



**Annual General Meeting
1st March 2023 - 12pm
Village Community Centre Lounge
Meeting Papers**

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U3A Highvale Inc. Annual General Meeting
Time/Date: 12pm Wednesday, 1st March 2023
AGENDA

1. Welcome.
2. Present and Apologies.
3. Minutes of the 2022 Annual General Meeting.
 - Motion to accept the minutes of the 2022 AGM.
4. Reports to be presented:
 - Annual Report for the year 2022.
 - Motion to accept the Annual Report.
 - Treasurer's Statement of Accounts for the year ending 31st December 2022.
 - Motion to accept the Treasurer's Report.
5. Election of office bearers and committee members for 2023.
 - All positions are declared vacant
6. Acknowledgements.

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Website: <http://www.u3ahighvale.com.au>

- Welcome and Call to Order** The U3A Highvale Annual General Meeting was held online via Zoom. Jan Clear (Chair) called the meeting to order at 2.00pm.
- Members Present** A total of 20 members out of full membership of 141 joined the Zoom meeting. They included: Jennifer Austin, Marie Bellamy, Sandra Burke, Linus Chang, Siew Chang, Susan Chan, Susan Choo, Jan Clear, Jenny D’Acre, Jill Doley, Siew Kennedy, Sue Krogh, Hooi Ng, Ann Price, Margaret Seet, Pat Tinsley, June Wang, Choi Yin Yap, Helen Yap, Kim Yong.
- Appointment of Proxies** Chairperson for Jay Tan.
Hooi Ng for Jessie Keh, Marloney Ng, Kristine See, Kathy Swart, Shirley Teh, Liew Yong Yeoh.
- Proxy Votes** A total of 7 members submitted their proxy votes:
- Apologies** Diane Godson, Pat Morwood, Con Nolan, Mary Nolan, Shirley Ryan.
- Introduction to Meeting** Jan Clear said that only 10% of members (15 in total) was sufficient to make up the quorum. This was based on 141 full members. Hence, the quorum was achieved. Siew Kennedy then explained how the meeting would progress in accordance with the agenda.
- Confirmation of Previous Minutes** Minutes of the last Annual General Meeting held on 3rd March 2021 and Financial Statement have been distributed to be read by members.
- Motion: Accept previous minutes & Statement without amendments*
Moved by: Linus Chang *Seconded: Marie Bellamy*
Motion carried unanimously: Zoom polling 100% of 20. Proxy votes 100% of 7.
- President's Report 2021** The President's Report for 2021 was presented by Jan Clear (President).
See Appendix 1 for full report (pages 2-3 of Minutes).
- Motion: Accept President's Report*
Moved by: Ann Price *Seconded: Jenny D'Acre*
Motion carried unanimously: Zoom polling 100% of 20. Proxy votes 100% of 7.
- Treasurer's Report and Statement of Accounts 2020** The Treasurer's Report for 2021 was presented by Siew Kennedy (Treasurer).
See Appendix 2 for full report (pages 3-4 of Minutes).
- Following her report, Siew Kennedy asked for questions from the floor.
- Sue Krogh asked about the status of the Monash Community Grant for hiring the Pavilion.
 - Siew Kennedy explained that the existing grant had been acquitted because U3A Highvale applied for a new grant for the hire of the Glen Waverley Uniting Church hall. This was submitted in February 2022 and the funding notification is expected in May 2022. If successful, the grant will help to pay for rental of the larger GWUC premises.
- Motion: Accept the Treasurer's Report*
Moved by: Hooi Ng *Seconded: Jenny Austin*
Motion carried unanimously: Zoom polling 100% of 20. Proxy votes 100% of 7.
- Election of Office Bearers and Committee Members for 2022** At this point all positions of the U3A Highvale Committee were declared vacant. Siew Kennedy introduced Sue Krogh, current U3A Highvale member, to preside over the election.
- As there were no pre-nominations for the position of President by 28th February 2022, Sue asked for nominations from the floor. June Wang nominated Siew Kennedy but she declined. With no further nominations from the floor, the position of President was declared vacant.
 - There were no pre-nominations for the position of Vice President by 28th February 2022. Sue Krogh asked for nominations from the floor. June Wang nominated Hooi Ng but she declined. With no further nominations, the position of Vice President was declared vacant.

