



## **MINUTES OF ANNUAL GENERAL MEETING**

**Monday 18<sup>th</sup> March 2024, School of Arts Building, Hall, at 2pm**

President, David Davis, chaired the meeting. Quorum established with 40 members present.

**Present** – As per attached sign-in sheet.

**Apologies** – 15 as per attached sheet

**Minutes of previous AGM 2023 were uploaded on the U3A website. Members were advised of this through a newsletter.**

Proposed that the 2023 minutes be accepted; Micky Marks. Seconded; David Davis.  
All in favour. **CARRIED**

### **Business arising from 2023 minutes:**

- Chairs in the Room 1 were to be replaced. Done.
- Credit card payment system was to be introduced (Square). Now in place and working well.  
From December 2023 to February 2024 renewals and new members  
29% paid by cash  
32% paid by EFT  
39% paid by card. So we were embracing technology.
- Key Deposits  
\$715 worth of key deposits was noted at the previous AGM as being excessive. We had since then obtained a refund of \$102 from Blue Mountains Council, and \$100 from Springwood UC, leaving \$311 which was written off  
\$202 in our books as key deposits at the end of 2023.
- Defibrillator  
Recommendation from last meeting was taken on board. Proposal put forward by Terry McCallum and approved by the committee. We have purchased a defibrillator, and were in the process of organising training for tutors who conduct classes in the school of arts building, committee members, office volunteers and hall hirers.

## Reports

### Curriculum

Report as attached

- Course Co-Ordinator – Sylva McKeon gave a report of what she had done since taking on the role in September 2023.

We had 70 tutors conducting 78 courses

Susan Ackroy's talk – History Through Nursery Rhymes - was well attended and will be repeated, to be advertised in the newsletter.

David Davis thanked Sylva for her report, and added that we were looking at the possibility of getting a guest speaker or using resources from the U3A NSW Network to conduct monthly talks, using podcasts, video, as well as live speakers. A volunteer had been identified and agreed to do this however due to other commitments he had to cancel. We will be looking for another volunteer to take on this role.

Geordie Conyngham's singing class had to be cancelled as no volunteer could be found to take this on.

Moved that Curriculum report be accepted: Proposed: Sylva McKeon. Seconded: Micky Marks. **CARRIED.**

### Hall

Report as attached.

- We have some new hall hirers. Fees from the hirers go into the Hall account and covers costs cleaning, supplies, and general maintenance of the building.
- On occasions the lights and air conditioning had been left on and HM requested tutors and students to be more mindful of the costs involved if these are not turned off at the end of the day.
- 50 chairs in the Hall would be replaced.
- Harry asked if anyone had any requests for improvements to the building or any other concerns with the building to please contact him.
- Access to rooms/toilets at the rear of the building:  
Following a written complaint which was discussed at the committee meeting, clear instructions have been posted for people to follow if they go through the hall when a class is in progress.
- A financial report for Hall is produced by Harry for the Committee and Penrith Council.

Moved that Hall report be accepted: Harry May. Seconded: Sue Forward. **CARRIED**

## Treasurer

Report as attached.

In the absence of the treasurer (with apologies) DJD presented the accounts. A suggestion from last year's AGM (where members thought it would be a good idea to have two years accounts side by side) was taken on board so the accounts tabled had 2022 and 2023 data.

Comments made by DJD included:

- New bank account added, Westpac term deposit – current interest rate 4.7%
- Kitchen - we would no longer be taking donations for tea and coffee
- Advertising included Pens with U3A logo and 1 newspaper ad
- Class expenses: \$1,191  
Laptops – 4 hard drives were replaced.  
17 laptops working – 5 used by committee and 12 used in classroom (these are being rotated so all get used).
- Events: Tutors Lunch – sit down meal at St Mary's Band Club
- Plant & Equipment: only one item of capital expenditure - \$598 for a new modem purchased in March 2023.  
Depreciation adjustment minus \$3220. This was demonstrated on the big screen in detail as being from the TV in ROOM 1, the new modem, and the balance of depreciation off the office Printer. Leaving the EOY Plant & Equipment at \$1903.
- Bonds & Key Dep: \$202
- Liabilities: The largest was \$5,857 to PCC, who did not send us an invoice for any of the rooms hired during 2023 until the year had finished. Other outstanding bills that arrived in January were listed. Total liabilities \$7,338.

We are registered with the ACNC as a not-for-profit organisation and do not need to collect gst.

Current Treasurer, Christine Martin, not nominating for 2024 but has agreed to stay on till the new treasurer, Graeme Fuller, starts the role.

Moved that Treasurer report be accepted: Proposed: David Davis. Seconded: Harr May. CARRIED

## Secretary

Report as attached.

- Membership Update. Membership for 2024 opened on 4<sup>th</sup> December 2023  
No of new members to date: 145  
Current membership: 988
- Defibrillator  
Terry McCallum submitted a proposal that we get a defibrillator. With his guidance the committee approved the purchase of a Mindray Bene-Heart semi-automatic defibrillator from Royal Life Saving NSW for \$1,860. Terry had offered to conduct two training sessions for tutors/volunteers. A big thank you to Terry for all his help.
- Our Christmas lunch for Tutors and office volunteers was held at the Saint Marys Band Club.

- MM thanked the committee, office volunteers and newsletter editors for the time they give so freely and the work they do to make our organisation a success.

Moved that Secretary report be accepted: Proposed: Micky Marks. Seconded: Sue Forwood.  
CARRIED

President

No written report. DD covered most matters under Business Arising from last meeting and the Treasurer's Report.

DD mentioned that the Victorian Government supports the VIC U3A's with \$600,000 a year. The U3A network in NSW is trying to get support from the NSW Government. We need the support of 15 MPs, and had been to lobbying MPs to achieve this. To date we have 5 MP's as "friends of U3A". DD had contacted Tanya Davies. If anyone has contact with a local or state member please contact David. Lu Szuhyta offered to contact the office of Pru Carr to see if she can get an introduction for David.

DD gave an update of the U3A NSW network and his role as Regional Representative for Sydney.

### **Voting for new committee.**

Returning Officer not required for this AGM as no voting was required, since only one person had nominated for each role. Christine Martin did not offer to stand as Treasurer but would continue in the role until the new Treasurer comes in.


Judy McCabe was welcomed as she returned as a committee member for 2024.

### **General Business**

A suggestion for improving the School of Arts Building was air conditioning in the hall. Current system was not working properly. This was put forward by Lorraine Brown. Harry May advised that ducted air conditioning was still on the councils drawing board and said he would take this up with council.

DD thanked the members who attended the AGM

Meeting closed at 2.57pm



David Davis \_\_\_\_\_  
President