

**MINUTES of the MANNING VALLEY U3A inc ANNUAL GENERAL MEETING**  
**11 am TUESDAY 1 MAY, 2018**  
**Manning Uniting Church, Albert Street, Taree**

**1. Opening** by President Lloyd Seaton

Lloyd welcomed everyone, acknowledged that many had made the effort to attend and thanked them for their participation

**2. Attendees:** 56 members present

**2.1 Apologies:** Heather Abbott, Lucy Bokulic, Val Crowhurst, Yvonne Graham, Jac Hyde, Jennifer Kokany, Rae Lawler, Peter Lindwall, Heather McLaughlin, Margaret Moon, Bob Pearson, Jo Pearson, Dawn Rankin, Peter Rawley, Lyn Rayward, Glenda Smith, Ian Woollard

**3. Minutes of previous AGM** on 26th April, 2017 (available on our website)

The President referred to some sections briefly.

**3.1 Confirmation** of previous minutes

Moved: L Cross      Seconded: C Evans

**Confirmed**

**4. Reports**

**4.1 President's report**

As my term of office draws to a close, I'm pleased to report that Manning Valley U3A continues to thrive financially and, just as importantly, to thrive in operational and social terms.

Our financial details are covered in the Treasurer's report but it's worth noting here that your Management Committee has reducing the annual membership fee from \$15 to \$10 indefinitely, thus providing a clear expression of their confidence in our financial position.

We currently have 364 financial members, roughly in line with recent years. I'm sure nobody will be surprised to hear that female members significantly outnumber the males, 79% to 21% respectively.

Our U3A continues to offer a rich variety of classes and activities and to use a mix of venues. Consequently, our rental payments help to sustain the operations of several local community institutions. I believe this integration with the fabric of the Taree community is an important virtue and distinguishing feature of Manning Valley U3A.

None of our classes and activities could happen without the talent, commitment and generosity of our class leaders. I thank them especially and would urge any member who might be willing and able to conduct a class or activity to step forward and contact our Programs Director to discuss the contribution you might make.

Your Management Committee met on eight occasions during the year but of course, it is the work they did between meetings that kept our U3A humming. I wish to thank all committee members for their time, energy and ideas. They have been a wonderful team and each individual has made generous contributions to the community that is

**MINUTES of the MANNING VALLEY U3A inc ANNUAL GENERAL MEETING**  
**11 am TUESDAY 1 MAY, 2018**  
**Manning Uniting Church, Albert Street, Taree**

our U3A. I have been very fortunate to have their support and for that I am most grateful.

Several members of the Management Committee are not standing for re-election today and are being replaced by newcomers. This turnover is the means by which an organisation like ours achieves renewal, a process that is vital for the maintenance of organisational health and vigour.

After five consecutive years of male presidency, I'm very happy to note the nomination of a female candidate for President. Indeed, this AGM marks a significant freshening of the Management Committee which bodes well for the future of Manning Valley U3A.

The relocation of my home from Wingham to Forster was completed some months ago but I still have family living in Wingham and I will retain my ties with the area. I am very appreciative of the enduring friendships I have made in Manning Valley U3A and I thank all members for the openness, warmth and friendliness they have shown me.

Lloyd Seaton  
President

**4.1.1 Motion:** That the President's report be received

Moved: L Seaton

Seconded: Peter Savage

**Received**

**4.2 Secretary's report**

Firstly, I wish to recognise the work of Lloyd Seaton. He has been committed to our U3A for several years. I would also like to recognise the various Management Committee members and their efforts in the roles they have taken on and thank them for their contribution whether retiring or continuing. I am looking forward to working with the new committee. Great to see people stepping forward and having a full committee.

There are several matters which I have raised since becoming Secretary. I think we need to give more attention to these this year.

We are an ageing organisation and therefore we need to sustain membership numbers. Numbers have decreased from 2017 to 2018. We need to do a bit more to promote U3A in our community and attract additional 'younger' members.