- Sue Krogh then stated that one pre-nomination for Secretary was received for Siew Kennedy by 28th February 2022. The proposer was Susan Choo and the seconder was Marie Bellamy. Sue Krogh called for nominations from the floor. As there were no further nominations, Siew Kennedy was declared Secretary. Motion for her nomination was carried 100% by members present and by proxies.
- No pre-nominations were received for the position of Treasurer. When Sue Krogh called for nominations from the floor, Jan Clear nominated Siew Kennedy. She accepted the position. Her nomination was unanimously carried by 100% of members present and by proxies.
- Pre-nominations for Ordinary Committee Members were received by 28th February 2022 and accepted for: Marie Bellamy, Hooi Ng, Pat Tinsley and June Wang. Linus Chang was nominated from the floor by Hooi Ng, but he declined. The pre-nominations were carried 100% by members present and by proxies.

Conclusion and Adjournment

Siew Kennedy thanked Sue Krogh for conducting the election process and congratulated the committee members for 2022. She welcomed Pat Tinsley who was a new committee and said that as a Village resident, she would provide the critical link between the Village and U3A Highvale activities.

Siew Kennedy joined with members to thank Jan Clear for her devotion to committee work over years. She had been a President for two non-consecutive years and Course Coordinator for many years. Siew said Jan's contribution will be missed but was glad that Jan will continue in her role as tutor/facilitator. She then called for a big applause for Jan Clear.

Siew Kennedy went on to thank members for joining the Zoom meeting and those who participated through proxy votes. She said the active participation of members and tutors is crucial to the success and survival of the association. Even though nominations may have ended at the meeting, she welcomed members to join the committee anytime and to fill the vacancies. Once again she thanked everyone in attendance and those who participated through proxies, for their support.

The Annual General Meeting officially closed at 2.53pm, but some members stayed on to have a chat online.

APPENDIX 1: President's Report 2021

Quoted ad-verbatim

Good morning everyone. Thank you for giving up your precious time to attend this AGM. We are pleased that you are here with us, on Zoom.

You may be interested in some statistics about U3A which were released at the June Members' Council meeting. At that time, there were 104 member U3A'S and 34,624 members. Eight member U3As have more than 1,000 members and twenty-seven have less than 100 members. There are 75 % more females than males. You can see from these statistics that U3A is a big organisation, maybe bigger than you thought.

The year since our last AGM has been another year of ups and downs. I think that we have coped well, under the circumstances.

Firstly I want to thank our committee members for their hard work-Siew, Hooi, June, Kerry, Mary and Marie. They have all been willing to complete any tasks and have worked together as a group. Kerry and Mary are not seeking re-election and we wish them well for the future.

Secondly I want to thank our hard working tutors and the village management. The tutors have been very patient when we weren't sure about starting classes and have kept in touch with their students. Bobbie has retired, as a tutor and we thank her for her years of work. Two tutors, Maya and Yvonne are working elsewhere. We thank them for taking classes at Highvale. Our Zoom tutors-Ron, Dan, David, June, Claudia and Marianne have remained on Zoom and have developed positive relationships, with their class members. Lauren, Eileen, Samantha, and

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Kaye -our village management are very supportive of U3A and happy to help anytime. Eileen has retired and we will be pleased to welcome her replacement.

U3A Network has run many online workshops, information sessions and Council meetings. Siew and I have attended most of these. One workshop was run by tutors from Moreland, near Cobourg and was on "Understanding Friendship in Later Years" I was keen to run this course so have been doing it this term. It has been interesting and there has been good discussions although the group is small. I also attended the Course Coordinators' Support Group. This was valuable as we met other co-ordinators and learnt about courses that they are running. We have also represented Highvale at PALS MONASH COUNCIL, (Positive Ageing Lifestyle Program), U3A Eastern Region Meetings which are held every term and the Presidents Briefing. Other information sessions have been on Marketing, running Hybrid classes and starting up again after the Pandemic.

