



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 – 2022

Notice is hereby given that the Annual General Meeting of U3A Emerald Inc. will be held at 1.00pm on Tuesday 26th April at The Hills Hub, and *via* Zoom.

AGENDA

1. Welcome.
2. Apologies.
3. Confirmation of quorum.
4. Confirmation of the minutes of the AGM held on 27th April 2021.
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 2021
11. To re-appoint auditors for the accounts for 1 January to 31 December 2022.
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 19th April.**

Thank you for your participation.

Anne Richardson
SECRETARY
U3A EMERALD



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ANNUAL GENERAL MEETING – 2022

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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 26th April 2022.

Signed:

Dated:

NOMINATION FORM

Position.....

Nominee.....

Proposer.....

Secunder.....

Nominee's Signature.....



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ANNUAL GENERAL MEETING – 2021 MINUTES

- 1. Welcome.** Pat Buoncristiani, as President, welcomed all attendees and thanked them for taking the time to attend the U3A Emerald AGM
- 2. Present In person or via ZOOM:** Dale Allen, Linda Andrews, Anne Bartley, Dick Bartley, Shelley Beardshaw, Paul Bianco, Heather Bishop, Karen Black, Mal Bowmaker, Michelle Bowmaker, Pat Buoncristiani, Therese Coates, Kay Craig, Mac Craig, Jennifer Crossland, Gaye Dunstan, Graham Dunstan, Helen Edwards, Jean Evans, Elaine Hahn, Pam Hermanson, Ted Horton, Louise Lean, Maurie Lean, Jill Lightfoot, Russell Marnock, Carol McCann, Neil McDonald, Bill Pell, Robert Priest, Corry Pynaker, Guido Pynaker, Anne Richardson, Bruce Richardson, Peter Saunders, Doreen Seal, Kathleen Smith, Jon Snyder, Jutta Snyder, Henk Van den Bergen, Helen Waring, Maurice Waring, Roger Willsher, Howard Winter, Alan Zubeck
- 2. Apologies.** Janet Allen, Nola Bianco, Peter Maloney, Jim McPhee, Warren Oliver, Rudi Uriot-van Es, Kerry Willis.
- 3. Confirmation of quorum.** There being 45 members present a quorum was declared.
- 4. Confirmation of the minutes** of the AGM held on 27th October 2020.
Moved: Bruce Richardson Seconded: Helen Waring Motion carried.
- 5. Any business arising.** – There was no business arising.
- 6. President's report.**

The pandemic has thrown many things into disarray – the best laid plans o’ mice an’ men gang aft gang a-gley” as my Scottish father would say. It was only last October that we had our last Annual General Meeting. It had been delayed, and delayed again by repeated lockdowns. 2021 sees us with greater freedoms and greater opportunities to meet together and the opportunity to hold our meeting at more conventional time. The Committee decided not to charge existing members a subscription for 2021, given that we had been so limited in our offerings during 2020. We were delighted to see the enthusiasm with which many of our tutors took to technology to enable them to continue to share their expertise and their passions. Many of our members embraced Zoom and learned about the importance of muting and the enjoyment of playing with backgrounds and filters.

Members of your committee were also members of the Hub Operations Group which has met regularly through lockdown and, when able to, met face to face. Coordination between License holders such as U3A and the Council have had their challenges but fortunately we had our Placemaker, Ellen Prior, to provide a bridge.

After several postponements, in December an official opening of the Hills Hub was held. It was a subdued affair with representatives of all the funding bodies and License holders present and socially distanced. Two plaques in the foyer of the Hub acknowledge that day.

December was a bust month because the Hub was finally open again but with some significant restrictions. We were able to hold a morning tea for the Pen Pal project where the grade 5 children from Emerald Primary School were able to meet the seniors with whom they had been corresponding during lockdown. The program had been organised by the Emerald Village Association and the primary school, but many of our members were participants.

We also held assisted enrolments at the Hub for those members who are not comfortable or do not have the technology to enrol online from home.

In January we held training sessions in both COVID Safe practices, our membership data base system UMAS and technology use in the Hub. Thank you to all those tutors who attended and particular thanks to our committee members who worked with Ellen to ensure that everyone was supported and all questions were answered.

