

Annual General Meeting 2019



Annual Report 2018 / 2019

**Agenda of Annual General Meeting N° 17
Held August 22rd 2019
At Thomastown and Lalor Elderly Citizens Centre
2b May Road Lalor commencing at 2:00pm.**

Welcome to Members and Guests.

Members Present / Apologies.

Minutes of Annual General Meeting No 16

Business arising from the minutes of Annual General Meeting no 16

Reports

President

Financial Report - Treasurer

Resolutions

1. Setting annual subscriptions

Recommended by the Committee that:

- A new fee of \$10 be introduced for the last term of 2019.
- A new fee structure to be set for 2020 as follows:

Full membership \$50 year

Associate member \$30 year

Full membership \$30 half year

Associate member \$20 half year

Full membership \$10 last term

Associate member \$10 last term

2. Setting Committee of Management size.

Recommended by the Committee that:

The committee for 2019/2020 will consist of 8 members.

4 executive and 4 general committee members.

Appointment of Committee for 2019/2020

Appointment of Auditor

Confirm the Appointment of

Mr Raj Vytilingam B.Com. F.C.A.C.F. as Honorary Auditor for 2018 / 2019.

Close

The meeting will be followed by light refreshments.

**Minutes of Annual General Meeting N° 16
Held August 24th 2018
At Thomastown and Lalor Elderly Citizens Centre
May Road Lalor**

Welcome to Members and Guests:

The President, Glen Wall welcomed members and guests.

Members Present / Apologies:

Members present and apologies were recorded.

Minutes of 2017 Annual General Meeting:

Minutes of Annual General Meeting N° 15 were circulated and approved.

Moved by: Sue Geary **Seconded by:** Bryan McNally **Carried**

Reports:

President's Report: handed out to attendees. Glen Wall spoke to the report.

Moved by: Aldo Vicentic **Seconded by:** Judy Cleary **Carried**

Treasurer's Report: handed out to attendees. Margaret Mitten spoke to the report.

Moved by; Joe Felice **Seconded by;** Beryl Clarke **Carried**

Margaret advised she will not be re-standing for the position of treasurer for 2019.

Glen thanked her for her contribution over the past few years.

State & Regional U3A Representative's Report: handed out to attendees.

Anne Heafield spoke to the report.

Moved by: Marion Gaylord **Seconded by:** Frank Borg **Carried**

Resolutions:

1. Annual subscriptions for 2019 to be set as follows;
 - \$50 per year for full members, \$25 per year for associate members
 - \$25 half year for full members , \$15 half year for associate members

Moved by: Peter Rodaughan **Seconded by:** Aldo Vicentic **Carried**

2. The Committee of Management to comprise of 12 members, 4 executive and 8 general committee members.

Moved by: Peter Rodaughan **Seconded by:** Peter Cleary **Carried**

A representative for the Whittlesea Mayor, Laurie Cox acknowledged the great work done by WU3A and confirmed that Whittlesea council will continue to support WU3A moving forward.

Election of Committee 2018 / 2019.

The President, Glen Wall declared all Committee positions vacant and asked Joe Felice, Past President to take the chair and act as returning officer for the election of the new Committee of Management for the 2018 / 2019 year.

Joe Felice declared that all nominations were received at least seven (7) days prior to the Annual General Meeting by the Secretary and were scrutinised to ensure they complied with the requirements.

Joe Felice advised there was only one nomination for the position of President therefore Glen Wall was re-elected as President unopposed and Joe Felice declared Glen Wall as the President of Whittlesea U3A for 2018/2019.

Glen Wall accepted the role of President for 2018/2019 and thanked the committee members for 2017/2018 for their continued efforts and support throughout the year.

Glen then advised that only one nomination was received for the position of Secretary, so he declared Elaine Bateman as the Secretary for 2018/2019.

As more than one nomination was received for the positions of Vice President and Treasurer, the formal voting process was conducted for the following positions:

Vice President: Candidates - Kathy Lizio and Aldo Vicenti

Treasurer: Candidates - Peter Rodaughan and Meg Brown

After the formal voting process was completed the following members were elected.

