

REPORT OF THE DONATIONS REVIEW GROUP TO U3A DUNEDIN

Section 1 THE TASK

The Donations Review Group (for convenience referred to as 'DRG' elsewhere in this Report) was set up at the request of the present Board of U3A Dunedin Charitable Trust.

1.1 The Board sought ideas as to how the substantial Capital Surplus it had carried forward for some time (from when the University moved out of the field of continuing community education) might be dispersed by appropriate donation(s). The DRG proposals are elaborated on in sections 2 - 5 below.

1.2 Additionally, comment was sought reviewing the way the Board currently provides recognition to Course contributors. Could the practice be improved and perhaps made more consistent? A concern, already signalled in Board documentation, was that support was on occasion given to some University Departments but not others. Discussion of this somewhat problematic area will be found in Section 6.

1.3 It was made clear at the outset that the role of the DRG was purely advisory and it was for the Board to act or otherwise on any recommendations that might be made.

Section 2 HOW MUCH FUNDING IS INVOLVED?

It seems important that we first agreed on some notion as to possible funding available.

2.1 On inspection of the Annual Accounts of the Board for the last three years, the key figures appeared to be as follows:

<u>YEAR</u>	<u>OPERATING SURPLUS (\$)</u>	<u>TRUST FUNDS (\$)</u> <u>["CAPITAL SURPLUS"]</u>
<u>2018</u>	12200	92000
<u>2017</u>	5347	80000
<u>2016</u>	-2635	74500

2.2 In a legal sense, *all* the funds held by U3A Dunedin, a Trust, are essentially Trust Funds. To avoid confusion in what follows, the discussion below uses the term *Capital Surplus* for the money the Board asked for advice on in order to develop appropriate strategies for its reduction. In our initial discussion, we decided on a conservative view and treated the amount of this fund to be around \$80 000.

2.3 Additionally, while the Operating Surplus position looks pretty healthy at present we noted this was not always so (e.g. 2016). Prudence suggests that a sensible reserve should be maintained. For that reason we have taken in our discussions a Capital Surplus figure, which is a bit less than the full \$80 000, identified. Instead, we kept in mind a working figure of

around \$60 - 70 000. We saw this figure as a useful cap which, perhaps, put a brake on any inclination we may have had to more extravagant proposals.

Section 3 GUIDELINES

In early meetings, DRG identified three useful guidelines to assist us in our discussions.

3.1 First, *any recommendations made must be within the terms of our Deed.*

U3A Dunedin is a Charitable Trust and thus its Deed is the foundation document. The Deed establishes the basic legal position and its rules must be followed. The particularly relevant provision in our Deed is Clause 3:

"3. Purposes

The purposes of the trust are as follows:

- (a) To foster and develop education for the people who form the Third Age population of the Dunedin Region;
- (b) To organise and present educational courses alone or in conjunction with tertiary institutions in Dunedin and elsewhere in New Zealand.....

3.2 Second, recommendations *should reflect the broader spirit of U3A.*

While each U3A group is autonomous, all groups share the original values of the first U3A movement as founded in UK and reflect its three main Principles: the *Third Age Principle, The Self Learning Principle and the Mutual Aid Principle*. [see <https://www.u3a.org.uk/about/vision>]

The opening statement at U3A Dunedin's Home Page on our website summarises this aspect well:

U3A (University of the Third Age) is an international organisation whose aims are the education and stimulation of retired members of the community — those in the “third age” of life.

3.3 Finally, in the course of discussion, we concluded there would be benefit in adopting a pragmatic third guideline: *as far as possible, proposals suggested must be reasonably feasible.*

Past experience of all Group members in serving on the Board established a common view: there is already much to do in administering and running even the regular schedule of U3A Dunedin. It would not be sensible to advance proposals which may add substantially to an already very heavy workload. Thus, more fanciful ideas requiring major new and on-going administrative consequences should be avoided.

