

**UNIVERSITY OF THE THIRD AGE MELBOURNE CITY INC. (A0045765E)**  
**THIRTY SECOND ANNUAL GENERAL MEETING**

**THURSDAY 17<sup>TH</sup> NOVEMBER 2016 AT 10.30 AM**  
**THE MULTICULTURAL HUB, 506 ELIZABETH STREET, MELBOURNE**

## **MINUTES**

### **ATTENDANCE**

- 1.1 Chair: Pamela Davies
- 1.2 Present: Shirley Arbuthnott, Lesley Bright, Jenny Holling, Ann Johns, Helena Ling, Marilyn Harris, Anne Patterson Margaret Smith, 83 members and 50 proxies.
- 1.3 Apologies: Greg Davies, Stephen Wyatt, Susanne Mackay, Ann Hewett, Diane Noel

### **WELCOME**

The Chairperson, Pamela Davies, opened the meeting and welcomed members and guests to the 32<sup>nd</sup> Annual General Meeting.

### **1 MINUTES OF PREVIOUS MEETING**

**RESOLVED** that the minutes of the 31st Annual General Meeting held on 19th November, 2015 be confirmed as an accurate record.

*Moved: S Arbuthnott seconded J Holling Carried*

### **2 2016 ANNUAL REPORT AND FINANCIAL STATEMENTS**

The President requested questions on the Annual Report and Financial Statements. None were received. The President thanked Helena Ling for her work in preparing the Annual Report. Ann Johns spoke to her report and thanked Lesley Bright, Assistant Treasurer for her work during the year.

**RESOLVED** that the 2016 Annual Report and Financial Statements be received and adopted.

*Moved: S Arbuthnott seconded J Holling Carried.*

### **3 MOTIONS**

A motion allowing the Committee to increase membership fees for 2017 was put to the membership for discussion.

The Treasurer explained that U3A's major expense was accommodation costs which increased continually, along with many other non-negotiable areas of expenditure. Currently membership fees covered all expenses. It was not easy for U3A to successfully apply for grants and a certain amount of money was kept in reserve to cover any unforeseen expenses. The Treasurer thanked the office volunteers for their work, together with all of the patrons and donors who had generously donated.

**RESOLVED** That the Committee of Management be authorised, at its discretion and at the appropriate time, to raise the 2017 annual membership and associate membership fee by \$5 each from 1 October 2016 to 30 September 2017.

*Moved: A. Johns Seconded: S Arbuthnott Carried*

### **4 LIFE MEMBERSHIP**

Life Membership was awarded to *Hilary Adair and Peter Salmon* for more than ten years in their roles as tutors, *Jill Thompson* for her contribution as President, tutor and volunteer and Helena Ling for her contribution as a volunteer. The President read out their citations.

*John Besley, Chris Dargan, Robert Hooke, Margaret Ledley and Margaret Shilton* were recognised for their outstanding service as tutors over a significant number of years.

## 5 ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS

Nominations for the positions of President, Vice-President, Secretary and Treasurer and for six Committee Members had been received by the closing date. All persons were financial members of U3A Melbourne City Inc.

The following members were nominated to form the Committee of Management for 2017.

Given that the number of nominations was the number required these persons were duly elected.

Office Bearers:	President Vice-President Secretary Treasurer	Pamela Davies Jenny Holling Shirley Arbutnott Ann Johns
Committee Members:	Lesley Bright Marilyn Harris Helga Kuhse Helena Ling Anne Patterson Margaret Smith	

## 6 PRESIDENT'S ADDRESS

Pamela Davies addressed the meeting, emphasising the strength of the organisation and the need to plan for the future.

Currently the membership exceeded 1500 with over 200 members volunteering. However, the organisation could only continue to thrive if members continued to become involved and offer their time and expertise.

