

# U3A FRANKSTON, INC.

## Minutes of 36<sup>th</sup> Annual General Meeting

Held at 1:00 pm on Tuesday 28th March 2023

### In Room 2 at Karingal Place

1. **Welcome by President:** The President, Andrea McCall, acknowledged the Bunurong People, traditional owners of the land we are on, and leaders, past, present & emerging. She then welcomed everyone to the 36th Annual General Meeting of U3A Frankston. She thanked participants and our distinguished guests, Nathan Conroy, Frankston City Council Mayor and Liz Orlov from Frankston City Council for their attendance.

We have a membership of 530. Altogether, with 50 members present and 43 proxy votes, we are deemed to meet the requirement for a quorum for the AGM to proceed. (Rule 36.2)

2. **Attendance:** 50 members in attendance & 43 proxy forms. (See lists filed, with a copy of these minutes and all other attachments, in the Office.) – a total of 93 members represented.
3. **Apologies:** There were 12 received – filed with the complete minutes in the Office.

4. **Confirmation of Minutes of Special Meeting** held on Tuesday 22<sup>nd</sup> March 2022 immediately preceding the 35<sup>th</sup> AGM.

These minutes have been on public display and available as required and are accepted as a true record of the meeting.

Moved: Leonie Price

Seconded: Helen Corcoran

5. **Confirmation of minutes of 35th AGM** held on Tuesday 22<sup>nd</sup> March 2022

These minutes have been on public display and available as required and are accepted as a true record of the meeting.

Moved: Terry Morrison-Story

Seconded: Heather Mansfield

6. **President's Report:** This is available in full on the U3A Frankston website and a copy is filed with these minutes.

The President focused on a few points.

- The many challenges of the past four years were referred to, including the move from John Paul College and, in particular, Covid, with its many difficulties. Many things were initiated: Zoom classes, Presidential Ponderings and our greatly enjoyed Zoom trivia night.
- Relationships have been built with other groups and we are actively pursuing other venues for our larger exercise classes.
- Our finances are stable, thanks to careful managing, appropriate economising, fundraising and, fortunately, a number of helpful grants. Dennis Mason has

continued his involvement with the Be Connected programme which has provided funds over a number of years.

- The Committee were thanked for their hard work and support – in particular, the retiring committee members Dennis Mason, Leonie Price, Manfred Jung & David Dodson.

Moved: Carolen Jenkinson

Seconded: Robyn Gould

7. **Treasurer's Report:** This is available in full on the U3A Frankston website and a copy is filed with these minutes.

The committee has worked hard to reduce expenses where possible, and to ensure every dollar spent was essential. There are unavoidable expenses such as software licence fees, cleaning, internet, phones, bank fees, subscription fees, to name a few – all detailed in the financial reports. Some grants were available. The largest outgoing expense is rent (\$38,496), compared with only \$12,822 in 2021. The difference here is due to the shutdown of face to face classes because of Covid19 and the rental relief granted by FCC. Overall, for the year 2022, a small loss was made of \$4965 because the 2021 income was overstated, resulting in a large profit in 2021. However, this profit does include the early payment of membership fees for 2022 of 152 members which should correctly be included in the 2023 income. The accrual method not a cash account basis is now being used in line with correct accounting and matching principles so early payments are included in the year to which they apply.

Books were audited by Mr. Garry Andrews in February who was satisfied that our Financial Reports give a true and fair view of our financial position and comply with the Australian Charities and Not for Profit Commission requirements.

Moved: Robyn Andrews

Seconded: Peter Stirling

8. **Election of office bearers**

8 current committee members who re-nominated were duly re-elected.

4 mentioned above have retired. New committee members are Robyn Andrews, Robin Fergusson & Christine Bitomsky. (No voting was needed.)

FRANKSTON U3A COMMITTEE (as of 28<sup>th</sup> March 2023)

**President:** Don Fergusson

**General Committee Members:**

**Vice President:** Andrea McCall

Graham Wallis Derek Hewitt Ann Williams

**Treasurer:** Mary Martin

Terry Morrison-Story Christine Bitomsky

**Secretary:** Heather Wallis

Robyn Andrews Robin Fergusson

Don Fergusson, our new President, assumed the chair.

9. **Other matters:**

**Retiring Committee Members:** Dennis Mason (an apology for this meeting), Leonie Price, Manfred Jung and David Dodson were all thanked for their hard work and contributions over many years and presented with small gifts and letters of thanks.

**Life Members**

There were 2 members proposed for the honour of life membership and accepted as life members:

**Andrea McCall:** For her many years of hard work on the U3AF committee, especially serving in the role of President for the last, very demanding, 4 years, and also for her work as tutor, grants organiser and liaison/contact person with many organisations.

**Robyn Gould:** For her many contributions to the running of the U3AF, as tutor, course coordinator and as committee member and caterer over many years.

Andrea & Robyn were then presented with certificates, letters and gifts by the mayor, Nathan Conroy.

