



Manningham U3A Inc.

7-9 Anderson Street, Templestowe 3106

PO Box 522, Templestowe 3106

Telephone: 03 9846 8161 — Facsimile: 03 9846 8162

Reg. No. A0026532J

ANNUAL GENERAL MEETING

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

AGENDA

1. Welcome
2. Apologies
3. Minutes of Annual General Meeting 1999
4. Business arising from the Minutes
5. Annual Reports
6. Acceptance of reports
7. Election of Office Bearers
8. Presentations
9. Guest Speaker — Sheila Moore, Hon Sec. U3A Network, Victoria

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

Adult Education for Retired People

MANNINGHAM U3A ANNUAL GENERAL MEETING

2 pm 15 OCTOBER 1999

Held in the Templestowe Leisure Centre, Anderson Street

MINUTES

WELCOME President Heather Ambrose welcomed the 94 people present, including Nicholas Kotsaris, newly elected member of state parliament, and Geoff Draper, Director of Community Services, Manningham Council.

APOLOGIES were received from Kevin Andrews MP, Councillor Julie Eisnebise, Phil Honeywood, MP, Anne Driesen, Marjoire Morley, Don Gay, Margaret Scott-Pross, Pauline Wright, Barbara Dun, Henry Zimmerman, Alan and Phyllis Bradley, Leslie Dale, Doug Murphy, Judy Downie, Barbara Hetherington, Beryl Mathieson, Alan Peacocke, Laurie Ryan, Jack and Jean Froude, Fay Erwin, Glenda and Ian Telford, Charmaine Goodman.

MINUTES OF 1998 Annual General Meeting were distributed, read and confirmed

Moved: Desiree Higgins Seconded: Moira Axtens Carried

BUSINESS Arising out of Minutes None

ANNUAL REPORTS Heather Ambrose, President
Dermott Kearney, Treasurer

Copies of these reports are attached together with annual reports from:

Don Gay, Vice President
Hazel Ferguson, Secretary
Bridget Halge, Curriculum
Robyn McIver, Communication
Ron Kitchingman, Accommodation

REPORTS ACCEPTED: Moved: Jenny Hoffman Seconded: Ron Kitchingman Carried

ELECTIONS Two Committee of Management members indicated they would not be standing for re-election: Hazel Ferguson and Ron Kitchingman.
All seven positions of the committee were vacant.
The following nominations were received:

President	Heather Ambrose	Nominated:	Pat Baddeley
		Seconded:	David Lording
Vice President	Don Gay	Nominated:	Ron Kitchingman
		Seconded:	David Silver
Treasurer	Dermott Kearney	Nominated:	Robyn McIver
		Seconded:	Don Gay
Secretary	Judy Downie	Nominated:	Janet Pelzer
		Seconded:	Jim Spain
Three Ordinary Members			
	Bridget Halge	Nominated:	David Silver
		Seconded:	Pat Baddeley
	Robyn McIver	Nominated:	Don Gay
		Seconded:	Dermott Kearney
	David Silver	Nominated:	Patrick Burder
		Seconded:	Ross Henderson

As the number of nominations received was equal to the number of vacancies to be filled, the nominees were deemed to be elected.

RECITAL

The Nunawading U3A Choir led by Maureen Milton delighted us with four songs from their repertoire: *All Through the Night*, *Cherry Blossom*, *Any Dream will Do* and *Mr. Saturday Night*

Geoff Morris, the conductor of the Nunawading U3A Music Making Group, gave us details of how the group functions; its music, the instruments included, and the performances it gives. Manningham U3A members are welcome to join the group.

GUEST SPEAKER

David Lording, tutor of our largest class, History and Appreciation of Music, fascinated us with some of his observations on a recent trip to North America. Three aspects of his talk were the Alaskan Pipe Line, the water supply to Chicago, and racial discrimination.

Alan Farrar presented David with a copy of *Autumn Leaves*, a book of short stories by members of our Writers' Group.

PRESENTATIONS

Heather Ambrose made a presentation to the retiring committee members, Hazel Ferguson and Ron Kitchingman, in appreciation of the work they have done.

AFTERNOON TEA

All present were invited to afternoon tea.

TREASURER'S REPORT FINANCIAL YEAR 1999 - 2000

As at the 30th June 2000 Manningham U3A Finances were as follows:-

Current Account:	\$ 17,055 . 76 **
Term Deposit No.1:	\$ 5,600 . 73
Term Deposit No.2:	\$ 10,575 . 48
Total Bank Accounts:	\$ 33,231 . 97

** This includes \$ 2,400 . 00 of tied grants and approximately \$ 557 . 75 to the credit of the Writers Group.

** As members paid \$22,720.00 in 2000 fees prior to the 1st July 2000, we have incurred a GST liability of \$ 1,032 . 73, which will not be passed on to members.

