

# **MINUTES OF THE 17<sup>th</sup> ANNUAL GENERAL MEETING OF MANNING VALLEY U3A Inc.**

**Date:** 26<sup>th</sup> April, 2017  
**Venue:** Uniting Church, Albert Street, Taree  
**Time:** 11.00 am  
**Chair:** Ross Connell initially, then succeeded by Lloyd Seaton  
**Present:** 44 members

Chairman Ross declared the meeting open at 11.10 am, welcomed the attendees and called for any apologies.

**Apologies:** Heather McLaughlin, David & Anthea Edwards, Carole Allen, Ann Haydon, Jennifer Kokany, Karenne Norling, Julie Frederiksen, Robyn Neufeld, Helen Heathwood, Don & Nola Nealon

## **Minutes of the 16th Annual General Meeting held on 26<sup>th</sup> April, 2016**

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

It was moved by Lloyd Seaton and seconded by Paul Robinson that the minutes of the previous Annual General Meeting be accepted – confirmed.

## **President's report:**

*It was with great trepidation that I took on the role as President 12 months ago. For many years Pam and Ern Hollebone had been the driving force behind Manning Valley U3A and their retirement left a big gap to fill. I need not have worried. Julie Patterson took on the onerous role of Programs Director and did so in a very capable fashion. Lloyd Seaton continued his excellent work as Secretary and Membership Officer as did Barbara Fieldhouse as our Treasurer. The Executive was supported by a hard-working committee with whom it has been a pleasure to work. I would also like to acknowledge our Class Leaders who give so freely of their time to present a very high standard of courses. Without you Manning Valley U3A would not continue to function. Each term we manage to provide our members with a varied selection of courses. The feedback we get is always positive and enthusiastic and I'm sure everyone appreciates the time and effort that goes into preparing for each session.*

*Although we are all part of a successful and strong community organisation, there are always many challenges. Perhaps the greatest challenge is finding members who are prepared to do a bit more than just attending courses. For the past two years there have been fewer nominations for Committee positions than there are positions available. With our membership numbers at last year's end being over 450 we should be able to find more than a handful with the skills and interest to keep our U3A going. Having said that, I would also like to thank those members who help in so many ways; those who set up the chairs for classes and put them away when we are done; those who ensure hot water and biscuits are available for all to enjoy morning tea in a sociable environment; those who volunteer to help out on enrolment days; our webpage continued to be a valuable resource to inform the public and members about Manning Valley U3A and was so adroitly maintained by Ern Hollebone.*

*Finally, I would like to thank Barbara Fieldhouse, Carole Allen and Julie Patterson who, like me, are not continuing on the Committee. I wish the incoming President and his Committee continuing success for the future*

*Ross Connell  
President*

The above President's report was read by Ross Connell. It was then moved by Ross Connell and seconded by Lyn Rayward that the President's report be accepted - confirmed.

## **Secretary's report:**

*The past year has been one of consolidation, a year in which we took some significant steps to improve the way we conduct our operations.*

*Our letter box at the Taree Uniting Church has proven to be a very popular initiative to make the lodgement of enrolment forms and payments more convenient, economical and secure. Our enrolment form has been revised for greater clarity by elimination of unnecessary clutter and complexity.*

*Many of you would be unaware that we have created an accessible data base of contact particulars for our suppliers and venue operators. This measure, although going largely unnoticed, has been an essential step towards unlocking our corporate knowledge that has previously been available to only one or 2 individuals and not in a form that could easily be passed on to successive management committees.*

*We have refined the process for planning of our courses and activities as well as the production of our Newsletter to provide for peer review during the development process. By making a commitment to this more transparent process with agreed production milestones, we published all of the Newsletters with high accuracy and on time, ensuring that our members were allowed ample opportunity to properly consider their enrolment options.*

*We held fewer (8) committee meetings during the year but their timing was arranged to allow timely review of the enrolments at the start of term and of the draft program of courses and activities approximately 3 weeks before mail out of each Newsletter.*

