



UNIVERSITY OF THE THIRD AGE

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# ANNUAL GENERAL REPORT 2021/2022



*~ By The Members for The Members ~*

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# FROM THE PRESIDENT

The last few years have been challenging ones for U3A Bairnsdale that have included fires, floods, COVID and a changeover of committee members for health, moving, family and personal reasons. Challenges bring out the best in people and this has certainly been the case for us as we enter our 36th year in good order and optimism for the future.

We are a volunteer organisation. The circumstances of volunteers change, and consequently the time individuals can give to the organisation does so as well. It is important to know when it is time to move on from a position. When writing this the news of Jacinta Ardern's resignation was announced. Her comments resonated with me. I have been a member of U3A since 2008. Becoming a committee member in 2017 seemed an appropriate way to give back to an organisation that has given me so much.

I became President in 2019 and met with a range of new challenges, becoming aware of the many complexities that exist below the radar. U3A has grown and increased the range of courses and activities offering a wide range for members to choose from.

I have noticed the friendships that are formed and the support given to members when health or major life issues occur. It is amazing and it pleases me to see that our members use U3A as a safe, happy place. The welfare role of the organisation has grown as members often find U3A a useful place to obtain directions to other support agencies. It is also used as a place for new members of the Bairnsdale and surrounding communities to make contact with like minded people.

In taking on a role such as President I have gained so much personal growth and new opportunities. No-one works alone and I would not have been able to fulfil this role without the support from the Committee and members in general. I have enjoyed being part of this team.

The friendship and support I have gained has been amazing and I look forward to continuing my role as outgoing President and enjoying all that this wonderful organisation has to offer, and having some me time.

I wish the incoming Committee all the best.

*Joy Green*

# FACILITIES

U3A, along with other non-profit organisations, rents its facilities from Gellen, a non-profit organisation appointed by the Council to manage the facility.

Weather conditions not only challenge people but buildings as well. The property is aging, and like all of us as we age a few cracks appear, or in our case, leaks. The Shire has reviewed the facility and is aware of the problems. Leaks in the roof have been fixed and over all the support of Gellen to address any problems and concerns has been positive.

In the last three years we have updated furniture and equipment to ensure that it is more user friendly and suitable for our needs. Tables on wheels for easy moving, large screens for easier viewing are examples.

All rooms have access to large screens and technology as required including aids for those who are hard of hearing.

The value of the facility is having all classes in one place and a common room where members can congregate.

Test and tag is regularly carried out on all electrical equipment.

## 2023

The Committee will continue to work with Gellen to ensure ongoing improvements with the building and facilities.

Areas to be addressed include plumbing issues, repairs to the external doors on the corridor, repairs to the garden area and the building of a boulev` court.

Technology equipment will be reviewed and upgraded as required.

A review of the garden area and improvements will be considered during the year.



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# WORK OF COMMITTEE

The major work of Committee this year has been to review and improve our management practices. The review highlighted the problems of an annually elected committee and the lack of cohesiveness from one year to the next.

As a result, the constitution was reviewed and unanimously passed with committee members being elected for two years, with half of the committee being elected each year. In addition, the retiring President will remain on Committee without voting rights for one year. This is designed to ensure continuity and reduce reinventing the wheel process we so readily fall into.

A major role in supporting continuity of an organisation is ensuring access to information and past decisions. Consequently, policies, processes and information have been recorded and are now readily available. This has included: -

- Introducing MYOB as basis for financial management and establishing a working budget
- Introducing Electronic funds transfer facilities
- Joining Network initiatives for enrolment and membership management - UMAS
- Joining Network Web management
- Establishing central computer records and files that ensure information is readily on hand for future committee members and reduces the workload of individual members. This includes archives.

To improve and simplify the work of committee and maximise the ability for committee members to participate actively in decision making, a handbook resource for Committee members was developed that provides the policy guidelines for decision making. Committee emails enhance communication.