Section 4 HOW MIGHT PROPOSALS BE STRUCTURED?

In our early discussions we decided ideas for Donations might be grouped together in various ways.

4.1 There might be a single and major donation for an immediate purpose which would call for one-off substantial funding. This alone might largely exhaust the Capital Surplus. Alternatively, a number of smaller donations might be made now to support a variety of worthwhile causes. As well, some ideas might involve committing funds on a regular basis

over a period of some years. In this latter case, looking to any *on-going* surplus for funding may be more appropriate.

4.2 We have not come to a firm conclusion as to which of these approaches is the superior one, and it is possible that a mix might well be desirable. We see that that is best decided by the Board.

Section 5 SOME DETAILED PROPOSALS

• **An immediate major project**

5.1 In 2019 the University of Otago celebrates its 150th Anniversary. It's clear that U3A Dunedin's successful history is intimately connected to Otago University's contribution. Marking the sesquicentenary by a substantial gift we see as highly appropriate.

5.2 We could, of course, simply contribute most or all of the Capital Surplus to the one of the University's funding arms such as the *Otago Foundation Trust*. However, we do not support that idea, as such donations, while being applied to no doubt worthy projects, essentially disappear from view. We think this significant milestone for the University would be much better marked by a commemorative gift of a more visible nature and which is clearly identifiable in the future as having come from U3A Dunedin.

5.3 We suggest the University be approached and offered funding for a major new artwork. This could be either a painting suitable for permanent indoor display, or a sculpture for the outdoors. In either case it would carry a suitable plaque which identifies the occasion and U3A as the donor. We think it important that it be situated on the University campus and in a place to which the public have access so they too might enjoy it. We think a proposed budget might be \$20 000 to \$40 000, but of course, in suggesting this range, we cannot claim any real expertise as to its validity.

5.4 It is recognised that artworks can be judged very subjectively by members of an organisation with as wide a membership as U3A Dunedin. Dunedin has a number of people with extensive art experience, some amongst our members, and would be well worth consulting before proceeding further with this suggestion; they include: Ross Grimmett, Rodney Hamill and Barbara Brinsley.

5.5 If a painting or mural, it should be commissioned to a local artist. A suitable place would have to be found to exhibit this work of art, as much of the University's collection is housed in the administrative quarter where the public rarely go.

5.6 Any sculpture would probably need to be of modest proportions, and again, commissioned from a local sculptor. Two names of sculptors were positively mentioned to the DRG (there are, of course, others). **Stuart Griffiths** has already had work successfully commissioned by the DCC, and has worked on projects linked with a member of the University staff. Some of his work is in the Dunedin Botanical Garden. **Bryn Jones** is a well-known sculptor who is also the Art Master at John McGlashan College. One of his better known works is the Edmund Hillary monument at Mount Cook.

5.7 Although this proposal may mean initial substantial negotiations with the University, beyond that - and writing a cheque - the Board is not committed to any onerous on-going actions. Under its Artworks Collections Policy, the University has a staff group dealing with such matters (the *Artworks Collection Committee*) and the first contact point would be with the Committee's chair, Jan Flood (Registrar and Secretary to Council).

5.8 It is worth recalling that U3A Dunedin has in the past made substantial gifts to the University and associated bodies. For example, in 2010 it advanced \$10000 towards the restoration of the "Hector Geological Map".

See also **Appendix 1** for a selection of background material drawn from our newsletter, *Forum*. This includes a useful summary (from 2014) of recent more general gifting by U3A Dunedin.

• **Sponsoring an on-going public event**

5.9 Funds could be set aside to sponsor an Annual (or Biennial) Open Lecture in a large venue (e.g. the Regent Theatre or Town Hall) by an eminent speaker who would otherwise not come to Dunedin. We have in mind here speakers of the calibre of the "living treasures" who toured nationally in 1990 for New Zealand's 150th anniversary of Waitangi. Some may recall the stellar presentation by Stephen Jay Gould the evolutionary biologist from Harvard and the American Museum of Natural history.

