

President's Report



The 2018 Annual General Meeting (AGM) was held on 14 March. All the current members of the Committee of Management (COM) had expressed their wish to continue for another year and I am pleased to report that they were duly confirmed in their posts.

This is particularly gratifying from two standpoints: firstly, that serving on the Committee is not so daunting as to frighten people off after one term, and secondly, that all-important continuity is maintained.

However, we now have a number of long-standing members of the COM who will, inevitably, wish to retire in the near future and will have to be replaced. I would therefore urge members, who feel they have the time and energy to participate in the general management of our U3A, to give serious consideration to letting their name go forward for nomination in a year's time.

A detailed report of the AGM can be found on our website www.u3amanningham.org.au.

One of the most urgent matters confronting us at the moment is the alarming rate at which our operating costs have escalated. A detailed account of this problem was given by the Treasurer at the AGM but difficulties with the printing quality of the distributed report meant that members were unable to see clearly the extent of the problem. We are including the details in this newsletter and would encourage members to examine this section carefully. (See page 7 for full report.)

The COM is now working diligently on ways to control this expenditure and would welcome any suggestions that members care to make. Any contribution to this debate can be delivered via the office, addressed to the President or Secretary. Please include your own contact details to enable us to follow up with you personally. At the moment, no remedies are ruled out; however, it is clear that if we wish to continue to offer such a large number of wide-ranging and varied classes and activities, significant changes will need to be introduced.

At the time of writing, we have just over 1700 members enrolled in about 200 activities. This is similar to last year's figure. We successfully enrolled over 100 new members but we also lost a number of potential new members who were keen to join, but who were unable to be placed in the classes of their choice. We all realise the value that membership of our U3A brings to our lives and it is regrettable that we cannot make this available to all eligible members of the local community who wish to take advantage of membership. This is another area of concern to your management committee which is working hard to find ways of solving this problem.

As always, we owe a great debt of gratitude to the large number of members who continue to volunteer for the multitude of tasks that have to be performed to ensure that our organisation functions efficiently and effectively. We are delighted to acknowledge this commitment and to this end, the COM will be holding a Volunteers Luncheon on Wednesday, 16 May in the Pines Function Room, for those who organise activities and assist COM members and tutors in their roles..

President's Report (cont'd)

We are again collecting food for Doncare this term. As we all know, Doncare fulfils an important role 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.

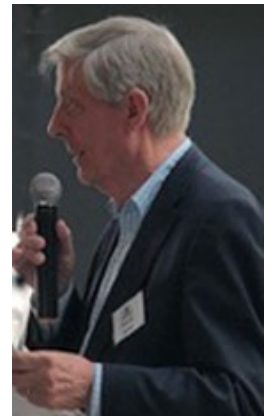
Geoff Sheldon, President

Awards Presented at the Annual General Meeting

David Jensz - Life Membership

David was presented with Life Membership acknowledging 18 years of outstanding service and contribution to U3A Manningham. During that time, David was President for four years, a Member of the Curriculum Committee for five years, and has, so far, spent 15 years as a tutor. David was also Vice President of U3A Network Victoria for five years.

Geoff Sheldon noted the extraordinary contribution that David has made, and continues to make, to our organisation. The Acting President of U3A Network Victoria, **Elsie Mutton**, who attended the AGM, also spoke of the wonderful work that David has done for the U3A movement throughout Victoria. She said that even though he is no longer on the U3A Network Committee, she still goes to him regularly for advice and input.



Charles Morrison - Certificate of Appreciation

Charles was presented with a Certificate of Appreciation in recognition of his contribution and efforts over more than nine years in caring for and maintaining the display cabinets. On receiving his award, Charles said that it was "something that he loved doing" and our members certainly enjoy looking at the results of his work.



Lawn Bowls

Everyone knows about lawn bowls, don't they? It's a polite game played by elderly people in white clothes on flat greens, isn't it?

Well, this was not always the case. Some historians believe that the game originated in Egypt and spread through Europe in various forms such as bocce, petanque, boules and lawn bowls as we know these games today.

And along the way, there was sometimes a bit of violence! Some say that when the Barbarians appeared in Europe, they also enjoyed a game of bowls. As they had no bowls handy, they used the severed heads of their enemies!