Vice President: Kathy Lizio

Treasurer: Peter Rodaughan

A total of 8 nominations were received for the general committee positions, therefore all nominees were declared members of the general committee.

The WU3A Committee for 2018/2019 was declared as follows:

Executive Committee Members:

President – Glen Wall

Vice President – Kathy Lizio

Secretary – Elaine Bateman

Treasurer – Peter Rodaughan

General committee Members:

Peter Cleary

Anne Heafield

Afroditi Toso

Michael Murray

Bev Moore

Kevin Whelan

Bryan McNally

Helen Downie

Election of Honorary Auditor for the forthcoming year 2018/2019

A motion was tabled that Raj Vytilingam B Com. F.C.A.C.F be appointed Honorary Auditor for the year 2018/2019.

Moved by: Margaret Mitten.

Seconded by: Peter Rodaughan

Carried

General Business

- Sue Geary raised the issue of the use of paper cups and requested that we change to china cups. Glen advised that we are in the process of introducing china cups and plan to encourage members to bring their own cups. We will also be looking into having cups with WU3A logo printed on them available to members.
- Jodie Lang asked if the curtains at PLC would be installed in the near future. Glen advised that they had been installed the day before.
- Peter Cleary advised that Jean France Hennequin had recently passed away. Glen acknowledged his valuable contribution to WU3A.

The meeting concluded at 3.20pm

Provisional Date for Annual General Meeting N^o 17 Thursday, 22nd August 2019 at 2:00pm.

PRESIDENT'S REPORT

Report to members

It is pleasing to report to this 2019 Annual General Meeting of members of Whittlesea U3A that we have again completed a successful year and worked our way through some challenges. We have increased our membership, range of classes and activities and continued to provide members with a friendly environment to make new friends and expand their skills in a learning community.

We have continued to identify organisations and other U3A groups that Whittlesea U3A can partner with to source resources, as well as class and activity leaders to refresh existing classes and activities and to provide a wider range of activities particularly in the area of well-being and cultural awareness.

The approach that Whittlesea U3A has developed over the past three years is now included in the Department of Health & Human Services (DHHS)–Seniors Online-toolbox- Creating Age Friendly-Places, as the U3A-Partnership-Toolkit. I would like to acknowledge the support provided by U3A Network Victoria, DHHS Seniors Inclusion and Participation Branch, City of Whittlesea Positive Ageing Team, RMIT University, Melbourne City Football Club, Brotherhood of St Laurence and the Whittlesea Community Futures Partnership partners for their support in the development and application of our Collaborative approach to enable seniors to participate in more activities.

Through the collaborative approach we have committed to, Whittlesea U3A has been able to assist neighbouring U3As. U3A Darebin (Walking Football), U3A Banyule (Line Dancing and Walking football) and U3A Moreland (Walking Football), develop new programs and share those classes and activities. We have also supported U3A Croydon and U3A Knox add Walking Football to their calendar of activities.

Our membership numbers have increased and our member profile is changing. It is interesting to note that:

- Membership has increased to 818 August 2019 (717 August 2018).
- Age range 50 to 90 plus.
- Members were born in 46 different countries with 50.6% born in Australia. The diagram in this report show the wide diversity of nationality of our membership which provides an excellent opportunity to share cultural experiences and has enabled Whittlesea U3A to widen its cultural programs and truly say we are proud to be an inclusive multicultural organisation.
- Provide 113 classes and activities, mostly on a weekly basis.
- Tutor / Leaders of classes and activities is 86.
- Commencing new classes and activities in the newer suburbs of Doreen, Mernda and expanding the number of activities in the Township of Whittlesea.
- Whittlesea U3A is a Network partner of the Australian Government Be Connected Digital Literacy Program and has been provided with funding to support members gain confidence in using technology safely.
- At our current growth rate and member retention rate we forecast membership to conservatively be 1,000 members in 2022.

