

MANNINGHAM U3A ANNUAL GENERAL MEETING

2 pm 30 OCTOBER 1998

Held in the Templestowe Leisure Centre, Anderson Street

MINUTES

- WELCOME President Neville Heffernan welcomed the 83 people present, including Councillor Bill Larkin.
- APOLOGIES were received from Kevin Andrews MP, Mayor Irene Goonan, David Perrin MP, Tess Hobson, Secretary of Bulleen Senior Citizens Club, Victor Perton MP, Lesley Catt, Lesley Thomas, Douglas Murphy and Jan Mitchell.
- MINUTES OF 1997 Annual General Meeting were read and confirmed
Moved: DonGay Seconded: Jack Bayliss
- BUSINESS Arising out of Minutes None
- ANNUAL REPORTS Neville Heffernan, President
Don Gay, Vice President
Jack Bayliss, Treasurer
Heather Ambrose, Secretary
Moirira Axtens, Enrolments
Barbara Haye, Courses
Bridget Halge, Programs
Jan Mitchell, Social Programs
Desiree Higgins, Publications
Bob Whitecross, Accommodation and Equipment
- Copies of these reports are attached
- REQUEST TO MPs Members were asked by Heather Ambrose to sign a petition to Victor Perton and David Perrin, State Parliament MPs, to support our request to have the historic school building in East Doncaster moved to the Schramm's Cottage site, where we would share it with the Historic Society.
- ELECTIONS The following Committee of Management members indicated they would not be standing for re-election: Neville Heffernan, Jack Bayliss, Moirira Axtens, Barbara Haye, Jan Mitchell, Desiree Higgins, Bob Whitecross, Ian Hadfield.
All seven positions of a newly structured committee were vacant.
The following nominations were received:
- | | | | |
|------------------------|-----------------|------------|-----------------|
| President | Heather Ambrose | Nominated: | DonGay; |
| | | Seconded: | Barry Mernagh |
| Vice President | DonGay | Nominated: | Bridget Halge |
| | | Seconded: | Barry Mernagh |
| Treasurer | Dermott Kearney | Nominated: | Heather Ambrose |
| | | Seconded: | Leslie Dale |
| Secretary | Teresa Terenyi | Nominated: | Bridget Halge |
| | | Seconded: | Heather Ambrose |
| Three Ordinary Members | | | |
| | Bridget Halge | Nominated: | Moirira Axtens |
| | | Seconded: | Heather Ambrose |
| | Robyn McIver | Nominated: | Lesley Catt |
| | | Seconded: | Laurie Ryan |
| | Ron Kitchingman | Nominated: | DonGay |
| | | Seconded: | Moirira Axtens |
- As the number of nominations received was equal to the number of vacancies to be filled, the nominees were deemed to be elected.

COUNCILLOR BILL LARKIN

Councillor Larkin addressed us, congratulating us for our success in having the largest association in the city, at 566 members. He explained that rates in the city had been reduced, and that Council had less to offer organisations such as ours, but negotiated some attractive terms for other organisations wanting accommodation. For example, the new retirement village which cost \$2,000,000 is being repaid at 1% per annum. At its meeting on 22 September Council requested a report to be written by 31 December addressing the needs of the U3A. Geoff Draper was nominated as the contact person for U3A. Councillor Larkin advised us that there was little chance of the old school building staying within Manningham.

RECITAL

Moir and Robert Axtens and Joy Hamon delighted us with a sample of one of their many interests, playing clarinets. They performed works by Loeillet, Paul Arden Taylor, and Aldin

GUEST SPEAKER

Dr Leslie Dale who has contributed extensively to our U3A as Vice President, committee member and tutor, and is currently on the committee of the U3A Network Victoria, spoke about the nature of U3A members in a talk entitled *Looking in the Mirror*. A copy of his talk is attached.