Meetings have been simplified to focus on the task at hand. To ensure committee cohesion, the committee has reverted to using motions and where appropriate presenting short briefing papers.

The Committee meets at a set time each month. In addition, two planning sessions are held annually.

Committee membership has varied throughout the year. Committed committee members have been unable to continue because of health, relocation, family, and other commitments. U3A Bairnsdale thanks the following members and ex-members for their contribution: long serving committee member and secretary, Judy Mann, Minute Secretary, Robin Counihan, John Mills, Kate McLean, and Nikki Francis who was responsible for reorganising the finances.

## 2023

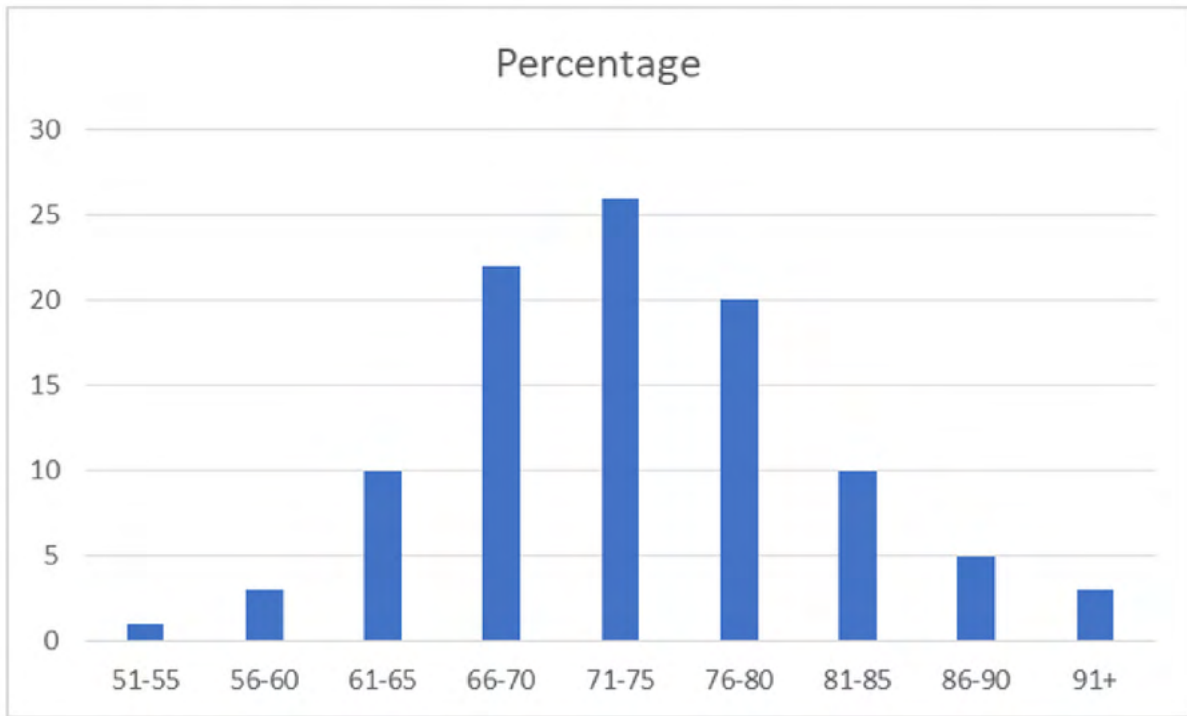
Embedding the best practices for Committee operations and forward planning is a priority. As new Committee members join, information for Committee members is readily available and orientation planned.

A three year strategic plan is being developed.