Peter Lalor Campus

The Peter Lalor Campus is fully operational, and the office now has coverage five days a week. Check our web site for the times the office is open each day.

There are challenges with car parking, toilet facilities and access which we are working through with the Department of Education and Training, Council and collaborating with the Lalor and District Men's Shed. The process has been challenging but short-term temporary solutions are being implemented. Portable Toilets are being delivered this month.

A memorandum of understanding between Whittlesea U3A and Lalor and District Men's Shed has been signed whereby our two organisations have agreed to work together on a longer-term accommodation solution.

I would like to acknowledge the developing, positive working relationship between the committees of Whittlesea U3A and Lalor and Districts Men's Shed which is evidenced by the joint open day scheduled for 31st August to show case the activities of the two organisations to the community.

Operating Costs

You will note in the Income for Operations and the Operational Expenditure diagrams in this report and presented by the Treasurer in the Finance Report that our Income was \$99,053 and the operating expenses were \$95,069. Membership fees covers 35% of costs of operating. The support received as grant funding and project funding has enabled our membership fees to remain at the current level.

Funding Support

I included in my 2018 report to members, the grant funds provided by organisations to assist Whittlesea U3A fund the setup of an administration office and classrooms. These funds have all been received and additional grant funds in the order of \$40,000 is committed to be received by end of October this year. I would like to acknowledge the support of Strengthening Our Communities – Commonwealth Government Department Infrastructure, City of Whittlesea, U3A Network Vic Project funding, U3A Network Vic – ACFE Community Inclusiveness Project and Multicultural Seniors Support – Vic Gov.

Thank you to Tutors

Through our dedicated group of Volunteer Tutors, Whittlesea U3A continues to provide a friendly environment for them to share with members their knowledge, skills and expertise. An ongoing challenge for Whittlesea U3A is the continual need to identify new Volunteer Tutors who can deliver classes and activities relative to the interests of our membership.

We have over 86 Volunteer Tutors, Leaders, office support and helpers, all of whom do a fantastic job in keeping the various activities going. These volunteers contribute collectively more than 15,000 hours per year.

We are committed to provide Whittlesea U3A classes in the northern area of the City of Whittlesea including the township of Whittlesea, Mernda and Doreen, which is in line with the

Whittlesea U3A objective of providing activities for seniors across the whole City of Whittlesea.

Committee of Management

I would like to note my thank you to the 2018/19 Committee of Management, support volunteers and Tutor / Leaders for their dedicated commitment to the good operations of Whittlesea U3A during the past 12 months in particular meeting the challenges of growth and change.

The outgoing committee of management has approved the formation of a number of working groups who will have the responsibility for the important functions of: Communications, Membership Support and Partnerships. Each of these working groups will report to a member of the 2019/20 committee. This change in operating structure is viewed as an important step in the process of implementing a Leadership Succession Plan for Whittlesea U3A.

Support from Members of Parliament

On behalf of the members, I would like to acknowledge the support Whittlesea U3A has received from our State Members of Parliament: Bronwyn Halfpenny MP and Craig Ondarchie MP. I would also like to acknowledge the support Whittlesea U3A has received from our Federal Members of Parliament: Andrew Giles MP and Rob Mitchell MP and the Councillors of the City of Whittlesea.

Conclusion

In conclusion, as the 2018/19 President of Whittlesea U3A I believe the 2018/19 Whittlesea U3A committee has met its objectives for 2018/19 and continued to provide opportunities for Seniors in the City of Whittlesea to learn, teach, share, socialise, communicate and to give mutual support to each other in a friendly, fun environment regardless of ethnicity, religion, political persuasion, ability or disability.

Thank you, the members for your support.



Glen Wall

President-Whittlesea U3A Inc.

