classes without delay.

## Your email address on your profile record

As you will have seen, your email address is included in your Online Profile (which appears when you log in with the **Member Login** button). This email address is used when communicating with you and also to provide your ID and password if you misplace either of these.

It is extremely important that you ensure that your email address is current and correctly spelt. If we try to send an email to you and the address is invalid, the email will not go through.

Not only will the email not reach you, but an error message is returned indicating why the message was not able to be delivered. If enough of these occur (not just in our U3A but across all of the U3As using MyU3A), the special software that looks for spam may detect these as spam and blacklist our mail server. If that happens, no mail will be able to be sent from any of our U3As until the blacklisting is lifted.

So please be extremely careful to ensure that your email address is correct and up-to-date.

## Enrolment Help

Our enrolments team is very happy to assist members with any enrolment issues they may have. However, it is important that enrolment queries only be communicated in either of the following ways:

- **By leaving a handwritten message at the U3A office.** Such a message must be written on a message form (available at the office) and dated and signed. The office personnel will ensure that the message is put into the appropriate pigeonhole. **Please note that only messages that are signed and dated will be followed up by the enrolments team.**
- **By email** using either of the following U3A Manningham enrolment email addresses:

**General enrolment email address** - [enrolments@u3amanningham.org.au](mailto:enrolments@u3amanningham.org.au). To be used for all queries regarding classes, waitlists, enrolling in or withdrawing from a class (when this is not able to be actioned by the member online), applying for a refund, updating contact details including changes of email addresses. Also, tutors wishing to close or increase the size of a class should use this email address.

**Enrolment Help email address** - [enrolmenthelp@u3amanningham.org.au](mailto:enrolmenthelp@u3amanningham.org.au). To be used for queries or problems members and/or class reps may have regarding enrolments or marking rolls online, as well as any other enrolment assistance required. Enrolment Help acts as an assistant to the Enrolments Officer.

If your enrolment queries are submitted in either of these ways, they will be received and acted upon promptly.

Warwick Wright

## News from the Office

I have received a letter of thanks from the Chief Executive Officer of Doncare saying that the need for food is the main reason people seek their help. I am proud to say that U3A Manningham has made a significant difference to these families in need.

During Term 2, we delivered well over 60 bags of groceries to Doncare which was a fabulous effort on your part. My sincere thanks to **Teddy** and **Connie Lui** for picking up these food parcels from the office every week and delivering them to Doncare.

The office seems to be running very smoothly at the moment, thanks to all our wonderful volunteers. All new volunteers are receiving one-on-one training for their first session to help them understand what is required.

A thank you luncheon for all office volunteers will be held on 12 October. More information will be available later but you might like to mark this date in your diary now.

**Robyn Buttlng, Office Manager**

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## If in Doubt, Don't – Beware of Online Scammers

That's the message Consumer Affairs Victoria - the state's fairtrading regulator - is giving older Victorians when it comes to staying safe online.

Many older Victorians are attractive targets for scammers because they often own substantial assets and have access to life savings and superannuation.

Older Victorians are also the fastest growing online user group in the country. Many go online to keep in touch with family and friends, to correspond by email, watch YouTube videos or catchup TV programs, research and book travel, etc., etc.

Life events such as financial hardship and recovering from illness, loss and trauma, can also leave people more vulnerable to scams.

Consumer Affairs Victoria is working to reduce the harm caused by scammers by building greater awareness and understanding of online scams among older Victorians.

Scammers are professional criminals. Anyone can fall for a scam because scammers are getting smarter and using more sophisticated tricks to dupe thousands of older Victorians every year.

Here are some tips for staying safe online:

- Do not open suspicious text messages, popup windows or emails.
- Be wary of any emails or requests on social media from people you do not know.
- Avoid sending money, personal or financial details to someone you have never met in person.

And remember, if in doubt, don't.

Think you're a scam savvy senior? Take the quiz and find out at <https://www.consumer.vic.gov.au/scamsquiz>. For more information on common types of scams, tips on how to identify, avoid or report them, visit <https://www.consumer.vic.gov.au/scamsavvy>.