5.10 We suggest free admission by ticket to all who book, but by timed access to an online booking system, preference for a period could be given to U3A members. Co-ordination with major U3A Groups in other centres may be possible.

Estimated Budget \$4000 - \$8000 per annum.

• **U3A Fellowships: Scholarships / Internships**

5.11 The aim is to provide funds to enable worthy recipient(s) with the ability to initiate or further their education or to perform a chosen suitable community service. Education could range from early to postgraduate higher education. The chosen project may benefit the community directly or initiate a potentially on-going community activity.

5.12 The Fellowship could be a 'one-off' project, a group of related or unrelated projects by more than one individual, or provide on-going funding over a prescribed period to achieve a particular educational or community aim. Duration could vary, for example between a summer scholarship and a full degree course. The choice would clearly depend on whether the U3A Board decides to make a single payment at one time, or commit to on-going support over time; the latter would need to be tagged with the proviso 'as funds permit' to avoid any on-going financial commitment which on occasions may prove difficult to fulfil.

5.13 The type and duration could be tailored to the funds available from the U3A Board for this purpose. A suggested range of total cost could vary from \$5 000 to \$50 000.

Types and Potential recipients:

5.14 Summer student scholarships: These are already well established in the biomedical field, but less is known about their availability in other disciplines. Such awards could be extended to the Humanities and Sciences generally, perhaps on a rotational basis.

Student Bursaries: These could be awarded to pay course fees for deserving students of **any age** [including those who have to date been unable to fulfil their educational and/or

community ambitions for financial reasons]. Time limits could be set, ranging from one year to a full graduate course.

5.15 **Community Projects:** These could include funding for someone or some group to complete a project which would add to the knowledge or value of a community asset in Dunedin. Examples could include: art collections in the University, Toitu Museum, Hocken Library, investigating the potential impact of Dunedin's proposed foreshore development, a wildlife study in Otago in association with the Natural History Film Unit, the botanical garden, something linked directly with the University celebrations. Topics more directly applicable to the age group of U3A membership could include: retirement savings, elder abuse, care of the aged, ponzi schemes, internet scams, community groups, activities for older people , home safety.

See **Appendix 2** for more details bearing on candidate selection and the administration of these proposed awards.

• **Awards for Second-Chance education**

5.16 The idea behind this kind of award is to provide modest funding sufficient to assist , directly or indirectly, those wishing to undertake desirable further post-school study. This might often be at lower than degree level but providing support in this area could be reasonably seen as illustrating U3A's commitment to community education in a broader sense.

5.17 For example, it may be that provision of a modest amount for child care may help an otherwise stay-at-home person to complete necessary foundation qualifications for entry into (say) Nursing. Or an aspirant mechanic might be helped to take the key steps of getting a suitable background standing or remedial assistance in subjects required for a Polytechnic based apprenticeship.

5.18 Again, assistance might be given to a retired senior of limited means - perhaps a U3A member - who began study much earlier and never completed. Or has never studied at University, but is very keen to do so on a part-time basis.

5.19 The model for this category is the *New Horizons for Women Award* scheme (see <https://www.newhorizonsforwomen.org.nz/>). These awards are made at two levels, firstly, the Foundation Awards to assist in meeting entry criteria for tertiary-level study , and secondly, Awards for Degree level study. See **Appendix 3** for sample documents used this year for 2018 applications (now closed).

5.20 Whilst this scheme is particularly aimed at women, the excellent thrust behind the notion commends its extension to men as well, which, it must be said, does not readily meet our third guideline (see section 3.3). For the existing awards for women, U3A Dunedin might consider contributing to directly to the initiating organisation. An extension to men would either mean finding a suitable administrative body or the setting up a selection scheme with all that that entails.