We also need to work at succession planning better. Lloyd's departure, for example, leaves some gaps in the knowledge / experience pool. I am wondering: who is going to fill them?

There needs to be clarification and refinement of the committee roles. There are some obvious connections between certain roles and I can understand why these may have been done by fewer people in the past. For example, the newsletter editor role lines up with programs and publicity, rather than as a separate role.

**MINUTES of the MANNING VALLEY U3A inc ANNUAL GENERAL MEETING**  
**11 am TUESDAY 1 MAY, 2018**  
**Manning Uniting Church, Albert Street, Taree**

Whilst present course offerings are highly regarded and the course leaders vital we need to continue to develop new / different ones and have more members offer courses reflecting their interests and backgrounds.

Further to making information available to all, since becoming Secretary all Management Committee meeting minutes have been 'published' in the 'Governance' section of our website. I suggest you have a look if you have not already done so.

On the negative side it is unfortunate to identify 'bullying' as an issue which has impacted on some members including myself. We need to be aware of this, have a clear policy on it and be prepared to act on it when required.

There have been a few occasions over the year when I was tempted to 'quit'. On reflection, I decided that it was more important to persevere, rather than walking away.

I'd like to thank all those who I have participated in a course with this year – it has been great, fun and enjoyable – that's what we're here for!

Christopher Abbott  
Secretary

**4.2.1 Motion:** That the Secretary's report be received

Moved: C Abbott

Seconded: E Hollebhone

**Received**

#### **4.3 Treasurer's report**

It is my pleasure to present to the Members, the financial statements of the Association for the year ended 31 December, 2017. I would like to express my appreciation to our honorary auditor, Keith Bedggood, for his assistance and work throughout the year. My thanks also go to the former treasurer, Barbara Fieldhouse, for her help in many aspects of this role.

Attached to this report are the following financial statements:

Auditor's Certificate

Statement of Income and Expenditure

Bank reconciliation

Interest Bearing Deposit

The records of Manning Valley U3A show Total Cash Inflow of \$36,491.11 against Total Cash Outflow of \$33, 454.44  
This reflects a cash surplus of \$3036.56

The account balance in Holiday Coast Credit Union was \$16,210.23 as at 31 December 2017. Unpresented cheques at that date totalled \$4,553.85, therefore a more accurate end of year balance would be \$11,656.38

The interest-bearing deposit was \$10,435.

**MINUTES of the MANNING VALLEY U3A inc ANNUAL GENERAL MEETING**  
**11 am TUESDAY 1 MAY, 2018**  
**Manning Uniting Church, Albert Street, Taree**

Yet again, our major expense for the year was **rental** for our class venues. The figure of \$16,662.61 reflects a slight reduction in numbers of classes on offer, and the availability of Club Taree premises for a regular class and concert at no cost to us.

Our **printing** costs have reduced, although this hasn't been reflected clearly in the audit. Due to an oversight last year, the expenses columns created confusion between printing and newsletters. An overall figure of \$2,678.88 represents expenditure on newsletters and printing for the year, compared with \$3,742.06 for newsletters and printing for the previous year.

**Donations** of money raised by Silver Tones singers of \$4,000.50 went to Taree Women's Refuge, and \$70 went to Xmas lunch at Ormsby House.

**Insurance** costs reduced to \$816.35 due to a renegotiation by NSW U3A Inc. which resulted in a lesser premium.

The following declaration can be lodged by the Public Officer:

Manning Valley U3A Inc has no debts, does not hold any mortgages, overdrafts, liens, loans or any other form of financial encumbrance or arrangement.

I submit these Financial Statements for adoption by those present and remind you that the financial records are always available for inspection should anyone wish to do so. To that end I move that:

1. The Treasurer's Report and Financial Statements be accepted;
2. The Honorary Auditor be formally thanked for his guidance and work in carrying out the audit;
3. The Public Officer lodge the Declarations as required under the Associations Act.