Profit & Loss June 2018 to June 2019

Income

Membership		\$ 35,507.90
City of Whittlesea Senior's Grant		\$ 13,096.65
Merchandise Sales		\$ 544.00
Grant Income		\$ 45,917.50
U3A Inclusiveness Project	\$ 11,000.00	
Less Project Expenses	\$ -9,960.44	\$ 1,039.56
Donation/Gift Income		\$ 116.64
Christmas Luncheon	\$ 13,279.80	
Less Expenses	\$ -12,312.20	\$ 967.60
Bus Trips	\$ 13,320.00	
Less Expenses	\$ -11,456.13	\$ 1,863.87
Total Income less Direct Costs		\$ 99,053.72

Expenses

Merchandise	\$ 5,220.73	
Web Site	\$ 2,050.00	
Bank Fees	\$ 38.45	
Paypal Commission	\$ 276.57	
Licences to operate	\$ 2,684.70	
Class/Course Costs	\$ 1,880.52	
Program Development	\$ 1,844.08	
Promotions	\$ 268.09	
Volunteer's Support expenses	\$ 4,918.88	
Aussie Bush Country Dance	\$ 1,000.00	
Morning Teas	\$ 780.00	
Function - AGM	\$ 328.55	
Equipment	\$ 2,773.93	
Catering	\$ 998.10	
Regional Conferences	\$ 360.68	
Computer Expenses	\$ 796.89	
Office Expenses	\$ 50.00	
Telstra	\$ 39,343.83	
Peter Lalor Campus kitchen	\$ 793.01	
Peter Lalor Campus Office	\$ 4,912.84	
May Road Campus kitchen	\$ 433.65	
May Road Campus Office	\$ 2,259.90	
Postage	\$ 2,492.36	
Venue - Rent	\$ 17,074.43	
Mid-Year Function	\$ 95.00	
Lalor Living & Learning Centre	\$ 550.00	
Mill Park Basket Ball Stadium	\$ 675.00	

Total Expenses

\$ 94,900.19

Surplus / Deficit

\$ 4,153.53

Other Income

Interest Income- Westpac	\$ 3.31	
Interest Bendigo Bank	\$ 1,315.52	
Other Income	\$ 0.26	
Total Other Income		\$ 1,319.09
Other Expenses		
Interest Expense	\$ 169.19	

Total Other Expenses	\$ 169.19
Net Profit/(Loss)	<u>\$ 5,303.43</u>

Balance Sheet as of June 2019

Assets

Current Assets

Bank Accounts

Westpac Cheque Account	\$ 4,477.40	
Petty Cash	\$ 254.95	
PayPal	\$ 110.26	
Bendigo Bank Cheque Account	\$ 80.07	
Bendigo Bank Saving Account	\$ 6,163.04	
Bendigo Bank Debit Card	\$ 20.00	
Internet Product Sales	\$ 100.00	
Total Bank Accounts		\$11,205.72

Other Current Assets

Bond - Y P R L	\$ 150.00	
Bond Whittlesea C C - EMH	\$ 100.00	
Bond Whittlesea CC Mernda Hse	\$ 100.00	
Bond Laurimar CAC	\$ 400.00	
Total Other Current Assets		\$ 750.00

Total Current Assets		\$11,955.72
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Non-Current Assets

Low Value Pool

Low Value Pool At Cost	\$27,183.87	
Accum. Depr. Low Value Pool	-\$ 2,181.00	
Total Low Value Pool		\$25,002.87

Total Non-Current Assets		\$25,002.87
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Total Assets			\$36,958.59
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Liabilities

Current Liabilities

Other Current Liabilities

Grant - Region Conference	\$ 747.87	
Total Other Current Liabilities		\$ 747.87

Total Current Liabilities		\$ 747.87
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Total Liabilities			\$ 747.87
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Net Assets			\$36,210.72
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Equity

Retained Earnings		\$30,887.29
Current Year Surplus/Deficit		\$ 5,303.43
Historical Balancing		\$ 20.00

Total Equity			\$36,210.72
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AUDITORS REPORT

In my opinion the Financial Statements representing the Profit & Loss Account and Balance Sheet of Whittlesea U3A for the year ended 30th June 2019 give a true and fair view of the results of for the year and the state of affairs of Whittlesea U3A Inc as at 30th June 2019.

