



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 our 21st Year

DRAFT MINUTES

MANNING VALLEY U3A INC. ANNUAL GENERAL MEETING

10.00 AM MONDAY 12 OCTOBER 2020

MANNING UNITING CHURCH ALBERT STREET TAREE

1. Opening & Welcome by K Formann at 10.07 am.

2. Attendees: 41 present as per the attendance sheet

2.1 Apologies: Ellen Richardson, Judith Byrne, Helen Hannah, Lyn Breyley-Gunn, Stephanie Brown, Anne McCormack, Laurene Mulcahy (President, U3A Network NSW), Lina Ingram.

3. Minutes of previous AGM 29.4.2019 (available on our website, under 'Governance' since April 2019).

Motion: *that the minutes of the 29.4.2019 AGM be confirmed.*

Moved: C Abbott

Seconded: K Formann

CARRIED

4. Reports

4.1 President's report

(K Formann's preface to the report - *In view of the President's absence due to her ongoing ill health, I will be reading the President's Report which was delivered to our mail box on Saturday last. Please be assured that following Lina's illness and absence from any scheduled U3A meetings since the end of February, she has been kept informed of all the committee proceedings via email and hard copy. She has been given the opportunity to participate through electronic means and via conversations with fellow committee members.*)

We have all been navigating troubled waters this last 18 months and we need to help each other in any way we can to conquer the Covid virus that has put an extra twist to our problems. We have tolerated drought, bushfires, floods - and in our U3A age group a good few have passed away or been plagued with illness or accidents as may be expected as we go beyond 75. Some sadly have lost lifetime partners and close pals, even back to schooldays and grief and depression add to the almost overwhelming loneliness that can be so hard to shake off. Just as we need to relax and try to regain some pleasant socialising the Covid clamped us all in chains and restrictions which we break at our peril. Do the right thing and maintain the rules to the maximum - for the sake of hastening control of the situation and just maybe we will be back to the freedom of movement we haven't even given thought to, or thanks for in the past. The main body of the U3A has determined to keep our numbers safety foremost and as we cannot guarantee you will not be at risk if we gather in the usual way - insurance claims are a part of our possible problems - regretfully meetings of any sort will not be held for the rest of 2020 and then we will take stock of the situation. It would have been more controllable if we had our headquarters in Taree. We cannot meet in private homes for obvious insurance reasons.



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The Dept. of Fair-Trading dictates to us and we don't want to pay fines for contravening the act in NSW – I'm not sure re other states. We still see in the news that people are being careless – don't let it be you or yours, we must beat the Covid beast! Love Lina

PS I have had a heavy blow to my head and result two black eyes, making it difficult to read, write and drive. Ha! Very frustrating, apologies for not being at the committee meeting 12.10.20 – no AGM allowed till 19 April 2021 so I have time to heal – no op yet, but fingers crossed for this side of Xmas – (gallstone 3 ½ cm x 5 ½ cm x 2 cm – going to have it framed)

Love to you all and stay safe.

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

Moved: K Formann

Seconded: E Hollebone

CARRIED

4.2 Secretary's report

Fellow Members, I didn't anticipate being here today but here I am. It's not 27 April but 12 October. Roughly five and a half months later thanks to the pandemic. We're all familiar with the cliché, "the more things change, the more they stay the same". How ridiculous that now sounds. Confronted with changes we seem to have no or little control over means we respond and adapt to change in different ways. We need to recognise this as members of this U3A. Over time things have changed. Some we go with, others we resist. Some just roll over the top of us whether we like it or not. For our demographic ageing is of course one of these. Some seem 'good' and some seem 'bad'.

We go into our 22nd year of the Manning Valley U3A's existence. Great to see some very long-term members here today, such as, two of our life members, Ern and Pam Hollebone and others who were here from the start.

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. When they depart midcourse that makes life challenging for someone. I'd like to thank Kerry Formann in particular, Ann Haydon, Robyn Neufeld and Dawn Rankin for their support and advice. Heather Abbott for supporting the roles we had to take on at our place. Copyright received due attention, despite the ignorance and denial of some people who could not see how it applied to them. The committee is grateful that two members came forward when looking at the re-start process in July/August to fill two of the casual vacancies. Thanks Eileen Parr and Heather McLaughlin. Another change.

Thanks to Ross Connell for his efforts since taking over the webmaster role. We have added various items to the website, such as, the Course leaders' section with a handbook and profiles, Life Members, Media Coverage and regularly updated various sections. He installed *Jetpack* which gives statistics about the number of visitors to our website and which sections of the website they actually look at. We saw increasing levels of people interacting with the website, especially around enrolment times. It also warns him if any programs we use need updating.