The Hills Hub incorporates a great deal of modern technology, from electronic door locks to the audio-visual systems in each of the main spaces. There have been inevitable challenges and I thank our tutors for their patience, persistence and readiness to deal with problems as they cropped up. Sometimes doors wouldn't open, sometimes the sound wouldn't work, but we always seem to have been able to get through thanks to the good humour and generosity of our members.

The U3A had been fortunate to receive a grant from the government to re-engage our volunteers once the community had opened up again and we were able to conduct classes back in the Hub. We found we didn't actually need to 're-engage' our volunteers and tutors. They had all been waiting eagerly on the wings for things to get back to normal. Instead, we had an afternoon tea in February to thank them for 'keeping the faith' and to celebrate the opportunity to get back into gear.

The opening of the Hub meant that it was now possible to welcome the general public into this wonderful facility. The committee responded to Ellen's request and took turns from March to come into the Hub during the open times, answering questions, showing people around the Hub and assisting U3A members. We are now looking to develop a group of members who are prepared to share this task. It's a rewarding way to meet members of the community as well as other U3A members who you may not meet otherwise.

Our membership grew during 2020/21 and we now have well over 400 members, although some of our "rolled over" members have not enrolled in any courses yet. While we have, unfortunately, lost a few classes, we also have some new ones for 2021 and the range of classes continues to expand, providing lots of opportunities to address the three main goals of U3A – providing opportunities for physical activity, intellectual stimulation and social interaction.

Our U3A thrives because of the hard work of our committee. Thank you to our secretary Anne Richardson who keeps us all on task with reports and all the physical and electronic paperwork. Maurie Lean has been our new treasurer and reports on our finances each month. Dale Allen is the Vice president and steps in for me from time to time as well as being our minutes secretary, producing accurate records of our meetings at lightning speed. In spite of his health struggles, Mac Craig and his helpers have kept us informed and entertained with our seasonal newsletters. Thank you so much to all our members who have contributed. Helen Waring, is our events manager, and I know she is looking forward to having lots more opportunities to help bring us all together with extra events like our tutor's afternoon tea. Jon Snyder has taken up the work begun in 2020 to produce a member survey that would give us the feedback we need to ensure that we continue to improve and serve the needs of our members. He has also had a busy time reviewing our data privacy and managing our web site. Ray Schmidt has been our assets and maintenance manager and Bruce Richardson has had a complex role in managing UMAS through its updates and idiosyncrasies as well as assisting with course management and technology training. Mal Bowmaker has been our course co-ordinator, another complex task that involves taking care of the various needs of our tutors as well continuing as our U3A Network representative. We welcomed Heather Bishop and Anne Bartley as co-opted members.

The committee keeps the wheels turning smoothly, but without our tutors we would have no wheels. Tutors are the heart of our organisation and I cannot thank them enough for all they do. I know that they gain satisfaction from sharing their expertise and their interests. I hope they are aware of the amount they give to their fellow U3A members.

Sadly, we have had to say farewell to someone who has been at our side from the moment we moved into our new home at the Hills Hub. Ellen Prior, the Hub Placemaker, has moved on. We owe her an enormous debt of gratitude and wish her every success in her new position.

7. Treasurer's report for the 2020 Year: Maurie Lean.

ITEM 1.

To receive and consider the Financial Statements for the year 1 January 2020 to 31 December 2020.

BANK BALANCE

The bank balance at 31 December 2020 was \$44,170.96, including \$30,000 invested in short-term deposits. Over the year, U3A's funds have increased by \$2,733.90.

The increase is primarily due to:

- Income from grants and subscriptions exceeding expenditures. Rental payments for the use of venues around Emerald were significantly reduced due to the COVID lockdown restrictions.
- The active paying membership continuing to increase, resulting in extra subscriptions.

More detail of Income and Expense is shown on the Summary Report attached below.

MOTION 1:

That the financial statements for the year 1 January 2020 to 31 December 2020 be accepted.

Moved; Alan Zubek Seconded; Corry Pynaker Motion carried.