We have had two interesting functions this year. The first one was our End of Year function that was held at the end of November. It was quite different from any functions that we had before and Siew spent many hours preparing the material. We received many favourable comments about the function and we congratulated Siew. The prizes that we had for that function were vouchers donated by French's IGA at Kerrie Road.

On 28 January, we had a Welcome back Celebration. All tutors and members were invited to this. We introduced the tutors and they all said something about their classes. This function replaced our Tutors' Breakfast that we usually have in February. We enjoyed the musical items provided by Ken's Singing group. It was lovely to listen to songs that we knew. Afternoon tea was provided -individually wrapped.

We have started a "Karaoke group" which meets in the Manor Lounge every Friday afternoon. We did have a group "Let's Do" earlier in the year but we cancelled it because there wasn't enough interest. Our two Line Dancing classes (Beginners and Improvers) are now meeting at Glen Waverley Uniting Church as the Capital Avenue cricket pavilion was not large enough. These two groups are hoping that they will get more members. We also have a Line Dancing group, Yoga and Health Qi Gong online.

I would like to thank out newsletter editors-Linus and Dan. They have done a wonderful job producing newsletters every term. They are always looking for more contributions. You can send them early and they can be kept on file until the next newsletter is produced.

I am not seeking re-election as President and a committee member. I will still be involved in U3A Highvale, as a tutor. I have enjoyed working on the committee and representing our U3A at various meetings. I wish the new committee all the very best for 2022.

Yours in lifelong learning,

Jan Clear

President (2021)

APPENDIX 2: Treasurer's Report for the Financial Year 2021 (*ad-verbatim*)

Introduction

It is my pleasure to present the financial statements of U3A Highvale Inc for the financial year 2021. The following documents were sent to you prior to today's meeting:

- a. Certification of the accounts (Schedule 1 Regulation 15 Form 1).
- b. Revenue & Expenditure Statement for 2021 and Statement of Financial Position at 31 Dec 2021.

Statements show a two-year comparison and are based on financial records that have been maintained in accordance with Part 7 Division 1 of the Associations Incorporation Reform Act 2012.

"Obligation to keep financial records (1) An incorporated association must keep financial records that—(a) correctly record and explain its transactions and financial position and performance; and (b) would enable true and fair financial statements to be prepared in accordance with this Part."

Consideration of Financial Documents

1. **Schedule 1** was signed by committee members Marie Bellamy and Hooi Ng, after they verified the Revenue & Expenditure Statement for the calendar year 2021 against supporting documents such as:
 - a. revenue and expenditure records and monthly reports,
 - b. invoices, vouchers and bank cheques,
 - c. bank deposit books, bank statements; and monthly bank reconciliations.
2. The **Revenue & Expenditure Statement for 2021** shows that:
 - a. The books opened in 2021 with a balance of **\$18,446.16**.
 - b. Total revenue collected for 2021 was **\$6,297.24** (mainly from members fees).
 - c. Total expenditure for 2021 was **\$3,378.73** (the larger amounts being Internet-telephony and gift vouchers for tutors).
 - d. There was an excess of **\$2,718.51** and the books closed at **\$21,164.67**.
 - e. This amount reconciled with the bank cheque account statement on 31/12/2021 of **\$21,317.47**, after deducting unrepresented cheques of \$152.80.
 - f. In addition, the association has a bank term deposit of **\$6,448.25**. The 12-month term deposit with interest @ 0.25% pa is due to mature on 13 Oct 2022.
3. The **Statement of Financial Position at 31 Dec 2021** represents our finances at a specific point in time. The association's **Assets** stood at **\$27,765.72**. The **Liabilities & Fund Balance** had current liabilities of \$152.80 (for accounts payable) with the fund balance at **\$27,765.72**.

Conclusion of Report

- U3A Highvale will submit an online Annual Information Statement (AIS) to the Australian Charities and Not-for-profits Commission (ACNC).
- Originals of the certification and statements will be filed with the minutes of this meeting.