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Network NSW has initiated an upgrade to their Web Hosting Service. Primarily the purpose of the Website upgrade is to: -

- Provide greater security for the Network website and the hosted websites.
- Freshen up all sites and address potential problems that have developed over more than 10 years for the Network and its users.
- Decrease the vulnerability of the entire system to all users that has arisen in the past due to some poor 'housekeeping practices' by individual U3As and Web Admin persons. I don't think this applies to us.

If you have not looked at our website lately, take a few moments to have a look! Another change ...

Good to see some people stepping forward to lead U3A into 2021. Regarding getting a committee, individuals, and the Committee approached members about nominating, mostly unsuccessfully. It was heartening to be approached by some members to speak to them about joining the Committee.

Office Bearers, committee members and course leaders are volunteers. Thanks to those members who appreciate our efforts. Unfortunately, there are some members who forget this basic feature of the roles. Occasionally, we are treated rudely, poorly, disrespectfully.

We know we have an ageing membership. Numbers have held about the same as previously varying between 300 and 400. Currently there are 333. 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 online and print versions, on radio and putting the newsletter and revised promotional leaflets out there, for example, five committee members spent two mornings in January prior to the Term 1 enrolment period at Taree City Centre handing out some 250 leaflets to appropriate passers-by. For these efforts we do not see great results. It is well recognised that word of mouth is the best method of spreading the word. So, if you know someone in the younger age group or any semi-retired/retired people then talk to them directly about U3A. Take the leaflet on your seat and give it to someone you know who is not a member. Help them make the change!

Change of courses. Change of course leaders. Loss and gain. Some very stable offerings but they don't appeal to all our members. So, we gain new members, and we lose others for all sorts of reasons. I surveyed non returning members and found out that no appeal was only one reason. Others include travel, sickness, family commitments, moved out of area, and fortunately for a few only, issues with a course leader or other members.

Generally, our course offerings are highly regarded by many. Our course leaders are vital, and we thank them all for their efforts, we need to continue to develop new / different courses 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 you have heard this before ... isn't it about time that you offered a course? Why not offer a one off, 2-4 weeks in a block or a whole term.



88% members enrolled in a course at the commencement of term two. For term four this is expectedly much lower. Class participation rates are interesting. In term two about 69% enrolled in one course, about 22% did two; about 6% did three, 1.4% did four; 1.4 % did 5 and a member did 6. We could all change our ways a little. It would be nice to see members investigate a second course from time to time.

My three year plus term as Secretary ends, another change.

I'd like to thank all those I have interacted with during this time. Try not to believe some of the things you hear from some sources about what is or isn't happening in U3A. Check with the people who know what's going on, that is, the relevant member of the management committee, especially the Secretary, whoever that may be.

Christopher Abbott
Secretary

Motion: That the Secretary's report be received.

Moved: C Abbott

Seconded: H McLaughlin

CARRIED

4.3 Treasurer's report

Again, I have the pleasure in presenting to the members, the financial statements of the association for the year ended 31 December 2019. I would like to express my appreciation to our honorary auditor, Keith Bedggood, for his assistance and work throughout the year. I would also like to offer my thanks to my fellow committee members, who have helped me fulfil 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 \$32,406.81 against **Total Cash Outflow** of \$41,464.75

This reflects a **Cash Deficit** of \$9,057.94. This deficit is exaggerated by the Term 4 2018 Rent of \$3,932.10 and \$3,000.00 Silver Tones Donations money paid in early 2019. This total of \$6,932.10 is noted in the previous year's Treasurer's Report as **Cash Surplus** due to these funds being held over for payment until the following year. Our 20th anniversary luncheon subsidy of \$877.00, higher administrative and advertising costs, course refund costs, U3A conference costs, etc, contributed to the total deficit of \$9,057.94.

The account balance at Regional Australia Bank was \$11,590.78 as at 31 December 2019.

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



The interest-bearing deposit was \$10,837.97.

I wish to make note of the following items:

- * Our major expense for the year continued to be rent for our class venues. We offered a large variety of courses necessitating more venues with a lower annual membership.
- * Administration costs were significantly higher due to meeting standards required relating changes in regulations and policies.

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

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: R Neufeld

CARRIED

5. Management Committee Elections (nominations received at COB 5.10.20)

Member John Dun announced the results.