ITEM 2.

While there was a healthy bank balance at 31 December 2020, there are several uncertainties in the year ahead.

- To date, no operating costs have been charged by the Hills Hub. While that is unlikely to continue, at this stage we have no idea what charges are likely to be passed on for 2021 and beyond.
- Our membership is still trending upwards, as is the range of courses on offer, and the demand for them. Additional equipment purchases may be required, and we may need to resume venue rental outside the Hub in order to accommodate all offered courses.

Consequently, it is recommended that the fee structure operating prior to 2020 be reinstated.

MOTION 2:

That the Member Subscription rate will be as follows:

- For new members joining during 2021 \$40
- For all members enrolling for 2022 classes \$40
- No charge for Life and Honorary Members.

Moved; Jon Snyder Seconded; Maurice Waring Motion carried.

ITEM 3.

Appointment of an independent reviewer for the year ending 31 December 2021.

U3A Emerald has again engaged 'That's Right Bookkeeping' in Berwick to perform an independent review of the 2020 accounts. The signed summary page is attached below.

MOTION 3:

That an independent review for the year ending 31 December 2021 be performed by 'That's Right Bookkeeping'.

Moved; Carol McCann Seconded; Shelley Beardshaw Motion carried.

Maurice Lean Emerald U3A Treasurer 27th April 2021.

8. Membership Report: Bruce Richardson

In 2020, the U3A Committee decided to provide all current members for that year with free membership for 2021. As of April 20th 2021, our membership stands at a new (technical) record level of 425. However, this number must be tempered by those who received free membership from last year, but have not enrolled in any classes (some 70 members according to our most recent records).

Assisted enrolment sessions were held at the Hills Hub on December 16th 2020, and January 27th 2021. Numbers attending were low in comparison with previous years (~20 on each occasion), probably because members who would normally come along to pay their dues didn't need to do so this year. In addition, many who needed assistance in enrolling had phoned the U3A number to seek help.

A further reason for the low attendance may lie with the newly adopted member interface on our website, "U-MAS for Members", which allows for much easier access and a more "user friendly" experience at enrolment times. Unlike past years, this new system can be accessed *via* multiple devices, including tablets and smartphones.

We ran Covid-Safe training sessions for tutors on January 20th, which also included a session on U-MAS for Tutors. On January 22nd, we ran further technical training sessions for those tutors using the Hub's IT facilities (e.g., for hybrid classes).

Classes for 2021 began on February 1st. We have had multiple "teething problems" as we return to the Hub, largely caused by lack of familiarity with the "new" surroundings, coping with the Covid-Safe rules in place (including the new QR Codes), and working around technical difficulties. Overall, however, it was a welcome return to our home base. We keep our fingers crossed that Victoria will not have any further lockdowns!

9a. Data Privacy and Security: Jon Synder

During 2020, U3A Victoria requested that U3A Emerald and other U3A's undertake a process to thoroughly analyse each individual U3A program's impact on members' information privacy.

To this end we have produced a document titled "Privacy Impact Assessment" which the COM has adopted. The aim in general has been to improve our organisational practice, where necessary, in order to ensure our members' privacy is respected.

We hold the view that Identity theft is extremely unlikely to occur due to the nature of member data held in our UMAS database. For example, members are asked for their year of birth (rather than date of birth) and this is an optional field.

UMAS also has levels of access that protect the members' data.

We concluded that U3A Emerald had only a few issues which the COM considered to be low risk. Strategies to mitigate these risks have been undertaken and will continue to be subject to review.

One outcome of this endeavour is a new policy entitled *Data Privacy and Security Policy*. Members can find this policy along with other U3A Emerald policy documents on our U3A Emerald website.

As well, security action has been undertaken by relocating the hosting of our U3A Emerald website to a SiteGround server in Sydney (rather than overseas, as it had been previously).

Jon Snyder

9b. U3A Emerald Membership Feedback survey

In January 2020 the COM approved the purchase of a 12-month subscription to the survey software "SoGoSurvey" for the purposes of distributing a feedback survey to our U3A members, followed by analysis of the data from the members' responses.