Siew Kennedy
Treasurer (2021)



Secretary

22nd March 2022

Date

U3A Highvale AGM — Wednesday 1st March 2023

Annual Report for 2022

Introduction

2022 was the year when we started to emerge from lengthy periods of lockdowns. We celebrated our freedom with a New Year bash. Soon after that came the AGM of 2022 on 2 March. The following were nominated to the Committee of Management: Siew Kennedy for Secretary and Treasurer, Marie Bellamy, Hooi Ng, Pat Tinsley and June Wang for Committee members.

There were no nominations for the executive positions of President and Vice President and these positions have remained vacant since, so too the role of Course Coordinator. Despite the reduced size of the Committee, it was business as usual. This report addresses the highlights of 2022, our accomplishments, financial brief, a call for action and acknowledgements.

Highlights of 2022

As in other years, U3A Highvale activities revolved around our classes, members and tutors/facilitators, Committee of Management, the local council and community and U3A Network Victoria.

The New Year function referred to earlier, was a welcome-back event combined with the annual Tutors' Breakfast, usually held at the start of a new year of learning. We enjoyed the musical items provided by 'Ken's Singing Group' and afternoon tea.

In Term 1, the *Mandarin for Beginners* class restarted and in Term 2 a short course on *Understanding Chinese Values through Modern Chinese History* was introduced. Both were delivered via Zoom and led by tutor Lily Lam. In Term 3 there was a new course on *Gardens and Gardening*, facilitated by Linus Chang. Additional classes were introduced in Term 4: A *Beginners Tai Chi* class taught by Benjamin Chan and *Chess for Beginners* with Ken Hiew as tutor. A *Stillness Meditation* course by Anita Davine planned for Term 1 of 2023 has commenced.

The Committee of Management held monthly meetings to discuss U3A-related matters. Mika Verosaari, Village Manager, was invited to one meeting for a get-to-know-you session.. This was most helpful indeed. Whenever possible, U3A Highvale continued to be involved with Monash PALS activities. PALS programmes in 2022 included a host of activities and events designed for a Positive Ageing Lifestyle. The Victorian Seniors Festival -- a month-long celebration in October was promoted with entertainment and events especially for older Victorians.

The 2022 U3A Victorian State Conference in Bendigo, 2-4 October, was timed to coincide with the Seniors Festival. Its theme was *Building Better*. Jan Clear and I participated in the conference.

As U3A Highvale delegate to U3A Network Victoria, I attended the President's Briefing for the year and several workshops such as Advocacy, Leadership and Governance and Zentangles. I also represented U3A Highvale in the quarterly Council Meetings and the Annual General Meeting of U3A Network Victoria.

Our End-of-Year function was held on 24 November 2022. This involved an entertaining talk by Bronwyn Roberts, BSPsy CHP from Let's Laugh, followed by afternoon tea perfectly catered for by Pat Tinsley (Committee member). Online membership applications and renewals for 2023 commenced on 28 November and within a month, U3A Highvale welcomed 22 new members.

Our Accomplishments

Our website was enhanced to make some core functions easier to access. David Jewell was largely responsible for these improvements.

Due to the absence of a Course Coordinator, a team of Support Coordinators was established. Each Committee member who was also a class member, acted as a liaison between tutor/facilitator and the Committee. This worked well.

Our quarterly newsletter was given a new look and received good feedback.

A *Member-get-Member* campaign was launched in May 2022 with some positive results. Advertising leaflets (for letterbox drops) and business cards were printed for marketing purposes.

With a \$4,000 grant from the Australian Government Stronger Communities Program Round 7, we were able to upgrade equipment in the Computer room. Three PCs and one Apple MacOS were purchased. Superseded PCs were donated to the Village for use at The Manor.

A successful application to the Monash Community Grants Program 2022/23 for hall hire funding, helped to pay for rental of the Glen Waverley Uniting Church Hall for 1 year from 1/7/2022. Another application for Hall Only category of the Monash Community Grants Program for 2023/26 was submitted recently. If successful, the fund will go towards hiring the Church Hall for U3A Highvale.

