



U3A Knox Inc.

26th Annual Report 2019

**PRESENTED AT PARKHILLS, PARK BOULEVARD, FERNTREE
GULLY**

**29TH NOVEMBER, 2019
AT 10.30 A.M.**

**MINUTES OF THE TWENTY FIFTH ANNUAL GENERAL MEETING OF U3A KNOX INC.
HELD AT PARKHILLS FERNTREE GULLY 21SEPTEMBER 2018**

Meeting opened at 10: 09 am.

CHAIR: Stephen Damm

MEMBERS PRESENT: As per attached list

APOLOGIES: As per attached list and the lists included in the reports booklet

Minute Taker: Helen Cameron

OPENING AND WELCOME: President Steve Damm welcomed the members
We certainly have a quorum

**ACCEPTANCE OF
THE 2017 ANNUAL
GENERAL
MEETING
MINUTES**

MOTION that the Minutes of the 24th Annual General Meeting held in September 2017 and as presented in the accompanying AGM Agenda and Reports 2018 be confirmed as a true and correct record.

Moved by Connie Murton seconded by Maureen Cantwell and **CARRIED**

REPORTS:

PRESIDENT: Spoke to his report

TREASURER: Spoke to his report

COURSE COORDINATOR: Contained in President's report

VACATION PROGRAM COORDINATOR: Spoke to her report

VOLUNTEER COORDINATOR:

TECHNOLOGY MANAGER:

EVENTS COMMITTEE:

SECRETARY: Spoke to her report

MOTION: that the reports presented be adopted.

Moved Stephen Damm , seconded Martin Maloney, and **CARRIED**

MOTION: that the Treasurer's Report presented be adopted.

Moved Jeff Hall, seconded Georgina Hedderwick, and **CARRIED**

GENERAL BUSINESS:	Motion re 3yr term – Bill gave his reasons for the motion and advised that this is a constitutional rule change, requiring the words “Special Resolution” which was not included. He therefore withdrew his motion. He noted that in the previous year this had not been done, yet the Special Resolutions had passed																
OFFICIAL DISSOLUTION OF COMMITTEE & ELECTION OF NEW COMMITTEE	<p>Stephen Damm formally withdrew from Secretary and Course coordinator</p> <p>Peter Baird (a former VP) ran the election.for the role of President</p> <p>Steve Damm & Helen Cameron spoke to their ability to hold the office of President</p> <p>Bruce Boswell spoke on Helen Cameron's behalf</p> <p>A secret ballot, with members voting, writing the candidate of their choice onto a blank paper was held. The outcome being that Stephen Damm was elected to the role of President.</p> <p>There were no other Committee positions contested.</p> <p>The new Committee is as follows:</p> <table data-bbox="459 853 1177 1144"> <tr> <td><i>President</i></td> <td><i>Steve Damm</i></td> </tr> <tr> <td><i>Vice President</i></td> <td><i>Brian Harriss</i></td> </tr> <tr> <td><i>Treasurer</i></td> <td><i>Helen Cameron</i></td> </tr> <tr> <td><i>Course Coordinator</i></td> <td><i>Lawrie Gaylard</i></td> </tr> <tr> <td><i>Secretary</i></td> <td><i>Lawrie Gaylard</i></td> </tr> <tr> <td><i>Volunteers Manager</i></td> <td><i>Robyn McKay</i></td> </tr> <tr> <td><i>Technology Manager</i></td> <td><i>Bill Rumney</i></td> </tr> <tr> <td><i>Publicity Manager</i></td> <td><i>John Ford</i></td> </tr> </table>	<i>President</i>	<i>Steve Damm</i>	<i>Vice President</i>	<i>Brian Harriss</i>	<i>Treasurer</i>	<i>Helen Cameron</i>	<i>Course Coordinator</i>	<i>Lawrie Gaylard</i>	<i>Secretary</i>	<i>Lawrie Gaylard</i>	<i>Volunteers Manager</i>	<i>Robyn McKay</i>	<i>Technology Manager</i>	<i>Bill Rumney</i>	<i>Publicity Manager</i>	<i>John Ford</i>
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APPOINTMENT OF AUDITOR	<p>MOTION: that Daryl Barrett be approved as the new Auditor for U3A Knox</p> <p>Moved Stephen Damm Seconded Daniel Waffler</p> <p>Carried</p>																
Address from the audience	<p>On behalf of all members attending we offer thanks to all committee and volunteers. We wish you and the committee the best for the coming year - Allan Black</p>																
CLOSE OF MEETING:	<p>Meeting closed at 11:05</p>																

