

ANNUAL REPORT 2008-2009

President's Report

Highlights of the year:

- 90 courses delivered
- 15 New tutors recruited
- \$9300 of grants awarded
- Joined U3A Online
- 4 new life memberships awarded
- Email newsletter now available
- ATO endorsement for tax concessions
- Melbourne University students redeveloped our website
- New logo commissioned
- Volunteering Code of Conduct endorsed

"Our mission is to improve the quality of life and wellbeing of our members through contact and participation in academic, creative and social programs."

This year has seen significant development in the growth of our U3A as we continued to produce our core program of courses and implement our current strategic plan. The establishment of a Policy and Planning Subcommittee, supported by working parties, enabled us to focus more sharply on our key goals: growing the membership, identifying new funding sources, increasing our volunteering base, sourcing new tutors, and expanding accommodation.

Building on our presentation at Federation Square during Seniors Week 2008, the Promotions Working Party achieved an excellent program for 2009, involving a change of name and a new logo. We believe our new trading name of U3A Melbourne City clarifies our location and identity as an integral inner city amenity.

We hope also to attract new members via a new website, developed by a team of Melbourne University students.

Another major achievement has been the successful application for grants totalling \$9300.

These and other achievements are the result of dedicated work by members of the Committee of Management. I thank them all for their support, particularly the following individuals:

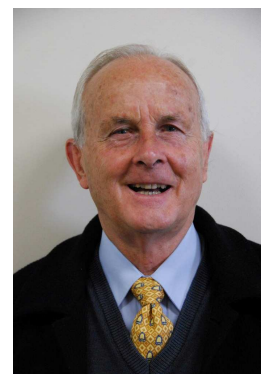
Ailsa Miles, former Secretary, long term Committee member and a most valuable office administrator, who has unfortunately had to retire through ill health. Ailsa made an enormous contribution to our U3A and I send her my thanks and very best wishes.

Jill Thompson, Vice President and Course Coordinator who, with the assistance of Rhonda Favaloro, has organised and enhanced the diversity of our course programs.

Jim Norton, Treasurer and Public Officer, who has continued to maintain our financial viability and ensure that our financial and legal procedures are in good order.

Helena Ling, our Secretary, whose outstanding service during the year has included initiating grant applications, numerous administrative responsibilities, and the preparation of this annual report, all in addition to her nominal duties as Secretary. She has also been the driving force behind most of the 2009 promotional program.

Anne Riddell, newsletter editor for the past three years, who has worked very hard—with considerable success—to improve organisational communication via our *City News* newsletter and in many administrative practices. She



John Besley, President

will be much missed after she retires in December.

Peter Salmon, who heads the Promotions Working Party and has given a strong lead in the development of our promotional activities.

I also thank all the other members of our U3A who have volunteered through the year, as tutors and office staff, in working parties, and in other ways including promotional activities and mail-outs.

After many years as a Committee member, and a total of seven as President, I will not be seeking re-election to the 2010 Committee. I will, however, remain a City U3A member and tutor, and am confident that the new leadership team will continue this year's progress. I wish them every success.

John Besley



Our home—Ross House,
Flinders Lane

"This generation does not necessarily see themselves as having entered old age, but prefers to see retirement as a time to reinvent themselves and explore new aspects of life."
City of Melbourne,
Lifelong Melbourne
2006-2016

Who we are

U3A City of Melbourne Inc. is part of a world-wide movement of universities of the third age—self-help, voluntary organizations which promote active ageing and lifelong learning for the over 50s who are no longer

in full-time employment.

U3A City of Melbourne was the first to be established in Australia in 1985.

It fulfils its mission by providing courses in a broad range of disciplines, a

program and opportunities to make new friends and extend social networks through its social and volunteer program.

Highlights

Grants

We successfully applied for and received

\$9,300

in competitive grants during this financial year.

Membership

We had

860 members as at end September.

