

U3A Townsville Inc.
Minutes from Annual General Meeting held on Friday 15 March
2024 at 10.00a.m. at Senior Citizens Welfare Association, Ryan
Street Belgian Gardens.

(Note: these minutes have not been ratified)

President Pauline Woodbridge welcomed the members attending and declared the 2023 AGM open with a quorum being achieved.

Present:

Pauline Woodbridge, Larry Frazer, John Webster, Jenny Sebba, Alan Williams, Graham Collins, Christine Titmus, Lorraine Ryrie, Antonia Gerrard, Pat Frazer, Kate Eagling, Lynn & Lutz Jacoby, Bryon McKenzie-Ross, Noreen Scott, Ruth Bradshaw, Mary Collins, Ray Hatton, Georgina Valdeter, Jeanette Hind, Peter & Lori Hurst, Mike Mills, Phil Young, David Burdeu, Nanette Grace, Belinda Littler, Geoff Ward, Norman Rains, Tess Ziems. Veronica Kaehne (pending member).

Apologies:

Will Horsfall, Roger Freney, Jenny Schroeter, Kloudya Pollard.

Confirmation of the minutes of the 2022 AGM held on 15th March 2023

The minutes were deemed a true and correct record. Moved Alan Williams/Seconded Larry Frazer.
Carried

President's Report (Full report attached)

- Synopsis of the 2023 year month by month.
- Relocation of U3A office to Townsville Senior Citizens Welfare Association rooms in Belgian Gardens.
- Acknowledgement of members of the committee

Moved Pauline Woodbridge/Seconded Christine Titmus that the President's report be accepted.
Carried.

Treasurer's Report

The financials for the year ended December 2023 were to be presented to the meeting via PowerPoint, but the connection failed. Paper copies of the meeting papers and financials were however available on the tables.

The Finance Report (Larry's summary) is attached to these meeting papers.

Larry also explained to the members that there is a new licence called 'One Music' that U3As will be required to have if they have a choir, or any class that plays music. Larry will monitor via U3A Network.

Replying to Kate Eagling's question whether any members of U3A throughout Australia get paid, Larry replied in the negative.

Nanette Grace requested information on whether visitors to Townsville can attend classes. Nanette was advised that they can attend one free class. The attendance sheet must be signed so the attendee will be covered by insurance. Nanette then asked if persons were covered by insurance if they are on an excursion. Larry replied in the affirmative but advised that there is a grey area when driving to and from an event which would need to be dealt with on a case by case basis.

Moved Larry Frazer, seconded Belinda Littler that the financials be accepted. Carried.

Ratification of the decision of the Committee to maintain the annual membership fee of \$40 for 2024.

Larry moved the request for ratification of the decision of the Committee to set the membership fee at \$40 for all members for 2024 and to vary the membership fee for 2025 if necessary. Seconded Antonia Gerrard. Carried

Election of Office Bearers for 2024

David Wharton from TSCWA welcomed all attendees and advised that all positions are now vacant.

He then proceeded to read out all nominations. There was one nomination from the floor, that of Jeanette Hind.

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| President and Promotions | Pauline Woodbridge |
| Vice President | Allan Williams |
| Treasurer and Grants Coordinator | Larry Frazer |
| Assistant Treasurer | Jenny Sebba |
| Secretary | Lorraine Ryrie |
| Office Manager/Web Manager | Christine Titmus |
| IT Administrator | Graham Collins |
| Class Coordinator | Antonia Gerrard |
| Committee Member | John Webster |
| Committee Member | Will Horsfall |
| Committee Member | Jeanette Hind |

General Business

Nanette suggested that U3A set up a sub committee to organise excursions and trips. Pauline advised that Friday talks also need a lot of input and organisation.

Norman Rains asked what our constitution says about sub-committees. **Secretary's note post meeting:** Constitution states 'The management committee has the power to form special sub-committees and to co-opt members.'

Christine stressed that the committee is always on the lookout for volunteers for the office to serve one day a week between 0900 and 1200. Duties include answering the telephone and e mails.

Norman Rains then asked for confirmation of the move and when it was likely to happen. Pauline outlined the plan and advised that U3A members need to fill out TSCWA new membership forms, at no cost to the applicant. Christine advised that all U3A members will receive an e mail today advising them of the move to Ryan Street. This will also go on the website.

