

U3A RINGWOOD INCORPORATED

35 – 39 Tortice Drive, Ringwood North,

Victoria, 3134, Australia

Tel: 9876 2925 (Weekdays 9.00am to Noon)

Reg. No A0008300C A.B.N. 14419221576

Web: www.u3aringwood.org.au

E: u3arwood@gmail.com

Notice of Annual General Meeting U3A Ringwood Inc.

The annual general meeting will be held on

Tuesday 8 May 2018

at

1.00pm

at the Norwood Sporting Club Pavilion, (Kevin Pratt Pavilion)

Mullum Mullum Reserve,

Mullum Mullum Road, Ringwood 3134

The Agenda will be –

- Opening
- Apologies
- Confirmation of Minutes of AGM held on 9 May 2017
- President's Report on Behalf of the Committee
- Election of Committee
- Close of meeting

Minutes of U3A Ringwood AGM held on Tuesday 9 May 2017 at 10.00 am

Welcome

The President, Daryl James welcomed all members to the AGM as well as our guests Cr. Nora Lamont & Mike Symon, Sue Sadler of Bendigo Bank and Jackie Moffat of Penumbra.

Attendance

There were 46 members and 3 guests present and 25 apologies from members. Apologies were also received from guests Cr. Samantha Marks, Dee Ryall MP, Michael Sukkar MP, David Hodgett MP and Kevin Andrews MP

Minutes of 2016 AGM

The minutes of the 2015 AGM of 26 May 2015 as circulated with the Notice of the AGM were proposed as accepted by Alex Robertson and seconded by Ruth Wilson. Carried.

President's Report

As distributed with the AGM Agenda the President's Report was moved as received by Jeanette Cain, seconded by Alex Robertson.

Election of Committee

As there was only one nomination received for the following positions Daryl declared all those members duly elected.

- President – Daryl James
- Vice President – Ruth Wilson
- Secretary – Jeanette Cain
- Treasurer – Alex Robertson
- Committee Members -
 - Antje Bauer
 - Lynn Blackbell
 - Kathie Bishop
 - Heather McCracken
 - Lily Ouw
 - Deirdre Penhale
 - Trevor Sheppard
 - Peter Wakeham
 - Ruth Wilson

Resolution

Daryl James proposed that we pass a resolution that the number of members on the committee be 13 in total, seconded by Alex Robertson.

Treasurer's Report

Alex explained details of his Treasurer's Report and moved its acceptance, seconded by Francis Holmes.

There being no further business the meeting closed at 10.30 am.

President's Report on behalf of the Committee of U3A Ringwood

On behalf of the Committee of U3A Ringwood Inc., it is my pleasure to report on our activities during the 2017 year.

During 2017 the Committee continued to enhance our members' facilities at Parkwood Community Hub where we finally installed acoustic ceiling tiles to improve the acoustics of Classroom 1, 2 and 4 and purchased a new commercial standard fast laser printer. The substantial cost of the purchase and installation of acoustic tiles was largely met by a generous grant from the Bendigo Bank and although the cost of the printer purchase was born by U3A Ringwood, the maintenance contract for printer for 2017-8 was met by a specific purpose grant from the Maroondah City Council.

The Committee has also improved our facilities at the Kevin Pratt Pavilion by installing safe instant hot water systems for both the upstairs and downstairs rooms, the cost of which was met by a grant from the Maroondah City Council.

Although I do not wish to single out particular members of the committee for their contribution, I must acknowledge our Treasurer, Alex Robertson who has continued to identify opportunities for us to apply for specific purpose grants and for his contribution to the success rate that we enjoyed once again during in 2017.

Early in the second half of 2017, Deirdre Penhale and Jeanette Cain proposed that we run a Summer School during summer break. Although the concept of running short courses over the summer break is not new to some of the larger U3As it was certainly new for us and the Committee agreed that we should explore whether we could do it.

Deirdre Penhale and Jeanette Cain then further developed the concept, liaised with Class Leaders and organised the program for our Summer School and it was duly included as part of our enrolment documentation for 2018.

