

## Minutes of 27th Annual General Meeting

6 September 2021 2pm

Zoom Video meeting

**Chairperson:** Jeanette Keane – President

**Zoom Facilitators:** David Purdon, AGM Coordinator & Tim Keane

<p><b>1. Welcome</b></p>	<ul style="list-style-type: none"> <li>The Chairperson welcomed all members present (see appendix A)</li> </ul>
<p><b>2. Apologies &amp; Proxies</b></p>	<ul style="list-style-type: none"> <li>See appendix B</li> </ul>
<p><b>3. Confirmation of minutes</b></p>	<ul style="list-style-type: none"> <li>Minutes of 26<sup>th</sup> AGM were available on the Dandenong U3A website. All attending the meeting were reminded prior to the meeting.</li> <li>The minutes of the 26<sup>th</sup> AGM were unanimously approved – see Appendix C.             <ul style="list-style-type: none"> <li>Proposed: David Purdon</li> <li>Seconded: Jeanette Keane</li> </ul> </li> <li>There were no matters arising.</li> </ul>
<p><b>4. Annual Report</b></p>	<ul style="list-style-type: none"> <li>The Annual Report was available on the Dandenong U3A website. All attending the meeting were reminded prior to the meeting.</li> <li>Jeanette Keane provided highlights from the Annual Report.             <ul style="list-style-type: none"> <li>➤ The committee has put in an enormous effort to keep Dandenong U3A functioning and complying with continually changing regulations and restrictions to our operations.</li> <li>➤ Cooperation of all members especially Tutors/course coordinators and now covid marshals in assisting in ensuring compliance to the regulations</li> <li>➤ The introduction of our new venue - the Gloria Pyke Netball Complex.</li> </ul> </li> <li>The introduction of the online enrolment and membership management functions which are accessed through the web site. This enabled             <ul style="list-style-type: none"> <li>➤ enrolment and</li> <li>➤ payment of membership online and</li> <li>➤ for updates on the impact of the changing restrictions being easily emailed to members.</li> </ul> </li> <li>Adjusting the timetable, coping with             <ul style="list-style-type: none"> <li>➤ restriction of numbers in venues,</li> <li>➤ communicating the on again, off again courses,</li> <li>➤ Use of zoom so some courses are unaffected by lockdowns and</li> <li>➤ other courses showing flexibility by changing from face to face to zoom.</li> </ul> <p>We have had several courses that transitioned to zoom for the full semester One of theme being Rita’s Italian class (Rita sent her apologies for today) anyway she has successfully continued her course with consistent attendance.</p> </li> </ul>

Other courses such as current affairs are able to switch from meeting in person to zoom without skipping a beat. They are working on being our first course to be able to be both in person and on zoom at the same time. Once we have the issues with this sorted and hopefully, we will receive the grant money for more equipment we will be able to convert other courses to this hybrid format.

- Ongoing challenges
  - Finding members willing to participate in the committee to fill the vacant positions so we can continue to offer our current program and possibly enhance and expand. Some committee roles can be performed “part time”
  - Without key committee members we are severely hamstrung in our ability to provide the service you have come to expect.
  - Developing process for enabling Hybrid courses – Courses where we have some members attending face to face and some by zoom
  - Membership is significantly down on previous years. – challenge is how to increase membership
  - Succession planning as many Tutors /course coordinators have been in their role for many years

## 5. Financial Statements

- The Annual Report together with Financial Statements for the previous financial year were available on the Dandenong U3A website. All attending the meeting were reminded prior to the meeting.
  - The Financial Statements were prepared by Claudia Cespedes Treasurer and shared on screen.
    - Jeanette Keane, provided a short summary of the financials including the annual Budget for the 2021-22 year
    - The financial position at the beginning of the year remained unsatisfactory
    - An operating deficit of over \$11,000 at the end of the previous financial year. The Committee of Management had last year developed actions to address this situation, and some actions were implemented this year with a view to:
      - Reducing operating costs - The most significant cost is venue hire for our meetings – this was significantly reduced by using the Gloria Pyke Netball Complex
      - Improving income - unable to hold the Expo (yet) but we did a Bunnings sausage sizzle
      - Using a budget spreadsheet for monthly tracking of our finance
  - The proposal -“This AGM accepts the Annual Report including Financials, as provided and endorsed by the Committee of Management at their July monthly meeting” was unanimously approved – see Appendix C.
    - Proposed: David Purdon
    - Seconded: Jeanette Keane
- There were no matters arising.
- Membership Fees
    - Membership Fee for 2021/2022
    - Standard \$70
    - Tutor \$35

Note: However due to lockdowns preventing us running many courses, current financial members re-joining next year will be offered a discounted membership fee.