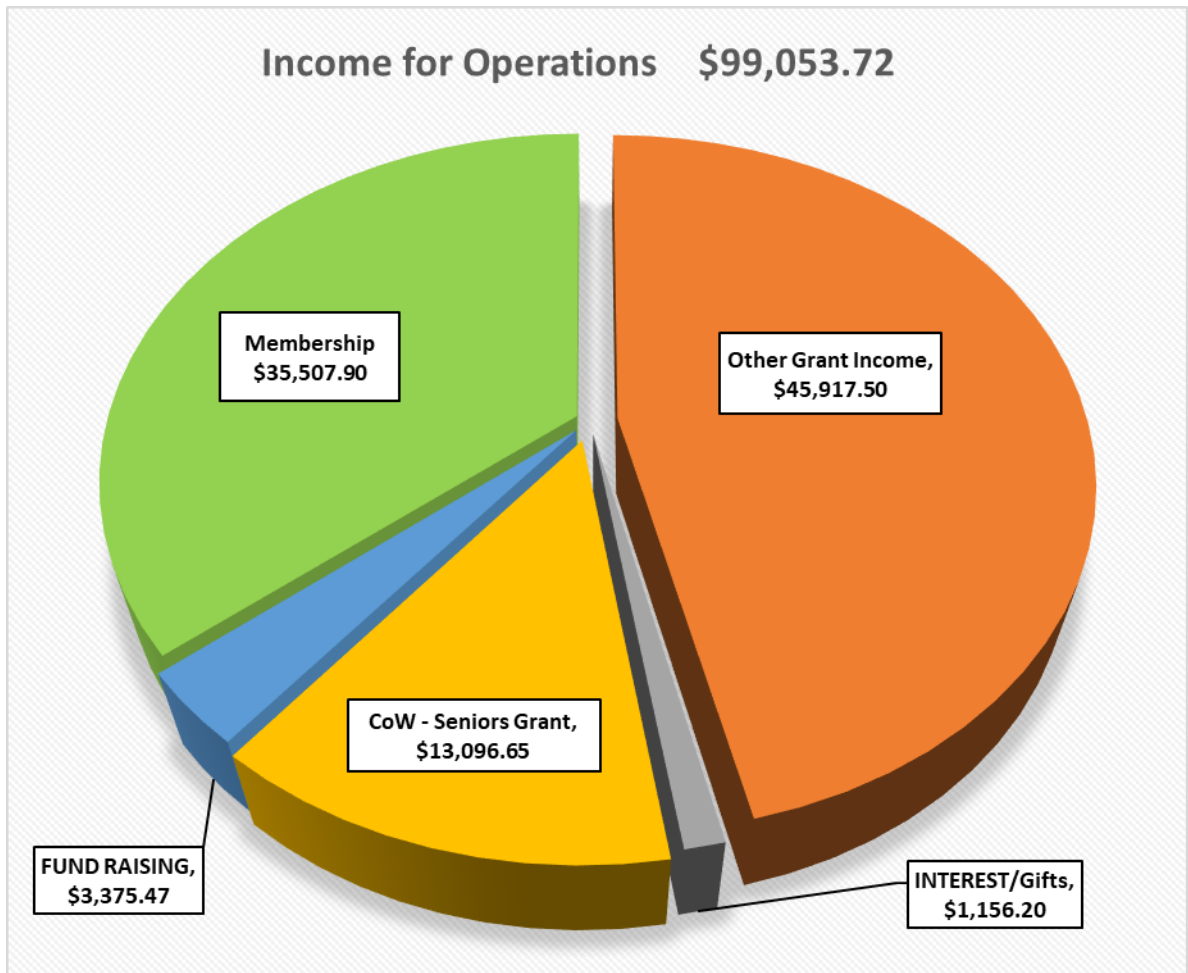


Raj Vytilingam B. Com. F.C.A C.F.I

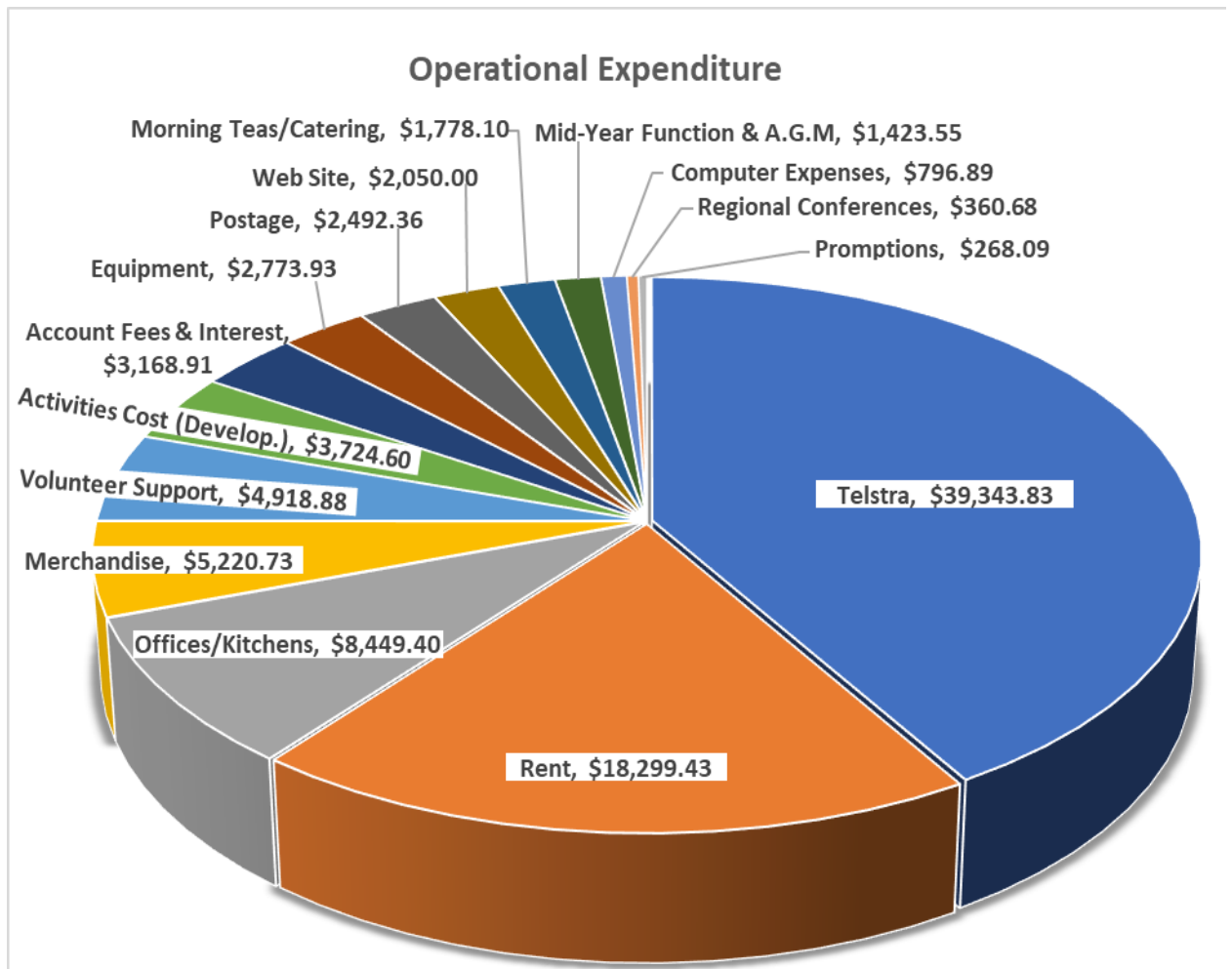
(Honorary Auditor)

13th Aug 2019.

The Whittlesea U3A Income for Operations 2018/2019 was \$99,053.72 from the sources shown in the following diagram.