**ATTENDANCE U3A KNOX ANNUAL GENERAL MEETING, HELD 21st SEPTEMBER
2018**

Peter Baird, Catherine Balaz, Daryl Barrett, Beth Batt, Connie Bennett, Kawal Bhagat, Alan Black, Eddy Bohndorf, Diane Bolton, Bruce Boswell, Jenny Boyden, Wendy Boyle, Perce Boyle, Margaret Brak, Jan Brookes, Kath Brown, Don Brown, Sue Brown, Nardi Brown, Tony Burgess, Shirley Burgess, Sharon Buxton, Helen Cameron, Maureen Cantwell, Pat Capizzi, Frank Carbone, Christine Caruana, Marion Chalmers, Dick Clarke, Gwen Clarke, Mayree Clayton, Barbara Crisp, Pamela Damm, Lyn Davies, June Davies, Marilyn Di Nicolantonio, Pat Dix, Eddie Dix, Alan Donner, Pam Donner, Sylvia Don, Glenda Duncan, Hella Edelmaier, Jeanette Eisma, Kath Elsworth, David Evans, Cherry Fuller, Alison Gaylard, Lawrie Gaylard, Rosemary Gibson, Rosemary Glenn, Geoff Glenn, Jim Gould, Minnie Hall, Jeff Hall, Stella Hammond, Helen Hanrahan, Diana Harbert, Shirley Harper, Judy Harradence, Brian Harriss, Georgina Hedderwick, Ron Henderson, Julia Herdman, Ken Herdman, Edel Heyer, Christina Higgs, Juanita Hopgood, Bev Hudson, George Irving, Tina Jahn, Derek Jaquest, Jenny Jennings, Richard Johnson, Mary King, Odette King, Glenda Knight, Linda Lampa, Chris Lovelock, Jill Lovett., Marion Lowe, Martin Maloney, Jane Manton, Faye Marriott, Keith McAllister, Sheila McAllister, Pauline McCarthy, Christine McDermott, John McGregor, Jenny McLoughlin, Margaret Mitchell, Catherine Money, Alison Morris, Trudi Murray, Neville Murray, Connie Murton, Reg Murton, Peter Osborne, Louise Pain, Senake Perera, Lyn Peters, Cynthia Phillips, Sonia Radulesku, Raymond Ring, Julie Ring, Annette Robins, Alex Robins, Imi Roscher, Mary Rowan, Velma Rudder, Bill Rumney, Barry Rusch, Brigitte Salwat,, Teresa Schipano, Pamela Scott, Carol Shade, Eric Shade, Helen Shepherd, Nancy Smith, Raymond Stackpole, Meg Stent, Sue Szokolyai, Kam Teoh, Franciska Toubale, Colin Tozer, Judy Tozer, Ngaire Turner, Anne Upton, Heather van Heeswick, Lorraine van Vloten, Daniel Waffler, Monika Waffler, Mary Walker, Mary Jane Wollbrandt, Gus Zellinger.

APOLOGIES 2018 AGM

Ian Fankhauser, Maggie Kamensky, Claire O'Connor, Bernice Johnson, Barry McDermott, Wolfgang Jahn, Bill Neale, Kay Neale, Marcus Michael, Catherine Michael, Carol Pruyers, Isabel Barsed, Rosemarie Hahnemann, Nan McGregor, Jan McIntyre, Doug McIntyre, Valda Morris, Anne Martin, Lyn Duncan

Annual Report - President - November, 2019.

This is my sixth Annual Report and probably my last. As I sat and wrote this report I reflected on the changes in U3A Knox in the 7 years I have been on Committee, although I take little credit for any of it.

U3A Knox today is a strong and incredibly viable organization.

We have experienced a consistent pattern of growth for several years in

1. Membership (over 1460 this year with over 60 Nationalities represented) and,
2. The number, range and diversity of Courses: (nearly 170 each week)

The Knox City Council is our principal stakeholder, and they recognize that we are the largest not-for-profit Community Group in Knox and are supporting the expansion of our facilities because they trust us to meet the increasing demand for our programs and services from the fast-growing older population in Knox. I will speak more of this later.