It was very pleasing to have a large number of members enrol and enjoy our Summer School classes. By any measure our inaugural Summer School was a resounding success and is now likely to be part of our ongoing program for our members.

The Committee wishes to extend our appreciation to both Deidre and Jeanette for organising our Summer School and to our Class Leaders who volunteered to run Summer School classes, i.e., Jeanette Cain (scrap booking); Deidre :Penhale (Creative Arts Therapy) Kathy Bishop (Anatomy – This goes with that); Glen Chandler; (Movements for Change – Australia in the 1970s); Alastair McCracken (Elders and the Law); Viki Wright (Tapping Into Creativity); Antje Bauer (Walks in Our Local Area); Jim Moroney (The History of Film Making); Linda Robertson (Exercise and Craft) and Pauline Ruse (Family History)

I am sure that members will agree that we now enjoy modern and bright accommodation at Parkwood and Kevin Pratt Pavilion - facilities that many other U3As envy. But this bring with it, new significant costs by way of our lease payment, utilities (electricity and water), cleaning and consumables for Parkwood; hall hire and electricity at Kevin Pratt and hall hire at B J Hubbard Reserve.

To meet these increased costs, our Committee has focused on increasing our profile in the community, as we have taken the view that by attracting additional members we can continue to set membership fees at the lowest possible level, offer existing and future members more and varied courses and be better able to attract additional class leaders to maintain and expand on what we currently offer.

As part of this, we have run a successful information mornings outside IGA Ringwood North, participated in a program on Radio Eastern FM 98.1 to promote our courses, distributed new colour promotional pamphlets, gained publicity in the local media and publications and continued to up-grade our web-site.

However, although we have had success in attracting new members, we have also lost some members due to age, illness or their passing.

Unfortunately, we have come to the point where our on-going operational costs are now exceeding our membership income (grants are not for ongoing operational needs) and we have reluctantly decided to introduce a modest increase in membership fees for 2019.

Although we still have money in reserve (which we have run down over the last few years), the Committee has taken the view that we should aim to maintain our reserves at their current level to meet any unforeseen future costs and/or be able to take advantage of any opportunities that may present themselves in the future, by which we can improve our facilities and improve the "U3A Ringwood experience" for members.

The Committee wishes to acknowledge the work done by our small dedicated office team (the face of U3A Ringwood to our members, potential members and the public) whose efforts continue to improve our interface with members and potential members!

I wish to thank all the members of our 2017-2018 Committee, (Alastair McCracken as Vice President, Jeanette Cain as Secretary, Alex Robertson as Treasurer, Antje Bauer, Kathie Bishop, Lynn Blackbell, Heather McCracken, Lily Ouw, Deirdre Penhale, Trevor Sheppard, Peter Wakeham and Ruth Wilson) for their vision, hard work and drive to ensure that what we set out to achieve, actually happens.

I also wish to acknowledge the valued contribution made by our willing helpers: Jill and Ray Cowie who have labelled, distributed and posted our newsletters; Harry Bedwell who tidies up the surrounds of our buildings hail rain or shine, Linda Robertson who has diligently performed the role of catering manager; and Graham De Haan who has audited our financial records and has provided valuable suggestions to improve and simplify our financial records;

My report would not be complete without thanking our fantastic Class Leaders/Class Convenors who have volunteered their time, and have consistently provided well run, and mentally and physically stimulating classes for our members throughout 2017.

Daryl James
President

As at: 31 Dec 2017



RINGWOOD
UNIVERSITY OF THE THIRD AGE

**Balance
Sheet**

U3A Ringwood

ABN 14 419 221 576
35-39 Tortice Drive
Ringwood North, Vic 3134
u3arwood@gmail.com

ASSETS

1100 CASH ON HAND

1110 Bendigo Bank	\$9,445.16
1120 Sandhurst Trustees	\$13,850.87
1190 Petty Cash	\$102.40
Total CASH ON HAND	\$23,398.43

1500 FIXED ASSETS

1510 Furniture	\$11,663.62
1530 Computers	\$4,958.10
1540 Electronic Equipment	\$2,805.21
1550 Other Assets	\$6,293.19
Total FIXED ASSETS	\$25,720.12