# MEMBERSHIP STATISTICS

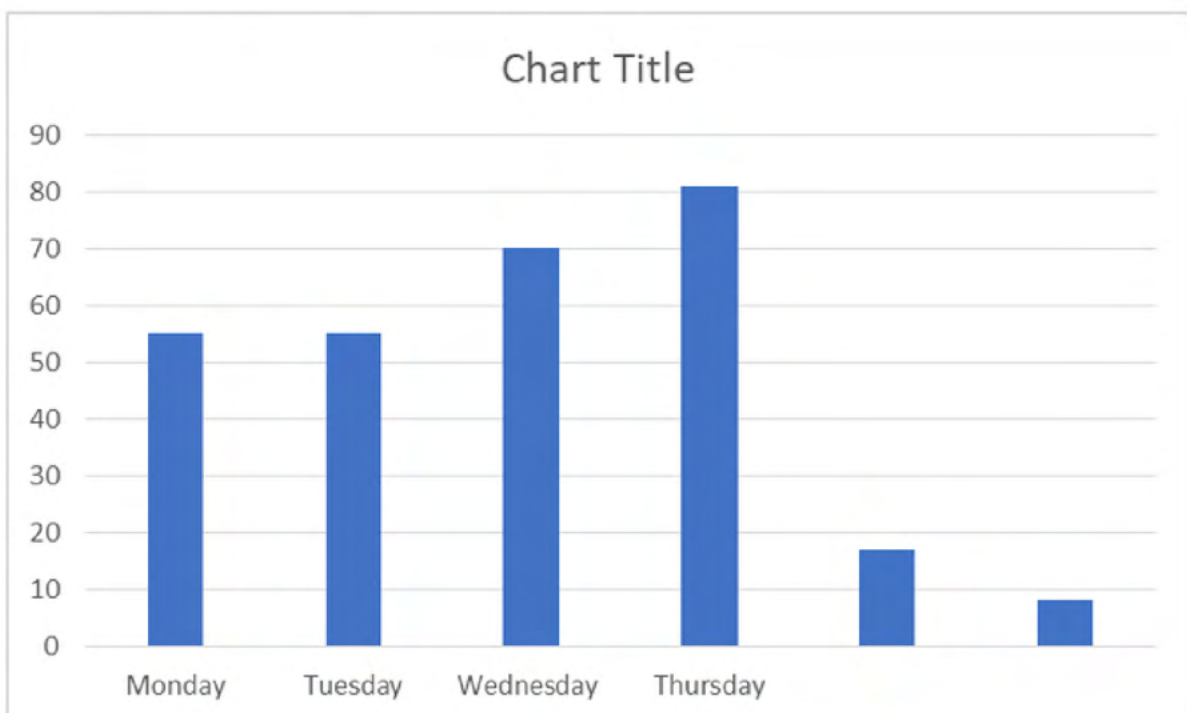
Membership continues to be strong with the closing number in December 2022 of 483. This consisted of 116 males and 367 females.

The graph below shows the age distribution of the membership cohort.



## Attendance

The highest class attendance occurs on Wednesdays and Thursdays where attendance of over 100 occurs on those days. Fewer classes are offered on Fridays and Saturdays and account for the lower numbers.



# COURSES AND PROGRAM FOR 2022

## Monday

Chess  
Gardening - Community Garden  
History/Arts - Historical  
Content  
Apple Devices Assistance  
Australia - Informative Talks  
Art & Craft  
Book Club 1  
Book Club 3  
Boule (Pentaque)  
Julius Caesar  
19th & 20th C Literature

## Thursday

Italian - Beginners  
Musical Chair Aerobics  
Current Affairs  
Italian - Advanced/Beginners  
Just Write  
Mandarin  
Tai Chi - Beginners  
Watercolour Painting  
Book Club 4  
Tai Chi - Advanced  
Canasta  
Drama & Theatre  
MahJong  
QiGong

## Tuesday

Japanese - Advanced  
Simply Yoga  
Fly Tying  
German  
Living History  
Tai Chi For Vision Impaired  
Better Balance  
MahJong - Beginners  
Simply Yoga

## Friday

Amblers  
Australian Literature  
King Walkers  
Musical Chair Aerobics  
Carpet Bowls  
Sip, Strum & Sing  
U3A Parkinsons Support Group

