

Detail - when issue raised	Status	Review and Future Actions for 2023/24 Meeting 18/07/2023
Unclear whether we are receiving all possible donations	WIP	Committee Support Role possible grants currently being monitored by MS No suitable grants identified at present - If grant identified then form a sub committee to apply and manage grant.
More work needs to be done to ensure that we obtain available grants	WIP	need to attempt to source some sponsorship/donations from local business
Fund raising activities to be expanded to include raffle tickets with sponsored prizes	WIP	Committee Support Role - Have attempted to source raffle prizes with limited success
Fund Raising with Bunnings Sausage sizzles	Ongoing	more sausage sizzles - need volunteers to organise committee support role
Make greater use of the Network Publicity capability to support U3A Dandenong including the Network Growth Project	Ongoing	Call again for volunteer for Marketing / Publicity role and that member to participate in Zoom Network Marketing sessions for learnings and ideas. Updated U3A network site info - find a U3A
Drop off brochures at venues that are likely to attract suitable member candidates	Ongoing	Continue to put brochures in more places in libraries and RSL's and other suitable community venues Updated U3A network site info - find a U3A Dandenong Show audience was wrong demographic, Also tried volunteer expo run by council. Will continue to be on the look out for other possibly suitable events
Use seniors week as a publicity platform	WIP	added classes to seniors week and will continue in future. Will Also try to get Seniors Month advertising on Dandenong council WebSite static display at Waverley Gardens for Seniors Month
Make greater use of local newspapers and council web sites	Ongoing	Gab Williams & Julian Hill & Claire O' Neill have news letter - perhaps we could add to that along with Dandy News - Managed to Achieve inclusion in Dandy news once. Try again to get it advertised on council web site Had a Stall at Dandenong Show and Volunteer Expo

U3A - Dandenong

Action Log

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Ensure that the benefits of membership are publicised: <input type="checkbox"/> Friendships <input type="checkbox"/> Boost of confidence <input type="checkbox"/> good for health <input type="checkbox"/> purpose in life/ reason to get out of bed in the morning <input type="checkbox"/> beats housework <input type="checkbox"/> blessing - great for people living on their own	Paused	marketing and Publicity role
Show U3A movie at appropriate shows	WIP	slide show created for volunteer expo - focus was sourcing new Tutor Volunteers
PURPOSE: To assist in dispelling the notion of intellectual decline with age, by making others aware of the potential of older adults for intellectual, cultural, physical and aesthetic capabilities.	Paused	
The U3A Dandenong Organisation Chart does not reflect the needs as identified from the workshop - Some key roles do not exist e.g. membership Director, Publicity Director. Early priority is a clear organisation structure and role descriptions	Ongoing	Review Annually Structure unchanged from last year
Need to review Committee roles and ensure that they match with the vision & purpose	Ongoing	Review Annually - Description still current
Network Representative	Ongoing	Network rep role is still part of President role
PURPOSE: To exchange ideas and resources with other U3As in both Australia and overseas	Ongoing	continue to make contact with other U3A committee members attended state conference continue to attend Network meetings as most are on zoom Hosted regional Network meeting
Publish and communicate strategy and vision	Ongoing	included in Annual Reports
Policy and process are not always clear or dated	Ongoing	Annual Review of Policy and Procedure Documents

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Some members/ committee members lack desire to take on full role	Ongoing	Changed roles to be Support roles to allow committee members to do a variety of tasks as small projects need to encourage more members to become committee support members
Investigate possible merger options with other U3A's if committee roles are not filled	Not Started	workshop risks and opportunities of potential merger with a neighbouring U3A to determine feasibility
Teach the skill of tutoring	WIP	Organise a Tutor/course coordinator get together to discuss the role and any assistance required. Some assistance is available from Network
Arrange for each tutor to have an assistant tutor to encourage the development of new tutors	WIP	encourage those who were covid marshals to be assistants - up to tutor to arrange. Check role description/tutor manual for role description for assistant Discuss at Tutor/coordinator meetings
Computer course attendees - convert to other classes	Paused	Clive only doing beginners course if demand is there
PURPOSE: To provide mature individuals in complete or partial retirement from the workforce, or at home, programs, activities and social contacts for development and stimulation.	Ongoing	Hybrid course added to network site. Have equipment available to run classes as hybrid
How to revive classes that are failing, Tutor replacement.	Ongoing	email members about these classes with details on the activity need to do this regularly
How to start new classes	Ongoing	Email members about class ideas to get an idea of interest. U3A Network has some course guides to try to start up new courses if we can find coordinators to run the courses
The current focus on "Risk Management" needs to be relabeled to "Health and Safety"	Ongoing	Review Annually Health and Safety documents and section in Members Handbook reviewed and updated

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Lack of First Aid knowledge	Ongoing	Reviewed first aid kit contents and updated - need to do annually awareness training conducted - need to do annually Still need to identify more first aiders
Providing new members with a list of do and don't does not effectively get the Health and Safety message across	Ongoing	Visited exercise classes and some other classes to read out updated Health and Safety docs. Need to repeat process annually
Induction/Membership	WIP	make phone call to welcome and explain a bit more about U3A Dandenong (need to create script) Followed up with new members who hadnt paid/enrolled - need to do so each 6 months possible new member morning tea? Discuss attendance for Tutors meeting and how to handle those who never attend classes they are enrolled in.
Committee Meeting minutes	Ongoing	Call again for volunteer for Secretary role part of secretary role - currently being done by President for committee meetings until AGM meeting minutes posted on web site
Member capabilities and skills not identified	WIP	members survey combine with welcome process
There is no clear membership target	WIP	set min Target to 200 members
Encourage the Introduction new members e.g. bring a friend	Ongoing	continue to participate in Seniors month each year - to ask members to bring a friend
Conduct survey of members - understand demographic	WIP	Member survey
Implement the action log for meetings and controlling results	Paused	revive action log after AGM with new secretary
Class attendance records now logged. The data is available for analysis.	Ongoing	Network has no plans to develop electronic attendance - need to continue using paper versions average attendance is 60% Attendance sheet collected and reviewed at end of each semester
Use regional opportunities/organise cluster meetings	Ongoing	Distance Membership introduced so can join other u3a's where zoom courses are offered. Dandenong U3A has trialed distance membership
Offer a buddy system particularly for those without internet / living on their own	Ongoing	include in part of new member script