



The Secretary, Manning Valley U3A Inc., PO Box 436 Taree NSW 2430
Email: secretary@manningvalley.u3anet.org.au ABN 29 612 623 669
Web: <http://manningvalley.u3anet.org.au> INC 3409944

'LEARNING FOR LIFE' AND CELEBRATING 20 YEARS IN 2019



DRAFT MINUTES MANNING VALLEY U3A INC. ANNUAL GENERAL MEETING

11 AM 29 APRIL 2019 AT THE UNITING CHURCH ALBERT ST TAREE

1. Opening by President - Welcome to all. Meeting opened at 11.09 am.

2. Attendees: 50 members in attendance

2.1 Apologies: Dawn Rankin, Asha Vadujkar, Ann Thomas, Yvonne Graham, Peter Savage, Stephanie Brown, Valerie Crowhurst, Val Gillis, Lyn Rayward

3. Minutes of previous AGM on 1st May, 2018 (available on our website)

3.1 Motion: that the minutes of the 1st May 2018 AGM be confirmed

Moved: C Abbott

Seconded: E Cross

CARRIED

4. Reports

4.1 President's report

Fellow Members, I have felt privileged and proud to take part as President this past year.

I have just been to Tamworth for the Network NSW conference and found to my delight that as regional U3As go, we are doing very well. Talking to our Regional representative, Bob Birrer, he places Manning Valley U3A high on his places he likes to visit officially. We are a "caring and creative lot" (his words) and we seem to be a very happy group at managing our programs. He likes to visit us as we give him very few problems.

I found out at Tamworth that we have a very dedicated NSW Network committee that has our welfare, on several levels, at heart. They really want everyone to see the U3A logo somewhere and know what we are about. The aim is for the future generations to look forward to being allowed to join, because they have had contact with a member and have seen how it has made a difference to their lives.

Over time different groups have felt the need for a logo and made their own, now we see the need for a logo to be uniform, to save confusion, and as you see on our advertising and letterheads one of the networks registered ones alongside ours. The designs you have seen and will see have network approval. It is important that we have a united front and keep our brand and reputation safe from 'copy cats'. There have been some attempts to pinch this brand by non U3A people, but we have the law on our side.

Being united also brings advantages in insurance and there may be others in other areas. This can be advantageous to smaller groups such as, Alice Springs which currently has 8-20 members. Our NSW membership is large, and the network has found it necessary to create a liaison with COTA to gather some administrative support. This may make a committee role more attractive if the workload is



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diminished. Our fees increase very marginally. Whilst NSW has been financially secure the liaison will benefit all.

Locally, we celebrate 20 years of the Manning Valley U3A. There are quite a few of us who go back that far and can stand here and look at what our U3A has achieved under the guidance of some very dedicated and determined people. With all endeavours there have been some bumpy patches on our journey. On the way to Tamworth we went up the Thunderbolts Way. Whilst scenic, it is windy, bumpy and twisty – and I had to ask Chris for a ‘wee’ stop a few times. He was very patient with me, and I said that’s one of the troubles with ‘old’ ladies – they leak!

I hope everyone who can, comes to the birthday lunch on 9 July at Club Taree.

I must make mention of a couple of special people who have been outstanding in their contributions and the community in general. The first is Pam Archer leader of the Silver Tones who have worked so hard with amazing results contributing about \$7000 to local charities in the last two years.

The second will be clear when we ratify the Life Membership of a long term member shortly. I am so happy about this nomination. It is very likely her efforts set in motion the formation of our own Manning Valley U3A, which HAS and IS moving from strength to strength.

I'm pleased to see lots of friendly faces and some new faces. We all must enjoy our senior years, what is the point of working most of our lives otherwise? I wish you all many happy U3A times this year.

4.1.1 Motion: That the President’s report be received

Moved: L Ingram

Seconded:

G Weeks

CARRIED

4.2 Secretary’s report

I would 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. A big thank you to Ross, Liz and Asha. I am looking forward to working with the new committee, even if we don’t have the full complement. Good to see some people stepping forward.

In regard to getting a full committee the executive identified 14 members to specifically approach about nominating based on their younger age (under 65!), evidence of their participation as course leaders or class participation. This drew some positive responses if not exactly this time round then perhaps later. We also went through the roles and revised our role statements. You’ll find this on our website.

We are also celebrating 20 years of the Manning Valley U3A’s existence. Great to see some very long term members here today. I hope you are going to participate by providing your reflections on your experiences and join in the lunch on 9 July.