## Wednesday

Musical Chair Aerobics  
French - Intermediate  
Mobile Devices One on One  
Photography  
Vision Impaired Assistance  
Watercolour Painting  
Conversational French  
Ukulele - Beginners  
Drawing For Fun  
I am Woman  
Ukulele - Advanced  
U3A Discussion Group

## Saturday

Calligraphy  
Guitar For Enjoyment  
Saturday Matinee



*While the number attending courses varies, the policy has been to allow interest groups to occur regardless of size where accommodation exists.  
The Program Coordinator's position is an important and demanding one and the thanks of our members goes to Sally Robins and especially to Judy Mann who filled the role for several years*

# TUTORS

Without volunteer tutors the programs offered would not be possible. The quality of programs and dedication of the tutors is exceptional, and their work and commitment is acknowledged with thanks. Although small for the work they do, tutors were the guests of U3A Bairnsdale at the 35th birthday celebrations.

The introduction of UMAS has greatly assisted the tutors in communicating with class members.

The importance of ensuring tutors are up to date with requirements of Health and Safety policies relating to access, disabilities, bullying, as well as U3A Bairnsdale's policies such as our RESPECT community policy is being addressed with two information days a year.

## **OUR THANKS TO THE FOLLOWING TUTORS AND ALL OTHER** **SPEAKERS WHO ASSISTED THROUGHOUT THE YEAR.**

Bob Parrôt  
Peter Hart  
Lesley Fenton  
June Treadwell  
Gary La Roche  
Bonnie Walker  
Joan Waites  
Alastair Mailer  
Sue Tanian  
John Mills  
Steve Mills  
Liz Hrouda

Elaine Bryant  
Thea Talbot  
Stella Tyers  
John Scott  
John Kahsnitz  
Lorraine Scott  
Roger Newman  
Sue Kubale  
Pip Cooper  
Pam Cracknell  
Ian Temme  
Brenda Murray

Beatty Blennerhassett  
George Ellingsen  
Caz Mills  
Carol Johnson  
Debbie Papadopouls  
Sam Thomas  
Phil Searl  
John Walker  
George Ribeiro  
Denise Knight  
Lesley Proseer  
Glenda Hein

Helen Gottschalk  
Mike Hinchey  
Peter Gardener  
Bernadette Williams  
Claire Dingey  
Debbie Lewis  
Mee Mee Bell  
Robert Franck  
David South  
Noel Moline  
Michael Fox  
Pat McKeown



**Vision Australia provides support and advice to vision impaired members and non-members every Tuesday**



# OFFICE

The U3A office volunteers play an important role in the successful operations of U3A. Not only are the volunteers who staff the office the first point of call for new and established members, they are also responsible for maintaining the high standard of cleanliness of the refreshment areas and ensuring that there is tea, coffee and of course the famous biscuits available at break times.

In addition, they provide some services to tutors. The maintenance of rosters has been willingly and successfully conducted by Anne Marie Parkinson and we thank all volunteers for their contribution.

## COMMUNICATIONS and MARKETING

Email is the main means of communication with members. However, around 50 members still do not have access to this facility and when possible communications are printed and forwarded to them.

Some difficulty was experienced with UMAS, the email address and the website host. A designated email directly through the new provider appears to be reducing issues.

Where there is a changeover of staff, members who are new to the positions need to learn the process. The technology team at U3A Network are most supportive and helpful providing immediate response to problems. As all involved are volunteers the patience of members is requested when trying to enrol and pay online.

The website is still a work in progress and a priority for the coming year.

## RELATIONSHIP WITH THE PRESS

### Newspaper

Thanks to Sue Tanian regular articles are featured in local newspapers and interestingly bring new members to U3A as well as making the community aware of what we do.

### Radio

REG FM provide excellent support and again, thanks to Sue Tanian, regular speakers have been interviewed and considerable interest generated.