Meeting concluded with thanks to all tutors for their efforts, skills & patience throughout the year. Thanks also to many people for their donations to U3A this year.

Meeting closed at 1:28 pm.

## Presidents Report for year ending 31<sup>st</sup> December 2022

This will be my last report as President and I am very pleased that it will be a very positive one.

Since I assumed office in March 2019, we have seen some remarkable changes to our lives and to the running of U3A Frankston.

We moved very successfully from John Paul College to our wonderful premises here at Karingal Place. It gave us the opportunity to upgrade much of our equipment, offload some unrequired tables and chairs and generally gave us a plan for our immediate future.

That plan was well underway when a crisis emerged from the other side of the world. That crisis turned into a global pandemic that has changed many of our lives for ever. We lost loved ones, were isolated from family and friends and from U3A Frankston's perspective, we were unable to continue in our recognised format. It took a lot of imagination, flexibility and a bit of brain storming!

We introduced Zoom classes; we emailed each other regularly and I introduced the Presidential Ponderings. We used the Frankston City Council system of welfare phone calls, and I wrote to those not on email. The highlight I think was the Trivia Night on Zoom and I laugh at the memory of me handing out the prizes from the boot of my car in Karingal Place car park – felt a bit like I was dealing in something illicit! Your committee were outstanding during that time, negotiating with suppliers and the council to minimise our expenses and ensure we would survive. I cannot thank the tutors enough. Many of them volunteered to teach online and maintained contact with their classes.

And survive we did. We are in many ways, stronger, more streamlined and more professional in our dealings overall. Our reputation in the community is positive and we are beginning to recoup many of the members who drifted away over the three years and are gaining many more.

We have built relationships with other groups around the area, including the Over 55s in Mount Eliza for Table Tennis and Line Dancing. We are actively pursuing other venues for our larger exercise classes as well as continuing to use Frankston North Community Centre and the Church for our ever-enthusiastic Choir. The signs are all positive for a good future.

Our finances are stable and this will be evident from the Treasurer's report. We have economised where necessary, expanded as appropriate. We have run fundraisers such as the pop-up kiosk, the raffle and of course the sausage sizzle. These have helped with our day to day running costs.

Our record with grants has been great. I thank Dennis Mason for his continued involvement in the BeConnected programme. We have benefited from their funds for over 5 years now. I have spent many hours applying for grants as and when suitable ones have become available. We have been lucky.

For me, the last four years have been a real challenge. I am grateful in many ways to U3A Frankston for being there when my father died in the middle of the covid lockdowns. Knowing I had other responsibilities enabled me to cope. Indirectly you all became my extended family and I took my role very seriously.

Being the leader of any organisation can be tough. It is not a popularity contest. I regret that there will always be people who prefer to criticise rather than contribute. I have borne the slings and arrows of insults on broad shoulders and will live to fight another day. But I could not have done that without the outstanding contribution of your committee. Some of them will be stepping down this year after a marathon. I mention Dennis Mason, Leonie Price, David Dodson and Manfred Jung in particular. I thank Derek Hewitt and Ann Williams for their help and support. Mary Martin has been a great treasurer and I know that Terry Morrison Story will do a great job as her replacement. I could not have coped over the last few years without the help and exceptional hard work of Graham and Heather Wallis. They are a tour de force. Lastly, I mention Don Fergusson who was co opted onto the committee soon after the AGM. Don has nominated to be our next President and I could not wish for a better successor. His style is different, his education and career path different but he will bring a wonderful perspective to us here at U3A Frankston. I urge you to support him as you have supported me.

It has been a privilege and an honour to serve as your President through these turbulent times. I recall a statement once made by the late President Kennedy and will paraphrase it here: Ask not what your community can do for you, but what you can do for your community. I hope I have lived up to that during my time and I wish all of you good health, happiness and above all fun at U3A Frankston for many years to come.

Andrea McCall

President 2019 – 2023

# U3A Frankston Inc.

## Treasurer's Report Financial Year Ended 31 December 2022

'I begin today by acknowledging the Bunurong people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.'

Madam President, Andrea McCall, Frankston CC Mayor, Nathan Conroy, Ladies and Gentlemen. I was elected Treasurer at the last AGM.

This is the Audited financial report for the year ended 31 December 2022.

As the President has already discussed 2022 was a year of consolidation and resetting back into normal programming following the years of Covid 19 uncertainty and disruption.

Thanks to everyone working hard throughout 2022, in particular the committee, tutors, office volunteers and across the board. We are ALL Volunteers.

