

# MANNINGHAM U3A INCORPORATED

Minutes of Annual General Meeting

Thursday 23 October 1997

Welcome                      The President, Mr Neville Heffernan opened the meeting at 2.05 pm and welcomed members and visitors

Apologies

Minutes of 1996 Annual General Meeting      The Minutes of the 1996 AGM were read and confirmed  
   Moved:      Don Gay  
   Seconded:      Barbara Haye  
   Carried

Business arising out of the Minutes      Nil

Annual Reports              The annual reports (attached) from members of the management committee were summarised and read by the President, and accepted.  
   Moved:      Moira Axtens  
   Seconded:      Bridget Halge  
   Carried:

Speaker                      The guest speaker was Graham Stevenson, Director of the Council of Adult Education which celebrated its 50th anniversary in 1997. Graham drew on his extensive background in tertiary education administration to give us a broad view of the changes that have occurred in concepts of learning over the last 30 years - from adult education (1970s) to lifelong education to lifelong learning (1990s).

Other Business              Dr Leslie Dale announced his resignation from the Committee of Management and appointed Mr Bob Whitecross to take his place. His outstanding contribution to the management of this U3A was acknowledged by the presentation to him of a Certificate of Life Membership.

Closing                      The President closed the meeting at 3.35 pm

*Shirley Ambrose*  
*30 October 1997*

# President's Annual Report

Welcome to this Annual General Meeting and thank you for coming.

May I take this opportunity to sincerely thank everyone involved in our U3A during 1997. While bigger does not necessarily mean better, it is my opinion that this year of maximum enrolment has happily coincided with face-to-face involvement of students, tutors and committee members. The Committee of Management members have worked extremely hard to cope with our record 460 members and 46 courses, and the work of class reps and subcommittee members is also much appreciated. Thank you all for your help.

During 1997, grants of \$3,160 were provided by ACFE (Adult Community and Further Education, a State Government Body) for rental and publicity. We received a further \$2,160 from the U3A Network as part of a donation they received from the State Government for Office and Audio Visual equipment.

After voting in favour of changing our name to Manningham U3A, we are confident that this change will be approved in the near future, and that we will be able to use our new name in 1998.

Our new address in 1998 will be 7-9 Anderson Street, Templestowe. The reasons for the change were increasing demands for class room and assembly space, need for a face-to-face office on site, and a large proposed rental increase at Templestowe Orchards Retirement Village.

For financial reasons (rental cost) it is essential that as many classes as possible be located at Anderson Street, Templestowe. Any class operating in rented premises elsewhere will need to make a strong case to remain there. Our fees will increase by \$5 per person to cover rental costs.

Personal thanks are extended to Austin Hussey, Paul Galambos, John Moore and Leslie Dale. Thanks to you we may one day have an up-to-date headquarters in the Shoppingtown extension. Thanks to Don McKelvie, Desiree Higgins and the Newsletter team for their help in running our Art Raffle. We cleared \$950. Congratulations to the winner Mrs P Rowley of Bayswater, and to Derek Hannaford who donated his painting. Thanks to the Templestowe Orchards Retirement Village and residents, and the Templestowe Baptist Church from all our U3A members. Your hospitality and community mindedness have been absolutely first class.

Dr Leslie Dale has tendered his resignation from our COM. Thank you so much for the enormous amount of work that you have put into our organisation over the years. You will be sorely missed.

*Neville Heffernan*

*President October 1997*

## Treasurer's Report

Summary of Financial Year to 30 June 1997

Income was from fees (\$9,900), and a grant from Council of Adult, Community and Further Education (\$3,160). The Writer's Group and the Computer Users' Group have positive balances for future use. Expenditure was mainly on office expenses (\$1,700), rent (\$1,400), newsletters including postage (650), and telephone and advertising (\$900). Two second-hand computers and a printer cost \$1,400 and other equipment cost \$850. Total outgoings were \$8,500.

Since June we have received a further grant instalment from ACFE (\$1,960) and a cheque for \$2,160 from Human Services via the U3A Network-Victoria. This latter grant has been spent on audiovisual equipment. The raffle for the painting donated by Derek Hannaford has raised \$955.