# 5Q



## Five Questions for...

### Deirdre Meredith

**After many years, you have now decided to relinquish responsibility at U3A Manningham for office supplies and equal opportunity. These have only been part of your wonderful contribution to U3A over many years. Can you tell us about your involvement?**

I joined U3A Manningham in 1999 to study French. I was an office volunteer in the tiny office at Templestowe and in 2002, also took on the role of Office Supplies Purchaser which has continued for 15 years. I was invited by **Les Dale** to join the U3A Network of Victoria Policy & Planning Committee and in March 2003, was elected Secretary of the Network's Executive Committee, a role which I held for six years. I worked in the Network office two or three days each week, as well as going to meetings with various politicians, Government Departments, and other organisations, and visiting U3As across Victoria. In 2003, there were around 80 U3A groups. In 2009, I convened the U3A Network Victoria Conference. Six years ago, I was asked to take up the role of Equal Opportunity Officer for U3AM.

I have played Pétanque since 2000, and attended classes in watercolour painting, French, Strength Training and Linguistics at various times.

In 2011, I was awarded the Menzies Community Australia Day Award, a Distinguished Service Award from U3A Network Victoria and a Distinguished Service Award from U3A Manningham.

**How have the skills gained in your working life contributed to your U3A achievements?**

After leaving school at 16, my working life ranged from being a ticket writer and window dresser at Buckley & Nunn, a National Bank Tellers' Clerk, a Dental Nurse and Statistics Analyst. Later, when our children reached secondary school level, I returned to study HSC and Primary Teaching and took a B.Ed. at Deakin University. As Treasurer of the Templestowe Branch of the Victorian Teachers' Union, I gained experience in conflict resolution as well as finance. The skills and experience derived during those years were very useful in my involvement with U3A at various levels.

**Can you compare U3A Manningham when you first joined with our organisation now?**

U3A Manningham has greatly expanded in size and the number of courses since I joined 18 years ago. The move to The Pines was the result of meticulous planning and skilful negotiation and our system of volunteers is exemplary. We are the envy of many other U3As in Victoria.

**You and your husband, John, have deep roots in the Manningham community. How has Manningham changed in the years you have lived here?**

John and I have lived in Manningham since we married in 1962. There were orchards all around, horses grazing in the paddock where Officeworks now stands, White's red brick store stood where Shoppingtown now looms, and Schramms Cottage was moved brick by brick from its original site where the Library now stands. Our present house is on the site of a former cool store owned by the Reid family who were orchardists. We were foundation members of Donvale Tennis Club which formed a cooperative society to get started. John still plays tennis there with U3A each week. So there has been a great deal of change and development here since 1962.

# 5Q Five Questions for...Deirdre Meredith (cont'd)

What other activities do you enjoy?

We were Foundation members of Templestowe Central Probus Club and initiated the *Recyclists* bike group 18 years ago. I have belonged to VIEW Club for 20 years. We both belong to Donvale Bowls Club. I am a member of the Jane Austen Society of Melbourne and have been a CAE Book Club member for 25 years. We enjoy camping and bushwalking and camp at Wilsons' Prom every year. We have travelled widely throughout the world and around Australia. Researching John's book *Our Only Boy* involved travel to France, UK and Canberra. We are both avid bibliophiles.

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## Getting to Know ... Our Treasurer, John Liew



Australia has always given me a sense of belonging as well as opportunities few places could - including my birth nation, Malaysia.

From a very young age, I've always had a sense of community having served on many school projects, associations and boards over my 13 years of schooling in Malaysia. So, it is not surprising that being involved in any community or not-for-profit organisation in my later years comes easily to me.

Some years ago, the realisation that I had joined the ranks of the 'ageing population' of Australia finally jolted me into researching purposeful projects that contribute in a positive way to the well-being of our ageing communities. Something that I could "sink my teeth into", so to speak.