5.1 Election of three office bearers – President, Secretary, Treasurer

NOMINEE		PROPOSER	SECONDER
President	Dawn Rankin	Christopher Abbott	Kerry Formann
Secretary	Heather McLaughlin	Heather Abbott	Ann Haydon
Treasurer	Eileen Parr	Kerry Formann	Christopher Abbott

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

5.2 Election of up to seven committee members

NOMINEE	PROPOSER	SECONDER
Heather Abbott	Dawn Rankin	Ann Haydon
Ross Connell	June Austin	Christine Ritchie
Robyn Neufeld	Heather McLaughlin	Eileen Parr



Since the number of nominees is less than the number of available positions, the nominees shall be taken to be elected. A vacancy may be filled by a casual appointment. The elected stood for recognition.

Motion: *That the nominees be ratified in these positions by the members present.*

Moved: J Dun

Seconded: K Formann

CARRIED

5.3 Handover to the incoming President and words of acknowledgement by Dawn Rankin.

Dawn spoke briefly about thanking those departing the committee and welcoming those joining it. She looked forward to a positive future.

6. General Business

6.1 R Neufeld spoke briefly about the contribution of C Abbott to the U3A over the last few months in particular and presented him with a gift of thanks.

6.2 Life Membership Pamela (Pam) Archer OAM

The Management Committee meeting of 3.7.20 approved the nomination of Pamela (Pam) Archer for Life Membership being nominated by Chris Abbott and seconded by Glenda Varela.

The Secretary C Abbott read the citation for P Archer.

Life Membership citation for PAMELA ARCHER

Pamela (Pam) Archer (OAM) has given long and distinguished service to the Manning Valley U3A and the wider local community through her leadership and service to music and musical education specifically of the U3A's choir, the Silver Tones Singers.

Pam is widely known for her contribution and service to multiple music initiatives and activities in the Manning Valley. She collaborated with many schools, performers, and productions over a long period of time.

She demonstrated an ongoing commitment to this U3A course, the Silver Tones Singers, for ten and a half years. Pam was the founding musical director when the choir commenced in October 2009 until her retirement in March 2020. The choir began with 31 members and grew to 60 plus over this time. Under Pam's guidance singers of all abilities were welcomed and included in the choir's program and performances.

Pam developed the confidence and competence of the choir moving from only singing in unison to singing in as many as four parts.

As the choir became better known to the wider community, they were invited to sing at various concerts. These included Manning Winter Festival, Bonnie Wingham Scottish Festival, Remembrance Day, and many retirement village performances.

Under Pam's leadership two concerts are targeted specifically at raising funds for local charities and these are performed annually at various venues in the area. Since 2014 and to date these have raised \$18,060. Support was provided for the Manning Base Hospital Children's ward, Can Assist, Push for



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Palliative, Women's refuges, Homeless Support Service, and the Manning Uniting church's welfare projects.

All these performances and the associated donations enhanced the standing of our U3A in the Manning Valley and further afield.

Pam made an outstanding contribution to the success of the Silver Tones and the U3A in promoting music education for its members.

Nominator: Chris Abbott Seconded: Glenda Varela

Motion: That this AGM ratify the granting of Life Membership of the Manning Valley U3A Inc. to Pamela (Pam) Archer OAM

Moved: K Formann

Seconded: D Palmer

CARRIED with acclamation

- Presentation of Life Member Certificate, citation, and badge to Pam Archer by two fellow Life Members Ern and Pam Hollebone.
- Ern Hollebone spoke highly of Pam's teaching ability and skills in the role.
- Pam Hollebone spoke about the process of getting Pam to take on the role back in 2009.
- In reply, Pam Archer spoke about the enjoyment she received from working in this role over the ten-year period.
- Pam Phillips performed two songs in honour of Pam. She was accompanied by Pam Archer.
- Pam Phillips also spoke briefly about the longevity of their relationship over many years prior to their involvement in U3A and The Silver Tones.

6.3 Message from the President U3A Network NSW was read by K Formann to the meeting as provided.

Dear Members of Manning Valley U3A,

I do apologise for my absence, but circumstances have interfered with my plans to be with you today.

I offer sincere congratulation to your outgoing committee members for the challenges they have faced and surmounted in this difficult COVID-19 period and a warm welcome to your newly elected committee members. We are all facing a future with unknown variables, but I know that with everyone supporting each other and finding creative solutions, opportunities do appear, and we endure and prosper.

Chris Abbott has kept me informed of your progress towards reopening. It is especially thrilling to note the 2 new courses being offered. I wish I lived closer because the Acrylic Pour Art appeals to me. Slowly our world is easing back to a more manageable 'normal' as our State Government continues to ease and modify restriction especially those related to social distancing.

It was so disappointing not being able to hold our conference in Shellharbour this year, but U3A Network NSW is planning and preparing for the Annual Conference in Wagga Wagga on 12 and 13 April 2021. All the details will be posted on the Networks website later this year. Please join us as we aim to "Rekindle the Spirit", our theme for the conference.



