



## Manningham U3A Inc.

7-9 Anderson Street, Templestowe 3106

PO Box 522, Templestowe 3106 **Reg. No. A0026531 J**

Telephone: 03 9846 8161 — Facsimile: 03 9846 8162

### ANNUAL GENERAL MEETING

**Ted Ajani Centre  
Thompsons Road  
LOWER TEMPLESTOWE**

**Wednesday, 17 October 2001 at 2.00pm**

### AGENDA

1. Welcome
2. Apologies
3. Minutes of Annual General Meeting 2000
4. Business arising from the Minutes
5. Annual Reports
6. Acceptance of Reports
7. Election of Office Bearers
8. Presentations

Afternoon tea will be served at the conclusion of the meeting.



# MANNINGHAM U3A INC

## MINUTES OF ANNUAL GENERAL MEETING

Held in Templestowe Leisure Centre at 2pm, 19 October 2000

### 1. Welcome

The President, Heather Ambrose welcomed in excess of 90 members and a number of special guests:

The Hon. Bill Forwood MLC for Templestowe Province  
Rob Wallace, President, Donvale Living and Learning Centre  
Rita Butera, Executive Officer, Donvale Living and Learning Centre  
Sheila Moore, Hon. Sec., U3A Network  
Alison Carlson, U3A Network, Victoria  
Bill North

Mr Forwood responded to the President's invitation to say a few words, mentioning the high regard in which Manningham U3A is held.

### 2. Apologies

Apologies were received from:

Kevin Andrews, Federal Member for Menzies  
The Hon. Carlo Furletti, MLC for Templestowe Province  
The Hon. Phil Honeywood, MP, Warrandyte  
Councillors Julie Eisenbise and Bill Larkin  
Geoff Draper and Sue Neal, Community Services, Manningham Council  
Tess Tsindos

Dermott Kearney	Margaret Scott-Pross	John Moore	Ann Pask
Helen Field	Pat Taplin	Pat McDonald	Bill George
Yole Sherry	Evelyn Perks	Irina Pupedis	Jan Mitchell
Janet Pelzer	Klaus Pelzer	Carmen Woodward	Frank Woodward
Lorraine Peacocke			

### 3. Minutes of Annual General Meeting 1999

Moved: That the minutes of the AGM of 1999 be confirmed

Moved: Henry Zimmerman

Seconded: Pauline Wright

Carried

### 4. Business arising from the minutes: Nil

### 5. Annual Reports

The President delivered her report, advising that it incorporated information from all Committee members about their activities. The Treasurer's report and the Curriculum report were distributed together with the Minutes and the Agenda.

While members considered the reports, Rob Wallace was invited to say a few words on behalf of Donvale Living and Learning Centre. He mentioned issues of joint concern to U3A and DL&LC, especially accommodation.

#### 6. Acceptance of Reports

Moved: That the annual reports be accepted

Moved: Hazel Ferguson

Seconded: Moira Axtens

Carried

#### 7. Election of Office Bearers

As Public Officer, Judy Downie declared the results of the election of office bearers. As there were seven nominations for seven vacant positions, there was no need for a vote.

The Committee of Management for the year 2000-2001 is as follows:

President	Heather Ambrose
Vice-President	Bridget Halge
Secretary	Judy Downie
Treasurer	Dermott Kearney
Ordinary Member	David Silver
Ordinary Member	Betty Ellis
Ordinary Member	Roland Authier

The meeting offered its congratulations to the new Committee

#### 8. Presentations

Bridget Halge presented retiring Committee members Don Gay and Robyn McIver with wine and Certificates of Appreciation, in recognition of their invaluable contribution to Manningham U3A.

Heather Ambrose presented Bill North with a Certificate confirming his Life Membership of Manningham U3A in recognition of his many years of service and his continuing contribution to the association.

#### 9. Guest Speaker – Ms Sheila Moore, Hon. Sec. U3A Network, Victoria

Judy Downie welcomed Ms Sheila Moore, providing a brief resume of her outstanding achievements over the years.

