

Draft Minutes of 29th Annual General Meeting

12 September 2023 1pm
Dandenong RSL – Anzac Room

Chairperson: Jeanette Keane – President

Minute Secretary for AGM: Alan Beale

1. Welcome

The President welcomed all members present (see appendix A)

2. Apologies & Proxies

See appendix B

- Proposal 1: The apologies be accepted –
- Proposed by: Tim Keane
- Seconded: Raelene Curtis
- There were no matters arising.

Carried

3. Confirmation of minutes

Minutes of 28th AGM are available on the Dandenong U3A website. And a hard copy provided on each of the tables.

- There were no matters arising.
- Proposal 2: that the minutes be accepted as a true record -
- Proposed By: David Nassau
- Seconded: Tim Keane

Carried

4. Annual Report

The Annual Report was available on the Dandenong U3A website. And a hard copy provided on each of the tables.

Jeanette Keane Thanked volunteers.

- There are many members who contribute to the running of U3A Dandenong without whom, we would not be able to run all the activities that you enjoy.
- Special Thank you to all our Tutors and Course Coordinators as without your efforts we would have no courses. I have along with several others stepped in to cover absences for holidays or illness and have gained an appreciation the effort required to prepare and conduct classes for 39 weeks and the reward for doing this. We have Thelma who is stepping down from tutoring after many years – thank you for your contribution.
- Kevin McIntyre Award – presented to Evelyn Beaucasin
- Thank you to the committee for your ongoing support.
- We have a fantastic committee. All continue to put in lots of effort behind the scenes to keep U3A Dandenong functioning.

5. Program, Social, Fundraising and Marketing

Raelene Curtis presented a report on the Program, Social, Fundraising and Marketing

- To all the course Tutors and Coordinators for, without you, we would not have a U3A or classes to attend. – Thank You
- To all the people who helped at the events for fundraising and marketing, - Bunnings Sausage Sizzle, Dandenong Show, Volunteer Expo and Seniors Month. - Thank you
- To all the members who have supported events by attending - Resuscitate a Mate, Christmas in July and this AGM – Thank you
- Volunteering is very special and something that most people could aspire too. It is rewarding, and feels good to know that you have helped in some way to make a difference in some one's life. So, please consider this when we are looking for some volunteers.
- As for timetabling, most classes have remained the same. Having said that, Raelene has heard whispers of some tutors tiring, so asked all members to please consider stepping up and assisting our very special tutors, so they don't burn out.
- There are still some classes running on very low numbers, so asked all members to please consider joining or promoting these classes to others.
- Raelene also noted that there are a lot of people signed up to classes that they do not attend. Raelene asked members to please be considerate; if you are not going to participate in these classes, please let us know so that we can take your name off the list so there is room for someone else. Especially, where the class is full.

6. Newsletter and Communications

Jeanette Keane Presented for the rest of the meeting -

The newsletter continues provide an update on class activity.

It is reliant on Tutors /Course Coordinators providing activity reports in a timely manner when asked. (Note Tutor/ Course Coordinator may ask a course member to write the report for the class)

We are trying to make the newsletter smaller by focusing on a theme – eg exercise type classes and making it more frequent.

Jeanette said she had tried to strike the balance between drowning members in emails and keeping members informed of things members need or might like to know. Hopefully have been successful.

Jeanette requested members to Please make sure that any members you know of who don't have email know what is in the emails.

U3A network

This year U3A Network (Victoria) has provided zoom sessions on staying safe on line, only a few members have signed up to these sessions, but for those who have they have been very informative

We have now removed the covid vax requirement from the joining process

7. Office

Thank you to our office volunteers:

Alan Beale – Office Manager

- Evelyn Beaucasin
- Babes Sevilla
- Claudia Cespedes
- And welcome a new volunteer - Tracy Edmonds

We are continuing to take steps to further de-clutter the office and storage cupboard at POD as both areas contain much equipment we no longer use so we are hoping to have an equipment sale sometime over the next year.