While the growth of U3A Knox is something of which we should all be proud, it is the remarkable people in the organization who make it what it is. I am in awe of many members of this organization who give us so much, and apart from some personal satisfaction, get so little in return. I am going to mention a few of those inspirational individuals and my apologies for those who don't get a mention. One of these is Brian Boadle, who tutors five classes of Italian each week. He is always polite, meticulous in his preparation, does his own photocopying, is always positive about his groups and he never complains. Another is Maureen Saes, who seems to do the dishes one morning each week. She is always smiling and happy and a few words gives you a lift for the day. A third I might mention is Susie Brown, who because of illness has only attended a few sessions in the last 12 months. Susie connects with many members and always enquires as to their health and progress. Lastly, I must mention Christine McDermott, our Welfare Officer who has been sending cards to members who are in poor health for many years at her own expense. They are all humble people, fulfilling vastly different roles, giving of themselves for the greater good. I do a few hours at U3A each week and it is members like Brian, Maureen, Susie and Christine who make it all worthwhile. There are over 1450 members like them and it is a pleasure to serve you all.

Overall, we have had a good year for our U3A. More and more members (currently 9%) are offering themselves as Tutors or Leaders. We are in a good position financially, and we seem to be fostering better relationships in the community with other like-minded organizations.

Our single biggest issue in the last 6 years has been the space available to accommodate our classes and our projected growth. It has been the principal task to which I have most dedicated my time as President. We have for the last 2 years been the biggest user of the Carrington Park Leisure Centre and that has provided great opportunities for classes such as Yoga, Line Dancing and Qigong which continue to grow. Earlier this year, Alan Tudge, announced Commonwealth Funding for a re-development of facilities on our current site.

There have now been a number of discussion with Council, and more recently with other users of the site, regarding our specific needs. As said in the most recent Newsletter, we made a lengthy and detailed submission in October this year to update some Council data from 2017. Much of our data has been incorporated into the initial plan which provides us in excess of 900 square metres whereas our current space at Parkhills is only a little over 400 square metres. (Show OHT)

However, none of this is yet guaranteed and the location is still a matter of conjecture. We have a small team (Lawrie, Sharon and myself) working on this to achieve the best possible outcome for our Members. We must acknowledge that during the building phase we may have to vacate our current premises. We are currently working on a contingency plan to maintain all classes in just a few venues and minimise the disruptions to our operations. It is anticipated that the final plans will be drawn in August, 2020 and building will commence soon after.

Knox City Council has written to us several months ago asking what financial contribution we would be prepared to commit to the new facilities. Two of the other partners have agreed to \$70,000 each. Our membership is larger than both of them combined and we will contribute a sizeable amount although not commensurate with our membership numbers.

We have significant cash reserves but will need much of that for interim accommodation. Certainly, our anticipated costs would justify the small fee increase in Fees we will vote on later.

In every year in a large organization, there are some frustrations and disappointments. We have some of that this year with our Financial Reporting which has been late and incomplete on several occasions. All Committee Members share some responsibility for that. I should have organized additional assistance for our Treasurer and asked our Auditor in earlier.

In closing, I would like to thank those Committee colleagues who have worked hard to get us to the position we are in and all those members who contribute in so many ways to the administration, management and maintenance of U3A Knox. Also, I would like to thank my wife, Pamela, who makes up for my increasing disabilities, and to those of you who are inspirations to me. The next two years will be a tough time for us and will require some continuity in management. I will be delighted to support Lawrie as President in the coming year, we share a caring for U3A members and are both committed to creating a better U3A.

Treasurer's Report for the Financial Year Ended 30 June 2019

It is with pleasure that I present the Treasurer's Report for the year ending 30 June 2019.

The year's operations have resulted in a slightly lower surplus than last year, largely for two reasons:

- We were unable to gather enough volunteers to mount the art show, which usually brings a significant profit
- Almost no grants and donations were received

Asset purchases last year included a Bridgemate scoring system for the Bridge group's use and a new boiling water dispenser. The latter is part of the building's accoutrements but it was deemed necessary to replace it quickly without recourse to Council.

We now have more classes so need to use external venues more, so this expense is higher.