Lawn Bowls (Cont'd)

As far as lawn bowls is concerned, it took a Scottish lawyer in the nineteenth century to devise some rules which outlawed kicking, hacking and tripping on the green. Bowls tampering must have been rife too, because in the laws of the game, there are penalties for altering the bias on your bowls, although they don't provide for 12-month suspensions.

The history of lawn bowls in England and Scotland goes back to at least the thirteenth century. It is claimed that a green in Southampton has been in continuous use since 1299. Henry VIII loved playing bowls but he outlawed it for the common classes, in case they stopped making bows and arrows and played bowls instead. Of course, the most famous story about bowls tells us that Sir Francis Drake had time to finish his game before going off to defeat the Armada. The Stuarts also enjoyed their bowls and James I went so far as to commend a moderate practise of bowls ... but not by 'the meaner lot'.



Barry Wilkins would be happy to welcome U3A members to Donvale Bowls Club.

In time, bowls used on the green evolved from wooden bowls made from *Lignum vitae* to the lumps of plastic we use today. Surfaces have also changed as we now play on artificial greens as well as grass. Bowls is now even played indoors as you can see, if you watch the game on television.

I have been tutoring U3A lawn bowls at Donvale Bowls Club since 2005, and have had the pleasure of introducing dozens of U3A members to our sport. If you've ever thought about playing, come and join us. It is never too late to start and new bowlers are welcome at any time during the year. If you're a bit reticent about joining a bowls group, I would be happy to provide one-on-one introductory sessions. You only have to give me a call on 9840 1313.

At Donvale Bowls Club, we play bowls all year round. We play pennant bowls in the summer, and provide non-pennant and social bowls throughout the year. Bowls is a social game, particularly at Donvale, so when you join a club, you become part of a bowls community with the opportunity to meet people, make new friends and expand your social life.

In summer, our Twilight Bowls nights are popular and cater for those who don't necessarily want to play pennant. Twilight bowls allows people to have a friendly game of bowls and socialise over a meal at the end of the game. I am also pleased to say that at Donvale, we pride ourselves on providing equal opportunities for everyone. If anyone would like more information about our club, please call our club secretary, **Sheldon Lipschitz**, on 0412 409 787 or myself (phone number above). You can also find us at www.donvalebowls.com.au.

By the way, these days bowls is played by people of all ages and in coloured clothing - I hope you watched our Commonwealth Games Bowls Team on the television recently.



Julie Wilkins shows us all how it's done.

Barry Wilkins, Tutor - Lawn Bowls

Office Manager's Report

Thanks to all our office volunteers who continue to help answer our members' queries, both at the counter and on the phone, and who also keep up-to-date with what is happening in the office.

Photocopier - the photocopier in the office is for **U3A Manningham business only**. It is not for personal use or any other business use. This copier can be used by tutors or class reps to copy material for use in a U3A Manningham class only. Please remember to record the number of copies made under your class name in the class photocopy log (found on the window sill near the photocopier) and immediately pay the office staff on duty accordingly.

Office volunteers - please help any new tutors or class reps who may not be familiar with the workings of the photocopier and of the procedure involved of recording all copies in the log book and paying office staff.