Financial Brief

The Treasurer's Report will be delivered separately. Following new applications and renewals for next year, the Association was in a healthier financial position towards the end of 2022.

Acknowledgements

I would like to thank Committee members for helping to keep U3A Highvale ticking in 2022. On their behalf, I want to acknowledge and thank the Village team, tutors/facilitators and volunteers for their generous contribution to U3A Highvale.

- Mika Verosaari, Village Manager and Julie Weidemann, Assistant Village Manager, have been very supportive of U3A activities, so too Kaye Boxshall, Senior Manor Supervisor. Sharon Boyd, Village Administrator, is of great assistance to U3A Highvale, always ready with a warm welcome to enquirers. Staff in the Village and the maintenance team, particularly Mark, are very friendly and helpful. Their kind input towards U3A activities is very much appreciated, so thank you.
- A big thank you to our tutors/leaders/facilitators, without whom we wouldn't have a U3A. They volunteer their time and expertise to share their interests with class members and persevere to instil a zest for lifelong learning.
- Our newsletter compilers Linus Chang and Dan Hauw deserve to be recognised for their consistent output. Each quarterly newsletter was produced on time within tight deadlines.
- Thank you too to David Jewell and Ron Berry for acquiring and setting up the new computers in time for Term 2 of 2022. David's expertise in IT-related matters and technical advice are invaluable to the Association.
- Last but not least, thank you to all our members for their cooperation and continued support.

How You Can Help

- U3A Highvale is always on the lookout for volunteers with a bit of time to devote to Committee work, or to conduct demonstrations/talks or run courses (be they short or long). If you have special interests, expertise and skills you wish to share, please make yourself known via an email to enquiries@u3ahighvale.com.au. *Suggestion Slips* placed at our notice board are available for gathering members' feedback—simply fill one in and drop it in the U3A mailbox.
- A list of the *Roles and Responsibilities* of the Committee of Management was distributed with the AGM papers. It's aimed at helping members to make considered nominations for the Committee of 2023 and perhaps take on some commitments in the future.

Conclusion

This report for 2022 reflects a year of commitment and working smarter. Our achievements have been substantial, given a considerable workload and a smaller than usual Committee.

Siew Kennedy
Secretary

Schedule 1
Regulation 15
Form 1

Associations Incorporation Reform Act 2012

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

**Annual statements give a true and fair view of financial performance and position
of incorporated association**

We Pat Tinsley and M. Bellamy being members of the
committee of the USA Highvale Inc. certify that –

“The statements attached to this certificate give a true and fair view of the financial
performance and position of the above named association during and at the end of
the financial year of the association ending 31.12.2022”

Signed: PTinsley

Date: 20/2/2023

Signed: M. Bellamy

Date: 20/2/2023

U3A Highvale Financial Statements for Year Ending 31 December 2022

	2022	2021
Opning Balance per Books 1st January	\$21,164.67	\$18,446.16
(Excludes Term Deposit 1st January)	\$6,464.25	\$6,400.25

Revenue & Expenditure Statement

Revenue

Annual membership previous year	\$0.00	\$20.00
Annual membership current year	\$2,350.00	\$850.00
Grant	\$4,000.00	\$210.00
Annual membership next year	\$5,500.00	\$5,200.00
Misc.	\$172.80	\$0.00
Refund-in	\$142.57	\$17.24
Total Revenue	\$12,165.37	\$6,297.24

Expenditure

Business Affairs	\$34.90	\$0.00
Catering & Food	\$348.74	\$17.00
Computing	\$4,388.00	\$0.00
Conference	\$80.00	\$0.00
Consumables	\$160.78	\$175.76
Donation	\$150.00	\$0.00
Function	\$449.00	\$0.00
Internet-Telephony	\$1,366.68	\$1,123.78
Network U3A	\$254.00	\$312.00
Mailout	\$11.00	\$0.00
Printing	\$31.00	\$119.10
Refund-out	\$134.00	\$50.00
Course Material	\$546.14	\$440.88
Equipment	\$308.80	\$191.95
Gift Vouchers	\$1,598.36	\$787.50
Hall Hiring Fees	\$2,982.10	\$120.76
MyU3A Licence	\$85.20	\$240.00
Total Expenditure	\$12,928.70	\$3,578.73