We also continue to upgrade our technology.

Over the next few years Knox Council will be making substantial changes to facilities that we use and we will be expected to make a significant contribution to the shared facilities. Of course, we anticipate considerable benefit but it highlights the importance of maintaining healthy reserves.

I have worked with Daryl Barrett, our auditor, improving the process and to ensure adequate controls and appropriate accountability and we have more to do. Taking over from Jeff Hall has been a significant learning curve, around working with a volunteer organisation, and our own distinctive way of doing things.

I thank Daryl, the Committee members and the office managers and volunteers who have supported me in this role.

Helen Cameron

KNOX U3A INC.

Statement of Income and Expenses for year to 30th June 2019

		Notes	
2018	INCOME	2019	
\$79,350	Membership fees	\$81,403	
\$3,084	Class fees	\$3,220	
	Events Income:		
\$11,665	<i>Art Show</i>	\$0	1
\$0	<i>Craft & Quilt Show</i>	\$6,368	2
\$3,876	<i>Excursions & Events</i>		3
	<i>Garden Outings</i>	\$4,325	4
\$0	<i>Art & Treasure Show</i>	\$2,223	3
	<i>Melbourne Cup Day</i>	\$318	3
	<i>Fashion Show</i>	\$420	3
	<i>Other Events & Raffles</i>	\$1,238	3
\$15,541	Total Events Income	\$14,892	
	Sales Income:		
\$710	<i>Lanyards</i>	\$554	6
\$2,977	<i>Photocopying</i>	\$2,558	
\$1,357	<i>Tea, Coffee & Other</i>	\$1,427	
\$37	<i>Apparel</i>	\$0	
\$5,081	Total Sales Income	\$4,539	
	Other Income:		
\$7,603	<i>Fundraising Income</i>	\$83	7
	<i>Bunnings Sausage Sizzle</i>	\$5,531	7
\$10,810	<i>Grants & Donations</i>	\$600	8
\$200	<i>Venue Hire</i>	\$125	
\$1,208	<i>Miscellaneous Income</i>	\$1,136	
\$19,821	Total other Income	\$7,475	
\$1,812	Interest Received	\$1,733	
\$123,219	Total Income	\$113,263	

2018	EXPENSES Administration:	2019	
\$7,985	<i>Gas & Electricity</i>	\$8,104	
\$962	<i>Insurances</i>	\$756	
\$0	<i>Lanyard Supplies</i>	\$1,749	6
\$2,814	<i>Office Stationery & Supplies</i>	\$2,588	
\$2,616	<i>Postage & Delivery</i>	\$3,384	
\$5,045	<i>Printing/Photocopying</i>	\$4,124	
\$630	<i>Publicity & Advertising</i>	\$1,120	
\$44	<i>Security & Safety</i>	\$274	
\$6,444	<i>Technical Support</i>	\$7,077	
\$2,247	<i>Telephone, Internet & Web Hosting</i>	\$1,593	9
\$28,787	Total Administration Expense	\$30,769	
	Events Expense:		
\$6,928	<i>Arts Show Expense</i>	\$0	1
\$0	<i>Craft & Quilt Show Expense</i>	\$7,211	2
\$5,314	<i>Other Events/Excursions</i>	\$1,240	3
	<i>Garden Outings</i>	\$3,425	4
	<i>Tutors Lunch</i>	\$3,883	3
	Total Events Expense	\$15,759	
	Equipment, Furniture & Fittings		
\$5,864	<i>Assets < \$1000</i>	\$3,598	
\$1,173	<i>Assets >\$1000</i>	\$6,644	10
	Total Equipment	\$10,242	
\$7,037	Maintenance		
\$2,973	<i>Building & grounds</i>	\$396	
	<i>Equipment Maintenance</i>	\$546	
\$4,873	<i>Cleaning</i>	\$6,050	
	<i>Member Lounge</i>	\$966	11
\$952	Total Maintenance Expense	\$7,958	
	Supplies Expense		
\$1,512	<i>Kitchen</i>	\$1,258	
\$861	<i>Toilets</i>	\$638	
\$887	<i>Carrington</i>	\$183	12
\$3,260	Total Supplies Expense	\$2,079	
	Venue Expense		
\$29,061	<i>Hire of External Venues</i>	\$34,181	13