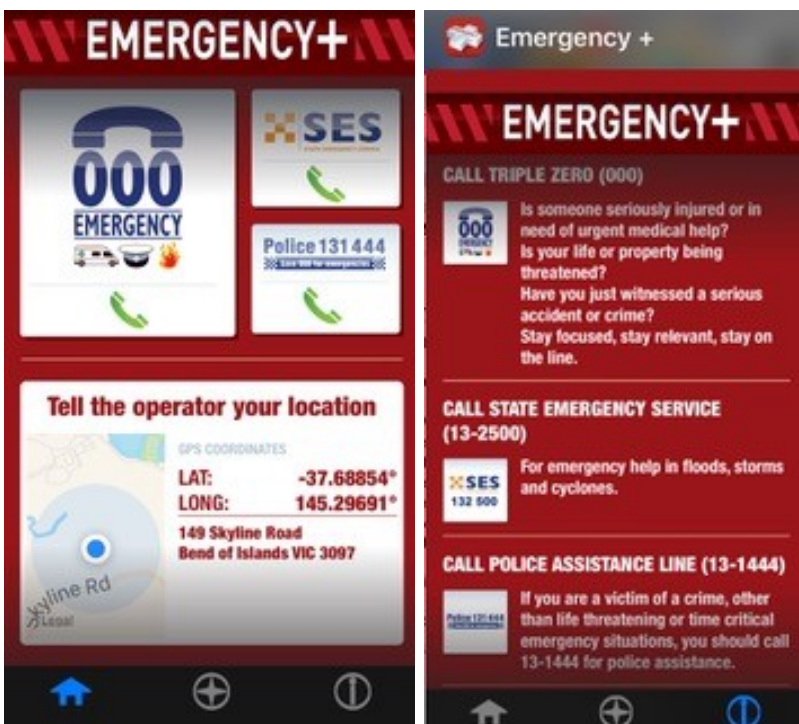
Doncare - during Term 2, we will again collect non-perishable food for Doncare to distribute to needy families in the Manningham area. This is an ongoing situation with many families needing our help. Next time you are in the supermarket, do pick up an extra couple of cans or packets and bring them into the office. Your support is very much appreciated.

Robyn Buttling, Office Manager

Ever had to call an ambulance?

Here's an easy way to know exactly where you are located so that you can guide emergency services to you accurately.

It's an app to download for your phone called **Emergency +**.



You need to have location services turned on (this is done via your mobile Settings app) to use this app on your phone, as it uses your location to find the street address and GPS coordinates of where you are. They come up on your screen so there is no mistaking your location and help can arrive quickly.

You never know who you might be able to help. Download is free.

Kay Hawkins, Class Representatives Coordinator

What do you want to know about our U3A?

When is the Class Reps' lunch being held?
Do we have a Privacy Policy? If so, can I see it?
Who are the members of the Committee of Management?
How do I find where our external venues are located?
Where can I get a Reimbursement Form?

These questions and more can all be answered via our website.

Our webmaster and the Communications team work hard to ensure that the website is relevant and the information is constantly updated, so you'll find just about everything you need to know about our U3A.

Take some time to log into www.u3amanningham.org.au to explore what is available, so that when you do need information, you know where to find it.

Feedback on the website is welcome and can be sent to webmaster@u3amanningham.org.au.

Jillian Gange, Communications Manager

Volunteering

We are encouraged by the level of volunteering we have this year - thank you!

We are particularly pleased to welcome five new volunteers to the management teams. They will each be working with a coordinator throughout the year to become familiar with the requirements of their particular role.

This initiative is in addition to the hundreds of volunteers working in all other areas.

There are three specific tasks for which we would like to find volunteers:

1. **Warwick Wright**, the Enrolment Officer, would welcome anyone with **computer programming skills**.
2. **Mavis Blake**, who conducts the Singing for Pleasure group, needs a **pianist** to play on the first Friday of each month, from 10.30am to 11.50am.
3. **Graeme Hollis**, who organises the roster for **equipment operation assistants**, would be pleased to hear from someone who is **familiar with the A/V equipment** and could be at U3A on Tuesday afternoons. The task is to assist any tutor who wants to use A/V equipment during their class.

If you have appropriate skills for any of these positions, do contact us on **0405 795 796** to discuss the details.

Heather Ambrose, Volunteer Coordinator

Tutor Coordinator's Report



Hi everyone, hope you all had an enjoyable first term break.

Now that we are back into full swing with Term 2, I would like to remind members that if you are in a large class where you mark your own attendance, please remember to mark the roll when you first come into the class, not after the class has finished. If a member needs to leave early, please circle the tick next to their name. The reason for this is if there is an emergency evacuation, the tutor and the class rep will be able to account for everyone who is present.

As usual, in smaller classes, the class rep will mark the roll, and again, if someone needs to leave the class early, please advise the class rep so that they can circle the tick.

We hope you all continue to enjoy the courses that you are enrolled in.