As fate and (good) fortune would have it, U3A Manningham was, to me, such a project, giving me the outlet to contribute effectively to the continuing process of life-long learning, something I've been passionate about for a very long time. From my decade-long experience in the education sector in Victoria and NSW, it is clear to me that U3AM has succeeded in providing this through its extensive program of courses which contribute to our members' learning experiences every day. I am just happy to be a member of this large community of lifelong learners.

Personally, I owe much of the many opportunities that came my way to a journey that began some 38 years ago to a wide-eyed, naïve student at the University of Western Australia. After gaining qualifications in accounting, computer science and project management, I spent the intervening years earning an MBA and attaining my CPA Fellowship whilst forging a career spanning the private and public sectors across a multitude of disciplines and industries.

The skills and experiences gained over a long professional career armed me with the capabilities and fortitude to be able to contribute to the success and continued progression of U3AM into the foreseeable future.

While there will always be plenty to do at U3AM, it is not all just work and grind. I am enjoying learning classical guitar and picking up some Spanish language. Outside of U3AM, I am enjoying travelling, renewing my badminton passion through more training, competing, coaching and volunteering at the Sudirman Cup international competition held at the Gold Coast earlier this year, and reuniting ties with seldom seen friends and family members

And each morning I wake up and welcome the marvels the day will bring along with the opportunities afforded me to "do better".



# Monthly Talks

The third Wednesday of the month will once again be enlivened by Monthly Talks from 3pm to 4.20pm in Room 13.

**Fred Rich** has assumed responsibility for the talks and has organised speakers on the following topics:

**Wednesday, 16 August : Project Extend - An innovative approach to second language learning in primary schools**

**Stella Yee** (also known as **Stella Wong**), a member of U3AM, will introduce Project Extend, the after school language extension program she initiated at Birrale Primary School in Doncaster. Through a range of fun and engaging activities, including the use of Auslan, students in the program are developing their conversational skills in Mandarin, as well as a better understanding of Chinese culture. Stella was a recent candidate in the Manningham Council elections.

**Wednesday, 20 September : Still to be confirmed.**

**Wednesday, 18 October : The Wildlife Art Museum of Australia (WAMA)**

Located at Pomonal in The Grampians, WAMA is a unique project that will celebrate the relationship between art, science and nature. **Glenda Lewin**, Patron and Founder of WAMA, will share with us her ideas and vision for the museum going forward.

All are welcome - bring a friend. Entry by \$2 donation; refreshments are provided. All attendees are to be seated by 3pm.

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## The U3A Manningham Story

In the March newsletter, we told you about our special project which is to clearly and simply write the story of U3A Manningham, concentrating on the key players and the main events each year. Eventually, the story will be available for all to read, possibly online.

We are making good progress but have now come to the hard part: trying to find documentation to support our story. Our main sources for the documentation we need are Presidents' reports to AGMs, AGM minutes, newsletters, and course lists which include tutors' names. Our aim is to find every one of these that have been produced since U3AM started in 1991. We have access to the U3AM archives and are currently scanning relevant documents - a very slow and time consuming process.

**But we need help! Some of the documentation we need is not in the archives and we ask members to search their records to see if they can supply us with any of the missing items.**

Currently, our main needs are:

- **The November 1997 newsletter.** We have all the others.
- **A list of courses and tutors for 1994.** We have all the others.
- **AGM minutes and reports for 1993, 1994 and 1996.**
- **Good photos** - photos about which you can tell us the location, approximate date when taken and hopefully the names of people in the photo. We have access to many photos but in most cases, can't use them because of lack of the above information. We particularly need photos taken before 2008.

## The U3A Manningham Story (cont'd)

If you can give/lend us copies of any of these items, please leave them in our pigeonhole labelled 'The U3A Manningham Story' or send them to us as an email attachment.

Please think about your U3A commitments for next year. We can use more help and you may be willing to do some work for us without necessarily attending our fortnightly project meetings. In particular, we would welcome help from one or more experienced writers willing to tidy up what we have written. We also need help in locating documentation and converting hard copies to pdf files.