5.21 However as an educational community endeavour, the excellence of the aims strongly commends the idea. Estimated budget, say , \$1500 - 3000 per annum

Section 6 DONATIONS TO COURSE PRESENTERS

Please note: Any proposals in this section would be funded from operational funds and **not** from the Capital Surplus discussed in sections 2 - 5 above.

The starting point for our discussion was the supplied Board Document "2018-05-07 Honoraria, Donations.docx" dated 19 April 2018 and later adopted as policy by the Board. (See **Appendix 4**).

6.1 Subject to one exception, we see the document as providing a clear and comprehensive basis for the Board's present practice. The exception was noted in the document itself, expressing concern over "... making donations to some organisations which have helped U3A but not to others who have been just as helpful."

6.2 We agree with this misgiving. In our discussions we attempted to find a consistent basis for appropriately recognising the contributions of *all* presenters - apart from general thanks expressed at the course itself and in later letters written by the Board. The issue proved a challenging one, as a course may be presented in a wide variety of ways. It may be given partly or entirely by one or more U3A members, non-member individuals, institutional entities (e.g. University Departments, the Museum), organisations which are incorporated in some form (e.g. DCC, Greenpeace) or volunteers in loose association (e.g. SCAN - Seniors Climate action Network - who presented a Climate Change course in 2015).

6.3 We first looked at the possibility of a small material recognition (e.g. a \$50 petrol voucher) to *every* non-U3A session presenter. While initially attractive for its simplicity, we soon realised that its administration may well be very burdensome. For example, at the (admittedly unlikely) extreme of 2 lecturers per session for *every* course, there could be an annual presentation of some 216 vouchers! This approach was rejected as impracticable.

6.4 We eventually settled on the following proposal, which though not perfect we think may be workable.

- For **U3A members** contributions, the present practice of the Board of giving various course admission rights and vouchers should continue. This has the great advantage of clarity and consistency and as well, meets the U3A founding principle that no payments are made to members for services rendered.

• For all **non-U3A members** courses, a monetary contribution should be available and earlier budgeted for (see 6.5). However, this would be actioned only when the contribution was of **at least half the course**. This avoids the proliferation problem alluded to in 6.3 . Greater than half-course contributions could be fixed pro rata.

The following scheme is proposed:

(a) Institutional entities which are themselves charitable (e.g. OU Departments, Museum) would be given a donation to further their work

(b) Non charitable institutions would be asked to nominate a charity of their choice to whom the contribution would be made.

(c) Volunteers in loose association - as for (b), via the Course Convenor

(d) Individual non members presenting at least a half course would be offered a pro rata donation to their nominated charity.

6.5 For financial planning purposes, we think it important that a Course Contributions line is inserted in the annual operating budget and later reported in the annual accounts.. Past experience may provide a rough guide here. From information supplied to us we understand donations made in the period [2015 -2018] were \$2000, 1000, 0, and 6500 respectively. These total 9500.

Omitting the outlier 2017, when no donations were made, that gives an average of around 3000 / year. As a working estimate of say 6 (of 18) courses per annum qualifying for donation (i.e. half or more of the sessions presented by non-U3A members), that would be suggest a budget figure of around 500 / course.

6.6 If this scheme, or some adaptation of it is adopted by the Board, we suggest it be subject to review after, say, 2 years.

Section 7 CONCLUSIONS

Our submitted report outlines the findings of the Donations Review Group in two important but distinct areas.

7.1 The first suggests a plan for the rational disposal of much of the present 'excessive' Capital Surplus funds by way of substantial one-off gifting or by a variety of planned series of donations over a period of years. A mix of these two approaches is possible if the Board sees fit.

7.2 We suggest that in the future a close watch is kept on any accumulation of excessive funds so that the present 'over-supply' does not arise again. It is worth noting that a reduction in a growing Capital Surplus might be directly effected by simply lowering fees to members on an occasional basis. This, we understand, has occurred in the past and may well be a useful tool to consider should the need arise again.

