



UNIVERSITY OF THE THIRD AGE TOWNSVILLE INC.

MINUTES OF THE 2019 ANNUAL GENERAL MEETING HELD AT 11.00AM ON FRIDAY 13 MARCH 2020 AT TOWNSVILLE SENIOR CITIZENS WELFARE ASSOCIATION, BELGIAN GARDENS.

President Peter Hurst welcomed the members and guests attending as per attached Attendance List. The President declared the AGM for 2019 open at 11.00am.

Apologies registered: Liz McDine, Catherine Smith, Sue Dellow.

Moved by P. Hurst and seconded by A. Williams that these apologies be accepted. **Carried.**

CONFIRMATION OF MINUTES OF THE 2018 ANNUAL GENERAL MEETING HELD ON 15 MARCH 2019.

A copy of the Minutes of the 2018 AGM, which was made available for reading at the front desk upon entry, were confirmed as a correct record of proceedings.

Moved by P. Hurst and Seconded by C. Douglas **Carried.**

All presentations were delivered on PowerPoint.

Presidents Report -Year ending 31 December 2019 – these are the bullet point extractions.

I'd like to welcome everyone to yet another Annual General Meeting of U3A Townsville Inc. on this 13th day of March 2020.

We have achieved a lot in this year and that is due to the diligence and commitment of our great committee and the various teams and tutors that have been working tirelessly all year behind the scene. We have managed to finish the year with a similar bank balance to last year and at the same time we have managed to replace a lot of our electronic equipment during this year to boot.

Specific thanks must go to the following members of the committee.

- Alan Williams, our acting Vice President.
- Larry Frazer, our Treasurer and Secretary.
- Jenny Sebba, our Assistant Treasurer.
- Graham Collins, our I.T. Coordinator.
- Christine Douglas, our Office Manager, Newspaper Editor and Volunteer Coordinator.
- Terry Lambrose, our past President for the last two years and Be Connected Coordinator.
- Lynette Rooke, our Program Coordinator.
- Liz McDine, our Magnetic Island Coordinator.
- Beverly Ponder, our Main Events.

- Kate Eagling, our Facilities and Maintenance Coordinator.
- Pauline Woodbridge, our new Promotions/Publicity Coordinator.

U3A Teams.

Over the last couple of years this organisation has been able to achieve wonderful advances in a whole range of improvements to our operation and effectiveness. This change has been brought about by the introduction of teams working in specific areas of our organisation. In those teams we have been most fortunate to have placed some very clever, diligent and energetic individuals who have produced some magnificent results. The team system has been very successful innovation and we are hopeful that we may expand this system to other parts of the organisation. Their achievements deserve a big thank you from all of us other members.

The Friday and Monday talk teams in Townsville and on Magnetic Island.

These two teams have been organising and presenting great topics on a continual basis.

Thank you Liz McDine on the Island and Linda, Kelly, Kloudya and Maureen at the Aitkenvale Library.

The Be Connected team.

Even with a late start, this team has achieved a great result in getting over two hundred members and some of the general public through the required two sessions of the be connected program which allowed us to keep all the \$15,000 grant issued by the Good things Foundation. This grant allowed us to replace most of our electronics in the office and buy some much needed equipment without dipping into our consolidated funds. Thank you Gaye, Christine, Malcolm, Maureen and Terry.

This grant also allowed us to piggyback U3A promotion and publicity on the Be Connected advertising with the purchase of banners and radio advertising. This provided a substantial lift in Townsville's awareness of the existence and operation of the U3A Townsville organisation.

The U3A Townsville Website Team.

This team, under the direction of Lorraine Heilbronn, has been working hard to improve the quality of our website, make it more user friendly and to provide a much wider range of information to the members and the general public. It's looking really good guys. Well Done.

Thank you, Lorraine, Christine, Lyn, Malcolm and Pauline.

Bev's, Major events team,

This team works like clockwork at every major event we put on. Everyone bands together to set up and clean up and allows it to be achieved "Post Haste". The food that our members provide at these functions is yummy also.

The class coordination team.

This area is one that we would like to set up a team to manage, up until now it has been basically run by the class coordinator with help from a few other individuals who are already very busy. This is a big job, to visit, talk to class members and tutors, find and control venues, as well as set-up and maintain a very complex programme for classes. It is a perfect situation to get three or four individuals to run, so let's hope some interested individuals emerge.