(The following documents are attached after the AGM minutes.

- Statement of income and expenditure year ended 31 December 2017
- Bank reconciliation year ended 31 December 2017
- Interest Bearing Deposits year ended 31 December 2017
- Honorary Auditor's Statement of Audit 15 March 2018)

Kerry Formann  
Treasurer

**4.3.1 Motion:** That the Treasurer's report be received

Moved: K Formann

Seconded: Patricia Wolfenden

**Received**

**MINUTES of the MANNING VALLEY U3A inc ANNUAL GENERAL MEETING**  
**11 am TUESDAY 1 MAY, 2018**  
**Manning Uniting Church, Albert Street, Taree**

## **5. Management Committee elections**

### **5.1 Election of office bearers**

<b>NOMINEE</b>	<b>PROPOSER</b>	<b>SECONDER</b>
<b><i>Office Bearer (3)</i></b>		
<b>President</b>		
Lina Ingram	Patricia Wolfenden	Ron Denley
<b>Secretary</b>		
Christopher Abbott	Patricia Wolfenden	Ron Denley
<b>Treasurer</b>		
Kerry Formann	Judith Byrne	Elizabeth Cross

Since the number of nominees is equal to the number of available positions, the nominees shall be taken to be elected.

### **5.2 Handover to new President** and words of acknowledgement by Lina Ingram

Friends and members of the Manning Valley U3A. I want to thank those who are putting their trust in me and I shall endeavour to do the best job I can to keep their faith.

Of course, it has to be a team effort and I know the committee is comprised of some remarkable people prepared to further the U3A ideals and in particular, the Manning Valley branch. I will need their help and support and will try not to put my foot in it too much.

I do have some very good friends of long standing here, among them Pam and Ern Hollebone. Ern said being president was a highlight of his long career, and he has promised me guidance when needed; a very generous offer which I appreciate. Our dear friend Lucy Bokulic, a past president, has also said I can draw on her knowledge. Lucy who has been coping bravely with very serious health problems sends her best wishes to all.

It's too early for me to go into other issues but everything will be under review and improvements made if possible. To that end please let us know if you see where we can simplify things.

Our main aim is to enrich our lives through friendship and caring for one another.  
Thank you

### **5.3 Election of seven committee members**

<b>NOMINEE</b>	<b>PROPOSER</b>	<b>SECONDER</b>
Judith Byrne	Ann Haydon	Asha Vadujkar
Ross Connell	Helen Heathwood	Ron Denley

**MINUTES of the MANNING VALLEY U3A inc ANNUAL GENERAL MEETING**  
**11 am TUESDAY 1 MAY, 2018**  
**Manning Uniting Church, Albert Street, Taree**

Elizabeth Cross	Kerry Formann	Christopher Abbott
Nancy Dixon	Kerry Formann	Asha Vadujkar
Ann Haydon	Barbara Lieberman	Nancy Dixon
Dawn Rankin	Ron Denley	Patricia Wolfenden
Asha Vadujkar	Ann Haydon	Nancy Dixon

#### **5.3.1 Introduction of candidates**

Since the number of nominees is equal to the number of available positions, the nominees shall be taken to be elected.

### **6. General Business**

*6.1 Special guest speaker:* Laurene (Laurie) Mulcahy, President of the Southlakes U3A at Morisset. Laurie has recently accepted the position of U3A Mid North Coast Regional Representative

Laurene spoke about:

- the breakup of the North Coast region to create the Mid North Coast which now incorporates from Gloucester to Coffs Harbour. Presented an NSW map showing the breakup of regions
- her role as the acting regional rep and the need for someone from the region to step up into the role
- the importance of interacting and sharing with other U3As, including the state Network who provide support and advice, insurance and copyright coverage
- the need to submit information, articles to the network so others can see what we do
- highlighted the importance of looking at the E-Bulletins available
- additional network policy information and documents

President Lina Ingram thanked Laurene for her presentation.