PRESENTATIONS

Don Gay presented the retiring President, Neville Heffernan, with a Life Membership and a painting from tutor Vivienne Sterndale. All other retiring members of the Committee of Management were presented with a copy of *Autumn Leaves*, a book of short stories written by the Writers' Group.

AFTERNOON TEA

All present were invited to afternoon tea.

Elizabeth Ambrose

8 November 1998

RESPONSIBILITIES OF COMMITTEE OF MANAGEMENT MEMBERS FOR DONCASTER/TEMPLESTOWE U3A

Information for tutors, class representatives and members

ALL MEMBERS of the Committee of Management (COM) are responsible for:

- 1 having a commitment to the objectives of the organisation
- 2 reporting to the COM at each meeting
- 3 preparing a written report for presentation at the Annual General Meeting
- 4 forming a sub-committee to assist in the carrying out of the role and convening all meeting of the sub-committee
- 5 appointing a deputy to act in the absence of COM member
- 6 carrying out the tasks associated with their designated role, as outlined below
- 7 recording the details of procedures followed during their term of office
- 8 providing the Publicity Officer with relevant information for publication when appropriate

PRESIDENT

- 1 represents the organisation in the community
- 2 handles complaints

VICE PRESIDENT

- 1 acts as deputy to the president in his/her absence
- 2 applies for appropriate funding where available
- 3 co-ordinates maintenance of the Data Base

TREASURER

- 1 receives subscriptions and issues receipts.
- 2 maintains an appropriate bookkeeping system including a petty cash fund for refunding costs incurred by tutors and COM members
- 3 draws up the annual budget in consultation with COM members

SECRETARY - GENERAL

- 1 keeps a register of appointments by the organisation
- 2 receives and answers correspondence

SECRETARY - RESEARCH AND DEVELOPMENT

- 1 keeps an accurate record of membership
- 2 keeps the records of the organisation and makes such records available upon request
- 3 orders and maintains supplies and equipment as required

COMMITTEE MEMBERS RESPONSIBLE FOR:

ENROLMENT

- 1 organises all enrolment procedures
- 2 maintains an appropriate Data Base
- 3 prepares and maintains class lists for tutors
- 4 determines entry into classes and maintains waiting lists for over-subscribed classes

COURSES

- 1 finds tutors for proposed courses or participants for tutors who have volunteered a course
- 2 negotiates with tutors on venues, times and sizes of classes
- 3 draws up the course timetable and sees that all tutors and COM members have copies
- 4 keeps a general eye on all matters that affect the efficient operation of the classes including such things as equipment, accommodation, record keeping, tutors expenses

NEWSLETTER AND PUBLICITY

Newsletter

- 1 prepares and distributes throughout the community material advertising courses, term dates and promotional information
- 2 prepares and distributes newsletters to members as required by COM informing them of courses, timetables, term dates and other relevant information

Publicity

- 3 promotes the organisation in the community
- 4 advertises individual courses or complete timetable of courses in the local press

ACCOMMODATION AND EQUIPMENT

Accommodation

- 1 finds suitable accommodation by negotiating with relevant organisations
- 2 negotiates an appropriate lease or hire conditions as approved by the COM

Equipment

- 3 determines the equipment needs of the organisation in consultation with the COM and tutors, including purchase and repair
- 4 maintains an accurate record of all equipment owned by the organisation

PROGRAMS AND VOLUNTEERS

Programs

- 1 organises learning opportunities for all members of the organisation
- 2 identifies areas of interest from tutors and members when planning programs
- 3 incorporates ideas from the wider U3A community into programs for the organisation

Volunteers

- 4 co-ordinates a pool of volunteers to provide support for COM, tutors and members

