

MINUTES OF THE 15th ANNUAL GENERAL MEETING OF THE MANNING VALLEY U3A INC.

DATE: 20 April, 2015
VENUE: Uniting Church, Albert Street, Taree
TIME: 11.00am
CHAIR: Ern Hollebone
PRESENT: 35 members

The Chairman welcomed those present to the Annual General Meeting, then called for any apologies.

APOLOGIES: Dorothy Murray, Ruth May, Jean Burden, Jean & Brian Leggott, Doreen Rosenbaum, Bob & Jo Pearson, Ann Haydon

It was moved by Helen Heathwood and seconded by Barbara Moore that the apologies be accepted - confirmed.

MINUTES OF THE 14TH ANNUAL GENERAL MEETING HELD ON 28 APRIL, 2014:

The minutes of the previous Annual General Meeting were read by Secretary Lloyd Seaton. It was moved by Lloyd Seaton and seconded by Maire Barrett that the Minutes of the previous Annual General Meeting be accepted - confirmed.

PRESIDENT'S REPORT:

The President's Report was read by Ern Hollebone. It was moved by Ern Hollebone and seconded by Barbara Fieldhouse that the President's Report be accepted - confirmed.

SECRETARY'S REPORT:

The Secretary's Report was read by Lloyd Seaton. It was moved by Lloyd Seaton and seconded by Kerry Formann that the Secretary's Report be accepted - confirmed.

TREASURER'S REPORT:

The Treasurer's Report was read by Barbara Fieldhouse. It was moved by Barbara Fieldhouse and seconded by Chris Evans that the Treasurer's Report be accepted - confirmed.

ELECTION OF OFFICE BEARERS AND COMMITTEE FOR 2015/2016:

Ern Hollebone noted that, as there was only one nomination for each of President, Secretary and Treasurer and six nominations for Committee Members, there was no need for an election to be held. Accordingly, he declared that all the nominees are taken to be elected.

The newly elected positions are tabulated below:

- | | | |
|--------------------|---|--------------------|
| • President | - | Ern Hollebone |
| • Secretary | - | Lloyd Seaton |
| • Treasurer | - | Barbara Fieldhouse |
| • Committee member | - | Ross Connell |
| • Committee member | - | Ann Haydon |
| • Committee member | - | Pam Hollebone |
| • Committee member | - | Peter Savage |
| • Committee member | - | Joan Guthrie |
| • Committee member | - | Kerry Formann |

GENERAL BUSINESS:

There was no general business but the Chairman accepted questions and remarks from the floor as follows:

- Jo Neufeld asked “Can members come to Committee Meetings?” to which the answer was “Yes, they may attend but have no voting right”.
- Chris Evans remarked that she regards U3A as a beautiful organization.
- David Walker remarked that there are families within the U3A family
- Joan Guthrie observed that her welfare role is not all gloom and doom; there is also celebration.

President Ern expressed his thanks to the departing Committee Members, Jo Neufeld and Paul Robinson for their valuable contributions to the committee.

The meeting closed at 11.35 am

PRESIDENT'S REPORT

Once again I am happy to be able to report a healthy state of affairs for Manning Valley U3A. I looked back on my own personal archives recently and read that (in 2004) we rejoiced in an enrolment of 208 at the end of term 1, which I said, indicated a healthy response to the need for a University of the Third Age in the Manning Valley. How different from our current 370 + who have enrolled this year. In numbers, we continue to grow, obviously meeting our community's expectation of us.

Enrolment figures are merely an obvious sign of our strength. The real indicators of the value of U3A to our area tell us much more. Our curriculum is extensive, ranging from language and history courses to more physical (and relaxing?) pursuits like folk dancing and line dancing. Within this spectrum of studies fall a host of others, too numerous to list in detail but adding up to more than forty each term. How different from our earlier offering of a mere half dozen, presented entirely by outsiders recruited from the community. Which brings me to that point – active participation of our members in course organization and presentation. We are really achieving the hopes of the founding fathers of the U3A movement worldwide: Those who learn shall teach & those who teach shall learn & there shall be no distinction between the two.

In addition, more and more members are coming forward with offers of help in administrative matters. And this, of course leads to my special thanks to those close to me, the Management Committee. The Manning Valley U3A doesn't run itself, you know. As President, I have been more than ably assisted by Secretary, Lloyd Seaton – a tower of strength who has helped maintain our U3A ship on a steady course. More than “helped” – he has been instrumental in that maintenance. Every organisation needs a Publicity Officer like Anne Haydon. Her publicity has been influential and obvious. Our Welfare officer is Joan Guthrie, enthusiastic in her offering support on behalf of Manning Valley U3A to members who have fallen on bad times, one way and another. She also keeps her ears open for good news that she is able to celebrate with us. And who do you think is responsible for the refreshments we enjoy every time we meet? Peter Savage is our Commissariat, working quietly and unobtrusively to see to our comfort. No one needs an introduction to Pam Hollebhone and the work she performs so willingly to produce our Curriculum and to bring it before our eyes via the Newsletter. I wonder how many appreciate the time and effort these tasks take. I especially thank our Treasurer, Barbara Fieldhouse and her Assistant treasurer Kerry Formann who, between them, have kept us afloat financially. Our financial situation is sound. Vice-President, Ross Connell, Paul Robinson and Joseph Neufeld have offered a huge hand and positive opinions as general committee members.