1600 ASSET DEPRECIATION

1699 Accumulated Asset Depreciation	\$9,840.28
Total ASSET DEPRECIATION	\$9,840.28

Total Assets:

\$58,958.83

LIABILITIES

Total Liabilities:

\$0.00

NETT ASSETS

\$58,958.83

EQUITY

3999 Total Equity	\$40,548.03
Retained Earnings	\$18,410.80

Total Equity:

\$58,958.83



Period: 1 Jan 2017 to 31 Dec 2017

U3A Ringwood

ABN 14 419 221 576

35-39 Tortice Drive

Ringwood North, Vic 3134

u3arwood@gmail.com

Income

4110 Members Subscriptions	\$11,618.00
4111 Christmas Luncheon	\$3,409.00
4112 Fund Raising	\$260.47
4113 Refunds Received	\$1,358.50
4114 Miscellaneous Income	\$30.00
4205 Grants - U3A Network	\$1,500.00
4211 Grants - Maroondah Council	\$480.00
4910 Interest Revenue	\$429.93

Total Income:

\$19,085.90

Expenses

6110 General Products Purchased	\$398.53
Advertising and Promotion	
6320 Website	\$28.82
Total Advertising and Promotion	\$28.82
6405 U3A Network Fees	\$428.00
6410 Property Lease	\$4,101.30
6420 Office Expenses	\$98.91
6425 Class Materials	\$434.67
6430 Telephone and Internet	\$1,083.87
6435 Electricity & Water Expenses	\$6,274.13
6440 Refunds	\$35.00
6445 Printing, Copying, Postage	\$1,043.28
6510 Insurance	\$653.12
6600 Regulatory and other Government Fees	\$55.80
6650 Repairs & Maintenance	\$6,511.00
6655 Christmas Lunch Expenses	\$3,626.00
6660 Other meals and luncheons	\$1,021.00
6670 Entertainment	\$31.85

Total Expenses:

\$25,825.28

Total Operating Profit/(Loss):

(-\$6,739.38) *

* See Explanatory Notes on Accounts

Fixed Assets as At 31/12/17

Assets by Accounting Category

Category	Cost	Book (Depreciated) Value
Computer	\$14,786.19	\$4,958.10
Electronic Equipment	\$12,523.27	\$2,805.21
Furniture	\$13,910.92	\$11,663.62
Other Assets	\$11,553.50	\$6,293.19
Grand Total	\$52,773.88	\$25,720.12

Assets by Sub Category

Classification	Cost (Insured Value)	Book (Depreciated) Value
Audio Visual	\$11,517.88	\$2,595.33
Communications	\$543.59	\$92.89
Computers	\$10,241.69	\$1,501.50
Exercise items	\$2,448.27	\$2,136.00
Fire Safety / first Aid	\$83.77	\$33.51
Fixtures	\$2,002.14	\$1,596.32
Furniture	\$12,177.78	\$10,210.45
Kitchen & Cleaning	\$3,780.95	\$1,473.48
Miscellaneous	\$1,600.56	\$335.31
Office Use	\$125.00	\$100.00
Presentation Items	\$602.00	\$154.80
Printers	\$4,848.50	\$3,533.60
Small portable Items	\$526.40	\$396.60
Specific Tutor Use	\$2,275.35	\$1,560.34
Grand Total	\$52,773.88	\$25,720.12

Explanatory Notes on Accounts:

- * We were successful in 2017 in obtaining \$1,750 from Maroondah Council for Zip Tea/Coffee hot water units in both rooms at KPP. This grant was kept by the Council to acquire and install both units. The funds are therefore not shown in our books.
- * We do not expect significant grant opportunities from U3A Network or other entities in 2018
- * Fixed Assets are now depreciated automatically at end of year based on individual depreciation rates and minimum values.
- * Fixed assets values are not exchangeable for cash. The values reflect expected market value if we were to sell them.
- * Three extraordinary items related to 2016 impacted the 2017 books:
 - We paid \$3,519 for 2016 property expenses in 2017 as the invoices were not raised until end Q117. We are now billed quarterly for these expenses so this should no longer occur.
 - A 2016 Bendigo Bank grant of \$6,274 for sound treatment in our PCH classrooms was recorded in our 2016 books but not expended until April 2017. This inflated the 2016 EOY balances and impacted 2017 Income statement.
 - We received \$1,358.50 from Council as a rebate on an engineer's report fee of \$2,200 charged in Dec 2016. This decreased the 2016 EOY balances and impacted 2017 Income statement.
- * The 2017 Operating Profit/Loss is \$1,695.12 Profit if we exclude these extraordinary items.

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 TRUE AND FAIR VIEW OF FINANCIAL POSITION OF INCORPORATED ASSOCIATION

We, Daryl James and Jeanette Cain, being members of the Committee of the U3A Ringwood Incorporated, certify that—

The statements attached to this certificate give a true and fair view of the financial position of U3A Ringwood Incorporated during and at the end of the financial year of the association ending on 31 December 2017.

Signed:

Dated:

Signed:

Dated:

**A Member may appoint another member as a proxy for the
Annual General Meeting**

FORM OF APPOINTMENT OF PROXY

I
(name)

of
(address)

being a member of U3A Ringwood Inc Registered No. A0008300C

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to
vote for me on my behalf at the annual general meeting of the
Association to be held on

8 May 2018
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution
(insert details of resolution):

Signed

Date

*Delete if not applicable



U3A Ringwood Inc.
Parkwood Community Hub,
35-39 Tortice Drive,
Ringwood North, Victoria 3134, Australia.
Reg. No A0008300C A.B.N. 14419221576

Nomination for U3A Ringwood Inc. Committee 2018

Position(s) for which nomination is made (tick as appropriate)

- President .
- Vice President .
- Secretary .
- Treasurer .
- Committee Member .

Candidate:

Name Membership No

Residential address:
.....

Signature:

Proposer:

Name: Membership No:

Signature:

Secunder:

Name: Membership. No:

Signature:

Date

Nominations should be addressed to the Secretary and should either be placed in the "locked orange box" in the office at Parkwood or posted, to reach the Secretary, no later than 7 days prior to the date of the AGM.

WHAT IS THE UNIVERSITY OF THE THIRD AGE?

The University of the Third Age is a worldwide organisation for mature age people who are not in full-time employment and who wish to participate in activities and classes to keep their mind and body active and healthy.

At U3A Ringwood, which is run entirely by volunteers, we offer the retired or semi-retired, a lively spectrum of courses to challenge and engage the mind and body - you're never too old to learn something new.

So if you have a wish-list of subjects you'd like to know more about, a physical activity you've always wanted to try, or a desire to connect with your creative side, check out the low-cost membership on offer at U3A Ringwood.

You can be sure you'll be in very good company.

Why not make your third age the time of your life? - New members are always welcome.

Volunteering is part of a member's commitment.

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**POSTAGE
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AUSTRALIA**

U3A RINGWOOD NEWSLETTER

If undeliverable return to:

**U3A Ringwood Inc.
Parkwood Community Hub
35-39 Tortice Drive,
Ringwood North, VIC 3134**

NOTICE OF AGM

For membership enquiries ring the U3A Ringwood office on 9876-2925 (Monday-Friday between 9.00 and 12 noon). Membership forms and each term's class schedules are available at the U3A Ringwood office located at the Parkwood Community Hub, 35-39 Tortice Drive, Ringwood North (Melway map reference 49K1).

Classes are conducted at both the Parkwood Community Hub and at the Norwood Sporting Club Pavilion (Kevin Pratt Pavilion) which is located in Mullum Mullum Road Ringwood.

ANNUAL SUBSCRIPTIONS 2018: Single \$50. Double (two people living at the same address) \$80. A \$5 per person joining fee applies for the first year. Associate membership to another U3A is \$35.

There are no other fees but small charges may apply to some classes to cover books and materials.