Tutors and Courses

We had **59** volunteer tutors teaching

3,145

hours of classes. We offered

38 full-year courses and

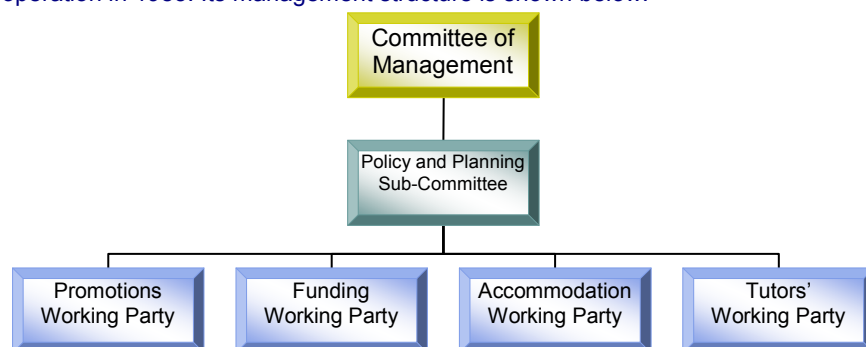
52 short courses throughout the year.

Organisational Achievements

- Received ATO endorsement to access tax concessions as a charitable institution.
- Commenced risk management planning.
- Commenced website review project March 2009 with students from the University of Melbourne.
- Adopted Volunteering Australia's Model Code of Practice for Voluntary Organisations.
- Drafted position descriptions for all key positions.
- Produced an induction kit for new Committee members.
- Joined U3A Online in order to expand course offerings.
- Conducted a survey of 2008 members who did not renew their membership.
- Commenced emailing of the newsletter, *City News*.
- Initiated compilation of a policy register.
- Commissioned design of a new logo and image.
- Produced a handbook for office volunteers.
- Drafted a course feedback questionnaire.

Structure and Management

U3A City of Melbourne is a not-for-profit incorporated association which commenced operation in 1985. Its management structure is shown below.



The Committee of Management is responsible for the performance of U3A City of Melbourne and for guiding its strategic direction.

The Committee, which met monthly, comprised four office bearers – President, Vice-President, Treasurer, Secretary – and ten ordinary members. The Committee farewelled Ms Jill Chladek and welcomed Mr James Cruz. Committee membership during the year comprised:

Mr John Besley, President
Ms Jill Thompson, Vice-President
Ms Helena Ling, Secretary
Mr Jim Norton, Treasurer/Public Officer

Mr George Boag, Member
 Ms Jill Chladek, Member (resigned)
 Mr James Cruz, Member

Ms Rhonda Favaloro, Member
 Ms Mary Horsfall, Member
 Ms Ailsa Miles, Member
 Ms Valerie Pincus, Member
 Ms Margaret Rees, Member
 Ms Anne Riddell, Member
 Dr Peter Salmon, Member
 Mr John Shilliday, Member
 Ms Nan Wingfield, Honorary Member



U3A Melbourne City Computer Class

U3A gives us opportunities to practise our skills, share our knowledge, learn new things, and above all to meet and interact with new people.

Professional Development

Committee members John Besley, Peter Salmon, Jill Thompson and Rhonda Favaloro attended the U3A National Conference (6th May to 8th May)

Secretary Helena Ling attended workshops on

1. *Tax Concessions for Not-for-profits* conducted by PILCH;
2. *Financial Reporting in*

Tough Times: Meeting your legal obligations conducted by PILCH, and

3. a *Grant-Writing Workshop* conducted by the Multicultural Hub.

The Committee invited Jan Sharp from U3A Knox to address it on the risk management approach adopted by them.

Treasurer Jim Norton and Secretary Helena Ling attended a workshop on Risk Management organised by U3A Network.

Dr. Peter Salmon travelled to Benalla to meet with John Avery, President of U3A Benalla to discuss their use of U3A online materials to augment their course program.



Volunteering in the U3A office.



Margaret Shilton, Choir, was awarded lifetime membership at the 2008 AGM.

Membership

Members by Sex

Male	24%
Female	76%

Members by Type

Member	74%
Associate	7%
Joint	16%
Life	1%
Honorary	2%

Registered as volunteer	20%
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Members with Email	55%
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Members receiving email newsletter	30%
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Members from City of Melbourne postcodes	20%
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Life Membership

Life membership for sustained and outstanding service to the organization was awarded, at the 2008 AGM, to :

- Joyce Bromage
- Lillian Emmanuel
- Alan Liubinas
- Margaret Shilton

Courses and Tutors

"Active ageing assists in delaying or preventing age-related diseases and is therefore economically beneficial both for individuals and for society in general."
City of Melbourne, Lifelong Melbourne Plan, 2006-2016

This year, the City U3A ran 37 yearlong courses. whose initial waiting lists were absorbed throughout the year.