<u>Total Income:</u>	1999-2000	\$54,978 . 40	(1998-1999)	(\$26,761 . 01)
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<u>Major Items:</u>	M'Ship Fees	\$24,060 . 00	(\$15,826 . 00)
	Grants OTFE	\$ 5,490 . 00	(\$ 8,380 . 00)
	Tied	\$ 5,000 . 00	
	Active Minds	\$14,000 . 00	
	Donations	\$ 45 . 00	(\$ 380 . 00)
	Fund Raising	\$ 340 . 00	
	Interest	\$ 625 . 18	(\$ 520 . 00)
	Photocopying	\$ 790 . 60	(\$ 482 . 00)
	Computer Course	\$ 2,699 . 00	
	Tennis	\$ 380 . 00	
	Writers Group	\$ 248 . 00	
	Sponsorship	\$ 250 . 00	

<u>Minor Receipts</u>	\$ 1050 . 62	(\$ 1,248 . 00)
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<u>Total Expenditure:</u>	1999-2000	\$41,046 . 69	(1998-1999)	(\$22,577 . 30)
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<u>Major Items:</u>	Venue Rental	\$14,664 . 00	(\$11,896 . 00)
	Grant	\$14,000 . 00 (Active Minds & Bodies)	
	Telephone	\$ 993 . 25	\$ 1,115 . 00)
	Advertising	\$ 234 . 70	(\$ 155 . 80)
	Comp S/Ware	\$ 263 . 80	
	Office	\$ 417 . 04	(\$ 795 . 00)
	Equipment	\$ 2,936 . 40	(\$ 2,225 . 00)
	Electricity	\$ 702 . 01	(\$ 938 . 00)
	Insurance	\$ 684 . 05	(\$ 688 . 00)
	Postage	\$ 572 . 70	(\$ 412 . 00)
	Printing	\$ 1,117 . 00	(\$ 413 . 00)
	Photocopier	\$ 1,232 . 64	(\$ 552 . 00)
	Refunds	\$ 569 . 35	(\$ 432 . 00)
	Tutor Exp	\$ 254 . 05	(\$ 383 . 74)
	Work Books	\$ 564 . 07	

<u>Minor Expenses</u>	\$ 1,841 . 63	(\$ 2,571 . 76)
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<u>Overall Total</u>	\$13,831 . 71	(\$ 4,183 . 71)
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As explained previously; U3A operates on a calendar (academic) year, with fees paid in advance, also the ACFE grants are allocated on a calendar year basis, therefore the use of the "financial year" result does not tally with our "academic year" result.

Thus, after meeting U3A's operating costs (predominately venue rental and GST) for the final four months of this year and excluding 'tied grants', the actual operating surplus for 2000 should be approximately \$ 4,200 . 00 (including \$ 3,200 . 00 carried over from 1999) providing the financial capacity to continue to provide services to our members and to meet our operating costs in 2001 without drawing on our reserves or increasing the membership fees to cover the cost of the normal inflation increases and the Goods and Services Tax. This summary assumes that the financial support from OTFE through ACFE will continue at a similar level as in recent years.

It is too soon to advise on any problems associated with introduction of the GST, however expense reimbursement claims are to date the messiest area. The submission of our first Business Activity Statement (BAS) in the near future will permit us to judge our understanding of the system.

I wish to thank the members of the many subcommittees and especially the office management and office volunteers for their continued cooperation.

Dermott M Kearney

Treasurer

D M Kearney
09/10/00

ANNUAL REPORT TO AGM

2000

In 2000, we welcomed the following tutors/classes to Manningham U3A: John Moore (Behind the News), Kaye Thompson (Contract Bridge -Beginners), Peter Nash (Computer - Beginners), Don McKelvie (Computer - Beginners and Walking for Fitness), Leong Kwok (Computer - Excel), Les Dale (Computer Intermediate), Peter Bishop (Computer - Internet), Barbara Hall (Computer Management), Ron Clark (Computer Users'), Desiree Higgins (Embroidery -Beginners), Judy Downie (Embroidery - Cross Stitch), Jenny Hoffman (Film Appreciation), Clive Scott (Food Glorious Food), Carmen Woodward (Handcraft), Des Thornton (History -An Australian Medley), Lesley Catt (Jung Studies), Winnie Pennells (Scrabble), John Corcoran (Introduction to the Stock Market).