Many people have helped us so far and we thank you for your interest in what we are doing. If you want to know more about this project, please email me at [lesliedale@optusnet.com.au](mailto:lesliedale@optusnet.com.au).

Les Dale

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## Trust your Choice: Tips for Seniors making Enduring Powers of Attorney

by Gerard Mansour – Commissioner for Senior Victorians



On 22 June 2017, I was pleased to launch a new publication, *Your voice - Trust your choice - Tips for seniors making enduring powers of attorney*. In my capacity as the Ambassador for the Prevention of Elder Abuse, listening to the stories of some senior Victorians, I saw a need for additional information to assist people to understand the significance of enduring powers of attorney and the potential for misuse.

*Your voice - Trust your choice* is a practical guide to help older Victorians to safely appoint a Power of Attorney. An enduring power of attorney is where you give someone you trust the legal authority to make decisions on your behalf. The majority of enduring powers of attorney work well. Unfortunately, in some cases, family members, carers or friends abuse their authority as power of attorney and take advantage of that authority. This is one of the most devastating forms of elder abuse.

The booklet includes helpful tips, case studies, and sample wording to encourage older people to safely decide upon an enduring power of attorney. It is a companion booklet to Office of the Public Advocate's *Taking Control: a guide for making enduring powers of attorney*. In particular, this guide will assist older people to minimise the risk of abuse when appointing an enduring power of attorney, so that:

- it captures their wishes about decisions that are made on their behalf
- it ensures that the right people are involved in decisions that are made on their behalf.

The booklet has been a joint project with the Office of the Public Advocate (OPA) and funded by the Department of Health and Human Services. It is available on the OPA website: <http://www.publicadvocate.vic.gov.au/power-of-attorney>.

A single hard copy can be obtained by contacting OPA on 1300 309 337. Multiple copies are available from Victoria Legal Aid, via their website: <https://www.legalaid.vic.gov.au/find-legal-answers/free-publications-and-resources> or phone 1300 792 387.

# Newsletter Contributions

We are always pleased to receive your contributions to our newsletter which may be sent to our dedicated email address ([u3amnews@gmail.com](mailto:u3amnews@gmail.com)) or put into my pigeonhole. Please ensure that all contributions contain your name and contact details.

Jillian Gange

## Calendar of Events

### TERM 3, 2017

Monday, 17 July	<b>TERM 3 commenced</b> (10 weeks)	
Wednesday, 16 August	Monthly Talk (Rm 13)	3.00pm
Monday, 21 August	Committee of Management meeting	1.30pm
Monday, 11 September	Summer School enrolments - online	
	Summer School enrolments (Rm 1)	10.45am-3.00pm
Wednesday, 13 September	Summer School enrolments (Rm 1)	10.45am-3.00pm
Thursday, 14 September	Class Representatives Luncheon (PFR)	12.15pm-2.30pm
Monday, 18 September	Committee of Management meeting	1.30pm
Wednesday, 20 September	Monthly talk (Rm 13)	3.00pm
Friday, 22 September	<b>TERM 3 finishes</b>	

### [ Term Break – 2 weeks ]

### TERM 4, 2017

Monday, 9 October	<b>TERM 4 commences</b> (8 weeks)	
Thursday, 12 October	Office Workers Luncheon (PFR)	12.15pm-2.30pm
Wednesday, 18 October	Monthly Talk (Rm 13)	3.00pm
Friday, 20 October	Newsletter deadline	
Monday, 16 October	Committee of Management meeting	1.30pm
Tuesday, 7 November	<b>MELBOURNE CUP DAY</b>	
Monday, 20 November	Committee of Management meeting	1.30pm
Wednesday, 22 November	<b>Artistic Showcase</b>	10.00am-3.00pm
Wednesday, 29 November	<b>uniFEST 2017</b>	12 noon-3.30pm
Friday, 1 December	<b>TERM 4 finishes</b>	

PFR- Pines Function Room

## The Newsletter

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

