



EMERALD
UNIVERSITY OF THE THIRD AGE

U3A Emerald Inc.
P.O. Box 396, EMERALD VIC 3782
Ph: 0490 805 743 Email: emeraldu3a@gmail.com
Inc. No. A00 27600K A.B.N. 81 648 985 964

ANNUAL GENERAL MEETING – 2021

Notice is hereby given that the Annual General Meeting of U3A Emerald Inc. will be held at 1.00pm on Tuesday 27th April at The Hub. and via Zoom.

AGENDA

1. Welcome.
2. Apologies.
3. Confirmation of quorum.
4. Confirmation of the minutes of the AGM held on 27th October 2020.
5. Any business arising.
6. President's report.
7. Treasurer's report
8. Network Report.
9. Program Co-ordinator's report.
10. To receive and consider the audited financial statements for the period 1st January to 31st December 2020
11. To re-appoint auditors for the accounts for 1 January to 31 December 2021.
12. To elect President, Vice President, Secretary, Treasurer and 8 General Committee Members.
13. To transact such other business as may be lawfully brought before the meeting.

By order of the committee.

Anne Richardson, Secretary



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Dear Member,

At the Annual General Meeting elections will be held for all committee of management positions.

Please find enclosed a proxy voting form, which can be used by a member to vote at the AGM, if the member is unable to attend the meeting, and wishes for his or her vote to be registered on the day. Note that proxy voting is optional. Note that any member may hold a maximum of 2 proxies.

Please return the completed proxy form to our postal address prior to the AGM, or via email to the Secretary.

Also enclosed is a committee nomination form on which you can propose members for election to the committee. Nominees for election to the committee must be financial members of U3A Emerald Inc. All nominations must be signed by the member nominated, and a seconder is also required.

All email nomination forms should be returned to emeraldu3a@gmail.com

All postal nomination forms should be returned to:

The Secretary, U3A Emerald Inc., P O Box 396, Emerald, Victoria 3782 **to arrive no later than the 20th April.**

Thank you for your participation.

Anne Richardson
SECRETARY
U3A EMERALD



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ANNUAL GENERAL MEETING – 2021

Proxy Form

I,(print full name)

of.....(address)

being a current member of U3A Emerald Inc., hereby appoint

either *The President of U3A Emerald Inc.

or *.....(print name of member, who must

be a current financial member)

*(strike out whichever does not apply)

To attend, speak and vote on my behalf at the Annual General Meeting of U3A Emerald Inc. to be at The Hub and via Zoom on 27th April 2021.

Signed:

Dated:

NOMINATION FORM

Position.....

Nominee.....

Proposer.....

Secunder.....

Nominee's Signature.....



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ANNUAL GENERAL MEETING – 2020 MINUTES

1.05pm on Wednesday 28th October via Zoom.

1. Welcome. Pat Buoncristiani , as President, welcomed all attendees and thanked them for taking the time to attend the U3A Emerald AGM.
2. **Present:**
3. **Apologies:** Barbara Mitchell.
4. **Confirmation of quorum.** There being over 40 members present a quorum was declared
5. **Confirmation of the minutes** of the AGM held on 30th April 2019.
Moved Bill Pell, seconded Bruce Richardson that the minutes be accepted. Motion carried.
6. **Any business arising.** - No business arising.
7. **President's report.**
What a year this has been!

We commenced the new year with classes in an assortment of venues around the community. We thank the organisers of these facilities for their cooperation, and often their generosity, in making us feel as welcome and as comfortable as we did. We developed some very rewarding relationships and there was some sadness in the cutting of these more formal ties.

After watching the construction of the Hills Hub for so long, there was much excitement and anticipation as we gradually began our move into our new home. A series of meetings and tours of the facility were held prior to move in. There was a great deal to be learned about the technology, the plans for space allocation and the security system that operated. Our Cardinia Placemaker, Ellen

Prior, has been a key to our successful introduction to the Hub, and has continued throughout the rest of the year to be a strong advocate for our U3A and an energetic supporter of our goals through very difficult times.

Once again, we used UMAS to enrol and re-enrol members for the 2019/2020 period. The vast majority of our members enrolled online and we held some face to face enrolment sessions for those who were unable to enrol electronically.