### Newsletters and Bulletins

Sue Tanian coordinates and sends regular bulletins and a Newsletter each term.

## PLANS FOR 2023

### These include:

- Continuing with current practices
- Providing an introduction for new members
- Establishing a monthly morning tea for new and established members to come together.
- Establishing an information board where current documentation relating to committee is available to members.

# LIBRARY



Sue Tanian has continued to increase the resources located in the Library and there is great demand by members. The DVD library has increased and donations of quality books continues. The jigsaw has proven a great success and many members can be seen adding to the puzzle before and after classes.



## LINKING WITH THE COMMUNITY

The Parkinson Support group meets regularly at U3A rooms helping members and non-members. Recently, Vision Australia, in cooperation with U3A, established a 'drop in' morning tea and one on one assistance with computers, iPads and mobile phones. This brings people with limited vision into the centre and assists those with decreasing eye sight to consider the assistance available.

## EVENTS



The key event of the year, the 35th birthday celebration, was a great success with 120 members attending a celebratory function at Bairnsdale RSL. A feature of the event was the launching of a book recording the 35 year history of the organisation.



A feature of the day was the official launch by the President of U3A Network Ann Grigg, (pictured left). Sponsorship was provided by Local MP Tim Bull and TerryWhiteChemmart Eastwood. (Manager Leeanne Jones and Pharmacist, Josh pictured right)





The University Of The Third Age

Bairnsdale VIC

## Treasurers Report

### 2022 AGM

#### Reports

##### Bank Statements

- Everyday Account ✓
- Social Account ✓
- Grant Account ✓
- U3A Regional Account ✓

##### Reports Included

- Balance Sheet ✓
- Bank Register ✓
- Profit & Loss ✓
- Reconciliation Report ✓
- Budget Report ✓
- Transaction Report ✓
- Grant Transaction Report ✓

##### Documents Included In This Report

- Schedule 1 Regulation 15 Form 1 ✓
- Submission of Statements To Annual General Meeting ✓

##### Other Reports Available on Request

TREASURER'S REPORT

# TREASURERS REPORT - A SUMMARY PART 1 - NIKKI FRANCIS

## 1ST JULY 2021 – 30TH JUNE 2022 PROFIT & LOSS

• Income for the 2021/2022 Financial Year was	\$63,616.07
• Expenses for the same period were	\$57,019.15
• Net Profit	\$6,596.92

## BANK ACCOUNT BALANCES AS AT 30TH JUNE 2022

• Everyday Account	\$26,684.98
• Social Investment Account	\$33,781.32
• Grant Account	\$1,039.56
U3A Regional Account	\$4,023.87

*Note: We are the caretakers only of the Regional Bank Account*

## OUTSTANDING ACCOUNTS

There were no outstanding accounts to be paid as of 30th June 2022

## MEMBERSHIP INCOME

• Membership Fees	\$21,179.40
• Class Fees	\$25,122.90

## GRANTS RECEIVED

• B Connected Grant	\$8,250.00
• EG Shire	\$500.00

## INSURANCE CLAIM

An insurance claim was made when 2 laptops were stolen along with laptop bags, mouses and a DVD player

• CGU Insurance	\$3,778.18
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## ASSETS PURCHASED WITH 100% DEPRECIATION

• Laptops (Insurance Claim)	\$3,670.97
• Gazebo	\$271.45

## LICENSE AGREEMENT

• Gellen	\$14,571.24
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## PAYPAL

• 42 Memberships	\$2,100.00
• Fees	\$67.70

42 Memberships were paid via Paypal.

Fees were \$1.60 for every \$50 payment and have now increased to \$2.10 for every \$50 payment

41 x \$1.60 = \$65.60

01 x \$2.10 = \$ 2.10

Total Fees = \$67.70

## U3A NETWORK FEES

\$758.00

## ASURE INSURANCE

\$712.51

## MEMBERSHIP & CLASS FEES

We seem to be managing quite well at the moment with \$50 full membership & \$2 class fees.