The discount will be determined just before the start of the next membership year based on the proportion of the year where courses were cancelled due to lockdown.

This AGM ratifies the membership fees for the Financial Year 2022; Standard \$70, Tutors \$35 were unanimously approved – see Appendix C.

- Proposed: Jeanette Keane
- Seconded: David Purdon

## 6. Fundraising – grants and sponsorship

- Given our financial situation, we need a member to join the committee to organising Fundraising activities
- Also, this person could be pivotal in expanding our activities by looking for opportunities to/and apply for grants and sponsorship. Help is always available in wording etc. for the applications.
- Someone to fill this position is critical to our survival, we don't want to put our membership fees up anymore but without either some sponsorship or grants, along with more members we will be financially unviable.

## 7. Program

- Many Tutors /course coordinators have been in their role for many years, some for up to 15 years and more
  - For various reasons they are considering stepping away from the role
  - They feel unable to do so without letting members down
  - Challenge is to find members who are willing to take over the role so that the course can continue
  - If you feel you could help out speak with the current tutor and the Program Co-Ordinator, to help initially
  - Remembering that everyone has different styles of instruction. Don't feel judged if you present a class differently

Richard Ryan spoke about recommencing as a Tutor for his History course but that won't happen until we can return to face to face classes as zoom is not compatible with the way he likes to present his course. - We look forward to him returning as a Tutor when face to face classes can commence

## 8. Support Positions

- The roles of President and Office Manager will retain the current incumbents. Treasurer and Program Coordinator have been re-elected as there were no other nominations.
- A number of members have volunteered to provide support to the Committee.:

Support / Non-Committee	
Office Volunteer	Evelyn Beaucasin
Expo	Lorraine Bishop
Social Events	Kerry Hicks
Social Events	Dorothea Kassell
Newsletter/ Publicity Support	David Purdon
Grants Support	Margot Schuhmacher
Publicity Support	Alan Stevenson
General support	Elaine Wilson
Publicity / Social Media	Judy Allen

- The offer of support from these members is graciously welcomed and each will be contacted following the first meeting of the new Committee in mid-October.
- Request was made to attendees for anyone who would like to help – no offers were noted at the time. If members didn't want to speak up at the meeting could they please contact the President if they would like any further information about any of the roles and if they would like to assist the committee.

## 8. General Business

- The Kevin McKintyre award was bestowed upon June Crowley.
  - This award was initiated in 2010 by Shirley Constantine in recognition of the work done by Kevin McKintyre.
  - June has been a member and has led the singing group for many years. She has promoted Dandenong U3A by organising performances at various venues in the area such as nursing homes and shopping centres. June joined us at the AGM by phone (it was difficult for those on zoom to hear her)

## 9. Guest Speaker

### Sue Dawkins and Ann Banham U3A Hobsons Bay/Williamstown

Small number of long running classes, Elderly membership  
Venue is an old cottage on a school campus

#### **Committee**

Elderly committee not able to participate with online platforms  
Fortunately, new Committee members had been recruited and were able to take over. Older ones stepped down from Committee but kept engaged in the Club

Committee met fortnightly via Zoom and were very active across all aspects  
Committee size expanded in 2021 to make roles manageable – selling idea to come on board

Focus on engagement with members and tutors

#### **Journey - Growth in members**

Satisfaction of members - regularly seeking suggestions

Increase number and range of activities

Increase level of digital skills with support of Network and grants

Increase awareness of the Club in the local community and with Council

Offerings increased from 16 to 51 (220%)