Barbara Spagnolo, Tutor Coordinator

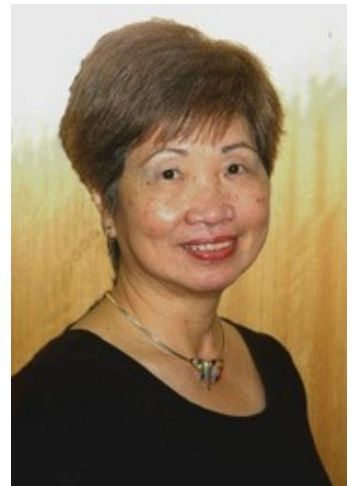
Curriculum Coordinator's Report

Welcome back to Term 2 of 2018.

Time flies when we are enjoying ourselves participating in all the activities and courses offered at U3A Manningham. We have a total of 201 courses on offer, with more new seminars and courses to be offered later in the year - do check the notices and MyU3A.

Just a reminder to also check the enrolment confirmation before commencement of each term, especially when you enrol in one-term courses which are offered in Term 3 or 4.

We have 153 tutors who have given their time, effort and expertise to conduct our wide-ranging courses, and we cannot thank them enough for their dedication to make this organisation successful. There are plenty of interesting courses which are still open to members, it is worthwhile reading through the details via MyU3A to see if you would like to enrol in these courses.



Planning for next year's program has commenced, and tutors are requested to return the tutor forms 2019 before the due date so the Curriculum team can start processing the information/changes to ensure the 2019 brochure is finalised on time and ready for printing.

Milly Ching, Curriculum Coordinator

Where Our Money Goes

Report on 2017 Income and Expenditure

At the March Annual General Meeting, I gave a detailed report on our financial position for the 2017 year of operations, noting that our outgoings exceeded income, resulting in a deficit of \$35,984. As part of that report, I tabled a **diagram of the 2017 expenditure breakdown** - to view, please follow the link:

<http://u3amanningham.org.au/docs/2017ExpenditureBreakdown.pdf>.

You will see from the diagram that the deficit is mainly attributed to the major cost items of rental and cleaning of just over \$100,000, or 67% of our total outgoings.

The Future Directions Group has been tasked by the Committee of Management (COM) to examine cost reduction measures across our organisation.

So where is your \$70 membership fee going in 2018?

- 53.67% is spent on providing the space used for classes
- 7.32% covers the cost of cleaning
- the balance of about 39% pays for everything else to keep our U3A operational each day of each term of every year - and we've been around for 30 years!

If you are interested in seeing the **breakdown of where that \$70 goes in dollar or percentage terms**, please follow the link:

<http://u3amanningham.org.au/docs/2018BudgetedExpenditure.pdf>.

The forecast amounts will compare favourably to the 2017 expenditures if we are able to curb or contain some of the costs, implement cost reduction measures across all of our major cost centres, and investigate alternative or supplementary revenue streams. The downside is that costs will continue their upward trend. In that regard, the COM is reviewing all cost centres, as well as future alternate and sustainable revenue streams.

In 2018, we are forecasting a budget deficit of about \$12,000, given the current financial and economic conditions as at 30 April 2018.

But we're still OK!

After all that bad news, I am happy to assure you that U3A Manningham remains financially solvent, we are cashflow positive, and continue to meet our financial obligations as they fall due.

John Liew, Treasurer

Note: Any members who wish to see the diagrams referred to above but who are unable to access them electronically, may view them at the office.

The Written Word

A number of new and enthusiastic members have joined *The Written Word* writing group in 2018.

We now begin our class with a fifteen-minute study period. This can mean anything is discussed from writing dialogue, learning about punctuation, developing character profiles, understanding genres, to advice on how to write family memoirs. It is challenging for both our old and new writers.

Our usual agenda, of workshopping two stories from two writers each week, continues. It is surprising how much we learn from this activity. When fourteen pairs of eyes scrutinise a given work, new ideas emerge, leading to much discussion around the table. The workshopping is given and received with good grace and humour. The ultimate decision about suggestions remains with the author, providing grammar and punctuation are correct. And even that can lead to lively discussion!

Our discussions often resume when, after class, we adjourn for coffee at Indulgence Cafe, at the Pines.

Trish and Lula, Tutors

Art and attitude

A long time ago, my sister-in-law owned an art gallery in Fitzroy. On a particular day, she had organised an art opening. The occasion was typical with wine and cheese available as invitees perused the range of art pieces on display.