### INCOME:

	2022	2021
<b>Total Income :</b>	<b>\$ 53, 945</b>	<b>\$52,925</b>
Membership Fees: Note1	\$32,176	\$34,668 (\$15,175 belong to 2022)
Class Fees	Nil	\$11,920
Grants Note 2	\$16,050	\$4,600
Other	\$5,719	\$1,739

### EXPENSES

<b>Total Expenses :</b>	<b>\$ 58,910</b>	<b>\$32,555</b>
Rent Note 4	\$38,496	\$12,822
Computer / IT / Comms	\$7,582	\$8,999
Office / Photocopy etc	\$2,468	\$2,842
Tutor Exps	\$2,016	\$133
Other Note 3	\$8,348	\$7,759
<b>NET Operating (Loss)/Profit</b>	<b>(\$4,964)</b>	<b>\$20,370</b>

## **Membership Fees: Note 1**

\$15,175 membership fees received in December 2021, being 2022 memberships were taken up as income in 2021. Under correct accounting and matching principles this income should have been taken up as a liability, being unearned income as at 31 December 2021.

This means the 2021 year income was overstated resulting in a large profit in 2021: \$20,370 and a loss of \$4,965 in 2022.

The Membership fees of \$32,176 for the year ended 31 December 2022 represents only 2022 fees. True Membership income including the amount received in 2021 would be \$47,351

All advance memberships received in December 2022 for 2023, have been taken up and appear in the Balance Sheet under liabilities as Subscriptions in Advance \$15,950.

**Class Fees** formed a large portion of income for the previous 2021 year. This was the final time they will be reported. Class fees are no longer collected, as they are now included in the one-off membership fee.

## **Grants: Note 2**

### ***Frankston City Council \$10,300***

Community Service Partnership Grant \$10,000 provided funds to help cover Rent, Cleaning and Utilities at Karingal Place  
Positive Aging \$300 – Seniors Week

### ***Be Connected \$3,500***

Building Digital Skills \$2,500  
Be Connected Week \$ 1,000

Be Connected Grant \$5,000 received December 2022, Expended in 2023 on Equipment and support, hence a balance day adjustment has been made to correctly match with its related expenditure in 2023.

### ***Department of Social Services \$2,250***

DSS Volunteer Grants Activity - Govt Covid Support

## **Fundraising / Donations: Note 3**

Funds derived from Ritchies, Raffle, Bunnings BBQ, donations and kitchen market stall \$4,209  
Less Fund raising costs ( Bunnings BBQ supplies) \$ 830

Net Fundraising Surplus \$ 3,379

## **EXPENSES**

### **Rent Note 4**

This is our largest outgoing \$38,496 ( 2021 \$12,822) The 2021 expense was considerably lower due to the Covid 19 shut down of face to face classes and rental relief granted by Frankston City Council.

### ***Frankston City Council's Positive Ageing Action Plan 2021-2025***

U3A Frankston needs to say loudly and clearly we address “ providing opportunities to maintain health and wellbeing participation in local activities and events to increase social connection for people aged 60 +

We need to maintain our good relationship with the council and let them know we are one for Frankston's biggest volunteer organisations and we operate 5 days a week.

### **Other Expenses**

All other expenses are in line with the activity level.

## BALANCE SHEET

	2022	2021
Cash, Deposits, Debtors	\$135,222	\$117,764
Plant and Equipment WDV	\$7,439	\$7,429
<i>Less Liabilities</i>		
Creditors	\$22,433	\$0
<b>Total Members Funds</b>	<b>\$120,228</b>	<b>\$125,193</b>

## FIXED ASSETS

	2022	2021
Property & Equipment at Valuation	\$21,416	\$18,925
Accumulated Depreciation	\$13,977	\$11,496
<b>Net written down value at 31 Dec</b>	<b>\$ 7,439</b>	<b>\$7,429</b>

The assts on hand at balance date have been reviewed and verified

### ***2 New computers were purchased for the office.***

Many old computers in the IT classroom and others used by committee members, were replaced by second hand items donated to U3A Frankston and configured for use by several committee members and the IT consultant.

### ***Photocopiers X 2***

These are both old and are being kept functioning by regular care and maintenance. Consideration needs to be noted for the eventual demise of one or both these machines as photocopying is an essential element of running U3A Frankston and may require the use of some of the surplus funds on Term Deposit when the need arises.

As per Section 60.15 of the Australian Charities and Not For Profit Commission Regulations 2013

The Treasurer declares: in the Treasurer's opinion:

- a) There are reasonable grounds to believe the registered entity is able to pay all of its debts, as and when they become due and payable, and
- b) The financial statements and notes satisfy the requirements of the Australian Charities and Not For Profit Commission Act 2012.

Signed in accordance with subsection 60.15 (2) of the Australian Charities and Not For Profit Commission Regulations 2013.

Finally, our 2022 Auditor Mr. Garry Andrews, audited our books in February 2023 and reported, that in his opinion U3A Frankston Incorporated's Financial Reports give a true and fair view of its financial position, financial performance and cash flows as of 31 December 2022, complies with Australian Accounting Standards and prepared in accordance with Division 60 of the Australian Charities and Not for Profit Commission Regulation 2013 and the Act of 2012.

Copies of the Financial Reports and Auditors Report are available upon request.

Mary E Martin  
Treasurer  
[U3A Frankston Inc.](#)

27 March 2023