Back to the courses. As usual, Pam has overseen a great balance of courses. It is gratifying, too, when members approach me or one of the committee, offering to present courses, often accompanied by the words, “U3A has given me a lot. I'd like to be able to put something back.” A true U3A spirit.

The past year has seen a major step forward in the growth of U3A in the Manning Valley. I look forward to further development in the coming year. I salute the presenters, who are the backbone of our organisation; I salute the Committee who

have made it all possible to happen; and I salute you, the members, for your support and willing participation.

Ern Hollebone (President) 20th April 2015.

SECRETARY'S REPORT

My past year as Secretary has been a wonderful experience, not only because I have come to know a lot more about what makes Manning Valley U3A tick but especially because I have had the privilege to meet many of our members and to find enjoyment in so many of our interactions.

The Management Committee has been very welcoming and supportive towards me and I am most grateful for that.

This year there were less nominations than vacancies for our Management Committee. Whilst that does not foreshadow a shortage of committee energy in the coming year, it does suggest that we need to attract more nominees in future to ensure a healthy circulation of fresh ideas and personalities through the committee. Many of our members will be aware that Manning Valley U3A has for years been overly reliant on the huge contributions of Ern and Pam Hollebone. Whilst this situation has been very comfortable and beneficial for the efficiency of our operations and the enjoyment of our activities, it is not sustainable indefinitely. During the past year, the committee has given some thought to steps that can be taken to remove some of the workload from Ern and Pam and distribute it more fairly and sustainably.

Some members may have thought it odd that the Secretary was not responsible for management of membership information. Our committee thought so and in recent weeks I have taken over this responsibility from Ern as a small but important step towards a more equitable distribution of the committee's work load. During the coming months you can expect to see Ross Connell take on increased responsibility regarding the production of our newsletter. We will also be seeking to enlist the aid of some members to reduce Pam Hollebone's workload in managing the conduct and planning of our courses and other activities.

I hope I have helped to make you more aware that our management committee is very much like a swimming duck ... there is a great deal going on that is out of sight. If you feel that you have some skills and time that you are prepared and motivated to invest in Manning Valley U3A, then please approach any committee member. There are many ways of giving to U3A and all of them are important but from my experience, membership of the committee can be a uniquely rewarding experience.

Lloyd Seaton (Secretary) 20th April 2015

TREASURER'S REPORT

It is my pleasure to present to Members the financial statements of the Association for the year ended 31st December 2014. I would first like to express my appreciation to Keith Bedggood, our Honorary Auditor, for his ever willingness to help me when needed and his continuing commitment to our U3A family.

Attached to this report are the following financial statements:

Auditor's Certificate

Statement of Income and Expenditure

Bank Reconciliation

Interest Bearing Deposits

The records of Manning Valley U3A show Total Cash Inflow of \$50956 against Total Cash Outflow of \$49122. This reflects a cash surplus of \$1834. The balance in the S14 account with the Holiday Coast Credit Union was \$3997.45 with two Fixed Term Deposits totalling \$15000. As a small cash surplus is our aim, the results of the past year indicate that our financial stability has been maintained and this is due to the continuing and growing support and participation of you, its members.

Our major expense continues to be the rental of premises which in 2014 was \$17615.70, an increase of \$1619.05 or almost 11% over the previous year. We continue to support local church halls and clubs by using their premises for our classes.

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.

B M Fieldhouse (Treasurer) 18th April 2015

CERTIFICATE OF AUDIT

I have examined the financial books and records of the Manning Valley U3A Incorporated, for the year ended 31st December, 2014.

Documents were provided by two treasurers. The first, Braham Liebermann, for the period 1st January, 2014 to 30th April, 2014, and the second, Barbara Fieldhouse, for the period 1st May, 2014, until 31st December, 2014.

Statements of account, and supporting documents, have been prepared for the whole year. Some anomalies exist.

The first is included in the statement of income, under the item 'Miscellaneous'. The amount of \$1108.20 is excessive, and is the result of insufficient dissection of income details.

The second and third are in the statement of expenditure, those items being 'Floats' and 'Courses'. I suspect that a proportion of the total under 'Floats' may well belong to 'Courses'. These totals have been prepared from available dissections.

