

Minutes of the Annual General Meeting of the Dunedin U3A Charitable Trust held at Salmond College on Monday 26 June 2017 at 11:15 a.m.

Present: Jane Higham (Chair) 54 members and 1 guest

1. **Apologies:** Evan Taylor, Barrie Peake, Ann and John Barsby, Lin Phelin, Elizabeth Cleverley, Rob Lawson, Eileen Ross, Bill and Ruth McKinlay, Peter and Prue Gilbert, Polly Higham, Margaret and John Bahr, Louise Croot, Russell and Helen Thew, Robin and Wallace Keon, Jennifer Henderson, Eli Kerin, Betty Rawlings, Anne Barrowclough, Joy Henderson, Laura Easton

Received Jane Higham/Phyll Esplin

2. **Minutes** of the AGM held on Thursday 21 July 2016
Confirmed Jane Higham/ Geoff Adams

Minutes of the Special AGM held on 3 October 2016
Confirmed Jane Higham/Sue Cathro

3. There was no business arising.
4. **The presentation of the Annual Report** (previously circulated to all members) **by the Chairperson.**
Jane Higham summarised her extensive report.

(a) With the growth of Dunedin U3A, the most important and far reaching decision to remove the “waiting list” was made at the end of 2016 which offered everyone immediate membership. We now have a membership of 847 of enthusiastic members. Our thanks to Lynda Jackson for managing the Membership roll.

(b) Keeping contact with our members is a priority, and to this end the web page is continually upgraded to which we ask members to refer for U3A news. Without the patience and expertise of Alan Jackson (Web Editor) and John Shanks (Webmaster) we would be struggling. Many thanks are due to them for their work on your behalf.

However 10% of the membership choose not to receive communication by email. We are therefore committed to provide their communication by post.

The Board takes great interest in the feedback forms from each course and all ideas both negative and positive.

(c) **Courses.** Doug Holborow and his team have shown an amazing amount of time and energy in producing such excellent and varied courses throughout the year. We owe them a great debt of gratitude. With the inclusion of both Leith Bowling Club and Otago Golf Club the Board is able to provide larger venues to accommodate larger numbers though generally speaking only two thirds of the membership attend a course. A recent survey reveals that our members are busy people who often travel out of town.

The technical support given by IAV is invaluable and we thank them for their patience and support.

(d) **Small Groups** – Earlier this year Otepoti Dunedin U3A merged with Dunedin U3A, thus providing access to more Small Groups. We thank Ngaire Bates for her work and look forward to working more closely with this different format of U3A.

A donation of \$1000.00 was made to the Dunedin Public Art Gallery Society for their

planning and deliverance of a course run in Series 3 2016.

(e) **Forum.** Our thanks to Geoff Adams for his work with Forum, keeping it lively and informative. His expertise is obvious. This goes out four times a year either by email or in hard copy.

(f) **Website.** The skill and patience of Alan Jackson Web Editor and John Shanks the Webmaster is invaluable to the Dunedin U3A organisation and our gratitude to their expertise must be recorded.

(g) **Finances.** With the skill and hard work of Evan Taylor the Board finances are in a good position. Thank you to Evan for his commitment and oversight of our finances. A full record of the finances have been made available to all members.

(h) **Board.** During the year we accepted with regret the retirement of Gil Barbezat. His sound advice and support will be missed. The Board welcomed Alistair Wright and Elaine Webster (University representative) All Board members deserve special thanks for their work.

Board meetings take place every other month this year with the Chairperson the ability to convene a meeting in between should the business require it.

Ngaire Bates will be attending Board meetings to add issues arising from her Small Groups portfolio. Any member is entitled to attend a Board meeting (with prior notice to the Secretary please)

Every Board member works hard for the U3A members. We, as members, need to be aware of the load that is carried by few for many. There are opportunities for people to help with the production of courses, the finances and general administrative roles. Please do let us know if you can lend a helping hand.

We intend to change the Board Deed to allow it to hold the AGM earlier than July if necessary. The financial year ends December 31. Thank you to Stephen Baird for clarification and guidance on the resolution. During the year we added and clarified the question of when a member who fails to pay their annual subscription is deemed to have resigned if the sub is not paid by 31 March.

(j) The way of the future is constantly evolving and the Board is aware of the manner in which courses are developed, delivered and meeting the needs of the members' requirements to satisfy everyone. The two way communication between the Board and members is constantly being discussed.

