



DANDENONG

U3A Dandenong Inc ABN: 86 401 693 866



ANNUAL REPORT 2024

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Introduction / President's Report

I am pleased to report to you the achievements and activities of 2023-2024. It has been another year of challenges and opportunities for our U3A. The committee has collaborated effectively to ensure that provision of U3A Dandenong activities continues to evolve and provide opportunities for members to participate in activities that provide opportunity to learn and increase their enjoyment of their retirement.

We still need a few more active committee members to help share the workload. This could mean significant ongoing involvement or a small regular commitment (like monitoring for grants), or a short-term commitment (such as helping out a few times a year with events like the Bunnings Sausage Sizzle). We welcome potential committee members to join us, discuss how they can best contribute, and commit to fulfilling their agreed-upon roles to the best of their abilities.

I want to thank all our committee, volunteers, tutors/course coordinators and members for their continued support and positive feedback.

Jeanette Keane

President U3A Dandenong Inc

U3A Dandenong – Profile

Purpose U3A's are voluntary groups that provide educational, recreational and social programs. Each U3A is organised by and for people who can best be described as being active in retirement or semi-retirement, the third age of our lives. U3A Dandenong was established approximately 30 years ago for people in their third age who are in their senior years and are retired or semi-retired. We aim to provide opportunities to learn, teach, share and to give mutual support to each other in a friendly and warm environment, regardless of ethnicity, religion, ability or disability.

U3A Activities Our courses cover a wide range of interest areas, from academic to physical and artistic activities. Our members enjoy both the intellectual engagement and the social aspect of our courses. Please see our latest newsletter for further information.

U3A Dandenong Membership /course attendance U3A Dandenong has approximately 200 members and runs over 30 classes per week with an average attendance rate of 64% of those enrolled in each course.

Vision & Key Mission

Our Vision

Live, Learn, Enjoy

Our Key Mission

To promote fitness in mind & body through participation in educational and health activities.

Our Community Role

U3A's contribution to the Greater City of Dandenong's "Positive Ageing Strategy"

We successfully deliver on many of the objectives outlined in Greater City of Dandenong's (CGD) document "Positive Ageing Strategy."

These objectives are:

- Increase in access to community facilities and resources by older people
- Increase participation and inclusion of older people in our local community
- Reduce ageism in our community
- Reduce loneliness and isolation in older people
- Support the social needs of older people
- Improve access to information for older people
- Raise digital knowledge, literacy and skills of our older residents
- Improve access to preventative health programs focused on older people
- Improve fitness in older people

Our Committee

Our committee is led by the President, working closely with other Committee members. Each has their allocated role(s) and it is primarily their responsibility to fulfil the functions of the role, reporting back via the U3A Management Committee to:

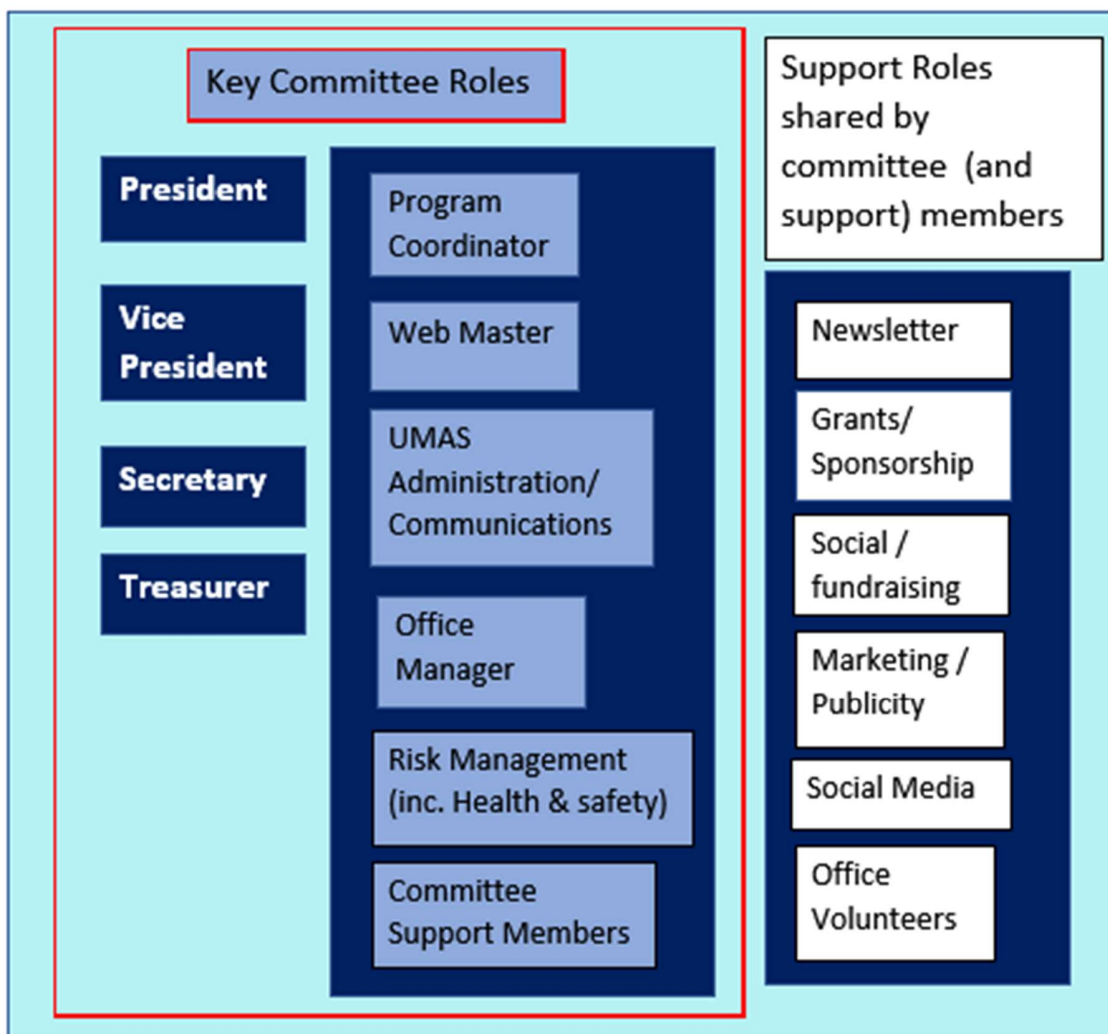
- Agree the annual scope and objectives of their role
- Provide status updates
- Request funding as appropriate to support annual objectives
- Request endorsement of activities that fall outside the previously agreed scope
- Inform of any matters that may pose a risk to U3A Dandenong and/or any matters that have already become an issue

U3A Dandenong / Annual Report 2024

Each member of the Committee of Management (CoM) is expected to:

- actively participate in committee meetings
- support other committee members to manage Portfolios
- ensure that the needs of the members are being met
- be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members
- be an active participant in CoM activities
- Those members who are filling support roles need only attend meetings as required, additional participation welcome. This is to be agreed with the support member and the committee

Committee Roles - 2024/2025



Role	Contact emails
President	president@dandenongu3a.org.au
Vice-President	program@dandenongu3a.org.au
Secretary	secretary@dandenongu3a.org.au
Treasurer	treasurer@dandenongu3a.org.au
Program Coordinator	umas@dandenongu3a.org.au
Web master	funding@dandenongu3a.org.au
Office Manager	admin@dandenongu3a.org.au
UMAS Administration and Communications	umas@dandenongu3a.org.au
Risk Manager	healthandsafety@dandenongu3a.org.au
Committee Support role	webmaster@dandenongu3a.org.au

Operating Highlights - Program, Fundraising and Social

We open this report with Thank You to volunteers and members

To all the course Tutors and Coordinators for without you we would not have a U3A or classes to attend.

To all the people who helped at the events, such as Sausage Sizzle where we bolstered our funds which enables us to keep membership fees down. We had 2 BBQS at Bunnings in November 2023 and 4th May 2024 which are also great social activities with many members helping out.

The Tutors' lunch for 2023 was well attended in November and on 23rd July 2024 U3A Tutors met again for a discussion and a social lunch. Quite a few tutors were able to attend and catch up with other tutors. Thank you to the 2 'Social Committee' members who provided a Buffet lunch on both occasions and organised the BBQ at the Enrolment Day

Thank you to all the members who have supported events; and participated in additional one-off courses such as "resus a mate" The ninety-minute session was a fun, interactive introduction to first aid, mainly focussing on CPR and using a defibrillator. We like to provide one off additional information sessions for members during the semester break so they don't clash with other courses. Suggestions for topics for these sessions are most welcome, especially if you have a contact who can present. We are thinking of having a session on water safety next year so you can "stay safe at the beach".

As for timetabling, we have introduced a few new courses this year and are seeing how they go. Will be looking at rearranging the timetable a little to try to optimise the use of the venues and if possible, enable members to attend when previously they have had clashes. But this will also means other will probably have clashes!

There are still some classes running on very low numbers, so please consider joining or promoting these classes to others.

U3A Dandenong / Annual Report 2024

Organised by Bunnings on 30th May - a group of people from various community groups were invited to get together and become aware of other groups in the community.