Overall, as a result of the accounts being in balance, this is a matter of detail, rather than of substance.

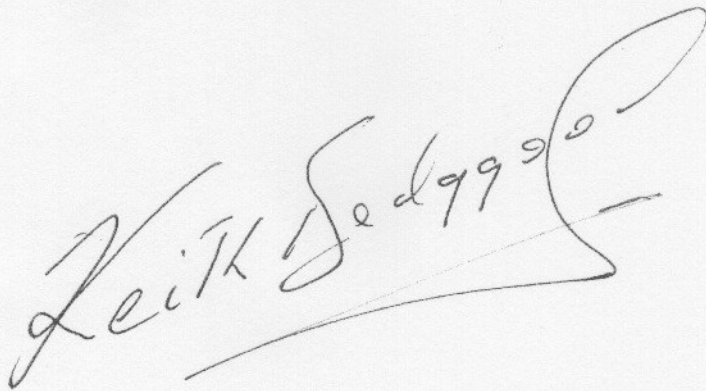
The table below may be of some interest. The figures show a surplus, or a deficiency, between income and expenditure.

<u>Year</u>	<u>Income.</u>	<u>Expenditure</u>
2010	50500	56552
2011	56808	53278
2012	53741	52779
2013	56617	59168
2014	50956	49122
Totals	268622	270899

This shows a deficiency of \$2277 over the five year period, which is close to parity on average.

I pay tribute to Barbara Fieldhouse for her grasp of the treasurer's responsibility, and believe that, as she has total control over the accounts of 2015, this year's auditing task will be far simpler than before.

With the exceptions detailed above, I believe that the Statements of Account provide a true and accurate summation of the Club's financial activities.

A handwritten signature in cursive script, reading "Keith K. Bedggood". The signature is written in dark ink and is positioned diagonally across the page.

Keith K. Bedggood,
Honorary Auditor.
28th January, 2015

MANNING VALLEY U3A
YEAR ENDED 31ST DECEMBER, 2014

STATEMENT OF INCOME AND EXPENDITURE

<u>INCOME</u>	<u>THIS YEAR</u>	<u>LAST YEAR</u>
ADVANCES		250.00
BANK INTEREST	507.10	829.90
CASH FLOATS	1800.00	900.00
CHRISTMAS LUNCHES	100.00	100.00
COURSE FEES	23816.00	24469.00
DAY TRIPS	3921.00	3938.00
MEMBERSHIP FEES	8888.00	9398.00
TERM LUNCHES	1930.50	1340.50
THEATRE PARTIES	5885.50	4855.50
TERM DEPOSITS/TRANSFER		10000.00
MISCELLANEOUS	1108.20	536.55
DEPOSIT...E.HOLEBONE	3000.00	
	50956.30	56617.45

EXPENDITURE

ADMIN/STATIONERY/COMPUTER	5629.76	5289.68
ADVANCES	500.00	400.00
BANK CHARGES	82.80	40.00
FLOATS	7165.99	1870.00
COURSES	120.00	3575.02
DAY TRIPS	3375.95	4184.49
REFRESHMENTS	1755.86	2173.89
NEWSLETTER	2346.25	4195.04
RENTALS	17615.70	16396.65
THEATRE PARTIES	2224.30	6414.80
TERM DEPOSITS/TRANSFER		10000.00
CHRISTMAS LUNCH	207.80	
CONFERENCE/U3A	484.90	678.60
MEMBERSHIP REFUNDS	2266.50	115.00
LUNCHES	2519.00	2237.00
PROMOTIONS	841.57	1336.00
DONATIONS	820.00	
HONORARIUM	400.00	
STALE CHQS PRESENTED	122.00	
PUBLIC LIABILITY INS.	461.00	
DEPT. OF FAIR TRADING	52.00	
MISCELLANEOUS	130.40	262.30
	49121.78	59168.47

MANNING VALLEY U3A
YEAR ENDED 31ST DECEMBER, 2014

BANK RECONCILIATION

OPENING BALANCE	6740.93
DEDUCT U/P CHEQUES	4767.00
	1973.93
ADD RECEIPTS	50956.30
	52930.23
DEDUCT PAYMENTS	49121.78
	3808.45
ADD U/P CHEQUES	189.00
CLOSING BALANCE	3997.45

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SCHEDULE OF U/P CHEQUES

271884	89.00
95	11.00
96	11.00
99	11.00
271902	11.00
03	34.00
04	11.00
05	11.00
TOTAL	189.00

MANNING VALLEY U3A
YEAR ENDED 31ST DECEMBER, 2014

INTEREST BEARING DEPOSITS

OPENING BALANCE	15000.00
INTEREST RECEIVED	480.01
TRANSFERRED TO TRADING A/C	480.01
CLOSING BALANCE	15000.00