My thanks again to the Board members for their support and encouragement during the year. We are looking forward to an exciting and innovative future for Dunedin U3A. It is a well-respected and well supported part of a vibrant Dunedin.

Jane Higham moved the adoption of her report, seconded Richard Higham **Carried**

A vote of thanks to the Chairperson for her work, management and organisation throughout the year was made by Alistair Wright and carried with acclamation.

2. **Finance:** A full, detailed and reviewed report was available to all members.

With the absence of the Treasurer, Paul Glass, the Board reviewer, presented a summary to 31 December 2016 of the financial report to the Meeting.

A surplus before Grants of \$6347 occurred in the year, while there had been a deficit of \$635 in the previous year.

After Grants, the surplus was \$5347 compared with a deficit of \$2635 in 2015.

This is a significant improvement on the losses of prior years which had necessitated

increased Subscription and Course Fee levies.

For the calendar 2017 year surplus of \$4000.00 before grants is budgeted.

Management Accounts have been prepared for the 4 months to 30 April 2017 and these show a surplus just ahead of budget.

We do have an increased membership of some 125 given the Board decision to do away with the waiting list.

The additional income which will be generated will assist in meeting certain one-off costs e.g. Computer Software.

Summary of Financial Position

We continue with considerable cash reserves which arose from the time when U3A came under the Otago University Community Education Regime.

Funds at the Bank account to some \$96,000 while the Trust funds stand at \$80,000, the difference being 2017 subscriptions received before Balance date.

Other Matters for Consideration.

A huge time commitment is required from Board Members to efficiently run an increasingly large and complex organisation. The pressure to continue to produce outstanding courses, which are so well received and appreciated by members is considerable. The Trust needs additional members to step up to help ensure its continuing success. Funds on hand will enable Dunedin U3A to continue to support Grants to University Departments which provide many of our presenters.

In the past 12 years Grants of some \$75000 have been made.

Paul Glass moved the adoption of his report. Seconded Stephen Baird **Carried**

Jane Higham moved that Subscriptions remain the same for the coming financial year, seconded Alistair Wright **Carried**

3. Programme Committee Review of Administration – Presented by the Programme Convenor

The full report was circulated to all members in which Doug Holborow outlined the system of internet banking and the Web-based Programme administration, stressing the need for members to advise of changes to their details to ensure that communication is current.

Doug Holborow discussed the process of Course Development. The committee brainstorm their ideas along with members' suggestions, ensuring a satisfactory spread of topics are covered. Planned courses are now available in advance on the website for members' consideration.

Congratulations to members who are using the technology available which is considerable, thanks to the superb skills of John Shanks to whom we are indebted.

With the ballot system the Board has no idea of how many people are going to choose a course and lately the Board has been considering single sessions to supplement smaller numbers at a course.

Doug Holborow moved the adoption of his report, seconded Lindsay Brown **Carried**

4. Ngaire Bates gave her report on the progress of Small Groups progress this year. There are now nine groups with keen groups in action. This group now has a newsletter available on the web site.

5. Board Nominations

The following nominations have been received

Geoffrey Adams	Stephen Baird
Jane Higham	Doug Holborow
Alan Jackson	Gretchen Kivell
Barrie Peake	Bill McKinlay
Evan Taylor	Alistair Wright
Stuart Strachan	

Elaine Webster will be the University representative.

With no further nominations, these were duly elected – Jane Higham/ John Burton **Carried**

6. General Business:

Proposed change to Constitution

Background: Clause 17.1 of the Trust Deed was amended in 2016 so that the AGM must now take place not later than 31 July (formerly “not earlier than 1 July.....not later than 31 July)

However, 17.2 (g) requires notices of any business members wish to discuss at the AGM to be with the secretary by 10 June. (This was not changed in 2016 so applies to this year 2017)

Proposed Change:

At present clause 17.2 (g) reads

‘For the purposes of this sub clause due notice shall be deemed to have given where the secretary has received written notice by the 10 June in each year.’

Proposal: remove the phrase “by the 10 June in each year” and insert in its place the words

“not later than 28 days before the date of the AGM”

The clause would then read:

17.2 (g)

“For the purposes of this sub clause, due notice shall be deemed to have been given where the secretary has received written notice – not later than 28 days before the date of the AGM”

Moved Jane Higham, seconded Stephen Baird

Carried

Paul Glass was nominated as the Board reviewer for the next financial year.

Alistair Wright/ Toni Wilson

Carried

Members were thanked for their attendance and invited to enjoy the luncheon available.