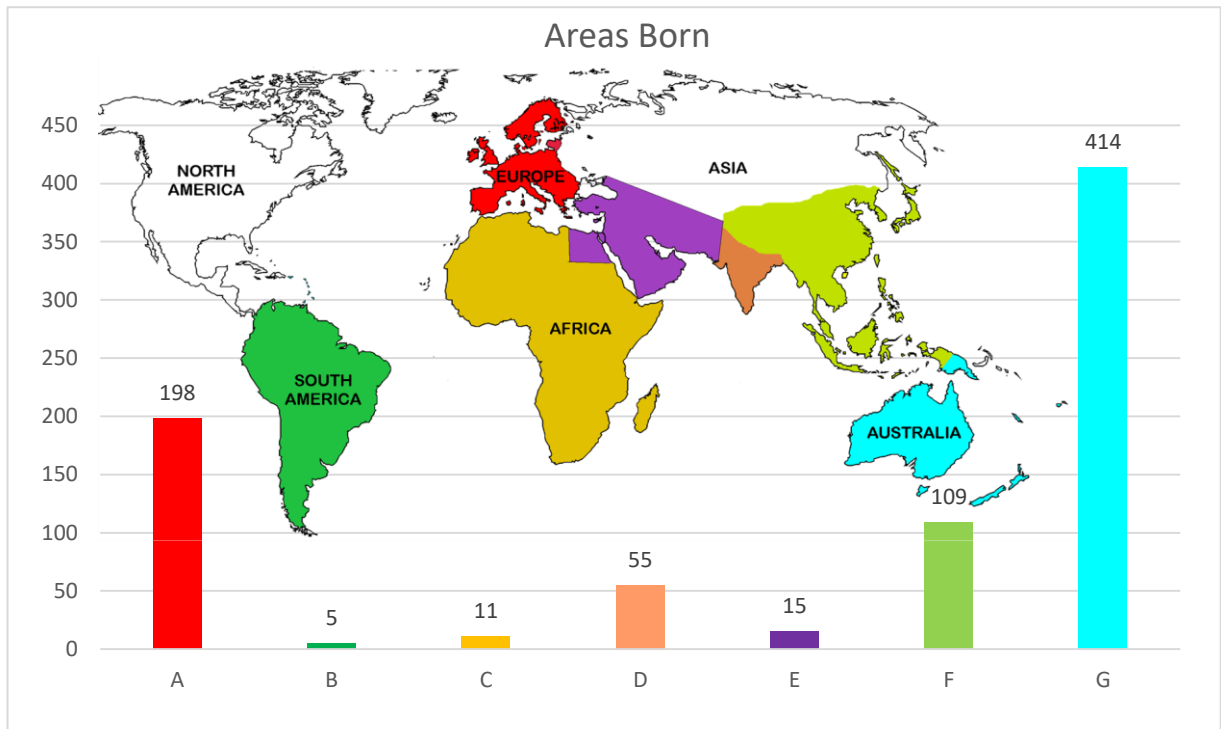


The operating expenses were \$95,069.38 as shown in the following diagram which represented an amount of over \$100.00 per member.