Our annual U3A Expo was perhaps one of the most successful, with a packed Gemco theatre. We were delighted by the performances by the French and Italian classes. Our musical sensibilities were tickled by the Over The Hills Singers and our Musicians Sharing group as they strutted their stuff. The energy and coordination of the line dancers was brilliant. The static displays gave people an opportunity to show off their craft and artistic skills in a wide variety of media. Another satisfying aspect of the day was the way members stayed around to chat, share a cuppa and a nibble and then help clean up at the end of the day. Thank you all.

We have concluded the year with 385 members and a total of 47 listed classes. Sadly, the current COVID restrictions have led to 25 classes being suspended until we are again able to meet face to face. 22 classes continue using the video conferencing platform Zoom. We thank those tutors and members who were able and prepared to embrace this new technology. It is worth noting that our membership has actually grown by 12 since the beginning of the COVID-19 pandemic and consequent difficulties.

Our move into the Hub was short lived. We spent only a couple weeks enjoying the facility before we were forced to suspend the delivery of all face to face classes on Monday 16th March. We very slowly and carefully resumed some face to face classes on the 1st June, respecting the limitations created by social distancing and room occupancy limitations. We had just overcome some of the glitches in the running of hybrid face to face plus Zoom classes, when the Hub was again closed down on the 9th July. Since then we have been restricted to the use of Zoom, email and phone contact for the continuation of almost half of our classes.

We have been fortunate enough to obtain some grants during the year, including \$1000 for the Musicians Sharing Group to purchase some needed equipment and a grant from the Cardinia Shire that enabled us to purchase a video camera, tripod, battery and SD card. We look forward to the day when we can use these

I was invited to attend a virtual morning tea with the Governor of Victoria on October 1st, the International Day for Older Persons. Our U3A was one of only three specifically represented and asked to speak for three minutes about how we were coping with the COVID crisis. This was a powerful recognition of the sterling job that our committee has done to ensure that we maintain a thriving U3A in spite of all the challenges.

I would particularly like to thank the committee members who are responsible for keeping our U3A alive and thriving. They make my job very easy. Our secretary Anne Richardson has a myriad task revolving around such things as correspondence, agendas, statutory requirements and arranging the AGM. Alan Zubek keeps our finances on track as our Treasurer and arranges for our records to be audited each year. Alan will be stepping down from this role. Dale Allen is the Vice president and steps in for me from time to time as well as being our minutes secretary. We have all been both entertained and educated by the extra newsletters that have been produced by Mac Craig and his helpers. During the earlier part of the year Helen Waring, our events manager, was kept busy

arranging extra happenings and Frank Cox has given us all some strategic direction to the promotion and marketing of our U3A. Ray Schmidt has been our assets and maintenance manager. Bruce Richardson has had a complex role in managing UMAS through its updates and idiosyncrasies as well as assisting with course management. Mal Bowmaker was enthusiastically welcomed back to our committee and has taken on the role of course co-ordinator as well continuing as our U3A Network representative. Jon Snyder has had a busy time reviewing our data privacy and managing our web site. Cheryl Padgett resigned from our committee after having largely completed the task of updating and posting our policies and procedures, and Frank Cox has indicated his intention to resign from the committee. We have already welcomed Anne Bartley and Maurice Lean as new co-opted members. Dale Allen and I have been your representatives on the Hills Hub Operating Group which has continued to meet regularly and plan for the future.

As you can see, your committee is a busy place. It will be an interesting experience to hold our Annual General Meeting on Zoom.

Patricia Buoncristiani
President

8. Treasurer's report

1) To receive and consider the Financial Statements for the year 1 January 2019 to 31 December 2019.

BANK BALANCE

The bank balance at 31 December 2019 was \$41,437, an increase of \$3,723 for the year.

This includes \$30,000 invested in short-term deposits.

The increase is primarily due to:

The 2019/20 grant of \$3,000 from Cardinia Shire was received early therefore 2 amounts were received in the calendar year.

The active paying membership increased by 23 to 310 resulting in extra subscriptions.

SIGNIFICANT ITEMS IN 2019

Income:

- Member subscriptions \$13,665
- Cardinia Shire Grants \$6,000 (\$3000 x 2)

Expense:

- Rent of Halls \$11,717
- Equipment Purchases \$863
- Communications \$767
- Lanyards for members \$801

MOTION:

That the financial statements for the year 1 January 2019 to 31 December 2019 be accepted.