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Our Web Administrator, Phil, is constantly adding important and useful items to the Networks website so I encourage you to log on and see what is available.

Your continued support as members of Manning Valley U3A is evidence that healthy ageing is enriched by attending courses and forming new friendships.

Best wishes
Laurene Mulcahy
President
U3A Network NSW

There was no further business.

Meeting Closed at 11.15 am

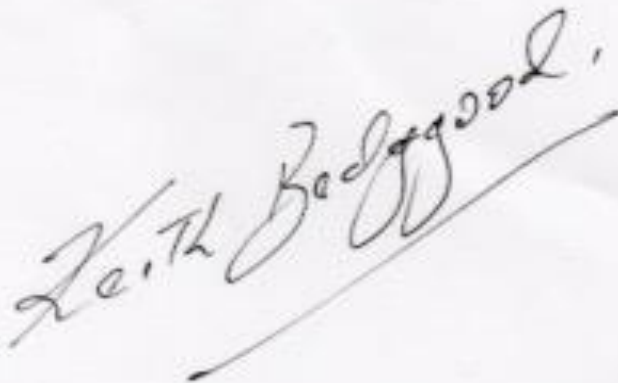
STATEMENT OF AUDIT

I have examined the financial books and records of the Manning Valley U3A Inc., for the year ended 31st December, 2019. Statements have been prepared covering 1) Income and Expenditure 2) Interest Bearing Deposits and 3) Bank Reconciliation.

I believe that these statements provide a true and accurate summation of the organisation's financial activities for the year ended 31st December, 2019.

Your Treasurer, Kerry Formann, has again carried out her duties in splendid manner. I understand, with regret, that Kerry will not be your auditor for the year 2020. I offer my congratulations upon her efforts, and wish her well in the future.

I look forward to meeting your new Treasurer in due course.



Keith K. Bedggood.
Honorary Auditor.
2nd March, 2020

MANNING VALLEY U3A **YEAR ENDED 31ST DECEMBER, 2019**

STATEMENT OF INCOME AND EXPENDITURE

<u>INCOME</u>	<u>LAST YEAR</u>	<u>THIS YEAR</u>
MEMBERSHIP FEES	4500-00	4380-00
COURSE FEES	21037-00	20759-00
E.O.T. LUNCH	1283-00	972-00
XMAS LUNCH	120-00	
DONATIONS	70-50	84-04
BANK INTEREST	50-53	31-17
NEWSLETTERS	1525-00	1434-00
MISC....SILVERTONES	3000-10	3160-00
PORT. MACQ. U3A	1096-03	
ADJUSTMENT	-10	-40
ANNIVERSARY LUNCHEON		1587-00
	32682-26	32406-81
<u>EXPENDITURE</u>		
COURSES	954-00	1475-20
E.O.T. LUNCH	1558-30	1090-00
XMAS LUNCH	120-00	
RENTALS	13357-10	17422-30
PRINTING/ADVERT/NEWS.	2726-55	3679-56
STAT./COMPUTER	646-49	565-34
POSTAGE	888-86	1039-95
ADMINISTRATION	280-60	3381-27
INSURANCE	685-20	329-07
DEPT. OF FAIR TRADE	45-00	46-00
U3A CONFERENCE	121-20	873-80
DONATIONS	230-00	6160-00
M'SHIP REFUNDS	61-00	537-15
BANK CHARGES	126-50	61-50
REFRESHMENTS	2439-12	2339-61
MISCELLANEOUS	27-00	
ANNIVERSARY LUNCHEON		2464-00
	24266-92	41464-75

N.B. For this financial year, expenditure exceeded revenue by \$9057-94.



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MANNING VALLEY U3A **YEAR ENDED 31ST DECEMBER, 2019**

BANK RECONCILIATION

OPENING BALANCE	21310-22
LESS OP. U/P CHEQUES	1238-50
	20071-72
ADD U/P CHEQUES NOW STALE	565-00
	20636-72
ADD RECEIPTS	32406-81
	53043-53
DEDUCT PAYMENTS	41464-75
	11578-78
ADD CLOS. U/P CHEQUES	12-00
CLOSING BALANCE	11590-78

CLOSING BALANCE AGREES WITH BANK STATEMENT CLOSING BALANCE AS AT
31ST DECEMBER, 2019.



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MANNING VALLEY U3A
YEAR ENDED 31ST DECEMBER, 2019

INTEREST BEARING DEPOSITS

OPENING BALANCE	10634-95
INTEREST	203-02
CLOSING BALANCE	10837-97