The meeting closed at 1050.

Presidents Report

This AGM, my fourth in my five-year term covers the period of our activities in 2023. It was at the last AGM that the Constitution was altered to extend the length of the term of the executive committee members, and I am grateful to be here, in a time of growth and change in contrast to the Covid years.

Emerging from those years and looking to re-establish many of our social events, to develop new classes, along with supporting our long-term class tutors, prompted the committee to look at the possibility of larger premises at the Churches of Christ building. Now our membership is growing, and our classes are increasing the need for more space is evident. The Churches of Christ building we understand is to be sold and it is evident that many organisations have already moved on.

Many of you will recall that a few years ago, the Mayor, Jenny Hill had been encouraging Senior Citizens in Ryan St and us to consider a plan to bring our two groups together in their building. We held some joint conversations, but the purpose and timing didn't gel.

As the years have passed the circumstances have changed. Jenny Hill has urged us to talk with Senior Citizens about co-location in Ryan Street. Representatives from both committees commenced discussions midyear and those negotiations have gone very well.

This AGM gives us an opportunity to announce the plans to relocate our branch to share the space - with both organisations benefiting from this change.

The Senior Citizens Committee have been very generous accommodating the changes needed and they understand our branch autonomy as a member of the Queensland U3A Network.

U3A will have our own administration office with room for our current office arrangements. We will have a large U3A classroom, along with use of the library on a booking system for meetings and small classes. We will have the use of the kitchen area and the larger hall area for future social events, Friday Talks, and other joint events with Senior Citizens. Senior Citizens are planning building works for our classroom to be completed this financial year.

Our 2024 members will be asked to register a membership form for Senior Citizens and all activities held will be available to both organisational members. If Senior Citizens members wish to join U3A to attend classes, they will pay the same U3A membership. All events (U3A classes/Senior Citizen activities) will continue to attract a donation of \$2.00. As time goes on the possibility of reduced U3A membership subscription will be considered.

Both committees' will operate on their own monthly cycle and hold individual AGMs. In the interests of planning, development and problem solving, the President of each committee, or nominated person, will attend each other's monthly meetings for continuity. Each President will report to their own committees as per usual.

Some highlights from the year are mentioned below.

March 2023

We held the AGM in a very pleasant venue at Oak Tree Village with the first order of business being changes to the constitution. There was a unanimous agreement to extend the term of the three executive roles from three years to five years. The door prizes were allocated, and the election process proceeded with nominated persons returned to the committee. The catered lunch was enjoyed by all.

Larry attended the U3A network conference in Rockhampton as a representative of the Townsville branch.

April 2023

The first meeting after the AGM the committee were tasked with updating the assets register, sending out the newsletter and new classes were planned. The Committee started looking at our current lease and alternative space.

May 2023

Pauline was off globetrotting; with no urgent business this meeting was cancelled.

June 2023

The return of the popular Friday Talks in 2023, highlighted our need to find a suitable venue which we were able to do due to a good arrangement with Wildlife Carers. We were pleased to support them with the donations from the participants in exchange for the use of the facilities, including the excellent Audio-Visual equipment.

With the support of Jenny, a member of both U3A and Wildlife Carers, we commenced Friday Talks in the new venue. Jenny prepared the venue and managed the A/V system each week. This activity continued through to November and is organised by a small group of volunteers from the committee.

Several new classes were approved:

- Dr Bill Laing - Climate Change and renewable solutions
- Moina Lettice - Crazy Stitching for Embroidery
- Peter Dean – Guitar classes

Larry continued to monitor and apply for appropriate grants to assist the continuation of the branch such as covering the cost of envelopes and stamps for the distribution of the newsletter.

July 2023

Early discussions with Senior Citizens continued.

August 2023

The small team continued to develop a list of speakers for Friday Talks.

We continued promoting Friday Talks through Triple T with a weekly community announcement introducing the guest speaker.

We promoted our organisation and contact details through the TCC community resource directory and update it annually.

Larry contacted TCC regarding applying for the Fee Waiver at Ooonooba Community Centre, as the History Group Venue.