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Following on from last year there are still several matters requiring ongoing work:

- Ageing membership. Numbers have held about the same as previously varying between the 360 and 400+ marks. Whilst we are attracting new members to maintain these levels, we still need to do a bit more to promote U3A in our community and attract additional 'younger' members. We've tried by getting items in the MRT/Extra, on radio and putting the newsletter and revised promotional leaflets out there. Of course, the performances of the Silver Tones and Silver ukulele Strummers all helps. But it is well recognised that word of mouth is the best bet. So, if you know someone in the younger age group or any semi-retired/retired people then talk to them directly about U3A.
- Whilst present course offerings are highly regarded and the course leaders vital, and we thank them all for their efforts, we need to continue to develop new / different ones and have more members offer courses reflecting their interests and backgrounds. Thankfully, there are a few people who have attempted to offer something new. Or who come back after a break and offer a course again. But ... isn't it about time that *you* offered a course?
- Follow up to last June's course leaders' meeting suggestions occurred by:
 - * doing profiles on most course leaders and publishing these in the newsletter T4 2018 and T1 2019;
 - * more pictures of course participants in the newsletter
 - * offering course leaders, a place at T1 enrolment to promote their course. A few took this up.
 - * reminding members about their obligations before and during doing a course.
 - * not accepting late enrolments
- The website is something we keep working on. Thanks to Ross for his efforts since taking over the webmaster role. We have added various items to it, such as, Life Members section; listed policies; updated various sections. If you have not looked lately, I suggest you have a look!
- Surveys were conducted on the newsletter via the application/enrolment form with some 55% of all members responding which was very encouraging. A smaller email survey was also conducted of some new 2018 members which reinforced the fact that we are doing some things well but also drew attention to some concerns.
- Last year I mentioned bullying, and this is a matter which we will need to address by making more explicit the policy and the procedures to address it.
- Our relationship with the NSW Network U3A has been strengthened through the development of our connection with Bob Birrer, Mid-North Coast representative who is with us today.
- On more mundane matters our lease of the storage room space at Ormsby House was renewed at a reduced rent. A review of the constitution is also a necessity to bring it into line with legislative requirements. Copyright is also a matter needing attention.



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I'd like to thank all those who I have participated in a course with me 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: C Evans

CARRIED

4.3 Treasurer's report

It is again my pleasure to present to the Members, the financial statements of the Association for the year ended 31 December 2018. I would like to express my appreciation to our honorary auditor, Keith Bedgood, for his assistance and work throughout the year. I would also like to offer my thanks to all the committee members, who have been helpful in assisting me in 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 Inc. show **Total Cash Inflow** of \$32,682.26 against **Total Cash Outflow** of \$24,266.92

This reflects a **Cash Surplus** of \$8,415.34. This surplus appears bigger than in previous years but needs to be offset by the reality of the **rent** cheques for Term 4, 2018 (\$3,932.10) and the **donations** raised by the Silver Tones choir (\$3,000 held in our account) being drawn after the end of year. These two figures amounted to an additional cash outflow of \$6,932.10. Therefore, a realistic surplus of \$1,483.24 brings us in line with previous years and reflects an optimal result.

The account balance in Holiday Coast Credit Union was \$21,310.22 as at 31 December 2018.

Unpresented cheques at that date totalled \$1,238.50.

The interest bearing deposit was \$10,634.95.

I wish to make note of the following items:

* The reduction in **membership** fees brought us a reduced income for the year.



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* Our major expense for the year was **rental** for our class venues. The MidCoast Council negotiated a slight reduction in rental payment for the Ormsby House storeroom. We were again pleased to be offered the Club Taree venue for classes and concert at no charge.

* Our auditor listed **postage** as a separate item in the 2018 audit. The expenditure was similar to the previous year when it was included in **administration**.

* **Donations** of money raised by Silver Tones Choir of \$3,000 went to Great Lakes Women’s Shelter and Homelessness Support Services, and \$230 went to Xmas lunch at Ormsby House.

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 (at the end of the minutes) and remind you that the financial records are always available for inspection should anyone wish to do so.

Kerry Formann
Treasurer

4.3.1 Motion: That the Treasurer’s report be received; The Honorary Auditor be formally thanked for his guidance and work in carrying out the audit and The Public Officer lodge the Declarations as required under the Associations Act.

Moved: K Formann

Seconded: H McLaughlin

CARRIED

5. Management Committee elections (nominations received at COB 22 April 2019)

Announced by R Birrer Network NSW Mid North Coast representative

5.1 Election of office bearers (3 positions)

NOMINEE	PROPOSER	SECONDER
President Lina Ingram	Margaret Moon	Christopher Abbott
Secretary Christopher Abbott	Julie Fredrickson	Ron Denley
Treasurer Kerry Formann	Nancy Dixon	Asha Vadujkar

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 the President and words of acknowledgement by Lina Ingram.