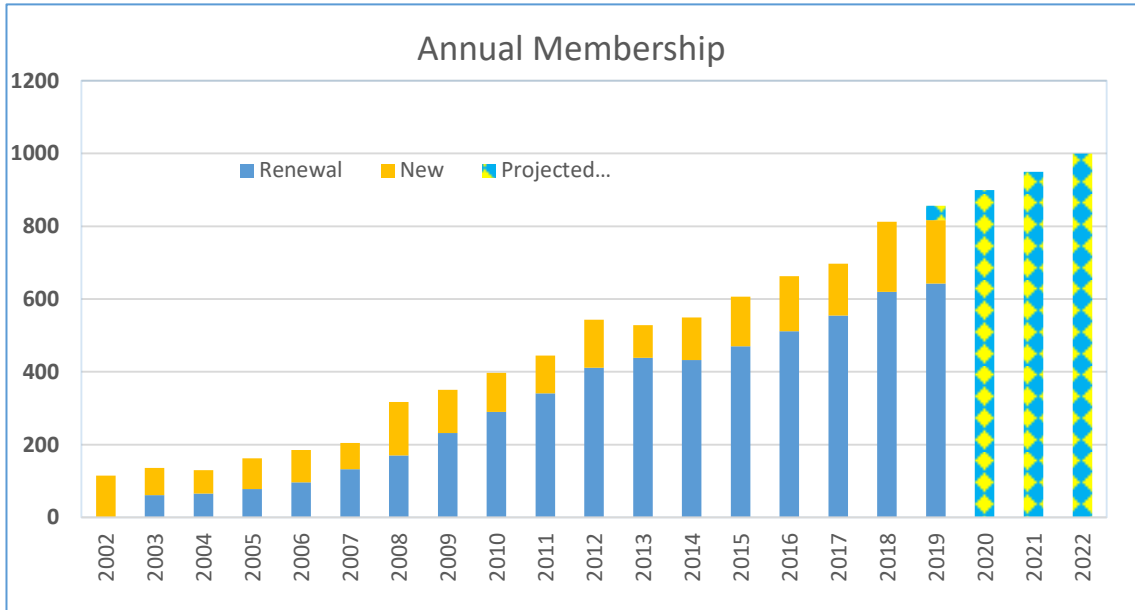


Whittlesea U3A membership profile

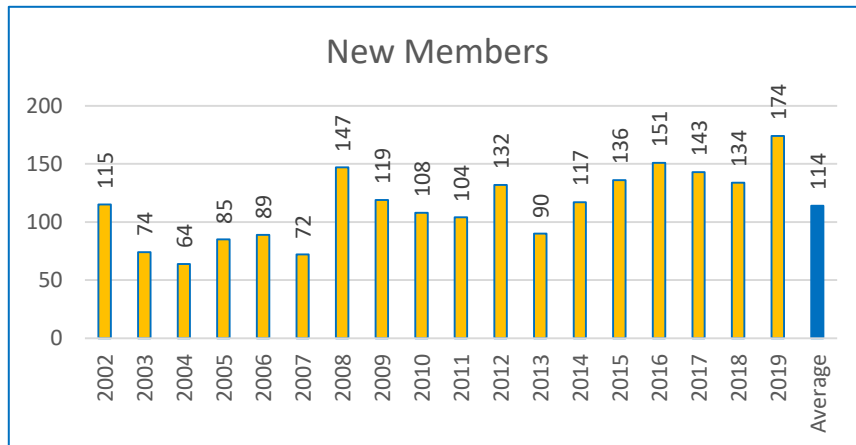
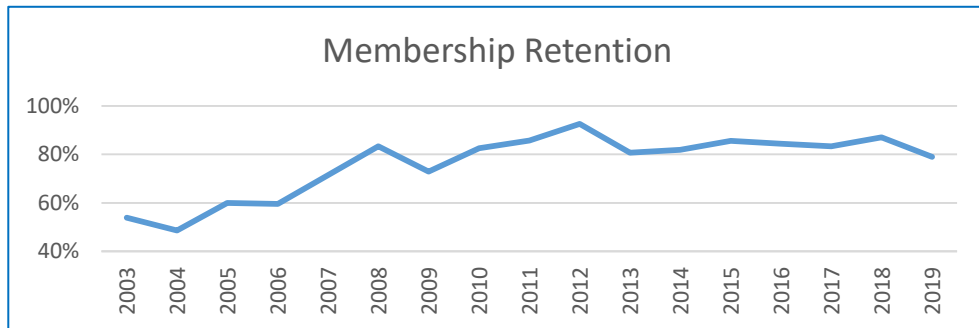
The diagram below depicts the number of Whittlesea U3A members born in 46 different countries.



With a conservative growth of just 5%, we will have 1,000 active members in Whittlesea U3A by 2022.



Our annual membership retention rate is currently at 79%. Since 2012, with the best rate of 93%, we have attained a rate of around 83%.





2019 Annual Report

Printed by Andrew Giles MP.