There were representatives from several groups in attendance including U3A, Scouts, Watch Disability Services as well as a Mexican social group from Springvale.

We won the raffle and obtained a Fire Pit which we can also raffle or use as a door prize. Thank you, Bunnings, for supporting U3A Dandenong.

We thank everyone for your support throughout this year.

Jeanette, Margot, Dorothea and Raelene
U3A Dandenong Committee members

Strategic Highlights

The committee continues to review our committee roles, update key documentation (eg Members manual, Health and safety policy, Constitution and By Laws), look for marketing and grants opportunities, conduct fundraising and have additional social activities for members to enjoy. Other activities that need more work is new member welcome and sourcing member feedback.

Jeanette Keane
President U3A Dandenong Inc

Secretary and Office Manager

Secretary

As Secretary I had “training wheels” on and was most grateful for the support and assistance from the other committee members and Jeanette, in particular. In many respects the role of Secretary it is a “behind the scenes role. I was required to ensure :

- the integrity of the governance framework including strategic planning
- the smooth administration of the U3A, Dandenong
- compliance with statutory and regulatory requirements

I was also responsible for organising the committee and recording decisions and actions arising at Management Committee meetings.

Office Management

We only opened the office for limited hours each week during each semester. We have found that demand for our in-person services, these days, is quite low. Instead, many members prefer to use the Dandenong U3A website to enrol, pay, and report absences using during the year.

The Dandenong U3A office is located at the Paddy O’Donoghue Centre (POD), 18 Buckley St, Noble Park. There is a free public car park behind the Centre at 3 Frank Street, Noble Park. There is also a small car park in Buckley St directly opposite the Paddy O’Donoghue Centre.

The Paddy O'Donoghue Centre (POD) is operated by the City of Greater Dandenong Council and is closed to the general public. This means that office visitors arrive they must call us on the office landline arrival to gain access. We have posted a sign on the glass front doors to the Paddy O'Donoghue Centre advising this.

Assistance Outside Office Hours – Mobile Number

We are contactable outside office hours by calling our mobile on 0494 018 356. If the phone is not answered, callers were given the option to leave a message. They are also welcome to send us a text message on this number.

The Office – Services

At the Dandenong U3A Office we provide the following services :

- Responding to Enquires regarding DU3A activities and operations
- Updating Membership Details
- Processing Payments (Cash and Credit Card)
- Creating Membership Badges
- Photocopying of Course Material
- Processing of Class Attendance Documents
- Receiving Class Absence Notifications
- Making Available Hard Copies of Promotional Material and Course Timetables

A reminder that it is courteous to advise of absences from classes. We have several ways this can be done.

If you know in advance that you will be away you can tell the person responsible for the class roll (usually your tutor) that you will be away for the next class and then they can mark it on the roll.

You can log into UMAS, select the " My Absences" menu option and send a notification to the tutor.

If your tutor has given you their contact details you can notify them directly.

Alternatively, you can phone your absence into the office or email it to admin@dandenongu3a.org.au.

The office will then notify the tutor.

Office Volunteers - A Vote of Thanks

Once again, I would like to acknowledge the invaluable assistance, during the year, of our hard-working office volunteers:

- Evelyn Beaucasin
- Babes Sevilla

Alan Beale

Secretary and Office Manager U3A Dandenong Inc



Financial Highlights

The financial position remains good as we continue to have a surplus for the 23-24 financial year. With interest rates rising we have earned significantly more interest on our term deposits. It is important that we look after these funds to make sure we can cover any increases in costs of running our activities during the coming year. We also had 2 Bunnings Sausage sizzles which also made a significant contribution to our funds, so thank you very much for all who contributed to running these events.

At the Bunnings sausage sizzle, we started using square (although we had a few technical issues, it worked most of the time) for our sausage sizzle which made it easier for those wanting to pay by card or use their phone. We also received some funds from the Greater Dandenong Council grants scheme to cover some of the expenses from running the 2024 Expo.

Our annual budget for FY24 - 25 is based on maintaining the membership fees at the current rates and having more successful Bunnings sausage sizzle fund raisers, so the assistance of those who volunteer to assist is much appreciated.