2018	Expenses Continued	2019	
	Other Expenses		
\$3,003	<i>Annual U3A Admin Fees</i>	\$2,947	
\$936	<i>Gifts, Tributes, Donations</i>	\$480	
\$395	<i>Miscellaneous Expenses</i>	\$559	
\$2,405	<i>Class Expenses</i>	\$720	14
\$1,208	<i>Bank & PayPal Charges</i>	\$980	
\$7,947	Total Other Expenses	\$5,686	
\$97,132	Total Expenses	\$106,674	
\$26,087	NET SURPLUS FOR YEAR ENDED 30/6/2019	\$6,589	
	Balance Sheet as at 30th June 2019		
Cash & Banking Accounts			
\$1,114	Westpac Bank - General Cheque Account	\$4,386	
\$627	Westpac Bank - Debit Card Account	\$24	
\$73,255	Westpac Bank - Cash Reserve Account	\$75,729	
\$0	PayPal	\$0	
\$32,527	Bendigo Bank - Term Deposit 719	\$33,206	15
\$25,066	Bendigo Bank - Term Deposit 682	\$25,594	15
\$9,788	Bendigo Bank - Term Deposit 412	\$9,993	15
\$165	Petty Cash - Office	\$200	16
\$142,542	Total Cash & Banking Accounts	\$149,132	17
	Other Assets		
\$250	RAFT Tenancy Bond	\$250	
\$142,792	TOTAL ASSETS	\$149,382	
\$0	LIABILITIES	\$0	
\$ 142,792	ASSETS LESS LIABILITIES	\$149,382	
	EQUITY		
\$ 116,705	Retained Earnings	\$142,792	
\$ 26,087	Current Earnings	\$6,589	
\$ 142,792	Total Equity	\$149,381	

U3A Knox Inc

Notes to the Accounts - Year Ended 30th June 2019

No.

- 1** **Events Income** is a little down from last year. There was no Art Show, due to lack of organisers; other activities brought the total to a similar level - no art show, which brings around \$10k - increased venue costs
- 2** **Craft & Quilt Show** - loss of \$843, due to lower receipts than anticipated
- 3** More detail about events this year than in last year's report.
- 4** **Garden Group** - We are holding \$697 on account for their outings. Subsequently, \$420 relating to an outing was paid- Some payments for the excursion were made before end of year (we operate on a cash basis, not accrual)- Remainder will be spent in the next outing this financial year
- 6** **Lanyards**- Purchased in bulk this year as last bulk purchase was exhausted
- 7** **Fund Raising Income** - Bunnings Sausage Sizzle is under 'Other Income'
- 8** **Grants & Donations** - did not receive large donations this year
- 9** **Telephone & Internet Web Hosting** - monthly costs a little lower, no more Telstra or Amaysim charges
- 10** **Assets > \$1000** - includes purchase of Bridgmate system \$3400, used for some of the bridge group - kitchen water boiler, for which we have requested reimbursement by Council
- 11** **Member Lounge** (Gumtree) - Approved amount was \$1500; it has come in under budget
- 12** **Carrington** - these are now included in Kitchen and Toilet categories
- 13** **External Venues** - increased usage
- 14** **Class Expenses** - no longer paying taxi fare for tutor
- 15** **Term Deposits** with Bendigo Bank Ltd are held at various Terms,
- 16** **Petty Cash** has been consolidated into one ledger account of \$200, instead of 2 x \$100
- 17** **Outstanding cheques** -total \$500, comprising a donation to Relay for Life and prizes/honoraria re Craft & Quilt Show

Independent Review/Audit Report

To the Committee

U3A Knox .

Qualified Report on the Financial Reports 2018-2019

I have reviewed the accompanying financial report, being a special purpose report of U3A Knox which comprises the Balance sheet as at 30th June 2019 and the Statement of Income and Expenditure for year to 30th June 2019.

Committee's responsibility for the financial reports.

According to the U3A Knox Constitution (part 6) , the Committee of management of U3A Knox Inc. is responsible for the preparation of the financial reports, and has:

- a. determined that the basis of preparation is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012
- b. Responsibility for signing off the reports . Sec 72(2) (2) (d)& (c)
- c. Responsibility for internal controls such as is necessary to enable preparation of the financial report that is free from material misstatements.