We undertook sub-committee meetings and committee discussions, in early 2020, which led to the survey questions and their format being accepted by the committee.

Unfortunately, we were unable to deliver this survey in 2020 due to Covid related issues.

With our return to our present situation, it seemed timely to attempt to implement this survey.

After approaching the company responsible for SoGoSurvey, they were generous enough to provide us with a software license extension until June 2021 at no further cost.

The aims and outcomes of the survey have been to include:

- Providing a voice for our members;
- helping the COM to understand more definitively what we are doing well and how we can do even better in the future
- to provide the COM with a solid basis of evidence for any future grant applications

The survey began on 14th April 2021. At the time of submitting this report there have been a large number of survey responses received; and we anticipate further responses before we close the survey at the end of April. At this point I can report that a general preview of the existing data received thus far, will yield a final report that will achieve its stated aims, and be informative to our members.

We expect that a final report will be available to share with U3A Emerald members on our website in the near future.

10. To receive and consider the audited financial statements for the period 1st January to 31st December 2021

University of the Third Age Emerald Inc - Summary Report

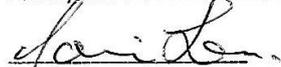
Account: *** ALL ***

From : 1/01/2020
To : 31/12/2020

Category	%	Income	Expense	Balance
Income				
101 Subscriptions	41%	5,800.00	40.00	5,760.00
102 Donations	0%	10.00		10.00
103 Grants	52%	7,355.00		7,355.00
104 Interest Rec'd	2%	293.78		293.78
105 Misc Revenue	3%	489.90		489.90
108 Rev Richies	1%	194.22		194.22
Income Total		14,142.90	40.00	14,102.90
Expense				
202 FeesU3A,AC,Legal	1%		59.20	(59.20)
203 Bank Charges&Int	1%		145.12	(145.12)
204 Eqpmt Purchase	25%		2,845.97	(2,845.97)
207 Network Affil	6%		674.00	(674.00)
208 Postage	1%		156.00	(156.00)
209 Printing/Stat	3%		301.22	(301.22)
210 Rent of Halls	36%		4,060.00	(4,060.00)
213 Telep/Internet	8%		901.62	(901.62)
219 Sundries	20%		2,225.87	(2,225.87)
Expense Total			11,369.00	(11,369.00)
Grand Total:		14,142.90	11,409.00	2,733.90

Account Balance Dates	1 Jan 2020	31 Dec 2020
Account Balances		
Bendigo Bank Term Deposit	✓ \$20,000.00	\$20,000.00
NAB Term Deposit	✓ \$10,000.00	\$10,000.00
NAB Transaction Account	✓ \$ 11,437.06	✓ \$14,170.96

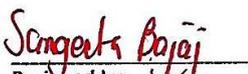
I certify that the financial statements as at 31 December 2020 give a true and fair view of the financial position.


Maurice Lean - Treasurer

16 Mar 2021
Date


Patricia Buoncristiani - President

16 Mar 2021
Date


Reviewed by: 

24/3/2021
Date

Motion that the accounts as presented be accepted.

Moved; Neil McDonald Seconded; Michelle Bowmaker Motion carried.

11. To re-appoint auditors for the accounts for 1 January to 31 December 2021.

Covered by a motion attached to the Treasurer's report.

12. To elect President, Vice President, Secretary, Treasurer and 8 General Committee Members.

The meeting was handed over to Maurice Waring to conduct the election.

There being no positions contested the nominated candidates were duly appointed to their positions

The committee for 2021/22 being;

- President - Pat Buoncristiani
- Vice President - Dale Allen
- Secretary - Anne Richardson
- Treasurer - Maurie Lean
- UMAS Co-ordinator Bruce Richardson
- Committee - Mal Bowmaker
 - Heather Bishop
 - Mac Craig
 - Ray Schmidt
 - Jon Snyder
 - Helen Waring

The meeting was then handed back to the president Pat Buoncristiani.

13. To transact such other business as may be lawfully brought before the meeting.

By order of the committee.

Anne Richardson, Secretary

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

.....
Pat Buoncristiani – President U3A Emerald