*Many of you may not have noticed that the minutes of last year's Annual General Meeting were the first to be posted on our web site (under the subject of Governance). This initiative is another small but significant commitment towards improved ongoing transparency.*

*New venue relationships have been initiated with Club Taree and Cundletown Uniting Church, broadening the extent of our integration with the local community. At the end of 2016 we had 463 financial members, an increase of 33 over the previous year.*

*Having completed 3 years as Secretary, it is now time for me to move on and hand over the Secretarial office to fresh hands. I have found the experience a pleasure and a privilege and for that I thank you all.*

*Lloyd Seaton  
Secretary*

The above Secretary's report was read by Lloyd Seaton. It was then moved by Lloyd Seaton and seconded by Christine Ritchie that the Secretary's report be accepted - confirmed.

## **Treasurer's report:**

*It is my pleasure to present for the third and last time, the financial statements of the Association for the year ended 31<sup>st</sup> December, 2016. I thank our honorary auditor, Keith Bedggood once again for his work and found I did not keep my promise of last year to do better. He had to do more work than he should have and I commend his dedication to U3A and amateur treasurers.*

*Attached to this report (see Appendix A) are the following financial statements:*

*Auditor's Certificate  
Statement of Income and Expenditure  
Bank Reconciliation  
Interest Bearing Deposit*

*The records show Total Cash Inflow of \$43767.85 against Total Cash Outflow of \$41229.69. This reflects a cash surplus of \$2538.16.*

*The balance in Holiday Coast Credit Union was \$13031 but taking into account unpresented cheques and an unpaid rental totaling \$6942.50, a truer figure for end of year balance would be \$6088.50.*

*The Interest Bearing Deposit stands at \$10230.11.*

*Our major expense is **Rentals** for classes being \$22789.26 which this year includes rental of a room at Ormsby House for storage and printing.*

***Printing** was actually \$3190.15 not 787.25 as shown because some figures were entered under the newsletter column.*

***Refreshments** were \$2197.87*

***Donations** of money raised by the Silvertones of \$2925 to Push for Palliative.*

***Floats** this year shows only those floats for enrolment day. Previously floats included money paid to Pam Hollebone which would more correctly have been entered under administration and petty cash headings.*

*The following declaration can be lodged by the Public Officer:*

*Manning Valley U3A Inc has no debts, does not hold any mortgages, overdrafts, liens 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*

*The above Treasurer's report was read by Barbara Fieldhouse. It was then moved by Barbara Fieldhouse and seconded by Liz Cross that the Treasurer's report be accepted - confirmed. (Note: Financial statements are at Appendix A)*

**Proposals for Life Membership:** The Chairman explained that two proposals for life membership had been received during the year and had been approved by the Management Committee meeting of 2<sup>nd</sup> September, 2016.

- Pam Hollebone - The Chairman read the citation (Appendix B) and called for the meeting to ratify the Management Committee's approval by a show of hands. The vote was overwhelmingly in favour.
- Ern Hollebone - The Chairman read the citation (Appendix C) and called for the meeting to ratify the Management Committee's approval by a show of hands. The vote was overwhelmingly in favour.

The Chairman invited Pam and Ern Hollebone to address the meeting in acknowledgement of their awards and they were warmly received.

**Election of office bearers and Management Committee members:**

| Office    | Nominee            | Proposed By        | Seconded By     |
|-----------|--------------------|--------------------|-----------------|
| President | Lloyd Seaton       | Rae Lawler         | Paul Robinson   |
| Secretary | Christopher Abbott | Patricia Wolfenden | Juno Jenkins    |
| Treasurer | Kerry Formann      | Jennifer Kokany    | Elizabeth Cross |

The Chairman announced the office bearer nominees, their proposers and seconders and declared that, since the number of nominees is equal to the number of available positions, the nominees shall be taken to be elected.