It follows that the Committee needs to take control(s) over processes and funds leading up to their entry into the financial records of the entity

Reviewer/Auditor's responsibility

The Reviewer/auditors responsibility is to express an opinion on the financial reports based on their review processes. Accordingly I have conducted a number of reviews of the processes undertaken to compile the reports with a view to expressing an opinion as to whether the processes, controls are reasonable and accounting standards/practices have been complied with and sufficiently contributing to being able to give reasonable assurance that the financial reports are free from material misstatement.

Outcomes

As part of this review, I have raised a number of matters with the Treasurer and in general committee meetings. Specifically, but not exclusively; I have raised concerns about and discussed at Committee meetings:

- the incompleteness and lack of timely monthly reporting to the Committee,
- procedures regarding authorization/ratification of monthly expenditure and reimbursements,
- changes to and adequacy of controls,
- incompleteness of and changes to the contents and classifications within the cashbook,
- validation processes facilitating reconciliation and greater transparency between cash book and bank deposits,
- issues about on going reconciliation of outstanding's with special interest groups,
- the need for improvements in operating manuals, accounting skill sets of those involved & need for trained back-up/support resources.

As a consequence of raising these issues, I have recommended to the Committee and Treasurer that changes/improvements to processes, procedures, support, management oversight, internal controls and leadership role appointments (by appropriately skilled/experienced/qualified resources/Committee persons) be implemented immediately, (from September 2019).

As a consequence of the forgoing, whilst limited “spot checks” have not revealed any apparent anomalies or deficiencies in the Annual Accounts, and some of the recommended improvements in procedures & processes improvements have occurred. Whilst recognizing the good intentions & endeavors of those involved, for reasons described above, the correct sub-classification and accuracy of some items in the detailed accounts cannot be confirmed.

Additionally, at the September and November 2019 meetings I spoke to a draft of this report, and received assurances that there were no additional items they wanted me to address, or anything else that I should be aware of including any post close of business items, (other than as detailed in the Treasurers report).

Last year I reported that the last Fixed Asset review was approx. 2 years ago.

I understand that no review was undertaken during the last year.

Independence

I declare that I am a member of U3A Knox, but not an office bearer or a member of any Committee associated with U3A Knox. I have attended the Treasurers reporting section of four Committee meetings (pre & post 30th June 2019) as an observer to reinforce the matters described above. I have not been given any specific instructions or issues to be addressed by the Committee in respect of this review/audit.

Qualified Opinion

In my opinion, except for the matters raised above and possible effects of matters that have not been brought to my attention, I am not aware of anything in the financial report that does not present fairly, in material respects, the financial position of U3A Knox as at 30th June 2019.

Daryl Barrett

26th November 2019

SECRETARY

As my term of office as Secretary draws to a close, I reflect on the achievements and problems that we encountered during the past 14 months.

Our membership has grown to 1460, up by 4.2% on last year. This is a result of the dedication of so many tutors and leaders and of my fellow committee members, who have contributed to the success of our organisation. We have had over 300 volunteers, doing a multitude of jobs, some putting in over 200 hours during the year. It is astounding that for such a large organisation, we do not need to employ anyone to help run it. I wish to thank all of our wonderful volunteers, especially those that I work closest with, the Office Managers, Georgina, Carol, Chris, Phil and the office volunteers without their help and understanding my dual roles would have been so much harder.

Our members are so lucky to have good people, such as these who give freely of their time and energy, looking after your interests.

My role as Secretary is mainly Administrative and Committee orientated. This has been a fairly difficult year with two resignations from Committee and two appointments. With new members in new roles there are often teething problems, especially in the reporting area. This year, our novice Treasurer has had difficulty in coming to grips with the role. At many monthly meetings we were given incomplete reports of our finances and initially there were problems with payment of some accounts. It is important for Committee to know exactly where we stand with financial matters, simply because we are the guardians of the members money. It is not Committee's money nor is the management of it the exclusive role of the Treasurer. Whilst everything balances, there are issues of transparency and accountability that must be pursued more carefully. In hindsight, Committee, including myself, should have been more demanding. The Treasurer needed help, we should have insisted that she upgrade her knowledge of the procedures by spending more time with her predecessor, who was willing to assist. Furthermore, the Treasurer took it upon herself, w to make changes to the proven office cashbook accounting system. This became more difficult for our volunteer office managers and when questioned, uncompromisingly defended her action. Our office managers were very upset with this and the relationship has not been as harmonious as it should be.

