



MINUTES OF ANNUAL GENERAL MEETING

Wednesday 12th April commencing at 1.30pm.

President, David Davis, chaired the meeting. Quorum established with forty-five members present.

Present – As per attached sign-in sheet.

Apologies – 10 as per attached sheet.

Minutes of previous AGM dated 12th April 2022 were put on website and attendees were directed to this site.

Moved that the minutes of the AGM be accepted.

Proposed: David Davis. Seconded Micky Marks All in favour **CARRIED**

Business arising from those minutes.

None.

Reports

Curriculum report – written report as attached.

Moved that Curriculum report be accepted: David Davis. Seconded: Michael Clifford.

All in favour. **CARRIED**

Membership Report: 1024 members as of 3rd April. Other information in Secretary's report.

Hall – written report as attached.

Harry said that the red chairs in Room 1 are being replaced, as many of them were becoming unsafe, with broken welds etc. The new chairs would be heavier and stronger. There was a question from the floor "will they be too heavy to lift?". Harry replied, saying that they would be the same type as those in Room 2. This was accepted.

Moved that Hall report be accepted: Harry May. Seconded: Stewart McPherson

All in favour. **CARRIED**

Treasurer – P&L and Balance Sheet as attached.

The P&L and Balance Sheets for 2022 were issued and displayed on the large screen.

Whilst going through the data David made the following comments:

Profit & Loss:

Almost two out of three membership renewals were paid by EFT. We are looking at getting credit card facilities in our office, to reduce the cash payments further still.

The income from Books & Videos was impressive at \$685.

Note the addition of a line for Class Fees. After the CWA increased their charges (See Course Coordinator's Report) it would have cost us \$75 pa for each of the 10 members in their three-hour Jam Class. Each. Bear in mind that the membership renewal fee contributes at best only 75 cents to each class. Less if more courses are attended. To keep the class running, the class members agree to pay \$60 per week between them, leaving U3A to pay the remaining \$15. Was 10 @ \$6 each per week, now 12 @ \$5 per week. Either way, a considerable sum, worthy of its own line.

Insurance cost may seem high, but this was an aberration caused when we purchased our insurance through the U3A NSW network. There was a slight change in policy dates that caused the new payment to fall in the same year.

Software – we paid for zoom licences that were used for committee meetings while the office was closed and some of the classes were also run on zoom. The zoom licences have now been cancelled and we will use Microsoft Teams instead, which is free.

Room hire due to refurbishment, shown separately to normal hire costs because it was unbudgeted. It should have been around \$3,000, but not all rooms were invoiced for. More on that later when we get to outstanding liabilities.

Note the extraordinarily high payments in December, over \$8,000 for rooms hired from PCC. This was because they hadn't invoiced us throughout the year, and only did so in December after we pressed them for an invoice.

Loss at this point shows as \$3,031.59, but it is understated, as will be explained later, due to liabilities owed not invoiced.

Balance Sheet

Plant and equipment – Provision for depreciation as per capital register, which was displayed on the screen for those present, inc. depreciation from previous purchase of the office printer, and 2022 replacement of a TV.

Key deposit, at \$715 is far greater than it should be. It would appear that either the key deposits have not been refunded, or not recorded as refunded. We are in the process of correcting the key register and chasing unpaid refunds. We may have to write off the balance.

Questions from the audience:

1. Helen Johnson questioned the amount of postage being high at \$1,241.85. DD said that it included the PO Box cost, which MM said was \$368 pa. We mail out monthly newsletters to about 10 members however this cost is being recovered and is now being shown on another line, as Newsletter Subscriptions. Letters are mailed out to those who do not have email.

Sue Sekendek suggested that a comparison from last year's figures be shown to avoid such questions. So David displayed the previous year's figures which was \$2,810, much higher than in 2022. He suggested that this showed the success of the policy of charging for posted Newsletters.

2. Maria Contardo asked if we do not pay tax why do we have to provide for depreciation. Geoffrey Collins, an accountant, explained that it was an accounting procedure and good practice even if it was not required.

3. Jean Marlow asked why no rent was shown for hall hire.

David advised that council gets the rent, and this money is accounted for in the Hall report every month at the committee meetings. Harry advised that while it is the council's money the money is used for the benefit of this hall.

DD advised that we have a two-signature requirement for all the accounts held by U3A including the Hall account, so any invoice paid requires two signatures to process.

Moved that the Treasurers report be accepted: David Davis. Seconded Murray Bailey
All in favour. **CARRIED**

Secretary – Written report as attached

Moved that the Secretary report be accepted: Micky Marks. Seconded Chris Bolton
All in favour. **CARRIED**

President report – written report as attached.

Moved that the President's report be accepted: David Davis.
Seconded Stewart McPherson. All in favour. **CARRIED.**

Motions on Notice – Nil

Voting

Returning Officer was not required for this AGM as no voting was required, with only one nominee per position. All positions filled as is, except for
Helen Clifford – still committee member, but now also Vice President Blue Mountains
Christine Martin – Treasurer
Suzanne Forwood – Committee member

Judy McCabe resigned from the Committee.

General Business

1. Defibrillator

Terry McCallum asked if we had a defibrillator and if not why not?

He had retired from the lifesaving association and still does training. Given the age of our members he thought it was necessary from an OH&S point.

No medical training required to operate. The cost of a machine was between \$2000 to \$2500. Ongoing cost would be for the pads as they could only be used once.

Where to put the defibrillator is also important so that everyone has access to it if required.

This was thought by those present to be a good suggestion.

Terry to put in a proposal to the committee

2. Helen Johnson asked if there was going to be an Art Exhibition this year. DD said that the lack of recent exhibitions had nothing to do with Covid. It was because when the committee no longer did all the work, nobody else volunteered to take it on. Attempts made to form a subcommittee had failed two years in a row. There is also the disruption caused by this event, because it took 4 days including set-up and strip down. That meant closing on a Friday, thus disappointing the 171 members who have their Friday classes cancelled.

There being no more general business, the meeting closed at 2.35pm.



David Davis _____
President