I was attracted to a certain painting. As I stood there admiring it, a gentleman came and stood beside me. I could tell that he also liked the painting by the length of time he spent looking at it.

Then he turned to me and asked, “How old is the artist who painted this?” After further discussion, I realised he had been influenced by an attitude involving wealth. If he bought it, he hoped the value of the art piece would increase due to public knowledge of the artist’s age (and maybe become huge after the artist passed away).

He brought this attitude to the art event. It made him comfortable. It might have been OK for him to think that way. However, it made me anxious. Like when listening to a piece of beautiful music, then someone sneezes loudly! The response to the sneeze could have a negative effect on the whole performance. Such a reaction could be called an attitude. However, here a decision has to be made! The emotion an art piece brings may be tempered by attitude.

The experience made me aware that one can never become absorbed too long in euphoria. A change is constantly happening. That man could have changed my enjoyment for the day. That is life! However, I chose to continue positively and allow the rest of the art pieces to gladden my emotion. To move on and enjoy - as the expression goes! The moving on made me appreciate the words I often heard from my father-in-law: “I wouldn’t be dead for quids!”

Wilmore (Wil) Bajada, Tutor - Painting with Oils

Enrolment Report

Member refunds

Unsure about when you are entitled to a refund of your enrolment fees? The rules are quite simple:

1. If you have been accepted into any class, whether you have attended it or not, a refund is not normally given. If you believe there are special circumstances in your case, you should contact the treasurer via email treasurer@u3amanningham.org.au, setting out your reasons.
2. Being left on the Wait List for a class you would like to be in is not a sufficient reason for a refund, unless you are not accepted into any class.
3. Your application for a refund must be in the calendar year for which you are enrolled.

Online enrolment

Several changes have been made to make enrolments simpler:

- Now, when you click on the **Member Login** button, you can enter your Member ID immediately without the need to click in that field.
- In the enrolment period for next year (enrolments will open from 21 November 2018), if you click on the **Classes** button for the current year instead of the button for next year, a warning message will ask you to confirm that you want to enrol in classes for the current year, not next year.
- Also, in the enrolment period for next year, the **Class Status** page will show classes for the current year with a brown background and classes for the coming year with a light green background. This will make it easier to differentiate between classes for both years.

Online enrolment training

If you are not confident in enrolling online, training is available. Leave your details (Name and Member ID) with office staff indicating that you want training. We will generally arrange training for small groups (five or six members). Remember also that you can use the practice database to become familiar with the enrolment process.

Reminder - email issues

Please ensure that your personal profile is correct and up-to-date, especially your email address. It is frustrating when an email is sent out only to be rejected because it is not recognised. This is usually caused by a misspelt email address, or by a member getting a new email address but forgetting to delete the old one in his/her profile. Don't forget to put the new email address in your profile, and delete the old.

Another cause of email rejection occurs due to lack of 'good housekeeping' of mailboxes. A mailbox can become so full that it will reject all new incoming emails; it might not even allow a message to get through to tell you your mailbox is full. The simplest solution is to clean up your mailbox, delete all obsolete emails, those you no longer need, to make room. There are a number of other ways to prevent this from occurring; if you cannot work it out, contact your internet provider for help - that is after all what you pay them for.

Enrolment Report (Cont'd)

MyU3A changes

When you are entered into a class (directly or from the Wait List), you will now receive confirmation via email.

Warwick Wright, Enrolments Manager

Volunteers Wanted

I have recently received a request for volunteers from a Victorian Certificate of Applied Learning (VCAL) student at Pines Learning. She is doing a project on Crime Prevention for the Elderly: Personal Safety and Home Security.

She will shortly be arranging a time and a room in Pines Learning for a session with the local Crime Prevention Officer at which she would like a number of U3A members to be present to discuss this important subject.

Details will follow when day and time has been organised.

This is simply an advance notice to give you time to consider if you could spare an hour to help her in this important aspect of her studies. Please help if you can; you might even come away from the session with some useful tips and advice.