Another role that the secretary plays is that of adjudicator of minor complaints within the membership. This can be extremely time consuming especially when dealing with stubborn, unrelenting personalities. This year, a disproportionate amount of time has been spent by myself and others, working on my behalf, trying to resolve these issues for a few members only. As our organisation grows, I think we can expect more of these instances, which really interfere with the running of the organisation.

During the year it also became evident that we needed to make changes to our Constitution. Our Constitution cannot and will never ever cover everything that occurs. There are certain legislative rules that any organisation must comply with, but in general, the actual running of the organisation is left to the Committee, who need to have their own set of supplementary rules to be used in the day to day management of the organisation. We cover this with our Code of Conduct and various rules for many outdoor classes. With that in mind, we can't cover every

circumstance or action that happens at our U3A, simply because we don't know what we don't know.

This year, we found that we need to alter our rules in relation to tutors, should they have a dispute with a class member. At present there is no rule which prevents a tutor from banning a student outright, with no right of appeal. We need to protect the student. Our Code of Conduct will be amended to disallow this from happening.

The Code of Conduct will require a Tutor to make a complaint against a student. The complaint is then handled by the Secretary, who, in terms of our Constitution must decide whether it is a "minor " or "serious" matter.

Serious matters need to be reviewed by a Disciplinary Panel and would cover such things as violence towards another, sexual harassment or deliberate damage of U3A equipment.

Minor issues are those that the Secretary thinks can be resolved without the necessity of a Disciplinary Panel. If a Tutor makes what is determined to be a minor complaint about a student, under the current rules, no matter what the outcome, either a warning or an admonishment, the Tutor may still have the individual in the class. This may not be acceptable to the Tutor. Remember they give their time and talents free of charge to our U3A. and if they are not happy, they don't stay around.

Therefore, as a further disciplinary penalty for minor issues, we are proposing a Special Resolution to amend our Constitution to add the penalty of expulsion from the class; but only if the student is found to be in the wrong.

In doing this we are also protecting the case of the student, who may not have done anything wrong other than having a tutor who doesn't like them for one reason or another and wants them out.

Our next Special Resolution for changes to the Constitution is to put a limit of a Committee member serving for no more than three consecutive years in the one committee of management role. This does not preclude them from taking other roles on the Committee. With more than 1450 members, we should be able to find enough members to fill various roles, but each year we struggle. By doing this it does open up positions that members tend to become entrenched in.

Over all, I think U3A Knox has had a successful year and I am pleased to be of some use, I thank President Steve and fellow Committee members for putting up with me. It would be most remiss of me if I didn't thank a few others. Our auditor Daryl Barrett, maintenance man Alex Hedderwick, Technology advisor Bruce Boswell, Welfare Officer Christine McDermott, Website Moderator, Jacqueline Knox & Newsletter editor David Kerrisk for their input and hard work off Committee during the year. I also thank the U3A Knox members for their continued support of the programs and policies we on Committee administer. Most of all I thank my wonderful wife Alison, who has looked after me and put up with my grumbles for almost 50 years.

Lawrie Gaylard

Secretary

Course Coordinator

Since taking the role over in September 2018, I have been very fortunate to have been working for a wonderful group of Tutors & Leaders, at present we have over 130 of them, most taking classes each week. The amount of time spent in preparing for their classes, let alone spent in the classroom or running outside activities is enormous and I know our members really appreciate what they do for us.

This year we have 4 Tutors/leaders who have clocked up 15 years of service for us, they are Brian Boadle, who currently takes 5 Italian Language classes each week, John Bosworth leading and co leading the Birdwatching group, Wendy Boyle, teaching Tatting (lacemaking), and Beryl Hall leading her Meditation group.

Also we have 8 other wonderful Tutors who have now been with us for 10 years, they are:- Brigitte Salwat (French Conversation & German Language), Fred Lucas (Tai Chi & Qigong) Trish Magee (Dog Walking & Book Group), Anne Petts (Movement to Music & Water Exercises) Mela Shanahan (Russian Literature) Christine McDermott (Creative Writing), Alan Black (Ancient Trade Routes & North Korea) and Sandra Bonga (Paper Toile).