With the latest increases in the cost of living I would suggest leaving those fees as they are for now.

## SUPPLY PURCHASES

An account with Woolworths was created and all purchases are now made online and picked up via Direct to Boot.

The Woolworths account is linked to our Paypal account which is linked to our Everyday Account for payment.

This eliminates the need for others to be shopping which in turn eliminates the need for reimbursements and receipts. It also gives a much clearer and more efficient way of entering the invoices into MYOB and requires much less time. Invoices are conveniently available in the Woolworths online account.

Online Accounts have also been set up with Officeworks, JB Hi Fi and Dick Smith for Electronic/Technology requirements.

## CONCLUSION

I'd like to thank those who have assisted me throughout the difficult year we've had due to Covid19. I'm grateful to each and every one of you. It has been a challenge but thankfully working from home has been an advantage. Technology really does have a place in our world! I've seen some great changes in the last 18 months

and I hope that U3A Bairnsdale can continue to grow and benefit from the changes that have been put in place.

**Balance Sheet**

As of December 2022

ASSETS		
Current Assets		
Bank Accounts		
Everyday Account	\$30,340.37	
Debit Card Account	\$1,305.46	
Investment Deposit Account	\$33,885.85	
U3A Gippsland Regional	\$3,828.07	
<b>Total Bank Accounts</b>	<b>\$69,359.75</b>	
<b>Total Current Assets</b>		<b>\$69,359.75</b>
Non-Current Assets		
Office Equipment	\$3,195.38	
Accum Depn Office Equipment	-\$3,195.38	
<b>Total Non-Current Assets</b>		<b>\$0.00</b>
<b>Total ASSETS</b>		<b>\$69,359.75</b>
Liabilities		
Current Liabilities		
GST Liabilities		
GST Paid	-\$1,443.15	
<b>Total GST Liabilities</b>		<b>-\$1,443.15</b>
Other Current Liabilities		
Accounts payable accrual	\$6,600.00	
<b>Total Other Current Liabilities</b>		<b>\$6,600.00</b>
<b>Total Current Liabilities</b>		<b>\$5,156.85</b>
<b>Total Liabilities</b>		<b>\$5,156.85</b>
<b>Net Assets</b>		<b>\$64,202.90</b>
Equity		
Retained Earnings	\$66,636.38	
Current Year Surplus/Deficit	-\$2,433.48	
<b>Total Equity</b>		<b>\$64,202.90</b>

This report includes Year-End Adjustments.

**Profit & Loss Statement**

July 2021 To June 2022

<b>INCOME</b>		
Membership Fees 2021		\$1,125.00
Membership Fees 2022		\$19,954.40
Class Fees		\$25,122.90
Tables		\$345.00
U3A Cook Book		\$1,259.90
Good Things Grant-B Connected		\$7,500.00
Grant - EG Shire All Abilities		\$454.55
Donations		\$92.90
Lanyard Sales		\$134.00
Other Misc		\$182.10
Coffee Machine		\$29.75
Sip n Strum		\$10.00
Art Workshop		\$200.00
Archibald Prize Trip		\$1,500.00
Photography Workshop		\$260.00
Interest Received		\$39.89
Christmas Luncheon Income		\$1,325.00
Christmas Raffle Income		\$302.50
Gellen Refund Jims Test & Tag		\$100.00
CGU Insurance Claim		\$3,778.18
<b>Total INCOME</b>		<b>\$63,716.07</b>
<b>Cost Of Sales</b>		
Raffle Items		\$109.09
Discounts Received		-\$9.09
<b>Total Cost Of Sales</b>		<b>\$100.00</b>
<b>Gross Profit</b>		<b>\$63,616.07</b>
<b>EXPENSES</b>		
<b>General Expenses</b>		
Biscuits		\$952.85
Photocopy Paper, Stationery		\$1,045.77
Toner/Printer Cartridges		\$165.16
Milk, Tea, Coffee		\$1,027.06
Kyocera Meter Reads		\$1,161.70
Canon Cartridges		\$229.54
Freight		\$23.59
Open Day Expenses		\$510.57
All Abilities Garden Opening		\$566.69
<b>Grant Expenses PHN</b>		
PHN - Garden Upgrade Project	\$496.11	
PHN - Mental Health	\$1,698.18	
PHN - Mind & Body / Wellness	\$3,486.50	
PHN - Painting / Photography	\$1,622.67	
PHN - Music / Drama	\$1,283.23	
PHN - Ergonomic / Environmental Issues	\$7,200.00	
PHN - Gippsland Regional U3A Visit	\$695.18	
<b>Total Grant Expenses PHN</b>		<b>\$16,481.87</b>
<b>U3A Grant</b>		
U3A Grant - Living History	\$990.37	