Priorities for 2016 included

- Accessing additional affordable accommodation to allow for growth in the number of classes
- Ensuring information to members and to the external community was timely and appropriate
- Reviewing the strategic plan.
- Ensuring there were adequate volunteers to undertake tasks

Activities undertaken by Committee in 2016 included:

- Review of our practice and current policy with regard to disability access.
- Ensuring maintenance of legal compliance through liaison with Justice Connect Organisation and attendance at seminars covering volunteer management issues, risk management, funding measures and conflict management.
- The process of Strategic Planning for 2017–2019. Current practice and challenges were reviewed and goals for future direction were established. Continuation of core focus on securing reliable tenancies for appropriate accommodation, ensuring effective technological capacity, and strengthening relationships with other organisations for the support of the U3A ethos.
- Continuation of our significant relationship with the Florey Institute of Neuroscience and Mental Health.
- Maintaining direct relationships with Victorian U3A Network and with Ross House management and staff.
- Initiating consultation with community information personnel for the Metro Rail Project, due to begin in 2017, to determine the implementation parameters.
- Initial contact with the Melbourne Men's Shed, with a view to fostering greater ties/ association in the future.
- Two very successful signature events, these being the Winter Lunch, held again in conjunction with William Angliss Institute and the Photography Exhibition held at Magnet Galleries.
- The Forums Program which engaged excellent speakers to ensure that every event was well subscribed.

The President gave a vote of thanks to the following:

- Members of the 2016 Committee and to Executive members in particular,

- Julie Nankervis, retiring course coordinator, for 8 years of remarkable contribution to the education program. Elizabeth Way was endorsed as the new course coordinator from 2017.
- Diane Noel, short course coordinator, for her tireless work and expertise.
- Jeanette Bosisto for her dedication to the crucial role of securing year-long room bookings
- Shirley Mason, retiring Let's Do Theatre coordinator, whose contribution was widely appreciated
- Ruth Hawley and Keith Bettles for their contributions to the Victorian U3A Network and Ross House Association respectively

## **7 OTHER BUSINESS**

**7.1** Ruth Hawley thanked Pam Davies for her outstanding leadership and for her enormous contribution as U3A President during 2016.

### **7.2 Sage Travel**

Geraldine Callister raised issues that she had experience during the 2016 Sage Travel UK tour.

The President responded by explaining that the Sage Travel tour had been considered over some years as an educational opportunity for members. Initially run by a U3A member, a reciprocal agreement had existed whereby a commission was paid for each member who attended, tour brochures would bear U3A logo, and the tour would be publicised to members.

During 2016 the President had met with the director of Sage to question the legalities of U3A's involvement, and had raised this issue with the U3A Network and U3A Insurance Company VIMA. It was explained that legislation had changed and travel sales agents were no longer required to be accredited.

Sage Travel was not a current member of AFTA, having chosen to move to membership of National Network of travel agencies. Legal agreement with the travel company was made by members on signing a tour booking form, not with U3A. U3A bore no responsibility for tour arrangements made by the operator.

The 2017 Committee would decide whether U3A would continue to support these tours in the future.

### **7.3 Disability Policy**

Julie Klein questioned the progress of the U3A Disability Policy raised at the 2015 AGM.

The President explained that the function of the Disability Working Party had been to present a report on the feasibility of creating a disability policy. The Terms of Reference for the Disability Working Party had been for 2014 only and the Working Party's function had been considered complete upon presentation of the feasibility study. Committee had discussed this issue in detail during 2016 and had been advised that a specific disability policy covering individual needs could not be created. However, members with a disability would be considered in U3A legislation across the board. When considering a new venue U3A Melbourne City used a checklist for compliance and access for members with disabilities. All venues were listed with the access logo for wheel chairs and both the enrolment information and the Tutor's Handbook contained complete access information for all class venues. Ultimately each member was responsible for ensuring that they were able to access a venue prior to enrolment.

A discussion between Jenny Holling, Vice President, Julie Klein and Rosemary Ryall was held following the AGM. Jenny Holling confirmed that the Committee had endeavoured to foster complete awareness across the whole of U3A to ensure that focus was on the needs of all members and that where possible venue choices were based around accessibility.

The Committee had been pro-active in this area. It was requested that any concerns which occurred during the year be brought to the Committee immediately and not held over until the AGM in order that they could be responded to and followed up on. Occasional contact would be made during 2017 to ensure that the needs of disabled members were being met.

**8 CLOSURE**

The meeting closed at 12.00 pm