SOCIAL PROGRAMS AND CATERING

Programs

- 1 organises social events for all members of the organisation

Catering

- 2 meets catering needs for any function of the organisation

MANNINGHAM U3A ANNUAL REPORT FROM SECRETARY

30 October 1998

The major feature of the year's work has been the establishment of an office in the newly-provided room at the Templestowe Leisure Centre. The office management team have worked very effectively in sharing tasks to make this undertaking as successful as it has been. I sincerely thank Barbara Hall, Lee Knowles, Beverley Reid, Valerie McLaughlin and Bridget Halge for their unfailing effort in carrying out their respective tasks, and in their supportive help in solving dozens of problems. Thanks are also given to each of the 150 members who spent time in the office, and particularly to those who kept, or found a replacement for, their monthly commitment. Those who first did their duty in February when we had no cupboards, and were still designing the operational procedures, will be well aware of the improvements we have made together. The provision of pigeon holes together with the diligence of class representatives in checking them, has improved significantly the communication within our U3A.

The less noticeable features of my work include receipt and dispatch of correspondence to and from this organisation; recording management meeting material; writing Bulletins, notices and meeting summaries; supervising the display of notices on the board; yearly planning of meetings; and communicating with the general public.

We have the advantage of being represented at a council run meeting of senior citizens, following a talk I gave to them last October about our U3A. Don Gay, Barbara Haye and I take turns in attending their monthly meetings.

Many of the tasks listed above have been shared by the office staff. Particular thanks go to the minute taker for all our Committee of Management meetings, Pauline Treacey, who has worked quietly and thoroughly at producing this record.

Barbara Ambrose *athorough*

RESPONSIBILITIES OF COMMITTEE OF MANAGEMENT MEMBERS

November 1998

ALL MEMBERS of the Committee of Management (COM) are responsible for:

- 1 having a commitment to the objectives of the organisation
- 2 reporting to COM of subcommittee activity and recommendations
- 3 preparing a written report for presentation at the Annual General Meeting
- 4 appointing a deputy from one of the subcommittees to act in their absence
- 5 carrying out the tasks associated with their designated role, as outlined below
- 6 recording the details of procedures followed during their term of office

PRESIDENT

- 1 presides at all formal meetings or appoints a chairperson to do so
- 2 represents the organisation in the community
- 3 ensures that all regular and special meetings of the organisation are convened
- 4 ensures that all meetings of the organisation proceed according to its rules
- 5 appoints specific office holders on approval from the COM
- 6 ensures regular reporting by office holders to the COM
- 7 ensures that elections of office bearers are held in accordance with the rules
- 8 attends policy and planning meetings

VICE PRESIDENT

- 1 acts as deputy to the president in his/her absence
- 2 convenes and chairs meetings of the Policy Development and Planning Sub-Committee
- 3 assumes responsibility for maintenance of the Data Base
- 4 evaluates the operation of classes and member satisfaction to meet ACFE requirements

SECRETARY

Meetings

- 1 prepares and distributes an agendas and minutes for COM meetings
- 2 prepares a yearly planner of U3A activities

Records and Archives

- 3 installs all data on a Data Base
- 4 keeps the records of the organisation and makes such records available upon request
- 5 researches topics appropriate to the organisation
- 6 assembles archival material

Office Management

Office Staff

- 7 recruits, trains and rosters volunteers for office duty

Office Supplies

- 8 orders and maintains supplies and equipment as required

Communication

- 9 receives and answers correspondence
- 10 provides a line of communication between the organisation and the general public
- 11 refers complaints to COM if necessary

Enrolment

- 12 organises all enrolment procedures
- 13 maintains enrolment information on Data Base
- 14 prepares class lists each term for tutors
- 15 determines entry into classes and maintains waiting lists for over-subscribed classes

Volunteers

- 16 provides a list of volunteers for use by subcommittee co-ordinators and COM
- 17 provides a list of the class representatives for tutors

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TREASURER

Budget

- 1 draws up the annual budget in consultation with COM members
- 2 ensures the COM keeps within budgetary limits

Accounts

- 3 pays accounts, having been passed for payment by the COM
- 4 makes recommendations to the COM regarding investments or expenditures and supervises the management of such funds
- 5 keeps an accurate data base record of membership, income and expenditure
- 6 ensures an audit is completed to meet ACFE requirements