Moved Alan Zubek, **seconded** Bruce Richardson. **Motion carried.**

2) Member Fees

There was a healthy bank balance at 31 August 2020 (\$43,051) as there has been little activity this year due to the Covid-19 virus and accordingly, very little cost.

To date, no operating costs have been charged by the Hills Hub. At this stage we have no idea what charges they are likely to pass on for 2020 and beyond.

We are therefore rolling over the membership subscriptions received in 2020 into 2021. This will apply to anyone who has paid the 2020 fee prior to 31 December 2020.

Moved Alan Zubek, **seconded** Maurice Lean. **Motion carried.**

MOTION:

That the Member Subscription rate for 2021 will be:

- No further charge for members who pay 2020 fees prior to 31 December 2020.

- \$40 for new members who join during 2021.

- No charge for Life and Honorary Members.

Moved Alan Zubek, **seconded** Bruce Richardson. **Motion carried.**

3) Appointment of an independent reviewer for the year ending 31 December 2020.

Due to changing circumstances, a decision was made by the committee to appoint 'Thats Right Bookkeeping' in Berwick to perform an independent review of the 2020 accounts.

MOTION:

That an independent review for the year ending 31 December 2020 be performed by 'Thats Right Bookkeeping'.

Moved Alan Zubek, **seconded** Maurice Lean.

Alan Zubek

Treasurer

University of the Third Age Emerald Inc - Summary Report

Account: *** ALL ***

From : 1/01/2019
To : 31/12/2019

Category	%	Income	Expense	Balance
Income				
101 Subscriptions	67%	13,905.00	240.00	13,665.00
102 Donations	0%	2.00	85.00	(83.00)
103 Grants	29%	6,000.00		6,000.00
104 Interest Rec'd	2%	501.89		501.89
108 Rev Richies	1%	196.31		196.31
111 Raffle/Bazaar	1%	170.00		170.00
Income Total		20,775.20	325.00	20,450.20

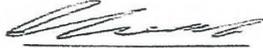
Expense

201 Advertising	2%		414.65	(414.65)
202 FeesU3A,AC,Legal	1%		206.80	(206.80)
203 Bank Charges&Int	2%		271.70	(271.70)
204 Eqpmt Purchase	5%	187.55	1,050.08	(862.53)
206 Legal	1%		110.00	(110.00)
207 Network Affil	3%		500.00	(500.00)
208 Postage	2%		262.49	(262.49)
209 Printing/Stat	0%		65.86	(65.86)
210 Rent of Halls	70%		11,717.00	(11,717.00)
213 Telep/Internet	5%		767.34	(767.34)
219 Sundries	9%		1,548.32	(1,548.32)
Expense Total		187.55	16,914.24	(16,726.69)

Balance Sheet

Transfer		10,000.00	(10,000.00)
Balance Sheet Total		10,000.00	(10,000.00)
 Grand Total:		20,962.75	27,239.24

I certify that the financial statements as at 31 December 2019 give a true and fair view of the financial position.


Alan Zubek - Treasurer

25/3/20
Date


Patricia Buoncristiani - President

25/3/20
Date


Reviewed by Sangeeta Bajaj
Thats Right Bookkeeping

2/6/20
Date

9. **Network Report.** - U3A Emerald Network Delegate's Report – 2019

For the calendar year 2019, I attended the following meetings:

- U3A Victoria Network AGM
- U3A Victoria Network Council Meetings (4)
- U3A Eastern Metropolitan Regional Meeting

The meetings provide the opportunity to:

- Liaise with representatives of other Victorian U3As
- Be briefed on the activities of the Network Committee
- Present any issues raised by U3A Emerald Committee of Management

Major items discussed during the 2019 meetings were:

- Development work on the structure of UMAS database system
- Change in financial reporting from calendar to financial year
- The planned move in accommodation from 341 to 50 Queen Street
- Major development work by the Education and Technology Groups – much of this work is being completed during 2020 with improvements being made available to member U3As.

Mal Bowmaker

Network Delegate

10. **Program Co-ordinator's report.** - AGM Membership and Courses Report, 2019-2020

Our membership for the 2019 reached a record number – 341 – made up as follows:

Member Type	Number of Members
Full Member	271
Associate Member	20
Member Tutor	32
Honorary Life Members	2
Honorary Tutors	6
Semester 2 Members	10

During the 2019 year, due to our low membership fees, the Committee decided to end the categories of "Associate" and "Semester 2" memberships, thus providing only a "Full Membership" option for all paying members in 2020.