We also offered 53 short courses of varying durations. These will continue to expand as new tutors come to us, because they provide a useful way for the tutor to find their feet, and to enhance the variety and choice available to members.

There have been two tutors' meetings this year, and a Working Group, comprising Sue Dudley, Eric Stokes, James Cruz, Rhonda Favaloro and Katharina Budde, was formed to address a number of issues including course evaluation; a tutor job description; and photocopying. Some are still in progress, but a new photocopying policy will be explained in the November

newsletter.

We welcomed a number of new tutors and group leaders:

Paul Boland, Jean-Claude Blanchard, Trish Conwell, Sue Dudley, Rhonda Favaloro, Sandra Gordon, Heather Kudeviita, Robert May, Dr. Lindsay Quennell, Catherine Rowland, Rod Sherwin, Libby Smith, Eric Stokes, Isidoro Uberman, Carol Wright.



Winter Lunch at William Angliss

Social Activities

Social co-ordinator Val Pincus, organized the following social activities during the past financial year.

Werribee Open Range Zoo
—24 November, 2008

ACMI Tour
—18 February, 2009

Mornington and Tyabb Coach Tour
—27 March, 2009

Australian Ballet School Performance
—19 May, 2009

John Brack Exhibition
—24 June, 2009

Crazy for You, State Theatre
—18 July, 2009

Winter Lunch at William Angliss
—13 August, 2009

Forums and Events

The following lectures and events were conducted throughout the year:

Unravelling the Mysteries of the Brain. Prof Bevyn Jarrott , Florey Institute

2009 Australian of the Year
Mr Pat LaManna OAM

The Looming Housing Crisis for Older People.
Mr Jeff Fiedler , Housing for

the Aged Action Group

Great Sex in the Third Age.
Dr Janet Hall

Macbeth: a Reading by the Shakespeare Group at the Melbourne Town Hall in November 2008 to an audience of over 150. The City of Melbourne sponsored the event.

The U3A Choir and Music

Ensemble gave a number of performances throughout the year including at Federation Square for the opening of Seniors Week 2008 and 2009.

Volunteers' Christmas Lunch at Legacy House on 6th December to celebrate the contribution and hard work of our volunteers.



Group leader Carmel Hamilton interviewed by Melbourne Weekly Magazine

Community Consultations and Public Relations

President John Besley gave presentations on U3A City of Melbourne to Kensington Seniors Community Centre, Hurstbridge Probus Group, and at the formation of the U3A Hurstbridge.

He also attended a community consultation regarding the future as a community centre of the Boyd School in City Road.

During Seniors Week, we

participated in the U3A Carnival of Learning 2008 at Federation Square and offered ten sample courses.

President John Besley participated in the Channel 9 program "What's Good for You" which explored the impact of different types of activities on memory.

Member and course leader Carmel Hamilton was interviewed by the

Melbourne Weekly Magazine and an article published on 22 April, 2009 as part of a feature on how seniors spend their time.

The President and Secretary attended a Ross House meeting with the City of Melbourne's Office of Knowledge Capital to explore linkages with community organizations.

U3A "...has kept my mind and body active. I always like to be learning something—just because you are getting older it doesn't mean you have lost interest in life."
(Carmel Hamilton, member and course leader)

Grants and Donations

Granting Body	Amount	Purpose
City of Melbourne Emerging Needs Grant	\$5,000	Development and design of a promotions pack; identification community partners and the 2009 U3A Carnival of Learning and Seniors.
Planning & Community Development Growth Support Funding	\$3,500	Purchase of two laptops and a data projector to support the delivery of new courses and improve the delivery of existing courses.
City of Melbourne Seniors Grant	\$500	To support volunteer tutors by providing basic course materials.
City of Melbourne Active Living Grant	\$300	To promote the mental, physical and social benefits of U3A during the 2009 Seniors Festival.
TOTAL	\$9,300	
Fen Khoo	\$100	Donation



U3A Melbourne City Choir



Jim Norton, Treasurer

"..... our organisation is a major community asset, helping senior citizens to keep 'losing it' at bay and stay mentally, and physically, alert and involved." Newsletter Editor, Anne Riddell