8. Constitution

Our constitution was previously updated in 2018,

since then, we have a

- new web site,
- email addresses and
- introduced UMAS which means we manage memberships on line rather than by paper forms.
- We changed the membership year to be calendar year and removed reference to associate members.
- There has also been clarification with regards to privacy and notice of meetings

The constitution has been updated to reflect these. The copy you have on your tables has a line in the left margin to show where the changes are. They are all in the first 9 pages and on page 30

Our By Laws have also been updated mainly for clarification

- Membership types are defined in the By-laws.
- Office hours were removed as these hours change frequently depending on availability of volunteers.
- Semester dates definition was reworded.

The copy you have on your tables has a line in the left margin to show where the changes are.

Proposal 3 - Do you accept the amended constitution?

- Proposed by – Rikki Davies
- Seconded by – Dorothea Kassell

Carried

9. Financial Statements

The Annual Report together with Financial Statements for the previous financial year were available on the Dandenong U3A website. And a hard copy provided on each of the tables.

- 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 2022-23 year.
- The financial position remains good as we again have managed to have a small surplus for the 22-23 financial year.
- Looking forward we will continue to request and appreciate support from members for our fund-raising activities as these activities provide a buffer against increasing costs so we don't have to raise our membership fees.

Memberships

- Life Membership – currently have Shirley Constantine as a life member and we would also like to make James Archibald a life member for his many years of service to U3A Dandenong as President and committee member.
- Our annual budget for FY23 - 24 is based on the following membership fees for the full calendar year
- Distance Membership was trialled this year for members who only attend zoom courses or outdoor activities including Hiking, Cycling and Walking
- full membership to remain at \$70
- Tutor / Course Coordinator membership at \$35
- Distance membership at \$35
- Proposal #4 - This AGM ratifies the membership fees for the Calendar Year 2024;
- Full membership \$70,
- Tutors / Course Coordinators \$35
- Distance membership at \$35
- Proposed: Lorraine Bishop
- Seconded: Richard Ryan

Carried

- Proposal 5 - This AGM accepts the Financial Report - Profit & Loss Report & Budget, as provided and endorsed by the Committee of Management at the July 2022 monthly meeting.
- Proposed: Raelene Curtis
- Seconded: David Nassau

Carried

There were no matters arising.

10. Ongoing Challenges

- We would still like more members willing to participate in the committee. You can start as committee support to do a project –
 - run a Bunnings BBQ,
 - securing a grant and coordinating spending of that money.
 - Organising a social activity or
 - coordinating the participation in an event to raise our profile in the community
- Without key committee members we are severely hamstrung in our ability to provide the service you have come to expect. – Sometimes we need 3 signatures – President, Secretary and Treasurer and these need to be different people – so we are stopped at step1.
- Later in the meeting we will be looking for nominations for committee positions. If we fail to find some members who will effectively contribute to the committee’s activities, then we will start investigating the feasibility of merging with another local U3A

Members Survey

Copies of a survey form were distributed.
 All attendees were invited to complete a survey form.
 The completed forms were collected at the end of the AGM.

11. Committee Roles - Elections

At the AGM we have the following members who have completed a second two-year term and are willing got be re-elected.

Position	Name
Treasurer	Claudia Cespedes
Webmaster	David Nassau
UMAS Administrator / communications	Jeanette Keane

Committee Members re-elected last AGM and continuing in their roles

Position	Name
President	Jeanette Keane
Office Manager	Alan Beale

- The roles of President and Office Manager have been re-elected as there were no other nominations.

The following nominations for committee positions were received:

Position	Name	Nominator Name	Seconder Name
Vice-President	Raelene Curtis	Claudia Cespedes	Margot Schuhmacher
Secretary	Alan Beale	Margot Schuhmacher	Dorothea Kassell
Risk Management (includes Health and Safety)			
Program Coordinator			

- Request was made to attendees for anyone who would like to help.
- As nominations for each of committee roles were less than required, these members were duly elected.
- No nominations were received for the role
 - Risk management

so Jeanette Keane will continue acting in this role

Jeanette Keane will also cover Program Coordinator until volunteer found.