In 1998 rent is likely to represent a much larger proportion of our outgoing. Total rental for larger premises is likely to be \$12,000 - \$15,000. Council is unwilling to give us a grant to cover this but is budgeting for redecoration of the Templestowe premises.

*J W Bayliss Treasurer*

## Secretary's Report (General)

With the membership increasing by approximately 20% per year, the role of Secretary this year was divided into two to accommodate the significant increase in the work. Correspondence, meeting records and communication with the general public have been attended to by the General Secretary, while records, analyses of data, and office management have been the tasks of the Research and Development Secretary.

A subcommittee has met each week to record all incoming mail. Thanks to Bill North, Beverley Reid and Audrey O'Connor for their assistance in this work.

*Heather Ambrose      General Secretary*

## Secretary's Report (Research and Development)

ACFE has provided an office computer and an appropriate software package for direct E-mail communication.

This year a new system of registering enrolments was introduced. All members of the Committee of Management who would be involved in it attended a workshop run by Les Dale.

At our current annual increase in members we shall have somewhere between 1100 and 2000 members by the year 2008. The expansion of our U3A has resulted in many changes in the administration and operation of the association. Consequently the constitution has been revised to incorporate these changes and will be presented to the membership for ratification.

*W J North      Secretary - Research and Development and Records*

## Course Co-ordinator's Report

Several new courses were introduced during the past year in spite of accommodation problems at the commencement of the U3A year. There are now 46 classes being offered at Manningham U3A Inc., in 1997.

Four tutors' meetings have been held during the year to assess tutors' needs and to enable members of the Management Committee to keep tutors informed of U3A matters.

On the first day of Adult Learners' week (1-5 September) tutors and U3A members staged a very successful display of class-work. Posters, promotional material and some equipment were also on display.

During Adult Learners' Week and the following fortnight, many tutors offered to open their classes to U3A members and visitors, to help them make the right choice of subjects for 1998.

All tutors have been most co-operative and enthusiastic and many comments have been made on how interested they are in the welfare of their students.

*Barbara Haye      Course Co-ordinator*

## Enrolment Officer's Report

Several innovations were introduced to enrolment procedures for 1997. Priorities for placement into classes were given in order of receipt number, replacing a more complex set of criteria. To give advantage to members wanting to continue with classes from the previous year, early enrolments were accepted in November 1996. Other innovations for this year's Enrolment Day included entering data onto computer, attaching a welcome letter to members' receipts, providing name tags, and informing prospective members of fully subscribed classes.

These changes will be retained with some refinements for next year's enrolment.

The class rep. system, which was introduced during 1996 to help tutors liaise between classes and Committee of Management, was continued this year. Tutors have found this practice very helpful and have indicated their support for its continuation. Thank you to all the class reps who have made the system so effective.

*Moirax Axtens      Enrolment Officer*

## Programs Co-ordinator's Report

A survey of our members indicated an interest in having the following topics discussed or debated: Monarchy versus Republic; Euthanasia; Multiculturalism; Policies on the Aged; Health Issues. Our program for 1997 has been:

The Doncaster/Templestowe U3A Review - 3 April

The health Forum - 13 June

The Monarchy/Republic Debate - 1 September

Guest Speaker at our AGM -      Graham Stevenson

A summary of the responses to the questionnaire and the recommendations that came out of the group statements during the review are available from the tutors. Members are invited to read these statements. By way of follow-up, all recommendations that came out of the review have been passed on to the relevant COM member for consideration and implementing wherever appropriate.

The COM looks forward to receiving continuing feed-back on any issue about U3A that is of interest, or of particular concern to our members.

As a follow-up to the Monarchy/Republic debate, members will be kept informed of any opportunities for further exploration of the issues, that might be offered in the community in the lead up to the ballot for the forthcoming election of delegates to the People's Convention.

The Programs sub-committee would welcome suggestions for events we could organise for the next year's program. They are: Heather Rochester, Don Gay, Lesley Catt, Elizabeth McFarland, and Heather Ambrose.

*Bridget Halge      Programs Co-ordinator*