Summary of Income and Expenditure

for the year ended 30th September 2009

Income	\$
U3A Network:	
DPCD Program Growth funding	3,500
ACFE funding	5,974
Membership Fees	28,189
City of Melbourne grants	5,800
Bank & investment interest	3,640
Forum and social activities	1,136
Miscellaneous	419
	<u>48,658</u>
Expenditure	
Australia Post	2,678
Photocopying	1,990
Printing	4,220
Computer purchases	2,895
Ross House Rent	23,645
Other rent	8,741
Office equipment & supplies	1,084
Promotions	783
Tutors equipment & supplies	1,420
Telstra	1,232
U3A Network membership	825
Miscellaneous	716
	<u>50,229</u>

Balance Sheet

for the year ended 30th September 2009

Current Assets		Liabilities	
Bank	11,633	Opening equity 1/10/08	85,539
Investment	85,132	Plus surplus provision for unpaid	
Sub-Total	<u>96,765</u>	debts for year to 30/9/2008	845
		Less deficit for year to 30/9/09	<u>-1,571</u>
Fixed Assets	0	Equity at 30/9/09	<u>84,813</u>
		Provision for unpaid debts	11,952
Total Assets	<u>96,765</u>	Total Liabilities	<u>96,765</u>

APPENDIX 1: VOLUNTEERS

It gives us great pleasure to recognise those of our members who have made a contribution to the ongoing sustainability and success of U3A City of Melbourne. If your name has been omitted we apologise, but know that your contribution was valued and appreciated and that we are working to improve our volunteer record-keeping.

