

# **MINUTES OF THE 16<sup>th</sup> ANNUAL GENERAL MEETING OF MANNING VALLEY U3A INC.**

**DATE:** 26<sup>th</sup> April, 2016  
**VENUE:** Uniting Church, Albert Street, Taree  
**TIME:** 11.00am  
**CHAIR:** Ern Hollebone initially, then succeeded by Ross Connell  
**PRESENT:** 81 members

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

**APOLOGIES:** Barbara Fieldhouse, Robert & Josephine Pearson, Lyn Rayward, John and Lorraine Hall, Braham Lieberman and Ern Death

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

## **MINUTES OF THE 15TH ANNUAL GENERAL MEETING HELD ON 20 APRIL, 2015:**

The minutes of the previous Annual General Meeting were read by Secretary Lloyd Seaton.

It was moved by Julie Frederiksen and seconded by Peter Savage that the minutes of the previous Annual General Meeting be accepted - confirmed.

## **PRESIDENT'S REPORT:**

*Reports from others at this meeting indicate the health and strength of the Manning Valley U3A. Our membership of 392 is merely an indication of the situation we enjoy. Our real strength lies beyond those numbers – our curriculum offerings and the fellowship among members is where it's all at. Still the family! We are all aware of the unique offerings from U3A.*

*This report is mainly aimed at the contribution to Manning Valley U3A made by our hard-working Management Committee.*

*It is said that an organisation is as good as its secretary. Lloyd Seaton exhibits the truth of that. He is not only efficient but also innovative in the performance of his role. Our "engine room" has run smoothly this couple of years, mainly because of his efforts. His performance as membership officer has been outstanding. This is a huge job which Lloyd has performed smoothly, so much so that its performance has gone on, unnoticed by most. Surely the sign of a smooth operator! Treasurer Barbara Fieldhouse, ably seconded by Assistant Treasurer,*

Kerry Formann has seen to it that our financial situation remains healthy. As you can see from Barbara's report, Manning Valley U3A is in a sound financial situation. Pam Hollebone has worked tirelessly to organise our courses and to communicate to us through the Newsletter. Pam's performance of these (and other) duties is appreciated by all. Ann Haydon is a Publicity Officer without peer. She has been tireless in her spreading the word about our U3A, to the local community, and beyond. Manning Valley U3A is mightily respected by our townsfolk. Our Commissariat, Peter Savage, has seen to it that we all are well catered for at morning/afternoon tea at our various sessions. Joan Guthrie is our Welfare Officer who administers "tea and sympathy" to those members who have suffered a personal loss. Thanks, too for your support to Vice President Ross Connell and Committee members, Jenny Glassop and Peter Lindwall.

With the inevitability of change, several of our committee members are moving on, leaving their roles on Committee to be filled by newcomers today. A good mix of experience and innovation.

One of those moving on is your President. After 17 years on Committee, including these last 3 as President, I am stepping down from administration along with Pam, who is also stepping down to have time to enjoy the activities that U3A offers in the classroom etc. As I said in my report in the Newsletter this month, my role as President has been fulfilling. I stand down reluctantly from the Presidency, but I must. I'll miss the collegiality and friendship I've enjoyed as your president. Our constitution allows a President only three years' tenure. Our constitution writers so many years were right. Three years as President is time enough.

So - it's time.

Ern Hollebone, 26 April 2016

The above President's Report was read by Ern Hollebone. It was then moved by Ern Hollebone and seconded by Ron Warner that the President's Report be accepted - confirmed.

## **SECRETARY'S REPORT:**

Last year I indicated that your Management Committee would endeavour to achieve a more equitable and sustainable distribution of workload. Sadly, we have fallen short of that objective for a number of reasons including serious medical difficulties experienced by President Ern, Ross Connell, Peter Savage and Joan Guthrie. Not everybody welcomes change so it is unsurprising that some initiatives met with resistance.

We had 10 Management Committee meetings during the year and, despite our medical challenges, all of the meetings were well attended and the operation of Manning Valley U3A went ahead without dislocation. While convalescing from eye surgery, Ross Connell still managed to produce a revised definition of Management Committee roles that has now been agreed and adopted so that this year we have a blueprint for the new structure that will carry Manning Valley U3A into the future.