The Chairman then handed over the chair to incoming President Lloyd Seaton who said a few words of acknowledgement and went on to announce the nominees, their proposers and seconders for Management Committee membership.

| Nominee          | Proposed By      | Seconded By        |
|------------------|------------------|--------------------|
| Liz Cross        | Asha Vadujkar    | Jennifer Kokany    |
| Jennifer Glassop | Margaret Talbot  | Lloyd Seaton       |
| Ann Haydon       | Doreen Rosenbaum | June Austin        |
| Jennifer Kokany  | Kerry Formann    | Barbara Fieldhouse |
| Asha Vadujkar    | Kerry Formann    | Ross Connell       |

The Chairman declared that, since the number of nominees (5) is less than the number of available positions (7), the nominees shall be taken to be elected and that the two remaining positions shall be taken to be casual vacancies.

**General Business:**

The Chairman invited Christine Ritchie to address the meeting on the subjects of volunteering and the U3A Annual Concert. There was some lively discussion about the need for and timing of the concert and the Chairman reassured the meeting that attempts were still underway to secure a suitable venue for conduct of the annual concert early in December. Christine Ritchie offered to co-ordinate the concert.

**Close:** The Chairman declared the meeting closed at 12.15 pm.

## **APPENDIX A**

**YEAR ENDED 31<sup>ST</sup> DECEMBER, 2016**

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

|                           | <b><u>LAST YEAR</u></b> | <b><u>THIS YEAR</u></b> |
|---------------------------|-------------------------|-------------------------|
| <b><u>INCOME</u></b>      |                         |                         |
| MEMBERSHIP FEES           | 7720-00                 | 9385-00                 |
| COURSE FEES               | 25182-00                | 26664-00                |
| THEATRE PARTIES           | 5106-00                 | 475-00                  |
| DAY TRIPS                 | 1010-00                 | 684-00                  |
| E.O.T. LUNCH              | 2236-00                 | 1774-00                 |
| XMAS LUNCH                | 100-00                  | 110-00                  |
| CASH FLOATS               | 1800-00                 | 1790-00                 |
| DONATIONS                 | 145-00                  | 47-50                   |
| BANK INTEREST             | 338-62                  | 38-05                   |
| TERM DEPOSIT T/FER        | 5000-00                 |                         |
| MISCELLANEOUS             | 523-99                  |                         |
| MISC. DEPOSIT (S'TONES)   | 2300-00                 | 2800-30                 |
|                           | <b><u>51461-61</u></b>  | <b><u>43767-85</u></b>  |
| <b><u>EXPENDITURE</u></b> |                         |                         |
| COURSES                   | 979-95                  | 1264-00                 |
| THEATRE PARTIES           | 4070-60                 | 475-00                  |
| DAY TRIPS                 | 2272-20                 | 313-50                  |
| E.O.T. LUNCH              | 2667-40                 | 2072-50                 |
| XMAS LUNCH                | 178-80                  | 178-40                  |
| CASH FLOATS               | 3800-00                 | 1790-00                 |
| RENTALS                   | 15612-05                | 22789-26                |
| NEWSLETTER                | 1847-90                 | 2954-81                 |
| PRINTING/ADVERT.          | 4364-95                 | 787-25                  |
| STAT./COMPUTER            | 675-95                  | 387-03                  |
| ADMINISTRATION            | 777-70                  | 614-97                  |
| INSURANCE                 | 456-00                  | 1424-00                 |
| DEPT. OF FAIR TRADE       | 53-00                   | 100-00                  |
| U3A CONFERENCE            | 634-00                  | 551-00                  |
| PROMOTIONS                | 2027-67                 |                         |
| DONATIONS                 | 5800-00                 | 2925-00                 |
| M'SHIP REFUNDS            | 467-00                  | 211-00                  |
| BANK CHARGES              | 81-10                   |                         |
| REFRESHMENTS              | 2467-24                 | 2197-87                 |
| MISCELLANEOUS             |                         | 194-10                  |
|                           | <b><u>49233-51</u></b>  | <b><u>41229-69</u></b>  |