*6.2 other matters raised:*

- reference to various members' health and the need for our Welfare officer to be advised of members needing TLC
- timing of additional ballroom dancing classes
- Management Committee members stood so they could be recognised

**7. Meeting closed:** 11.39 am

**MINUTES of the MANNING VALLEY U3A inc ANNUAL GENERAL MEETING**  
**11 am TUESDAY 1 MAY, 2018**  
**Manning Uniting Church, Albert Street, Taree**

**MANNING VALLEY U3A**

**YEAR ENDED 31<sup>ST</sup> DECEMBER, 2017**

**STATEMENT OF INCOME AND EXPENDITURE**

<b><u>INCOME</u></b>	<b><u>LAST YEAR</u></b>	<b><u>THIS YEAR</u></b>
MEMBERSHIP FEES	9385-00	6555-00
COURSE FEES	26664-00	21784-00
THEATRE PARTIES	475-00	
DAY TRIPS	684-00	
E.O.T. LUNCH	1774-00	1452-00
XMAS LUNCH	110-00	100-00
CASH FLOATS	1790-00	1050-00
DONATIONS	47-50	34-05
BANK INTEREST	38-05	45-56
DEPOSIT (S'TONES)	2800-30	4000-50
NEWSLETTERS		1470-00
	43767-00	36491-11
<b><u>EXPENDITURE</u></b>		
COURSES	1264-00	1554-00
THEATRE PARTIES	475-00	
DAY TRIPS	313-50	332-80
E.O.T. LUNCH	2072-50	1443-00
XMAS LUNCH	178-40	100-00
CASH FLOATS	1790-00	1050-00
RENTALS	22789-26	16662-61
NEWSLETTER	2954-81	758-30
PRINTING/ADVERT.	787-25	1920-58
STAT./COMPUTER	387-03	1150-72
ADMINISTRATION	614-97	884-80
INSURANCE	1424-00	816-35
DEPT. OF FAIR TRADE	100-00	44-00
U3A CONFERENCE	551-00	
DONATIONS	2925-00	4070-50
M'SHIP REFUNDS	211-00	132-00
BANK CHARGES		30-50
REFRESHMENTS	2197-87	2276-28
MISCELLANEOUS	194-10	
REPLACEMENT PRINTER		228-00
	41229-69	33454-44

**MINUTES of the MANNING VALLEY U3A inc ANNUAL GENERAL MEETING  
11 am TUESDAY 1 MAY, 2018  
Manning Uniting Church, Albert Street, Taree**

**BANK RECONCILIATION**

OPENING BALANCE	13031-01
LESS OP. U/P CHEQUES	4411-30
	8619-71
ADD RECEIPTS	36491-11
	45110-82
DEDUCT PAYMENTS	33454-44
	11656-38
ADD CLOS. U/P CHEQUES	4553-85
CLOSING BALANCE	16210-23

CLOSING BALANCE AGREES WITH BANK STATEMENT CLOSING BALANCE AS AT 31<sup>ST</sup> DECEMBER, 2017.

**INTEREST BEARING DEPOSITS**

OPENING BALANCE	10230-11
INTEREST	205-62
CLOSING BALANCE	10435-73

.....

**STATEMENT OF AUDIT**

I have examined the financial books and records of the Manning Valley U3A Inc., for the year ended 31<sup>st</sup> December, 2017.

Statements have been prepared covering: 1) Income and Expenditure; 2) Interest Bearing Deposits; 3) Bank Reconciliation and 4) notes pertaining to the statement of Income and Expenditure.

Kerry Formann has carried out her duties as Treasurer most competently indeed. This makes my task so much easier. Kerry is to be congratulated upon her efforts.

I believe that these statements provide a true and accurate summation of the organisation's financial activities for the year ended 31<sup>st</sup> December, 2017.

Keith K. Bedggood.  
Honorary Auditor.  
15<sup>th</sup> March, 2018.