Apart from restructuring, there are many other issues that will make it onto the meeting agendas in the coming year. Some of the most important issues that I expect to come up for consideration are:

- a) Alternate methods for payment of enrolment fees,
- b) Simplification of the enrolment form, and
- c) Use of social media to improve communication.

Some of you may not be aware that we recently entered into a 3 year lease for use of a room at Ormsby House to store our assets including a photocopier that was previously housed at Cundletown, thanks to the enduring generosity of Dennis and Robyn Brown. The newly leased room is not large and it is not our intention that it be used as an office or that it be attended except by appointment for use of the photocopier or access to other assets.

One minor procedural change that most of you may not have noticed last year is that email notifications of enrolment are now being sent to everybody who provides an email address. Previously, members were not sent an email notification as well if they had opted to receive the Newsletter via the post. This procedural change coincided with a Newsletter price rise to match the increasing costs of postage and printing. So far this year, of our 392 members, nearly 260 have chosen to access their Newsletter via the Internet rather than take up the more expensive option. That is nearly 100 more than last year, surely a sign of the times.

Of course, after many years of reliance on superhuman work contributions from Ern and Pam Hollebhone as well as more reasonable contributions from other committee members, adjustment will not be without difficulty. On the other hand, it has indeed been heartening to see so many members nominate for the Management Committee this year. With such an infusion of fresh faces, fresh ideas, enthusiasm and a fresh commitment to work as a team, I am confident that we can look forward to a year of renewal; a year in which we will advance our practices and procedures in order to continue and to improve our delivery of an outstanding range of classes and activities with the wonderful community spirit for which Manning Valley U3A is known.

I wish to thank all members and especially the outgoing committee members for their support during the past year. It has been and is a privilege to serve Manning Valley U3A.

Thank you.

Lloyd Seaton, Secretary

The above Secretary's Report was read by Lloyd Seaton. It was then moved by Lloyd Seaton and seconded by Greg Weeks that the Secretary's Report be accepted - confirmed.

## **TREASURER'S REPORT:**

It is my pleasure to present to the Members, the financial statements of the Association for the year ended 31<sup>st</sup> December 2015. Once again Keith Bedggood, our honorary auditor, has done a tremendous job doing most of my end of year work as well as his own. I thank him sincerely for this and promise to do better this year.

Attached to this report are the following financial statements:

- Auditor's Certificate
- Statement of Income and Expenditure
- Bank Reconciliation
- Interest Bearing Deposits

The records show Total Cash Inflow of \$51,461.61 against Total Cash Outflow of \$49,233.51. On paper this reflects a cash surplus of \$2228.81 but in fact one account did not arrive in time to be included for 2015 and this would have put us into debit. With this in mind, I released the smaller interest bearing deposit of \$5000 in November. We now have one IBD of \$10,000.

Our major expenses are:

- |                                      |           |   |
|--------------------------------------|-----------|---|
| 1. Rentals for classes               | 15,612.05 |   |
| 2. Printing                          | 6,267.25  | of which 4309.20 is for the newsletter and 1958.05 other printing for classes |
| 3. Refreshments                      | 2,467.24  |   |
| 4. Stationery, computer & admin exps | 1453.65   |   |
| 5. Conference expenses               | 634.00    |   |

Besides these, \$9010.2 was paid out for Day trips, Theatre parties and end of term lunches but this was directly paid for by members.

Donations of \$3000 to Taree Pediatric Unit and \$2800 to CanAssist were made from the takings of Silvertones Concerts.

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  
11 March 2016

The above Treasurer's Report was read by Kerry Formann (for Barbara Fieldhouse). It was then moved by Kerry Formann and seconded by David Walker that the Treasurer's Report be accepted – confirmed.

(Note: Financial details can be found at Appendices 1 ~ 4)

## **PROPOSALS TO CHANGE THE CONSTITUTION:**

### **Special Resolution No 1: Provision for Life Membership**

In Rule 2. DEFINITIONS

(a) Following the definition of “honorary member” and before the definition of “associate member”, insert the new definition of “life member” as follows:

“life member” means a member who has been recognised for long and distinguished service by granting of a life-long exemption from payment of the annual fee referred to in Rule 4(e).