**APPENDIX A (cont'd)**

**YEAR ENDED 31<sup>ST</sup> DECEMBER, 2016**

**BANK RECONCILIATION**

|                          |          |          |
|--------------------------|----------|----------|
| OPENING BALANCE          |          | 7373-65  |
| LESS OPENING U/P CHEQUES | 1292-10  | 6081-55  |
| ADD RECEIPTS             | 43767-85 | 49849-40 |
| DEDUCT PAYMENTS          | 41229-69 | 8619-71  |
| ADD CLOSING U/P CHEQUES  | 4411-30  |          |
| CLOSING BALANCE          |          | 13031-01 |

CLOSING BALANCE AGREES WITH BANK STATEMENT CLOSING BALANCE AS AT 31<sup>ST</sup> DECEMBER, 2016.

**INTEREST BEARING DEPOSITS**

|                 |          |
|-----------------|----------|
| OPENING BALANCE | 10052-93 |
| INTEREST        | 177-18   |
| CLOSING BALANCE | 10230-11 |

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**APPENDIX A (cont'd)**

**STATEMENT OF AUDIT**

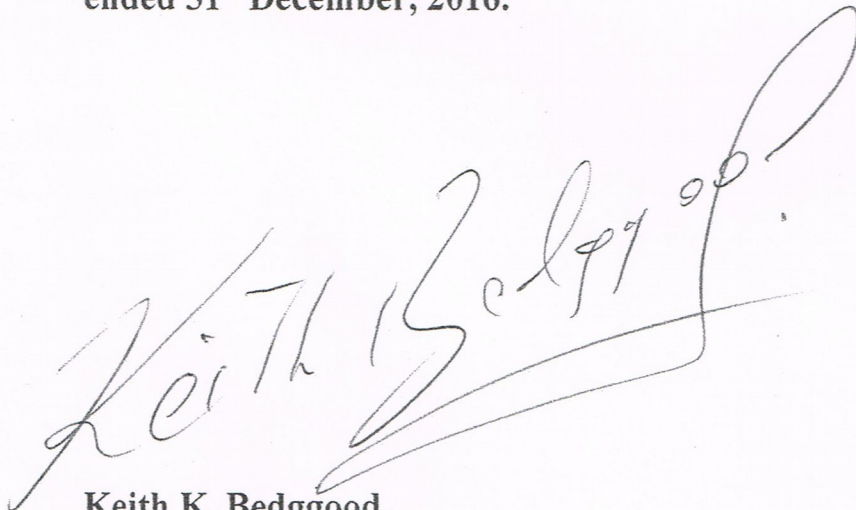
I have examined the financial books and records of the Manning Valley U3A Inc., for the year ended 2016.

Statements have been prepared covering 1) Income and Expenditure 2) Interest Bearing Deposit 3) Bank Reconciliation and 4) notes pertaining to the statement of Income and Expenditure. Some changes have been implemented in the presentation of the statement of Income and Expenditure, which should make this document easier to read.

Also included are guidance documents for the Treasurer, with regard to the recording and dissemination of financial details.

Barbara Fieldhouse, ably assisted by Kerry Formann, is to be congratulated upon her fine efforts in carrying out the Treasurer's duties.

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, 2016.

A large, stylized handwritten signature in black ink, which appears to read 'Keith K. Bedggood'.

Keith K. Bedggood.  
Honorary Auditor.  
12<sup>th</sup> February, 2017.



## **APPENDIX B**

### **Life Member Nomination - Citation in support of nomination**

#### **Member nominated for Life Membership: Pam Hollebone**

**Nominator: Brian Pope**

**Secunder: Robert Hokin**

Pam Hollebone's involvement with the Manning Valley U3A dates back to a public meeting called in May 1999, under the auspices of the Manning Valley Neighbourhood Services Inc., to investigate the need for a U3A campus based in Taree. A Steering Committee was subsequently formed and by July 1999 the Committee declared that courses would begin at the start of Term 3, 1999. Pam was a member of that inaugural committee.