5.3 Election of seven committee members

NOMINEE	PROPOSER	SECONDER
Heather Abbott	Margaret Moon	Lina Ingram
Judith Byrne	Ann Haydon	Ross Connell
Nancy Dixon	Dot Jeffs	Robyn Lawson
Ann Haydon	Lina Ingram	Judith Byrne
Robyn Neufeld	Nancy Dixon	Christopher Abbott
Dawn Rankin	Judith Byrne	Nancy Dixon

5.3.1 Introduction of candidates

Since the number of nominees (6) is less than the number of available positions, these nominees shall be taken to be elected. The vacancy may be filled by a casual appointment.

6. General Business

6.1 Life Membership: Lucia (Lucy) Bokulic OAM

The Management Committee meeting of 1.2.19 approved the nomination of Lucia (Lucy) Bokulic for Life Membership being nominated by Ern Hollebone and seconded by Lina Ingram

Citation read.

Motion: That this AGM ratify the granting of Life Membership of the Manning Valley U3A Inc. to Lucia (Lucy) Bokulic OAM

Moved: L Ingram

Seconded: E Hollebone

CARRIED

Presentation of Life Membership to Lucia Bokulic

Further words of recognition from Life member E Hollebone

6.2 Special guest speaker:

Bob Birrer Network NSW U3A Mid North Coast Representative

6.3 Other: 1. J Frederiksen thanked L Cross for her work as Welfare Officer

2. C Ritchie thanked the whole committee for their work during the year.

Closure: 12.05 pm



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STATEMENT OF AUDIT

I have examined the financial books and records of the Manning Valley U3A Inc., for the year ended 31st December, 2018.

Statements have been prepared covering 1) Income and Expenditure 2) Interest Bearing Deposits and 3) Bank Reconciliation.

Kerry Formann has once more carried out her duties as Treasurer most competently indeed. Kerry is to be congratulated upon her efforts, and I am pleased that she will carry on with these duties for the year 2019.

I believe that these statements provide a true and accurate summation of the organisation's financial activities for the year ended 31st December, 2018.

Keith K. Bedggood.

Honorary Auditor.

5th April, 2019.



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YEAR ENDED 31ST DECEMBER, 2018

STATEMENT OF INCOME AND EXPENDITURE

<u>INCOME</u>	<u>LAST YEAR</u>	<u>THIS YEAR</u>
MEMBERSHIP FEES	6555-00	4500-00
COURSE FEES	21784-00	21037-00
E.O.T. LUNCH	1452-00	1283-00
XMAS LUNCH	100-00	120-00
CASH FLOATS	1050-00	
DONATIONS	34-05	70-50
BANK INTEREST	45-56	50-53
NEWSLETTERS	1470-00	1525-00
MISC....SILVERTONES	4000-50	3000-10
PORT. MACQ. U3A		1096-03
ADJUSTMENT		-10
	36491-11	32682-26
COURSES	1554-00	954-00
DAY TRIPS	332-80	
E.O.T. LUNCH	1443-00	1558-30
XMAS LUNCH	100-00	120-00
CASH FLOATS	1050-00	
RENTALS	16662-61	13357-10



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<u>EXPENDITURE</u>	<u>LAST YEAR</u>	<u>THIS YEAR</u>
PRINTING/ADVERT/NEWS.	2678-88	2726-55
STAT./COMPUTER	1150-72	646-49
POSTAGE		888-86
ADMINISTRATION	884-80	280-60
INSURANCE	816-35	685-20
DEPT. OF FAIR TRADE	44-00	45-00
U3A CONFERENCE		121-20
DONATIONS	4070-50	230-00
M'SHIP REFUNDS	132-00	61-00
BANK CHARGES	30-50	126-50
REFRESHMENTS	2276-28	2439-12
MISCELLANEOUS		27-00
REPLACEMENT PRINTER	228-00	
	33454-44	24266-92

Note: Postage was included in Administration during the 2017 activity. As noted in the audit of that year, future years' accounting would list these two items separately.

For the year ended 31st December, 2018, income exceeded expenditure by \$8415.



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YEAR ENDED 31ST DECEMBER, 2018

INTEREST BEARING DEPOSITS

OPENING BALANCE	10435-73
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INTEREST	199-22
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CLOSING BALANCE	10634-95
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YEAR ENDED 31ST DECEMBER, 2018

BANK RECONCILIATION

OPENING BALANCE	16210-23
LESS OP. U/P CHEQUES	4553-85
	11656-38
ADD RECEIPTS	32682-26
	44338-64
DEDUCT PAYMENTS	24266-92
	20071-72
ADD CLOS. U/P CHEQUES	1238-50
CLOSING BALANCE	21310-22

CLOSING BALANCE AGREES WITH BANK STATEMENT CLOSING BALANCE AS AT 31ST DECEMBER, 2018.