Funding

- 7 arranges for applications to be made for appropriate funding where available

COMMITTEE MEMBERS RESPONSIBLE FOR:

CURRICULUM

CO-ORDINATOR

- 1 holds discussions with Course Co-ordinator re appointment of tutors
- 2 chairs meetings to provide tutors with information about U3A operation and the resources available to them
- 3 provides a forum for tutors to discuss their needs
- 4 assesses future curriculum needs and promotes courses to meet these needs

COURSES

Tutors and Timetables

- 5 recommends tutors for proposed courses
- 6 negotiates with tutors on venues, times and sizes of classes
- 7 liaises with Accommodation Officer on requirements for accommodation
- 8 draws up the course timetable and sees that all tutors and COM members have copies
- 9 informs tutors of the procedures for the operation of classes
- 10 keeps a general eye on all matters that affect the efficient operation of the classes including such things as equipment, accommodation, venue security, record keeping, tutors expenses
- 11 liaises with the Enrolment Officer to make sure all tutors have class roll records and are keeping details on class attendances

Publication Material

- 12 informs members of all course changes via the notice board and/or pigeon holes
- 13 liaises with the Publications Officer about publication of up-to-date course information in the newsletter and brochures as well as publication in the local press

Class Representatives

- 14 co-ordinates class representatives and keeps them informed of relevant issues
- 15 makes recommendations from Courses Sub-committee to COM via Curriculum Co-ordinator

EXTRA CURRICULA

Programs

- 16 organises learning opportunities, additional to courses, for all members of the organisation
- 17 identifies areas of interest from tutors and members when planning programs
- 18 incorporates ideas from the wider U3A community into programs for the organisation

Social Programs

- 19 organises social events for all members of the organisation
- 20 arranges BYO social events as recommended by COM
- 21 makes recommendations from Programs and Social Subcommittees to COM via Curriculum Co-ordinator

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COMMUNICATION

CO-ORDINATOR

- 1 holds discussions with the Publicity and Publications Co-ordinators about yearly plan
- 2 promotes ideas to improve communication within the U3A and throughout the community

PUBLICITY

Media Promotions

- 3 promotes the organisation in the community
- 4 advertises U3A courses and functions in the local press
- 5 maintains a record of all published material

Brochure Distribution

- 6 distributes brochures throughout the community and ensures supplies in public venues are maintained throughout the year
- 7 makes recommendations from Publicity subcommittee to COM via Communications Co-ordinator

PUBLICATIONS

Brochures, Newsletters and Bulletins

- 8 assembles material and arranges publication of the brochure annually
- 9 assembles material and arranges publication of newsletters to inform members of courses, timetables, term dates and other relevant information
- 10 prepares and arranges publication of bulletins to inform members of notices and current information when appropriate
- 11 makes recommendations from Publications subcommittee to COM via Communications Co-ordinator

ACCOMMODATION

CO-ORDINATOR

- 1 holds discussions with the Premises and Equipment Co-ordinators about relevant needs, both present and future
- 2 promotes ideas for improving current practice

PREMISES

- 3 finds suitable accommodation by negotiating with relevant organisations
- 4 negotiates appropriate leases or hire conditions as approved by the COM
- 5 liaises with the Course Co-ordinator on accommodation requirements for classes
- 6 negotiates with local council for future accommodation
- 7 makes recommendations from Premises subcommittee to COM via Accommodation Co-ordinator

EQUIPMENT

- 8 considers requests by tutors or COM members for purchase of items of equipment worth less than \$100
- 9 arranges for repair of equipment when requested by tutor or COM member
- 10 obtains quotes when equipment worth more than \$100 has been requested
- 11 maintains an accurate record of all equipment and where items are located
- 12 maintains an accurate record of all repairs carried out on equipment
- 13 marks each article with an identification label
- 14 makes recommendations from Equipment subcommittee to COM via Accommodation Co-ordinator

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