Tutors/Facilitators.

And last but certainly not least, a great big thank you to all of the tutors, instructors and facilitators, who run our classes. As you know, it is U3A policy to source all of these people from within our organisation from our own members. Without their determination and diligence, U3A would have nothing to offer.

Looking ahead to next year.

The move to Seniors.

At this stage the proposed move to Townsville Senior Citizens Welfare Association will not be going ahead as thought due to some unforeseen circumstances beyond U3A Townsville's control.

Promotion and Publicity.

The promotion that we did this year was paying dividends in getting the U3A name around the town but in the short time Pauline has been conducting our promotions, she has taken it to a new level. Pauline has arranged for some fantastic publicity for next year with the community radio station 4TTT. This will boost the numbers of members considerably and will make more activities possible. Here's looking forward to even a better year than this one and we hope our membership numbers will hit the 600.

Grants.

Be connected is continuing into 2020 and we are still running the be connected training at both Aitkenvale and Thuringowa Libraries. There are some smaller grants available and we will certainly be applying for some of those this year.

We have also talking to the Townsville City Council. They have updated their Grants System and with the right applications, we may get some money from them to help with our expenses.

All grants however small, help us by being to purchase important equipment without spending our consolidated revenue.

From Me, Peter Hurst, I hope this year will be as exciting and enjoyable as it seems to be shaping up.

So, Enjoy and Have Fun.

TREASURER'S REPORT AND FINANCIAL STATEMENTS

Profit and loss

For 1 January to 31 December 2019, accrual basis

CODE	ACCOUNT	AMOUNT
INCOME		
4-2030	Functions & Raffles Income	\$527.00
4-0503	Building Digital Skills	\$3,000.00
4-2000	Other Income	-
4-2020	Class Fees	\$6,019.40
	Total Other Income	\$6,019.40
1050	Membership 2019	\$18,570.00
4-0506	U3A Subsidy	\$100.00
4-0500	Grants Received	-
4-0502	Be Connected Grant	\$15,000.00
	Total Grants Received	\$15,000.00
4-5120	Interest Received	\$70.60
TOTAL INCOME		\$43,287.00
GROSS PROFIT		\$43,287.00
EXPENSES		
6-0650	Furniture & Equipment	\$49.00
6-0015	Assets under \$1000	\$495.00
6-0731	Grant \$1500	\$1,976.39
6-1090	Printing	\$315.48
6-0700	Grants	-
6-0730	Online Centres Grant Expenses	\$13,514.94
	Total Grants	\$13,514.94
6-3300	Website Set Up	\$50.16
6-3000	Venue Hire	\$900.00
6-2055	Conferences Seminars & Training	\$145.00
6-2050	Subscriptions	\$301.68
6-2045	Kitchen Consumables & Cleaning	\$103.25
6-2040	Stationery Supplies	\$379.42
6-2000	Refund of Fees	\$20.00
6-1085	Postage	\$195.00
6-1070	Office of Fair Trading	\$55.35
6-1040	Newsletter	\$942.50
6-0600	Functions & Raffles	\$1,070.15

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Profit and loss

For 1 January to 31 December 2019, accrual basis

CODE	ACCOUNT	AMOUNT
6-0300	Computer Expenses	\$472.84
6-2070	Telephone & Internet	\$1,060.43
6-1080	Office Rent	\$12,218.96
6-0070	Bank Charges	-
6-0320	Equipment purchase	\$27.00
6-1000	Insurance	\$902.00
6-0670	Sundry Expenses	\$20.00
TOTAL EXPENSES		\$35,212.05

OTHER EXPENSES

9-0001	Incorrect Invoice	\$2,475.82
TOTAL OTHER EXPENSES		\$2,475.82

NET POSITION

Income	\$43,287.00
Cost of goods sold	\$0.00
Gross profit	\$43,287.00
Expenses	\$35,212.05
Other income	\$0.00
Other expenses	\$2,475.82
NET POSITION	\$5,599.13