Claudia Cespedes

Treasurer U3A Dandenong Inc

Financial Statements

The financial statements in this report have been approved by the Committee of Management at their July 2024 meeting and signed by the President, Jeanette Keane and the Treasurer, Claudia Cespedes:

- Profit & Loss Statement
- Cash & Bank Balance
- Annual Budget – Financial Year 2024/5



**AGM, Financial Report: 1st July 2023 to 30 June 2024
Profit and Loss Statement**

Financial Years ended	Jun-23	Jun-24
Balance	\$ 20,117.38	\$ 25,748.69
Income		
Members Fee	\$ 13,844.84	\$ 13,201.27
GST Refund	\$ 1,623.00	\$ 975.00
Donation	\$ 91.10	\$ 124.00
Fund Raising Activities	\$ -	\$ 2,506.61
Grants	\$ -	\$ 1,500.00
Interest received	\$ 248.00	\$ 1,673.14
Other	\$ 20.00	\$ 399.65
Raffle Tickets	\$ 537.00	\$ 149.20
Sub total	\$ 16,363.94	\$ 20,528.87
Expenses		
Venue Hire	\$ 8,504.00	\$ 8,560.00
Communication	\$ 888.75	\$ 1,028.27
Capitation fee - U3A Network	\$ 320.00	\$ 410.00
Class Materials / Training	\$ 403.68	\$ 340.00
One Music Australia (Apra)	\$ 243.99	\$ 126.87
Miscellaneous	\$ 492.25	\$ 732.90
Photocopier and other equipment	\$ 2,277.56	\$ 1,230.51
Postage / Aust post / PO Box	\$ 229.00	\$ 261.00
Social event subsidies	\$ 955.05	\$ 575.26
Sub total	\$ 14,314.28	\$ 13,264.81
Income less Expenses	\$ 2,049.66	\$ 7,264.06



Cash and Bank Balance as of 30 June 2024

Financial Year ended	Jun-23	Jun-24
TOTAL EQUITY (Less Liabilities)	\$ 76,582.07	\$ 82,268.90
Represented By:		
CURRENT ASSETS		
Bendigo Bank, Cheque Account	\$ 20,117.38	\$ 25,748.69
Bendigo Bank, Term Deposit...309	\$ 40,314.37	\$ 41,468.44
Bendigo Bank Term Deposit....513	\$ 15,000.00	\$ 15,516.31
Bendigo Bank, Debit Card	\$ 514.03	\$ 513.79
PayPal	\$ 550.32	\$ 435.46
Petty Cash	\$ 85.97	\$ 86.21
TOTAL ASSETS	\$ 76,582.07	\$ 83,768.90
CURRENT LIABILITIES (Carried Forward)		
Grants		1,500.00



Annual Budget Financial Year 2024/25

Expenses	Income	Annual	Balance
Venue Hire	membership fees	\$ 13,500.00	
Postage / Aust post /PO Box	Fund Raising activities & Donations	\$1,500.00	
Capitation fee - U3A Network	grants	\$0 -	
Class Materials / Training	Interest received	\$ 1500.00	
Communications		-	
Photocopier and other equipment			
Miscellaneous			
Social event subsidies			
Grant Expenditure			
Total		\$16500.00	-\$170.00
		\$16670.00	

Notes

Expenditure – Grant \$1500.00 (Expo 2024-25 as we received grant monies for this event last financial year.)

Income – Grants \$0 (as we may not apply for another grant in 24/25 financial year)

Interest received is based on interest rates not significantly dropping in 2024/25 financial year

Our Target each year is to be as close as possible to break even preferably with a slight increase in funds

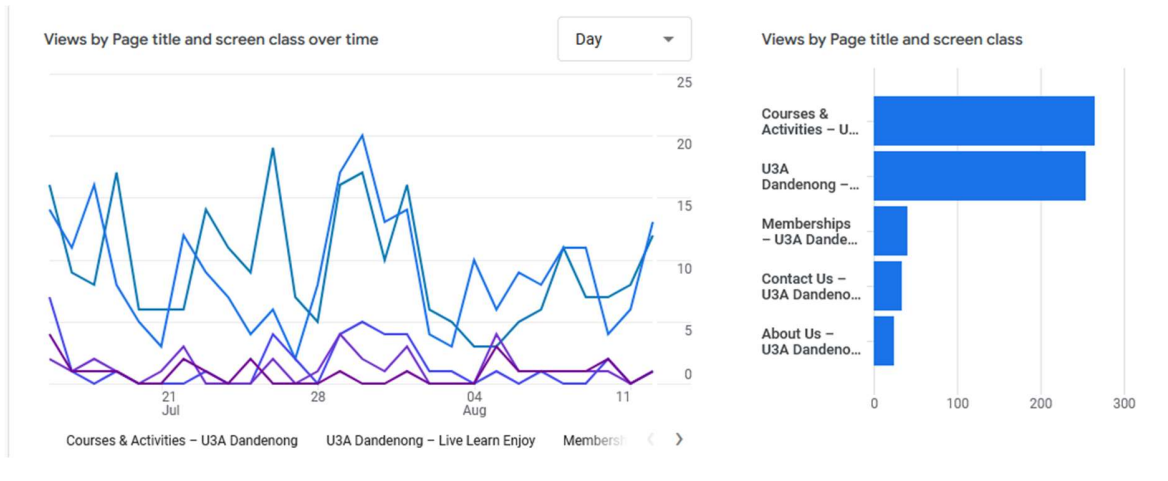
The balance sheet shows that we are in a good financial position and are not at risk of insolvency.