Hilary Adair, <i>Tutor</i>	Virgil Gill, <i>Office, Casual</i>	Julie Nankervis, <i>Casual</i>
Valerie Adams, <i>Casual</i>	Liz Gloury, <i>Tutor</i>	Wal Nankervis, <i>Design</i>
Flora Anderson, <i>Tutor</i>	Sandra Gordon, <i>Tutor</i>	Jim Norton, <i>Committee</i>
Hilary Archer, <i>Tutor</i>	Russell Griffin, <i>Tutor</i>	Barbara Onley, <i>Casual</i>
Michael Baker, <i>Tutor</i>	Brian Groom, <i>Casual</i>	Jill Perry, <i>Tutor</i>
Doreen Beach, <i>Casual</i>	Marguerite Grynberg, <i>Tutor</i>	Val Pincus, <i>Committee, Office</i>
Julia Beaty, <i>Tutor</i>	Carmel Hamilton, <i>Tutor</i>	Lindsay Quennell, <i>Tutor</i>
Vivien Bennett, <i>Tutor</i>	Joyce Harper, <i>Casual</i>	John Radecki, <i>Tutor</i>
John Besley, <i>Committee, Tutor</i>	Patricia Hart, <i>Casual</i>	Valerie Rae, <i>Casual</i>
Olga Black, <i>Casual</i>	Lucy Hayward, <i>Casual</i>	Margaret Rees, <i>Committee, Office</i>
Jean-Claude Blanchard, <i>Tutor</i>	Sheelagh Hegarty, <i>Tutor</i>	Anne Richards, <i>Casual</i>
George Boag, <i>Committee, Tutor</i>	Ann Hewett, <i>Tutor</i>	Anne Riddell, <i>Committee, Admin, Office</i>
Paul Boland, <i>Tutor</i>	Christina Hill, <i>Tutor</i>	Cate Rowland, <i>Tutor</i>
Joyce Bromage, <i>Office</i>	Robert Hooke, <i>Tutor</i>	Shinei Sakai, <i>Tutor</i>
Nada Brozel, <i>Casual</i>	Mary Horsfall, <i>Committee, Tutor</i>	Peter Salmon, <i>Committee, Tutor</i>
Katharina Budde, <i>Tutor</i>	John Horsfall, <i>Casual</i>	Gisela Schade, <i>Tutor</i>
Margaret Byron, <i>Office</i>	Safa Hull, <i>Tutor</i>	Fran Sciarretta, <i>Office</i>
Shirley Byron, <i>Office</i>	Rom Jagielski, <i>Tutor</i>	Marie Scmazzon, <i>Casual</i>
Betty Caldwell, <i>Tutor</i>	Sandra Joicey, <i>Tutor</i>	Rod Sherwin, <i>Tutor</i>
Kevin Casey, <i>Tutor</i>	Hazel Kalmek, <i>Casual</i>	John Shilliday, <i>Committee</i>
Hellen Chin, <i>Office</i>	Anne Kane, <i>Office</i>	Margaret Shilton, <i>Tutor</i>
Jill Chladek, <i>Committee (resigned)</i>	Klara Kanter, <i>Casual</i>	Libby Smith, <i>Tutor</i>
Bill Claiborne, <i>Tutor</i>	Mahes Karuppiah, <i>Tutor</i>	Kristina Somerville-Lee, <i>Casual</i>
Valmai Cleary, <i>Office</i>	Maureen Kelly, <i>Office</i>	Helen Stielow, <i>Office</i>
Anni Cleary, <i>Website (non-member)</i>	Alma Kristensen, <i>Tutor</i>	Eric Stokes, <i>Tutor</i>
Patricia Collins, <i>Office</i>	Heather Kudeviita, <i>Tutor</i>	Jill Sutton, <i>Tutor</i>
Trish Conwell, <i>Tutor</i>	Margaret Ledley, <i>Tutor</i>	Erna Teofilovic, <i>Casual</i>
Blair Cramer, <i>Tutor</i>	Helena Ling, <i>Committee, Admin, Office</i>	Jeannette Thomas, <i>Casual</i>
Elma Crosbie, <i>Casual</i>	Lisa Liow, <i>Casual</i>	Pat Thomas, <i>Casual</i>
James Cruz, <i>Committee, Tutor</i>	Rhoda Lysakowski, <i>Tutor</i>	Jill Thompson, <i>Committee</i>
Chris Dargan, <i>Tutor</i>	Jean Mapp, <i>Office</i>	Alison Thornton, <i>Office</i>
Dorothy Davis, <i>Tutor</i>	Tom Marshall, <i>Casual</i>	Isidoro Uberman, <i>Tutor</i>
Joan Deerson, <i>Tutor</i>	Shirley Mason, <i>Office</i>	Larry Wakefield, <i>Tutor</i>
Prue Doyne, <i>Casual</i>	Juan Martinez, <i>Casual</i>	John Waldie, <i>Tutor</i>
Sue Dudley, <i>Tutor, Casual</i>	Karen Mather, <i>Casual</i>	Edward Weiss, <i>Tutor</i>
Karen Dupleix, <i>Office</i>	Robert May, <i>Tutor</i>	Harry Wenig, <i>Tutor</i>
Kelvin Edwards, <i>Tutor</i>	Anne Mcgravie, <i>Tutor</i>	Betty Westerland, <i>Tutor</i>
Judy Eldred, <i>Tutor</i>	Ben Megens, <i>Office</i>	David Williams, <i>Casual</i>
Fran Ellis, <i>Office</i>	John Meir, <i>Tutor</i>	Carol Wright, <i>Tutor</i>
Rhonda Favaloro, <i>Committee, Tutor</i>	Eva Meredith, <i>Tutor, Admin, Office</i>	Patricia Young, <i>Casual</i>
Barry Fenton, <i>Office</i>	Ailsa Miles, <i>Committee, Admin, Office</i>	Juliette Zeelander, <i>Tutor</i>
Lex Ferguson, <i>Tutor</i>	Laurel Mott, <i>Tutor</i>	
Anne Foxton, <i>Office</i>		



U3A Melbourne City
craft group

“.. those who regularly engage in ..voluntary activities enjoy better health and live longer thanks to the stimulating environments and sense of purpose engendered by their activities.”

Swindell, R, 2009
Educational Initiatives for the Elderly.

Note: Casual volunteers assisted in several ways, including working party participation, promotional activities and mail-outs. Many Office Staff, Tutors and Committee Members also helped in these capacities, in addition to their nominal duties.

Next steps.....

Looking ahead to the future....our challenges are

- Increasing the proportion of our membership from the City of Melbourne
- Increasing the diversity of our membership and courses
- Diversifying our offerings
- Finding no-cost/low-cost teaching space in the City of Melbourne
- Attracting new tutors
- Diversifying our funding base
- Increasing our volunteer base

In 2010
we will celebrate our

25th

Birthday
and
25 years
in the
City of Melbourne

Supporters

We gratefully acknowledge the support of the following organizations:



Music Ensemble with conductor
Juliette Zeelander



U3A City of Melbourne Inc.
Level 2, Ross House
246 Flinders Lane
Melbourne 3000

Phone: (03) 9639 5209
E-mail: citymelb@u3a.org.au
Web: www.u3amelbcity.org.au

Inc. No. A0045765E
ABN 84 932 435 817