We extend our sincere thanks and appreciation to our tutors who discontinued tutoring during 2000 and to those who will not be continuing in 2001: Bob Whitecross (Computer Users'), Charmaine Goodman (Embroidery 1 & 2), Judy Downie (Embroidery cross-stitch), Robert Fennell (Tai Chi), Jill Doyle (Scrabble).

In July this year our volunteer caterers provided a sumptuous 'Thank You' lunch for our tutors. In August, our tutors were invited to participate in a workshop, which was very ably led by one of our members, Betty Ellis. Tutors had an opportunity to share needs and concerns as well as to provide useful information that will form the basis for a set of guidelines for new tutors.

The offer of rent-free accommodation at Templestowe Manor in Term 2 this year was very welcome. Ten of our classes were able to move there. This has resulted in significant savings in our rental costs.

We have had yet another very enthusiastic response to our invitation to prospective new tutors. Next year we will add 11 new courses, taking our total to 80 courses in 2001.

Sincere thanks to our tutors without whose contribution this U3A would not be the success it is and to Evelyne Perks with whom I have enjoyed working. I am very pleased to announce that Evelyne will be continuing in the role as Courses Convenor next year. Thanks also to the other members on the Curriculum Sub-Committee who have offered continuing assistance Valerie McLaughlan (Enrolment Officer), Moira Axtens (Class Rep. Coordinator), and Coral Newstead.

My thanks also to Bev Reid (Office management & purchase of supplies), Barbara Hall (class lists), John Anson (repairs to furniture & equipment), Peter Mcquie (brochure format) and Alan Robinson (name tags).

Bridget Halge (Curriculum Coordinator)



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ANNUAL REPORT

The year began with unprecedented rejoicing and celebrating worldwide, and continued with optimism and goodwill in anticipation of, and throughout, the Olympic Games. On a rather smaller scale the U3A also had good reason to celebrate when in May the Manningham Council approved a plan to grant U3A equitable funding with Neighbourhood Houses and to build a centre for us.

Thank you to Don Gay for his regular presence at the Council and for those who helped prepare submissions regarding our needs. We appreciate the contribution by Councillors Larkin and Eisenbise to this favourable outcome, and to Special Projects Officer Sue Neale for her detailed analysis of our needs.

Another milestone was passed when the organisation was successfully audited by its funding body, Adult Community and Further Education (ACFE). This outcome was possible because our administrative practices are all well documented as a result of the work of this and previous committees. We thank particularly our Secretary, Judy Downie, for preparing many of these documents, in addition to writing the submission to ACFE for funding for next year.

Our Treasurer, Dermott Kearney, tackled the daunting task of understanding the implications for this U3A of the introduction of the GST, and, as always, has demonstrated his skill at making molehills out of mountains. As a result of careful budgeting we will not need to raise our fees to include the GST.

Despite weeks of preparation for last year's enrolments, the committee was concerned that members had to spend far too long waiting in queues. To address this problem the committee, with the help of others, has designed a process whereby all enrolments will be received at the office, eliminating the need for Enrolment Days. Details of this process will be given in the next Newsletter, which Robyn McIver will have available for you on 10 November. Thank you Robyn for your reliable contribution to the committee, and for introducing items of interest to our Newsletter readers.

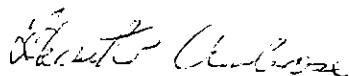
While administrative tasks are the primary responsibility of the committee, the U3A exists because of its provision of classes to members. A special thanks goes to Bridget Halge for her meticulous and generous work in ensuring the smooth running of classes, in meeting tutors' needs and in attracting a record 82 classes for next year. David Silver has maintained all our assets and has organised the repair or replacement of items when needed. For this and for your sense of humour we thank you David.

The committee oversees the operation of the U3A, but much of the organisational work is done by others. We all have benefited because of the work of Evelyn Perks (courses), Moira Axtens (class reps.), Bev Reid (office supplies), Bill North (statistics), Barbara Hall (computer records), Valerie McLaughlan (enrolments), Barbara Burford (office roster), Margaret Scott-Pross (publicity and U3A rep at Network), Barbara Haye (U3A rep at Senior Citizens Reference Group and librarian), Kirsten Cunningham-Collins (catering), John Anson (equipment repair), Peter McQuie (brochure format), Alan Robinson (name tags) and Shirley Fitzsimons (kitchen supplies). Thank you.

We appreciate the gesture from Donvale Living and Learning Centre in nominating our U3A for an Adult Learners' Week Award. The Centre made the nomination on the basis of the production and publication by Leslie Dale of his Positive Ageing course. ACFE and Human Services funded the project. Congratulations Les. Unfortunately we were not successful.