Each year there are some of our folk who retire from Tutoring, this year we say farewell to Sheila Ewan who took Calligraphy for 16 years, Don Brown who took many subjects for over 20 years, Maggie Kamensky (Jazz Appreciation 16 years), Eddie Dix (Scratchboard Art 2 years), Jeanne Nimmo (Book Club 2 years)and Diana Hayward (Cycling group 7 years). Thanks for everything folks, you did a fantastic job, on behalf of you many, many students, I thank you.

It would be remiss of me if I didn't thank one particular person for all the help and hours she put in helping out with our annual enrolment in 2018 and this year; Robyn McKay, you are a star.

We ended the year with 167 classes and activities on our curriculum and as I conclude the year and my term in the Course Coordinators role, I wish to thank all of our Tutors/Leaders for their co-operation and I wish them well for the future.

Lawrie Gaylard

Course Coordinator

EVENTS GROUP REPORT - 2019

At the end of 2018 as nobody had nominated to replace Brian Harriss as Events Convenor, and Brian was unable to continue due to health issues so a few members showed interest in volunteering and to join the Events Group. After an initial meeting was held, it was decided to try and keep the Events Group running.

The following events were organised during the year :

Bunnings Sausage Sizzles : As Brian & Barbara Crisp, who had done a wonderful job of running the Sausage Sizzles for the past 3 years were unable to continue, we are very

fortunate that Tony Burgess & Paul Jones offered to run these monthly events, ably assisted by Suzanne Costin. We couldn't run these days without the help of the many U3A volunteers assisting with cooking, serving, cleaning up etc. Due to the efforts of these people we will raise in excess of \$5,000 this year, (unfortunately 2 days had to be cancelled which was beyond our control). So a big thank you to everyone .

Trivia Afternoon at Parkhills : This proved to be very popular and we thank John Ford for all his hard work in organising this event, he did a wonderful job.

End of Term 3 Lunch & Music : We thank Colin Tozer for helping to arrange a visit by the fabulous **Yeng Gali Mullum Reconciliation Choir**. The Choir including Colin playing his didgeridoo, entertained all present with many songs including "I Am Australian" . We thank Vincent Peters for his thought-provoking presentation.

This was followed by a sing-a-long by our very own **U3A Music Muster Group**, who performed for the first time at Parkhills to a very appreciative audience. Hopefully another event can be organised for them in 2020.

Fashion Parade : Event was held in October and was well supported by our members. Cliché Clothing Company provided garments this year and were modelled by our U3A ladies - Carol Shade, Jenny Ford, Maureen Cantwell, Kath Blood and Wendy Boyle who did a wonderful job. The afternoon concluded with afternoon tea and we thank our hard working volunteers in kitchen and members for donating some of the food and prizes. As a community service this year the Events Group donated the proceeds from the day to Eastern Palliative Care, a cheque for \$519 was handed over recently. Thanks to all U3A members who came along to this function.

Armchair Travel Session -Trip to France : 22 intrepid travellers, including mostly U3A Knox members enjoyed a trip to France earlier in the year. David Kerisk and Martin Maloney showed photos and commentary, (including photos also contributed by Daniel Waffler). It was a very informative session and wonderful photos and anecdotes from members who went to France.

1812 Theatre : An enjoyable evening seeing the play "Leading Ladies" was attended by 30 members. We thank 1812 Theatre for once again donating seats, programs and refreshments for this evening, we were able to sell tickets as a fund raiser for U3A.

Mystery Bus Tour : This event will be held on Tuesday 10th December, the bus is provided by Council and there are a few tickets (at time of writing report) for sale from office. We hope all participating enjoy the day, thanks to Martin Maloney for organising.

In 2020 we hope that somebody will be willing to take on the role of Events Group Convenor, I will not be running the group next year, but am willing to help out when needed. Thank you to all the willing volunteers who have helped in the kitchen and setting up, the office staff for assistance in selling tickets to events. I would personally like to thank Lyn Davies for all her help with events during the year and the terrific job she has done by providing very "eye catching" brochures for our events and keeping website updated. Thanks also to our very small committee of Kath Blood, Martin Maloney and Lyn Duncan for all their assistance.

Alison Gaylard, Events Group