Range of delivery methods including face-to face, Zoom and outdoor activities

Five one-off activities via Zoom using local business & professional people, local organisations

Agile adapting to COVID context

#### **Growth – elements of our success**

- Member engagement strategy
- Tutor engagement strategy
- Offerings
- Grant success providing funding for innovation
- Keeping fees low
- Communication
- Projects - implementing UMAS & refurbishing the Cottage
- Active committee responding to Covid

#### **Tutors/convenors engagement strategy**

Recruited by word of mouth and growing profile of U3A in the local community

Running tutor workshops for training and support

Using grant money to run professional development sessions e.g. Well-being and dealing with challenging behaviours, first aid

Regular communications to tutors and seeking their feedback

#### **Communication to Members**

Newsletter (published on line and printed copies available)

News flashes – fortnightly by email

Website

Word of mouth

Facebook

Discussion followed

Re classes on zoom, Attracting new members – believe mainly by word of mouth and having different one off activities

Agreed to follow up with further conversations, invites to Current affairs on zoom and when allowed visit for cycling and visits to learn from each other.

Ghost tour recommended.

**Meeting closed at 3:15 pm**

## Appendix A– Members Present

#	Name	#	Name
1	Tim Keane	22	Lily Lam
2	David Purdon	23	Linda Bridal
3	Alan Stevenson	24	Margery Angelucci
4	Cjeng Toh	25	Margot Schuhmacher
5	Claudia Cespedes	26	Peter Moylan
6	Clive Gould	27	Raelene Curtis
7	Danielle Herbereau de Lachaise	28	Richard Ryan
8	David Nassau	29	Rikki Davies
9	David Weatherhead	30	Ross Blackwood
10	Dick Raymond	31	Romaine Siriwardene
11	Dorothea Kassell	32	Shirley Constantine
12	Elaine Jukes	33	Gloria Skalicka
13	Elaine Wilson	34	Judy Allen
14	Erika/ Miguel Belmar	35	Trish Hosemans
15	Evelyn Meindertsma	36	Vic Whitewood
16	Gillian Sladen	37	Vivienne Fernandes
17	Heather Seymour	38	Yvonne Toomey
18	Jackie Chedgy		
19	Jeanette Keane		
20	Jim Archibald		
21	Kerry Hicks		

### Guests

U3A Hobsons Bay/Williamstown  
Sue Dawkins and Ann Banham

## Appendix B – Apologies / Proxies

#	Surname	Given Name	Proxy
1	Bertagno	Maria	
2	Bishop	Lorraine	Vivienne Fernandes
3	Bonto	Sandra	
4	Bowyer	Joan	
5	Braganza	Melissa	
6	Briones	Lolita	Gloria Scalicka
7	Bruni	Hind	
8	Camillo	Fernanda	
9	Clothier	Loretta	
10	Colvin	Margaret	
11	D'Silva	Sorrel	
12	Daly	Anne	David Nassau
13	Fincham	Kevin	
14	Foenander	Sandra	
15	Gliddon	Craig	
16	Harris	Els	
17	Jones	Murray	Jeanette Keane
18	Kwok	Elizabeth	

19	Martin	Beryl	
20	Martin	Raymond	
21	Paull	Thelma	
22	Peck	Robert	
23	Perera	Hamilton	
24	Quong	Marie	Vivienne Fernandes
25	Romano	Rita	
26	Sheffield	Margaret	
27	Wade	Daniele	
28	Williams	Gladys	

## Appendix C – Summary of Polling

Summary		
<b>Approved - Minutes of the 26th Annual General Meeting</b>		
Yes	27	100.00%
No	0	0.00%
	38	71.05%

<b>“This AGM accepts the Annual Report including Profit &amp; Loss Report &amp; Budget, as provided and endorsed by the Committee at the July 2021 monthly meeting”</b>		
Yes	30	100.00%
No	0	0.00%
	38	88.94%

<b>This AGM ratifies the membership fees for the Financial Year 2022:: Standard \$70, Tutors \$35</b>		
Yes	35	100.00%
No	0	0.00%
	38	92.10%