Our 2019 courses continued to be conducted at a wide range of venues within and beyond Emerald, but during the latter part of the year, consideration was being made for a staggered move to the new Hills Hub in 2020 as facilities became available. All courses were reviewed in October 2019, and by November, a new programme and timetable for the 2020 year was finalised. Some courses were retired following the 2019 year, and several new courses were planned for operation in 2020, as follows:

- Touring the Medieval Cities of Europe (replacing Art History: Civilisations).
- Heritage, Arts and Tourism (replacing World Heritage and World Tourism).
- Science and Civilisation (replacing Pollution, Toxicology and the Environment for the first half of the year).
- Towards a Sustainable World (replacing Pollution, Toxicology and the Environment for the second half of the year).
- Italian Intermediate 2 (an additional course, due to demand).
- The Beauty of our Language (replacing Poetry to Delight).

- Bridge (a new course offering).
- Line Dancing for Beginners (2) (an additional course, due to demand).

Reading for Pleasure was retired due to a lack of enrolments. Creative Writing continued, but with a new Tutor (Peter Saunders). All other classes continued unchanged into 2020.

The rollover to our 2020 classes occurred in early December, 2019, at which time on-line re-enrolments and new enrolments commenced. At the annual Expo, on Saturday 14th December 2019, we ran for the first time a “live” membership desk for assisted enrolments and re-enrolments. This proved to be extraordinarily popular, and will be repeated in the years to come (if conditions permit).

The 2020 year started at our multiple venues, but within the first month we began to shift classes into the fabulous new facilities at The Hub. The outstanding assistance of the Hub’s Placemaker, Ellen Prior, was much appreciated during this move. Her contributions to our smooth relocation were outstanding, to say the least, and we are indeed very thankful for her management skills at our new home. However, after only a matter of a fortnight, we were effectively “locked out” as the first wave of the COVID-19 pandemic struck.

Undaunted, we discovered the wonders of remote learning via Zoom. A small number of courses trialed this approach in April 2020, and having found it satisfactory for our needs, we began constructing a new “Zoom Timetable” allowing some 20 of our classes to continue. As the COVID situation eased, we made tentative moves to return to the Hub (the “inter-lockdown lull”), with limited numbers due to social distancing requirements. Many of our classes began operating in a “hybrid” mode, with small numbers “live” at the Hub, and the remainder joining via Zoom. The success of this model will more than likely continue into 2021, to allow greater flexibility for our members.

Despite COVID-19, and the two lockdowns involved to date, our membership for 2020 has set another new record – 385 Active Members! Some 12 of these joined during the lockdown, to participate in our Zoom classes.

The Committee has taken the decision to roll over all current active memberships to the 2021 year, meaning that current active members will pay no further membership fees next year.

Finally, I can report that our online membership system, U-MAS, has a new (and much more user-friendly) interface, which I encourage you to try on our website. Employing drop down menus, similar to many online shopping sites, this interface will allow you to easily choose courses and pay membership fees (whenever these become due again!). Most importantly, it can be readily accessed and utilised on all types of devices including smartphones, tablets, laptops and desktops. Give it a try!

Bruce Richardson

Membership Co-ordination (and Course Management with Mac Craig during 2019 and early 2020)

11. To elect President, Vice President, Secretary, Treasurer and 8 General Committee Members. The meeting was handed over to conduct the election and appointment of the Executive and Committee for 2020/21.

Two members of the committee, Alan Zubek as Treasurer and Frank Cox as a committee member retired as of this meeting. Sufficient nominations were received to fill all vacant positions and there being no contested positions the following office bearers for 2010/21 were declared;

President. Pat Buoncristiani

Vice President. Dale Allen

Secretary. Anne Richardson

Treasurer. Maurice Lean

Committee Members; Anne Bartley, Mal Bowmaker, Mac Craig, Bruce Richardson, Ray Schmidt, Jon Snyder, Helen Waring.

Pat Buoncristiani resumed the chair and thanked Maurice Waring for his services as Electoral Officer.

12. **Other Business** as may be lawfully brought before the meeting.

Kerry Wills moved a motion of thanks to the President and Committee for a job very well done and under very trying conditions. **Elaine Hahn seconded** the motion. **Motion carried with acclaim.**

There being no further business the meeting closed at 1:50 pm

.....
Pat Buoncristiani – President U3A Emerald