In Rule 4. MEMBERSHIP

Insert new Rule 4(h) as follows:

“Any financial member may be proposed in writing by one or more other financial members to be considered for the granting of life membership. Each such proposal may be approved at the discretion of the Committee, subject to ratification by majority vote at a General Meeting.”

**Motion: “That Special Resolution No 1 be passed without amendment”**

Proposed by Chris Evans, seconded by Liz Cross and carried by an overwhelming show of hands.

### **Special Resolution No 2: Removal of restriction on bank depositing**

In Rule 16. TREASURER

Delete “The Treasurer shall receive all money relating to the business of the Association and deposit it” and replace with “The Treasurer shall be responsible for receipt of all money relating to the business of the Association and for deposit of such money”.

**Motion: “That Special Resolution No 2 be passed without amendment”**

Proposed by Lloyd Seaton, seconded by Gabriel Clement and carried by an overwhelming show of hands.

### **Special Resolution No 3: Removal of redundant reference to Common Seal**

In Rule 26. COMMON SEAL

Delete “COMMON SEAL

The Common Seal of the association shall be kept in the custody of the Secretary and shall be affixed to a document only with the approval of the committee. The stamping of the common seal shall be attested by the signature of 2 members of the committee.”

and replace with

“(Deleted)”.

**Motion: “That Special Resolution No 3 be passed without amendment”**

Proposed by Lloyd Seaton, seconded by Peter Savage and carried by an overwhelming show of hands.

**Motion: “That the above changes be incorporated in the Constitution and submitted to NSW Department of Fair Trading”**

Proposed by President Ern Hollebone, seconded by Patricia Wolfenden and carried.

## **ELECTION OF OFFICE BEARERS FOR 2016/2017:**

Chairman Ern Hollebone noted that, as there was only one nomination for each of President, Secretary and Treasurer, there was no need for an election to be held. Accordingly, he declared that the nominated office bearers are taken to be elected.

The newly elected office bearers are listed below:

President - Ross Connell (proposed Kerry Lowe, seconded Joy Clancy)

Secretary - Lloyd Seaton (proposed Del Heuke, Seconded Maggi Abberley)

Treasurer - Barbara Fieldhouse (proposed Kerry Formann, seconded Peter Savage)

## **ELECTION OF COMMITTEE MEMBERS FOR 2016/2017:**

New President Ross took the chair and noted that, as there were only six nominations for Committee Members, there was no need for an election to be held. Accordingly, he declared that the nominees are taken to be elected.

The newly elected Committee Members are listed below:

- Liz Cross (proposed Pamela Archer, seconded Helen Oliver)
- Kerry Formann (proposed Barbara Fieldhouse, seconded Peter Savage)
- Jennifer Glassop (proposed Del Heuke, seconded Jill Deer)
- Jennifer Kokany (proposed Lloyd Seaton, seconded Kerry Formann)
- Julie Patterson (proposed Joyce Skinner, seconded John Walker)
- Asha Vadujkar (proposed Barbara Lieberman, seconded Uta Yule)

President Ross expressed his thanks to the departing Committee Members, Ern Hollebone, Pam Hollebone, Joan Guthrie, Ann Haydon, Peter Savage and Peter Lindwall for their valuable contributions to the committee.