While the value for money is an outstanding benefit to U3A members worldwide, what keeps us involved is the quality of the teaching and the commitment of the volunteers. These resources are intangible and immeasurable, yet invaluable. Without them we would not have such a variety of subjects to choose from, or such an array of potential friends. Thank you tutors and all volunteers for continuing your commitment to this dynamic organisation. May you continue to enjoy the pleasure your involvement provides for so many members.

To keep the celebratory mood of the year alive and 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 1 December. We look forward to seeing you there.



Heather Ambrose
President
19 October 2000

C.O.M meeting 25th January 2001

Account Balances : 31st December 2000

Term Deposit No.1:	\$ 5,734 . 68
Term Deposit No.2:	\$19,908 . 88
Current Account :	\$14,022 . 48
Tax Liability :	(\$ - 733 . 67)

Income	6 th December	17 th January	\$ 12,722 . 50
Expenditure	6 th December	17 th January	\$ 3,319 . 27

Attached is a printout of transactions for the period 5th December 2000 – 19th January 2001.

A cash flow print out for the period 23/11/99 – 23/11/00, in reality our academic year, indicates a deficit of \$5,688 . 42; however as pointed out earlier we paid out approximately \$12,000 . 00 for Active Minds and Active Bodies, funding for which was provided in 1999.

All accounts for the year 2000 have been paid and all income banked.

Manningham U3A has an operating surplus of \$6,105 . 00 for the academic year 2000.

Participants in computer classes contributed \$5,500 . 00 in class fees. As ACFE are providing funding for approved classes in 2001 perhaps we should reassess the charges for participating in computing classes, or provide additional support for tutors and students.

We have banked 2001 membership fees totalling \$15,960 . 00 GST inclusive, (\$14,509 . 01 net.)

The new enrolment procedure seems simple and effective, but there were some problems reconciling the bank deposits involving cheques, also a delay in being able to deposit the cheques; these problems appear to have been resolved.

The year 2000 reports for ACFE are prepared and will be posted today.

The preparation of the BAS for the Tax Office consumed considerable time, but it seems to match the transaction and calculation figures so it would seem all is well. In view of ACFE support funding our computing classes I consider that any charges levied for such classes should be deemed GST free. A call to ATO confirmed this approach.

A budget for 2001 will be prepared for the February COM meeting, by which time rental costs for 2001 should be clearer.

Dermott M. Kearney
Treasurer
18th January 2001

Transaction Report
6/12/00 Through 18/01/01 (in Aus. Dollars)

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 5/12/00						2,761.27
7/12/00	310248	S Business A...	--Split--		R	-33.00
7/12/00	310249	S Glass Craf...	--Split--			-291.50
8/12/00	DEP	S Deposit	--Split--		R	12,560.00
8/12/00	DEP	S Deposit	--Split--		R	180.00
8/12/00	310250	S BCC-Mita	--Split--		R	-134.98
8/12/00	310251	S Manningham...	--Split--		R	-1,030.35
13/12/00	DEP	S Deposit	--Split--		R	855.00
20/12/00	DEP	S Deposit	--Split--		R	307.50
20/12/00	310252	S Vines And ...	--Split--			-306.00
20/12/00	310253	S Ambrose He...	--Split--			-396.59
20/12/00	310254	S GE Capital...	--Split--		R	-448.87
8/01/01	310255	S BCC-Mita	--Split--			-51.60
8/01/01	310256	S Mann - Tem...	--Split--			-50.30
16/01/01	310257	S Australia ...	--Split--			-45.00
17/01/01	310258	S Aust Tax O...	--Split--			-734.00
TOTAL 6/12/00 - 18/01/01						10,380.31
BALANCE 18/01/01						13,141.58
TOTAL INFLOWS						13,902.50
TOTAL OUTFLOWS						-3,522.19
NET TOTAL						10,380.31

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News Letter

Manningham U3A, commences the year 2001 with it's finances in good condition, we achieved an operating surplus of approximately \$6,000 . 00 in 2000. Most of this surplus was the result of fine management of rental venues.

As you are all aware renting accommodation is our major expenditure. Unfortunately in 2001 we anticipate a significant increase in the cost of classroom accommodation.

The budget projection for 2001 suggests an income of approximately \$37,500 . 00 and an expenditure of approximately \$33,500 . 00.

No provision has been made for capital expenditure.

It is not possible to assess our final GST liability, but we have provided \$750 . 00 in our budget calculations.

Membership fees for 2001 totalling \$19,637 . 80 (GST exclusive) have been received to date; this is higher than our 2000 enrolment fees at this time.