As a school teacher Pam had been a proficient timetabler and it was early in the newly formed Manning Valley U3A that she became Program Director, a position she held for the next seventeen years. As Program Director Pam organised classes for each term. At first she needed to draw on people from outside the U3A to give courses, but over time members became more confident to share their knowledge and experiences.

From 1999 Pam produced the course details for the newsletter and in 2007 took over producing the newsletter in its entirety, which she continued to do until 2016.

Not only did Pam organise the courses for the U3A but she also organised theatre parties to Manning Entertainment Centre and the Upper Lansdowne Players. One day trips and river cruises were also on the agenda, as were longer trips to coincide with U3A Conferences. Pam would organise accommodation and visits to local tourist attractions for those who were not delegates as well as for the bus drivers.

For some years Pam also organised morning teas for classes and concerts, which in more recent times has been delegated to others. It was not uncommon for Pam to turn up to a morning tea with a couple of kilos of home-cooked chicken wings, or large pots of hot food!

In the early days of Manning Valley U3A, Pam gave a course on solving Cryptic Crosswords, which is still one of her pleasures. After a trip to Italy with husband Ern in 2007, Pam gave sessions on their holiday and on Ancient Rome, augmented by their holiday photos. She also served as Technical Assistant to Ern for the computer course "Beyond Solitaire".

Pam has served Manning Valley U3A for more than 17 years. For many members Pam was regarded as the 'go to' person when they needed clarification, support or advice (a multitude of interrupted meal times at the Hollebone household bears testimony to this). It gives me great pleasure to present this nomination for Life Membership, which reflects Pam's valued contribution to Manning Valley U3A.

## **APPENDIX C**

### **Life Member Nomination - Citation in support of nomination**

#### **Member nominated for Life Membership: Ern Hollebone**

**Nominator: Theresa Callanan**

**Seconder: John Knight**

Ern Hollebone's involvement with the Manning Valley U3A dates back to a public meeting called in May 1999, under the auspices of the Manning Valley Neighbourhood Services Inc., to investigate the need for a U3A campus based in Taree. A Steering Committee was subsequently formed and by July 1999 the Committee declared that courses would begin at the start of Term 3, 1999.

The first Secretary of the newly formed Manning Valley U3A was Ern Hollebone, a position he held for the next five years. Ern also filled the roles of Public Officer, Newsletter Editor until 2006 and Membership Officer until 2016. In 2008, when Manning Valley U3A moved into the computer era, it was Ern who initiated the web page and in turn became Manning Valley U3A's Webmaster, a position he still holds. After many years' committee service Ern became the President of Manning Valley U3A from 2013 to 2016.

While Ern was very involved in the administrative side of Manning Valley U3A, he was also heavily involved in teaching, no doubt due to his long career as a school teacher and later as a school principal. For nine years Ern successfully ran a computer course, 'Beyond Solitaire', which focussed primarily on word processing and accessing the Internet. The course may well be running today but for the closure of the venue, the former Taree Community College, in 2013.

Ern's love of Modern History and English Literature led him to presenting several courses in both subjects. He also presented a course in solving cryptic crosswords, and helped establish the very popular 'Sat'die Arvo Card Sharps'. Following a trip to Italy in 2007, Ern assisted wife Pam to do a series of talks about their trip. They encouraged others to do likewise, the beginning of another course, 'Armchair Traveller'. Ern assisted presenters by showing their holiday photos on a digital projector via his laptop. He would even help them organise their photos beforehand.

It gives me great pleasure to present this nomination for Life Membership, which reflects the valued and on-going contributions to Manning Valley U3A by Ern Hollebone.

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