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Balance sheet

For the year ending 31 December 2019, accrual basis

ACCOUNT CODE	ACCOUNT NAME	BALANCE
ASSETS		
CURRENT ASSETS		
-	Bank - Debit Card LF	\$239.71
-	Bank - Cash Investment Account	\$7,487.42
-	Bank - Society Cheque Account	\$2,780.06
-	Bank - Business Transaction Account	\$21,866.51
TOTAL CURRENT ASSETS		\$32,373.70
TOTAL ASSETS		\$32,373.70
LIABILITIES		
CURRENT LIABILITIES		
2-2211	Membership in Advance 2020	\$8,465.00
TOTAL CURRENT LIABILITIES		\$8,465.00
TOTAL LIABILITIES		\$8,465.00
NET ASSETS		\$23,908.70
EQUITY		
0100	Opening Balance Equity	\$18,629.33
3-1000	Retained Earnings Surplus/(Accumulated Losses)	-\$319.76
-	Current year earnings	\$5,599.13
TOTAL EQUITY		\$23,908.70

I certify that I have audited the books of Account for U3A Townsville Inc. and found same to be a true & correct record.

By

BARRY GREAVES AMIT. FIMA.
24.2.20

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24.2.20

	Income	Expenses
Total Income for 2019	\$ 43,287.00	
Includes Class fees, Membership, Grants received and bank interest		
Expenses for 2019		\$ 35,212.05
Includes Furniture, Equipment, Computers, Computer Expenses, Office Rent, Insurances, Telephone and Internet, Printing, Newsletter Expenses, New Website setup fee, Stationery, Postage Office of Fair Trading		
Incorrect Invoice		\$ 2,475.82
Total Expenses for 2019		\$ 37,687.87
Net Position	\$ 5,599.13	

				Assets		Liabilities
U3A Debit Card				\$ 239.71		
Cash Investment Account				\$ 7,487.42		
Grants Account				\$ 2,780.06		
Business Transaction Account				\$ 21,866.51		
Total Assets				\$ 32,373.70		
Membership in Advance 2020						\$ 8,465.00
Net Assets				\$ 23,908.70		
Equity						
Opening Balance Equity				\$ 18,629.33		
Retained Earnings Surplus				-\$ 319.76		
Current Year Earnings				\$ 5,599.13		
Total Equity				\$ 23,908.70		

The total membership for 2019 was 470 financial members.

The Profit and Loss Statement and the Balance Sheet for year ending 31 December 2019 was displayed which was audited before the Statements were finalised. As U3A bank accounts exceed \$20,000 it is legal requirement to have the U3A accounts audited each year as the funds exceed \$20,000 for each Company Financial year.

Larry spoke about the reports and also displayed the Cash Flow and Grant details for the year.

It was moved by L. Frazer and seconded by T. Lambrose that the Financial Reports be accepted. **Carried.**

CONTINUATION OF THE AGM

According to By-Law 2, during the AGM, the Committee must seek authorisation to vary the membership fee. President P. Hurst asked if the decision of the Committee to retain the 2020 membership fee at \$40 for new and existing members be approved.

Peter also requested authority for the Committee to vary the membership fee for 2020 if necessary

Moved by P. Hurst and Seconded by T. Lambrose. **Carried.**

ELECTION OF OFFICE BEARERS

President P. Hurst thanked the 2019 Committee and discharged them of their duties. He then asked the quorum if he could act as the Election Supervisor. The quorum agreed to this question asked and P. Hurst conducted the election of officers for 2020.

The following nominations were received prior to the meeting:

President, Media Publicity and Promotions	Pauline Woodbridge
Vice President	Alan Williams
Treasurer	Larry Frazer
Assistant Treasurer	Jenny Sebba
Secretary	Lynette Rooke
Minutes Secretary	Lynette Rooke
Class Co-Ordinator	Lynette Rooke
Office Manager and Volunteer Co-Ordinator	Christine Douglas
Newsletter Editor	Christine Douglas
Magnetic Island Co-ordinator	Liz McDine
Grants Co-ordinator	Vicki Toci
Facilities Maintenance Co-Ordinator	Kate Eagling
IT Co-Ordinator	Graham Collins
Events Co-Ordinator	Bev Ponder
Committee	John Webster

There being no nominations from the floor for the Committee positions those listed having accepted nomination, all were appointed as set out in the schedule above.

A motion was moved from the floor by P. Hurst that the quorum show of their appreciation and thanks to the previous Committee and this was seconded by B. Ponder. **Carried.**

At the end of the election of the new Committee, Pauline Woodbridge chaired the balance of the meeting.

Bev Ponder then conducted a lucky door prize raffles and the meeting closed about 12.05pm.

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