Ms Moore spoke about her life and her passion and commitment to life-long learning. It was a fascinating insight into a rich and interesting life.

At the conclusion of the talk, Ms Moore was thanked by Don Gay, who presented her with a pot plant, guaranteed to grow in her new home by the sea.

All present were invited to afternoon, again ably provided by our willing volunteers.

## MANNINGHAM U3A

### ANNUAL REPORT 2000-2001

Manningham U3A was established a decade ago. Our tenth anniversary happily coincided with the designation of 2001 by the United Nations as the International Year of the Volunteer (IYOV). Our members took part in various IYOV events such as the international conference in May, organised by U3A Network, Victoria, while some received volunteers' awards presented by Kevin Andrews, federal M.P. for Menzies and others by the Manningham Council. We also received a grant of \$2000 from the federal government and \$679 from the Manningham Council for a printer. On 10<sup>th</sup> November the Manningham Council will be staging an enormous event in recognition of volunteers, at which our U3A will be represented.

Preparations for our tenth anniversary began in October 2000, were developed by the promotions sub-committee and culminated in our big day on 3rd August this year. Approximately 200 members contributed in some way towards the success of the occasion which began with a tutors' lunch, followed by a formal ceremony with the Hon. Barry Jones, AO, as guest speaker and the launching of the booklet, *1991-2001, A Decade of Achievement*. The day concluded with a cake-cutting ceremony at afternoon tea. The 320 people in attendance included representatives from federal, state and local governments, neighbouring U3As and community houses, local business people, past and present tutors and members. The September 2001 *Newsletter* acknowledges in detail those who made a significant contribution to both the celebrations and the booklet.

Manningham U3A's innovative practices were acknowledged at the May conference, where I was invited to deliver a paper about our system of recruiting volunteers. Our approach is of interest to other U3As because approximately 97% of our members respond to our call for volunteers to assist in some way with the running of our U3A. In a second conference presentation by Manningham U3A, two of our tutors reported the results of a survey they had conducted for Manningham Council about activity participation of older people in this area. Another invitation from the U3A Network led to my co-leading two workshops on 9<sup>th</sup> October for U3As statewide, on enrolment procedures and recruiting tutors. I also visited five rural U3As as part of the Network's rural outreach program. The committee has given other public talks promoting our U3A to Manningham Neighbourhood Watch, Doncaster Rotary, Eastern Tenancy and Housing, and Willow Brae, Pinetree and Doncaster Retirement Villages.

The variety of courses offered by Manningham U3A attracted the attention of the Department of Employment, Education and Training (DEET). The promotions sub-committee responded to their invitation to occupy a stall for two days at *Jampacked*, the Seniors' Expo held last March.

Our U3A is one of only three U3As in Melbourne's Eastern Region which applies annually for state government funding from Adult Community and Further Education (ACFE). We are lucky to have the expertise and generosity of one of our members to meet the stringent requirements for the submission. Because we were successful we were then required to be audited. As a result we received a commendation for the work done by our committee. ACFE also provided a HP Pentium III computer from the 2001 commonwealth equipment fund.

The management committee has continued to promote innovations in the belief that a static organisation loses ground over time. One innovation introduced this year by the curriculum sub-committee is a project to attract senior citizens from migrant groups to U3A. Manningham Council has encouraged us in this project by granting \$500 towards it. One of our tutors has submitted an application for a similar grant for 2002 with the Council for a project to attract seniors with a

disability. The curriculum sub-committee has planned two further initiatives for next year to provide individual instruction to members in the use of electronic facilities throughout the community, and to teach English to older people from migrant groups. This month members and tutors have completed questionnaires to provide information to assist the curriculum sub-committee with these projects and many other aspects of course planning.