Excess/Deficit for the Year	-\$763.33	\$2,718.51
Closing Balance per Books 31st December	\$20,401.34	\$21,164.67
Balance as per Bank Statement 31st December	\$20,485.34	\$21,317.47
Less Unpresented Cheques 31st December	\$84.00	\$152.80
Term Deposit 31st December	\$6,464.25	\$6,448.25
Closing Balance incl. Term Deposit 31st December	\$26,865.59	\$27,612.92

Statement of Financial Position

Assets

Cash in Bank at 31st December	\$20,485.34	\$21,317.47
Term Deposit at 31st December	\$6,464.25	\$6,448.25
Total Assets	\$26,949.59	\$27,765.72

Liabilities & Fund Balance

Accounts Payable at 31st December	\$84.00	\$152.80
Assets less Current Liabilities at 31st December	\$26,865.59	\$27,612.92
Total Liabilities & Fund Balance	\$26,949.59	\$27,765.72

U3A Highvale AGM - Wednesday 1 March 2023

Treasurer's Report for the Financial Year 2022

NOTE: In this report, \$ values are displayed without decimal points.

Introduction

The 2022 financial year just completed, showed a 14.7% increase in the opening balance of \$21,164 (excluding term deposit) but finished with a slight decrease of 3.6% in the closing balance of \$20,401 compared to 2021. This is because the total expenditure for 2022 was 3.5 times that of 2021 when expenses were minimal because of lockdowns. The final balance including term deposit for 2022 was \$26,865 —a 2.7% decrease compared to that of \$27,612 in 2021.

This report refers to the following documents distributed for today's meeting:

1. Certification of the accounts (**Schedule 1 Regulation 15 Form 1**), maintained in accordance with Part 7 Division 1 of the Associations Incorporation Reform Act 2012.
Schedule 1 was signed by Committee members Marie Bellamy and Pat Tinsley, after they verified the Revenue & Expenditure Statement for the calendar year 2022 against supporting financial records and documents.
2. **Revenue & Expenditure Statement** for 2022 and **Statement of Financial Position** at 31 Dec 2022.

Revenue

Total revenue collected for 2022 was \$12,165. This was mainly from membership fees of \$7,850 and a \$4,000 grant from the Australian Government Stronger Communities Program Round 7.

Expenditure

Total expenditure for 2022 was \$12,928. The biggest expense was for the acquisition of new computers. The purchase was paid for by the \$4,000 Australian Government Stronger Communities Program grant and a supplement of \$388 from the Association's account. Another significant expense item of \$2,982 was for hiring the Glen Waverley Church Hall used for line dancing classes. This supplementary amount was needed because the in-kind grant of \$2,862 from the Monash Community Grants Program 2022/23 did not cover the full rental cost.

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Balance Sheet

There was a deficit of \$763 and the books closed at \$20,401. This amount reconciled with the bank cheque account statement on 31/12/2022 of \$20,485 after deducting unrepresented cheques of \$84.

In addition, the association has a bank term deposit of \$6,464. The 12-month term deposit with interest @ 1.10% pa is due to mature on 13 Oct 2023. Note that the term deposit amount is based on the certificate of deposit as at yearly maturity date.

The **Statement of Financial Position at 31 Dec 2022** represents our finances at a specific point in time. The association's **Assets** stood at \$26,949. The **Liabilities & Fund Balance** had current liabilities of \$84 (for accounts payable) with the fund balance at \$26,949.

Conclusion

The Association maintains a strong bank balance due to measured control over general operating expenses. Whilst it is anticipated that the pandemic may continue to dampen our membership growth, U3A Highvale is in a good financial position to support the Association's business goals and services in the immediate future.

At the close of this meeting U3A Highvale will:

1. Submit a mandatory online Annual Information Statement (AIS) to the Australian Charities and Not-for-profits Commission (ACNC).
2. File this report together with the original certification and statements and minutes of the AGM, as required by financial regulations.

Siew Kennedy

Treasurer