This report includes Year-End Adjustments.

**Profit & Loss Statement**

July 2021 To June 2022

Total U3A Grant		\$990.37	
B Connected Grant Exp			
B Connected - Tutor Equip - Phones- I pads	\$5,642.35		
B Connected - Security Cameras	\$1,432.07		
Total B Connected Grant Exp		\$7,074.42	
Tutor Subscriptions		\$496.13	
Tutor Equipment/Supplies		\$429.12	
Gifts		\$474.19	
Advertising & Marketing		\$313.20	
AGM Expenses		\$261.82	
Kitchen & Cleaning Supplies		\$251.45	
Professional Cleaning		\$300.00	
Insurance Fees		\$653.35	
U3A Network Annual Fees		\$689.09	
U3A Network Meetings			\$563.64
General Maintenance & Equipment	\$913.29		
Consumables	\$74.10		
Aussie Broadband	\$763.99		
Website & Technology	\$308.18		
Postage & PO Box Fees	\$572.20		
Gellen Lease/Room Hire	\$13,246.58		
Accommodation			\$170.00
Christmas Luncheon Expenses	\$1,409.09		
Lunches/Dinners	\$311.59		
Tutor/Volunteers Lunch	\$157.04		
Nonagenarian Social Event	\$269.80		
PayPal Fees	\$67.70		
MYOB Accounting Software	\$510.00		
Total General Expenses			\$52,701.50
Assets 100% w/off			
Gazebo	\$246.77		
New Equip - Insurance Claim	\$3,337.24		
Total Assets 100% w/off			\$3,584.01
<b>Total EXPENSES</b>			<b>\$57,019.15</b>
<b>Operating Profit</b>			<b>\$6,596.92</b>
Total Other Income			\$0.00
Total Other Expenses			\$0.00
<b>Net Profit/(Loss)</b>			<b>\$6,596.92</b>

This report includes Year-End Adjustments.

\*Note that Schedule 1  
Regulation 15 Form 1  
Associations Incorporation  
Reform Act 2012 Section 94  
(2) (b) and 97 (2) (b)  
was presented to  
Committee and signed by  
the President and Vice  
President on 12th July

# ACKNOWLEDGEMENTS

## EXECUTIVE COMMITTEE

**President** - Joy Green

**Vice President** - Sue Tanain

**Treasurer** - Dan O Connell

**Secretary** - Judy Mann/Lorraine Scott

**Former Treasurer** - Nikki Francis

## COMMITTEE MEMBERS

Brenda Murray, Bonnie Walker, Jill Johanssen and Bob Parrôt

**UMAS and Website** - Claire Dingey and Peter Hart for undertaking and maintaining the UMAS system and Brian Andrews for Website up loads.

**Newletter and Bulletins** - Claire Dingey, for the many hours spent undertaking this task and for Sue Tanian who continues this task.

**Office Staff** - who keep the office functioning

**To all members** - who assist in so many ways. They see something that needs to be done and they do it. They are too numerous to mention.

To our many short and long term members who support and maintain our courses.

*Thank you*



*~ By The Members for The Members ~*