Following interest shown at our tutors' seminar in 2000, a program combining with Nunawading U3A was conducted at the beginning of the year. This program was so successful another one is planned for February 2002. The tutors were also involved in consultation with the curriculum sub-committee to formulate safety procedures for our members. A further initiative was to attract sponsors to cover the complete cost of the brochures and newsletters this year.

New enrolment procedures were introduced by the enrolment sub-committee in October 2000. They eliminate the need for enrolment days, and have been received with almost unanimous approval. Further improvements will refine the process even more for next year's enrolments. A welcome day has replaced the former enrolment day.

An innovation from the promotions sub-committee was to display samples of work from some of our classes in the three public libraries during the month of July.

We would like members to know of our ongoing dialogue with the Manningham Council concerning our accommodation needs. Council members are well aware of the increasing inadequacy of the premises we currently occupy and advise us that their plans to build a community centre to meet our needs are up to schedule.

My report has not acknowledged individuals for their contributions because this would involve over a hundred names. However, their work is no less recognised. Indeed, we wish we could thank everyone personally and often. In the interests of keeping this report to an appropriate length, committee members have written individual reports in more detail. These reports will be published in the November *Newsletter*.

I would like to thank the committee members and those who have held other positions of responsibility for the dedication they have displayed in managing this dynamic organisation. Their work is largely unseen yet is very generously given. Thanks are conveyed also to the tutors who collectively provide such an array of excellent classes for us all. We are in a fortunate position indeed if one of our biggest problems is how to fit into our lives all the classes we would like to take. Thank you too to all those volunteers who have contributed in some way, and to those who have encouraged them to do so.

The committee conveys best wishes to all those of our members who have suffered ill health or bereavement in 2001. We hope the friendships you have made through U3A have sustained you over those difficult months. At these times of enormous change and uncertainty worldwide we need as much support as we can get from one another. U3A provides an opportunity for making and maintaining friendships, and we sincerely hope you have been able to make the most of that opportunity.

To indicate your appreciation for the work done by the tutors and volunteers we hope you will celebrate with us at the end-of-year party on 30<sup>th</sup> November. May you all continue to enjoy your learning and being with friends for many years to come.

**Heather Ambrose**

**President**

17<sup>th</sup> October, 2001.

## TREASURER'S REPORT 2000 – 2001

The Financial Report and supporting documentation for the financial year 2000 – 2001 have been finalized and accepted as a true account of the financial operation of the Manningham U3A Inc. by our honorary auditor Mr. David Silver.

I thank David for the gift of his time and expertise in auditing our accounts.

The report showed a surplus of Income over Expenditure of \$18,145 . 89.

Income	:\$59,444.80	Major Items:	Member's Fees	:\$29,376 . 62
			Grants ACFE	:\$12,250 . 00
			DHS	:\$ 5,000 . 00
			MCC	:\$ 500 . 00
			Tuition Fees	:\$ 2,472 . 00
			GST	:\$ 4,154 . 11
Expenditure	:\$41,298 . 91	Major Items:	Venue Rental	:\$16,249 . 29
			Grant DHS	:\$ 5,000 . 00
			Office	:\$ 4,240 . 19
			Equipt.	:\$ 3,796 . 00
			Printing	:\$ 1,289 . 00
			GST	:\$ 5,454 . 01

Increased membership, a higher level of grants, increased income from class fees and lower rental costs have contributed to this apparently highly profitable year.

We wish you to understand that the \$18,145.89 surplus as at the 30<sup>th</sup> June has to carry us through until the 31<sup>st</sup> December 2001. Known expenditure includes the cost of three and in one case four terms of venue rental, two quarters of telephone service, costs associated with the operation of the office and preparation for the 2002 academic year.

We estimate expenditure to be \$16,000 . 00 in excess of income over the second six(6) months of 2001, with the final result being, a surplus of income over expenditure of approximately \$2,000 . 00 for the 2001 academic year.

I wish to thank the members of the Committees, Subcommittees, the Office Management and Office Volunteers for their outstanding cooperation.