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11. Support Positions

- A number of members have volunteered to provide support to the Committee.:

Committee Support	
General Support	Raelene Curtis
General Support	Margot Schuhmacher
General Support	Vicki Collier
Social Events	Dorothea Kassell
Newsletter	Angela Enache

Support / Non-Committee	
Office Volunteer	Evelyn Beaucasin
Office Volunteer	Babes Sevilla
Office Volunteer	Tracey Edmonds
Social Media	Jim Archibald
Social Events	Kerry Hicks

- 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.

**12. General
Business**

There were no items of general business.

13. Extras

Christine Ware spoke about her mother, Gloria Pyke, for whom the Netball Stadium has been named. Gloria was a great athlete who played cricket, AFL, and Netball. Facilities for women's sport were almost non-existent in Gloria's younger years. Gloria worked tirelessly to improve this situation and this culminated in the complex that now bears her name. The stadium is now one of the key venues that Dandenong U3A utilises to hold its activities and classes.

The Effective Communication class presented a thoroughly enjoyable entertainment based on characters from nurse's rhymes. This was very well received with enthusiastic audience participation.

The Raffle was drawn and prizes claimed.

Thank you

Meeting closed at 2:45 pm

Appendix A – Members Present

1	Alan Beale
2	Anne Daly
3	Babes Sevilla
4	Bernie Lellyett
5	Bruno Joaquin
6	Carolyn Hill
7	Claudia Cespedes
8	Daniele Wade
9	David Nassau
10	Denise Michie
11	Diane Foulston
12	Dorothea Kassell
13	Evelyn Beaucasin
14	Evelyn Meindertsma
15	France Maning
16	Gail Caughey
17	Gill Sladen
18	Gladys Williams
19	Glenda Honan
20	Hind Bruni
21	James McGuinness
22	Jan Ferguson
23	Jeanette Keane
24	Jeanette Bayron
25	Jeannine Virginie
26	Jeffrey Woods
27	Jenny Fernandez
28	John Commerford
29	Lorice Lellyett
30	Lorraine Bishop
31	Margot Schuhmacher
32	Melissa Braganza
33	Nellie Roberts
34	Patricia Bradley
35	Patricia Taylor
36	Raelene Curtis
37	Ramona Mesquita
38	Richard Ryan
39	Ricky Davis
40	Rienzie Machado
41	Rona Davy
42	Tim Keane
43	Valerie Walker
44	Vicki Collier
45	Winifred Kelly

Appendix B – Apologies / Proxies

#	Given Name	Surname	Proxy
1	Rosalind	Steel	
2	Danielle	de Lachaise	
3	Jim	Archibald	
4	Marge	Angelucci	Jeanette Keane
5	Trevor	Rekdale	
6	Lily	Rekdale	
7	Sandie	Aguiar	
8	Anita	Suntherland	
9	Lolita	Briones	Gill Sladen
10	Vivienne	Fernandes	
11	Peter	Hughes	
12	Rozali	Hughes	
13	Gloria	Skalicka	Gill Sladen
14	Marilyn	Crossley	
15	Peter	Bramwell	
16	Margaret	Pasqualini	
17	Ray	Martin	
18	Beryl	Martin	
19	Lennie	Nassau	
20	Kay	Holmes	
21	Rama	Vemula	
22	Suseela	Vemula	
23	Alan	Stevenson	
24	Murray	Jones	Jeanette Keane
25	Pauline	Naismith	
26	Marg	Colvin	
27	Marie	Quong	
28	Sudipta	mojumder	
29	Ron	Micallef	
30	Judith	Talanoa	
31	Dianne	Markham	
32	Yvonne	Toomey	Jeanette Keane
33	Fernanda	Camillo	
34	Tricia	Marcuccio	
35	Marie	Wright	
36	Marj	Dowie	Margot Schuhmacher
37	Sandra	Bowen	