The Tutors Lunch planning commenced.

With the looming TCC Seniors Expo Lorraine and Christine got to work on updating and producing flyers and pamphlets to hand out, and committee members volunteered to be on hand to speak with members of the public who approach the stall.

September 2023

Several grants were approved. The TCC grant covered the costs of the November social event; the hall was booked, and a bulk email sent to members requesting ideas for entertainment for the event.

A summary of the talks between the committee members and the Senior Citizens was distributed to committee via email and it was resolved to set up another meeting to discuss the dedicated room for U3A and the merits between a MOU and Contract.

Lorraine contacted the TCC regarding the removal of our canvas banners from fences. TCC explained that no banners without the TCC logo can be displayed on council land/fences. This policy change led to the loss of one banner and after negotiations the other banner was returned.

October 2023

The meeting between U3A and the Senior Citizens, reported that "Seniors" were very much in favour of U3A joining them at Belgium Gardens. Seniors confirmed that they would build U3A a dedicated room within their complex and will finance this.

Friday Talks neared the end of the season, with a wide variety of subjects and although the attendance was small, they were not lacking in enthusiasm.

The Magnetic Island Tutors Luncheon was held at Peppers Blue on Blue restaurant. Antonia and 12 members, plus some extra partners, attended and enjoyed the excellent meals and lovely venue.

The Townsville Tutors luncheon held at the Sun Hotel had a large participation of members who enjoyed the opportunity to socialise once more.

The branch recorded 486 financial members.

November 2023

Discussions continued with Senior Citizens with the drafting of a MOU. A further meeting with Jenny Hill resulted in her once again supporting the proposed co-location. The U3A management committed to the co-location and expect to have it completed by the end of the financial year.

The Christmas social event held in November provided our members with a sense of belonging to the purpose of U3A. This was an opportunity to engage with our broader membership in a social setting.

We also enjoyed a publicity opportunity by participation at the Avanti Seniors Expo. Antonia, Lorraine, and I used this event to engage with the local community about the work of U3A, handing out membership forms, newsletters, and class brochures.

Friday talks had its final session in November, ending our program of speakers many of whom were U3A members themselves.

This meeting ended a busy year of attending to the governance of the branch, the needs of our members and advancing the plan for a better location.

To end this report, I pay a hearty tribute to all the Committee members who govern our Branch with diligence and good faith. Also, to all the tutors and other volunteers who provide so much time and skills and, to all our members whose loyalty keeps the whole organisation viable and worthwhile.

Treasurers Report

Finance Report for AGM as of 31 December 2023

Bank Accounts

Business Transaction account balance was \$31,254.34.

Fixed Term Deposit account opened 8th November 2023 and the balance was \$7,659.72.

Fixed Term Deposit account interest received \$148.37.

The fixed term is for 12 months at 5.10% and matures in December 2024.

The interest accrued will be rolled over into the Fixed Term Deposit account.

The Financial Accounts have been audited by Ms Melissa Jane Piotto from the Findex Accounting firm on Wednesday 21st February 2024.

Grant Applications

One Grant application was approved during 2023 with the Townsville City Council for \$1,997.00.

Funds used to purchase office equipment such as printer toners, printer drums, stamps, envelopes and the production and postage of the U3A Townsville Newsletter.

Membership

The membership for 2023 was approximately **493** as of 31st December 2023.

There were some membership applications that could not be processed due to:

people had **paid their membership** subscription but no membership form, therefore could not be contacted to follow up on this.

people submitted their membership details **but didn't pay their membership subscription**. These membership details will be removed from our system.

The \$40 membership subscriptions paid each year allows U3A Townsville to:

Pay for its monthly rental invoice of \$1,292.50 to Colliers for the Vincent premises. This amount increases annually due to CPI increases.

Maintain its annual membership with the U3A Network Queensland and paid \$300.00 for the 2024 period.

Maintain its annual Insurance Public Liability coverage with the U3A Network Queensland and paid \$1,139.93 for the 2023/2024 period.

Maintain its Copyright coverage with the U3A Network Queensland and paid \$170.00 for the 2024 period.

All Committee Members, Office staff and Tutors/Facilitators do so on a Volunteer basis and are NOT paid for their services to U3A Townsville.