Dermott M Kearney  
12<sup>th</sup> October 2001

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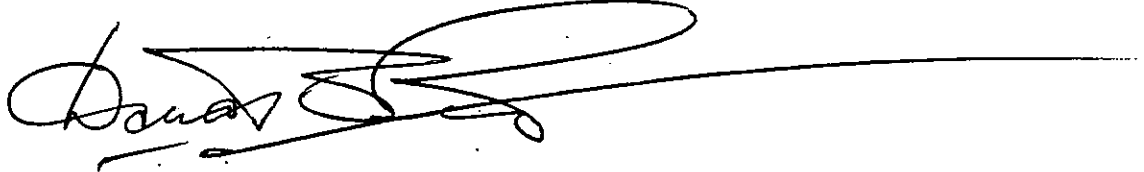
9 Dowling Grove  
East Doncaster 3109

30<sup>th</sup> September 2001

I have audited the cash flow report for Manningham U.3.A. covering the period 1st July 2000 to the 30<sup>th</sup> June 2001 showing total cash inflow of \$59,444.80.

My audit has been conducted in accordance with Australian auditing standards. Procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the cash flow report. These procedures have been undertaken to form an opinion whether, in all material respects, the report is presented fairly in accordance with accepted policies.

In my opinion the cash flow report gives a true and fair view of the cash inflows and outflows of Manningham U.3.A. for the year ended 30<sup>th</sup> June 2001.

A handwritten signature in dark ink, appearing to read 'David Silver', with a long horizontal line extending to the right.

David Silver F.C.P.A., F.C.M.A., F.A.S.A.



# TREASURER'S REPORT FINANCIAL YEAR 2000 - 2001

Manningham U3A Cash Flow for the financial year just completed:-

<u>Total Income:</u>	2000-2001	\$59,444.80	1999-2000	\$54,978. 40
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## Major Items:

M'Ship Fees	\$29,376.62	\$24,060. 00
Grants OTFE	\$12,250.00	\$ 5,490. 00
DHS Tied	\$ 5,000.00	\$ 5,000. 00
Active Minds		\$14,000. 00
MCC	\$ 500.00	
Donations	\$ 1,962.92	\$ 45. 00
Fund Raising		\$ 340. 00
Interest	\$ 1,241.15	\$ 625. 18
Photocopying	\$ 1,324.76	\$ 790. 60
Computer Course	\$ 2,472.00 (Tuition)	\$ 2,699. 00
Tennis		\$ 380. 00
Special Classes	\$ 661.83	\$ 248. 00
Sponsorship		\$ 250. 00
Tax Control	\$ 4,154.11	

<u>Minor Receipts</u>	\$ 501.41	\$ 1050. 62
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## Total Expenditure

2000-2001	\$41,298.91	1999-2000	\$41,046. 69
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## Major Items:

Venue Rental	\$ 15,485.18	\$14,664.00
Grant(Active M&B)		\$14,000.00
Grant DHS	\$ 5,000.00	
Advertising	\$ 325.67	\$ 234.70
Telephone	\$ 1,434.40	\$ 993.25
Comp S/Ware	\$ 135.00	\$ 263.80
Office	\$ 1,791.83	\$ 417.04
Equipment	\$ 3,796.97	\$ 2,936.40
Electricity	\$ 764.11	\$ 702. 01
Insurance	\$ 996.90	\$ 684. 05
Postage	\$ 573.94	\$ 572.70
Photocopier	\$ 1,013.96	\$ 1,232. 64
Printing	\$ 1,289.29	\$ 1,117.00
Refunds	\$ 181.80	\$ 569. 35
Tutor Exp	\$ 593.70	\$ 254. 05
Work Books	\$ 393.12	\$ 564. 07
U3A functions	\$ 1,505.89	
Tax Control	\$ 5,454.01	

<u>Minor Expenses</u>	\$ 563.14	\$ 1,841.63
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<u>Overall Total</u>	\$ 18,145.89	\$13,831.71
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