Claudia Cespedes
Treasurer

Committee Reports

Webmaster Annual Report:

The web site has had a minor refresh to improve the menu structure and ease of locating information. Google Analytics site kit enables monitoring activity on our web site. See the following statistics from our web site for the last 28 days as an example:



Users by Country



COUNTRY	USERS
Australia	176
United States	24
Ireland	11
Singapore	4
China	3
Canada	2
Germany	1

Any suggestions for additional content that you would like displayed or improvement suggestions can be sent to webmaster@dandenongu3a.org.au

David Nassau and Margot Schuhmacher
Webmaster U3A Dandenong Inc

Newsletter

The newsletter continues to provide an update on class activity. We are making both the newsletter and this Annual Report smaller by including a report from each course only once a year in the newsletter and dividing those reports into themes. For example, one newsletter will contain reports for the exercise classes. The newsletters will be more frequent, probably 4 times a year. Our newsletter is published as a pdf document and emailed to all members who have an email address. A few printed copies are also produced and these are distributed to our main venues, - Paddy O'Donoghue, Latham Crescent Senter and Gloria Pyke Netball complex for those who don't have email access (courtesy of Gabrielle Williams, State MP for Dandenong)



Angela Enache

Newsletter U3A Dandenong Inc

UMAS Administration and Communications

UMAS is the system embedded in the web site. It is the system that U3A Dandenong uses to manage joining, membership details, enrolling in courses and sending emails to members. UMAS is continually being updated and improved by the team at U3A Network. As a UMAS administrator this involves installing and understanding the impact of updates and communicating to key users any changes that will impact them. UMAS also provides an easy way to do bulk communications for all members or all members in a course by email. I have tried to strike the balance between drowning you in emails and keeping you informed of things you need to know and other information you might like to know. Hopefully I have been successful.

Jeanette Keane

UMAS Administration and Communications Officer U3A Dandenong Inc

Risk Management

Unfortunately, there were 2 Accident reports made during the financial year- 2023- 2024. First aid was provided as required and follow up on the members recovery after the accidents was done. The accidents were investigated and where appropriate, actions put in place to minimise the risk of reoccurrence. Please note that it is very important that if there is an accident or serious health issue occurs at a U3A Dandenong activity, that appropriate first aid is provided. It needs to be documented and reported to the Risk Manager and President as soon as possible so follow up and investigation can occur promptly.

Marketing/Publicity Report

Our President is now a member of the Greater Dandenong Council's Positive Aging Advisor committee and we have also had representatives attend other council run networking sessions both of which enables us to raise our profile amongst our local community

If we do want to raise our profile further, we need to have a member to fill this role. Note -U3A Network has a marketing group so assistance and ideas are available through this group to assist in this role.

Please can we have a volunteer to fill this role.

Marketing /Publicity U3A Dandenong Inc

Looking Ahead

It is now time to look ahead and focus on:

- Engaging the membership to encourage them to either become
 - back up Tutors/Course Coordinators for existing courses or
 - to introduce new courses or
 - to fill the vacant committee roles
- to assist in being able to achieve Dandenong U3A objectives
 - Increasing the number of members by
 - Welcoming new members and visitors and
 - encourage new membership
 - maintaining friendships with other members
 - Volunteering to help in the various activities throughout the year.
 - Obtaining grants and sponsorship

Gabrielle Williams MP
STATE MEMBER FOR DANDENONG

Gabrielle Williams MP
16 Princes Highway, Dandenong VIC 3175
E gabrielle.williams@parliament.vic.gov.au

Gabrielle Williams is the Member of Parliament for the Dandenong electorate in the Victorian Parliament.

U3A Dandenong thanks Gabrielle Williams for the valuable assistance provided in the preparation of printed copies of this Annual Report.

U3A DANDENONG
UNIVERSITY OF THE THIRD AGE

U3A DANDENONG Inc.
proudly supported by:

GREATER DANDENONG
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BUNNINGS
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Club Noble

DANDENONG NETBALL ASSOCIATION
D.D.N.A.
Netball for all ages, abilities and experiences