President Ross declared the meeting closed at 11.55 am

# Appendix 1

## **MANNING VALLEY U3A** **YEAR ENDED 31<sup>ST</sup> DECEMBER, 2015**

### **STATEMENT OF INCOME AND EXPENDITURE**

<b><u>INCOME</u></b>	<b><u>THIS YEAR LAST YEAR</u></b>	
DONATIONS	145.00	
BANK INTEREST	338.62	507.10
CASH FLOATS	1800.00	1800.00
CHRISTMAS LUNCHESES	100.00	100.00
COURSE FEES	25182.00	23816.00
DAY TRIPS	1010.00	3921.00
MEMBERSHIP FEES	7720.00	8888.00
E.O.T. LUNCHESES	2236.00	1930.50
THEATRE PARTIES	5106.00	5885.50
TERM DEPOSITS/T'FER	5000.00	
MISCELLANEOUS	523.99	1108.20
MISC. DEPOSIT	2300.00	3000.00
	51461.61	50956.30
 <b><u>EXPENDITURE</u></b>		
ADMIN/STAT/COMP		5629.76
PRINTING/ADVERT	4364.95	
STATION/COMPUTER	675.95	
ADMINISTRATION	777.70	
NEWSLETTER	1847.90	2346.25
INSURANCE	456.00	461.00
DEPT OF FAIR TRADING	53.00	52.00
ADVANCES		500.00
FLOATS	3800.00	7165.99
BANK CHARGES	81.10	82.80
COURSES	979.95	120.00
DAY TRIPS	2272.20	3375.95
THEATRE PARTIES	4070.60	2224.30
EOT LUNCHESES	2667.40	2519.00
CHRISTMAS LUNCHESES	178.80	207.80
REFRESHMENTS	2467.24	1755.86
RENTALS	15612.05	17615.70
CONFERENCE U3A	634.00	484.90
PROMOTIONS	2027.67	841.57
DONATIONS	5800.00	820.00
HONORARIUM		400.00
MEMBERSHIP REFUNDS	467.00	2266.50
STALE CHEQUES PRESENTED		122.00
MISCELLANEOUS		130.40
	49233.51	49121.78



## Appendix 2

### **MANNING VALLEY U3A** **YEAR ENDED 31<sup>ST</sup> DECEMBER, 2015**

#### **BANK RECONCILIATION**

OPENING BALANCE	3997.45
DEDUCT U/P CHEQUES	189.00
	3808.45
ADD CANCELLED CHEQUES	45.00
	3853.45
ADD RECEIPTS	51461.61
	55315.06
DEDUCT PAYMENTS	49233.51
	6081.55
ADD U/P CHEQUES	1292.10
CLOSING BALANCE	7373.65

#### **SCHEDULE OF U/P CHEQUES**

411062	193.60
411065	1098.50

## Appendix 3

### **MANNING VALLEY U3A** **YEAR ENDED 31<sup>ST</sup> DECEMBER, 2015**

#### **INTEREST BEARING DEPOSITS**

<b>OPENING BALANCE</b>	<b>15000.00</b>
<b>INTEREST RECEIVED</b>	<b>363.67</b>
<b>T'FERRED TO TRADING A/C</b>	<b>{ 310.74</b> <b>{ 5000.00</b>
<b>CLOSING BALANCE</b>	<b>10052.93</b>

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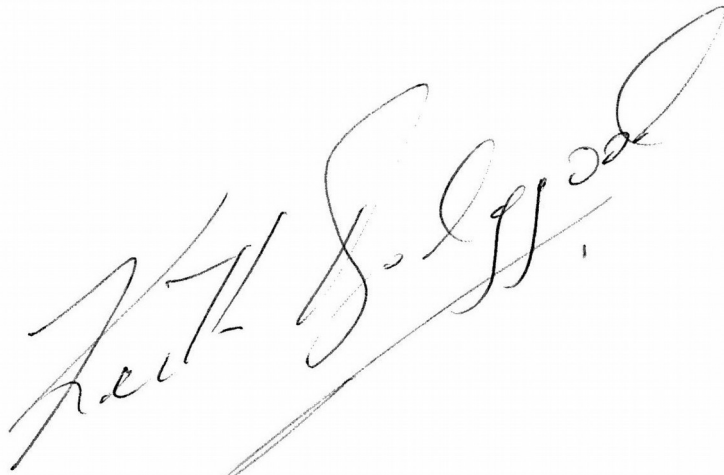
## **CERTIFICATE OF AUDIT.**

**I have examined the financial books and records of the Manning Valley U3A Incorporated, for the year ended 31<sup>st</sup> December, 2015.**

**In the Audit statement for the previous year, I drew attention to potential inaccuracies relating to the expenditure dissections. I have made recommendations with regard to the accounts for 2015 which, if addressed, will overcome such concerns. A copy of last year's Audit Statement is attached.**

**I pay tribute to your treasurer, Barbara Fieldhouse, for her dedication to the task, and trust that she will continue to serve the organisation in her efficient and committed manner.**

**I believe that the Statements of Account, as presented, provide a true and accurate summation of the Club's financial activities.**

A handwritten signature in black ink, appearing to read 'Keith K. Bedggood', written in a cursive style.

**Keith K. Bedggood,  
Honorary Auditor.  
30<sup>th</sup> January, 2016.**