Geoff Sheldon, President

Class Representatives Coordinator's Report

Highlights so far this year:

- From now on, the meeting of class representatives will become a forum and class reps familiarisation sessions will be conducted for those who are new to the role.
- Class reps attending the meetings will be familiarised with the organisation's emergency procedure.
- The class rep guidelines have been updated.
- Information for frequently asked questions has been gathered but has yet to be uploaded.
- **Ruth Foxwell** and **Dianne Casamento** have collaborated to provide training in using the MyU3A system to those who requested it in Term 1 (where possible).

1. Forum

As well as providing an opportunity for feedback to the organisation on issues that affect members and suggestions for improvement, the focus of the first 2018 meeting of class representatives was on safety. It had the aim of familiarising class reps with U3A Manningham's emergency procedures.

Class Representatives Coordinator's Report (Cont'd)

Groups of five members were invited to discuss scenarios that could happen in a U3A Manningham setting and to put the elements of the emergency procedure in sequence.

The outcome of this activity is that we are now looking at suggestions for:

- U3A identification that includes emergency contact details, as well as the address of U3A Manningham and takes account of the need for privacy.
- The address to be given to emergency services needs to be clearly displayed in each room/venue used for classes.
- Introducing the **Emergency+** app to members to increase the likelihood that someone in the class will be able to give the accurate address to ambulance services in an emergency.

2. Forum feedback

A sample of class representatives forum feedback raised the following questions:

- Do we need a policy for inclusivity (everyone being given a turn) in classes using conversation as a learning technique?
- Is there a way to support tutors in managing difficult people?
- How do we solve pigeonhole messages that go missing?
- Would having two class reps in large classes solve the problems they have?
- Recognition for years of service as a class rep?

3. MyU3A system

It is essential for all class reps to be able to use the MyU3A system but a solution has yet to be found to support a small number who still need to gain the necessary skills.

Kay Hawkins, Class Representatives Coordinator

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) or put into Jillian Gange's pigeonhole. The deadline dates for the remaining newsletters for 2018 are 16 July and 8 October. Please ensure that all contributions contain your name and contact details.

If you have changed your email address, be sure to update the details on your personal profile on MyU3A so you will not miss any newsletters with links to other information.

Barb Whiter on behalf of Jillian Gange

Hurry!

U3A Manningham Photograph Competition

Get your best travel photos of anywhere in the world, but without friends and relations featured, to Trish Bevan at triciaj47@gmail.com asap but before 31 May! A few rules: Only digital format can be accepted; maximum of three images submitted each member; and please identify all places. Or, drop in the photos on a USB stick and leave in Trish's pigeonhole at the office. They will be returned. Please ensure you provide name and contact details.

Calendar of Events Terms 2 and 3

(The calendar for the full year is available on our website.)

TERM 2, 2018

Monday, 16 April
Wednesday, 16 May
Monday, 21 May
Monday, 11 June
Monday, 18 June
Friday, 22 June

TERM 2 commenced (10 weeks)

COM Volunteers Luncheon (PFR) 12.15pm - 2.30pm
Committee of Management meeting (Rm 8) 1.30pm
QUEEN'S BIRTHDAY HOLIDAY
Committee of Management meeting (Rm 8) 1.30pm
TERM 2 ends

[Term break – 3 weeks]

TERM 3, 2018

Monday, 16 July
Monday, 16 July
Thursday, 26 July
Friday, 27 July
Monday, 20 August
Wednesday, 22 August
Monday, 10 September
Wednesday, 12 September
Monday, 17 September
Friday, 21 September

TERM 3 commence2 (10 weeks)

Committee of Management meeting (Rm 8) 1.30pm
Tutors Luncheon (PFR) 12.15pm - 2.30pm
Newsletter deadline
Committee of Management meeting (Rm 8) 1.30pm
Migrant English Tutors meeting (Rm 13) 3.00pm - 4.20pm
Summer School Enrolments (Rm 13) 9.00am - 3.00pm
Class Reps Luncheon (PFR) 12.15pm - 2.30pm
Committee of Management meeting (Rm 8) 1.30pm
TERM 3 ends

[Term break – 2 weeks]

PFR - Pines Function Room

The Newsletter

Editorial team for May 2018: Jillian Gange, Barb Whiter, Liew Staras, Frances Langdon;
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.