7.3 The second issue investigated was to suggest a revised model for the recognition of course contributors who, of course, provide the life-blood of U3A. The solution suggested is no doubt imperfect but this merely reflects the complexity and variety of how a team of presenters may be constituted. Nonetheless, we hope the scheme outlined provides for a more equitable and consistent approach to acknowledging the crucial role played by presenters.

7.4 We wish the Board well in its deliberations and must emphasize that we have seen our role throughout as one of simply offering commentary and possible ideas. We note and accept that it is entirely over to the Board to adopt fully, partially or otherwise our findings. After all, it is the Board who must see matters through in day-to-day operations.

7.5 The members of the DRG thank the Board for its invitation to undertake this Review. It has been an interesting and revealing exercise and we hope our report may be of assistance in the future endeavours of U3A Dunedin.

Members of the Review Group

John Burton
Sue Cathro
Gil Barbezat
Dame Norma Restieaux
Stephen Baird (Chair)

Appendices 1- 4 follow

U3A's charity amounts to \$84,500

U3A Dunedin Charitable Trust has made grants amounting to \$84,507 over the past nine years, gifts fulfilling its purpose 'to foster and develop education for people who form the Third Age' in the Dunedin region.

These have to date gone mostly, but not exclusively, to departments of the University of Otago, particularly ones that have supported us strongly with help in courses.

The largest grant made was to the University of Otago in 2009 — \$9,200 for the conservation and digital reproduction of the historic Hector Map (surveying the geology of southern New Zealand), benefiting both the Geology Department and the Hocken Collections, where the original map is now stored.

In 2012 \$3,000 was gifted for the conservation and digital reproduction of Ralph Hotere's huge wall banner *Rain* — the copy now hangs in the Richardson Building of the University.

Between 2006 and 2008 we made major grants of \$5,000 each for extending library resources to the following University Departments: Law, Theology and Religion, Music, English, History and Art History. Earmarked for library books also



were grants of \$3,000 each to the Politics and History Departments in 2009, followed in 2010 by grants of \$3,000 each for books to three other Departments (Psychology, Geology and Geography).

In 2011 U3A granted \$5,000 to the Southern Sinfonia (Dunedin Civic Orchestra) to assist with purchase of instruments for teaching. This year we gave \$1,000 to support the 2014 New Zealand International Early Music Festival.

The first grant made by U3A Dunedin went to Knox and Salmond Colleges in 2005: \$1392 for their equipment (overhead projectors and trolleys, used in our courses). Knox College was also assisted in 2009 with \$2,500 towards refurbishment of the Hewitson Library. Salmond College received \$2,800 in 2008 for audio-visual equipment, and Knox College \$3018 in 2009 for a data projector. Knox also benefited last year with our purchase of a DVD player (\$149).

When we moved to Leith Bowling Club as a larger venue in 2009 we gave the club blackout curtains for the windows costing \$1,197.

The English Department received \$640 in 2011 to purchase *Green's Dictionary of Slang* for the University Library, and \$1,700 went to the



Hotere's 'Rain' banner was restored and a copy was then hung at the University in 2013. with the help of a \$3,000 donation from U3A Dunedin.

Physics Department for an important Renewable Energy book. The Music Department gained \$2,000 for library assets and a donation of \$100 was made to the Orokonui Ecosanctuary.

In 2012 we supported the School of Pharmacy with \$3,000 towards publication of a book celebrating its 50th anniversary, and granted \$2,811 for the purchase of *Temple of Flora*, a beautiful book for botanists.

Following the loss of Government funding in 2013, gifts are now more modest but since then grants have been made of \$1,000 each to the Politics, Economics and Medicine Departments as well as. a grant of \$2,000 to the Brain Health Research Centre of the University of Otago.



The Hocken Librarian, Sharon Dell (left) shows a group of U3A Dunedin members the giant, restored original Hector Map at a function held in the Hocken Collections in March 2011.


It does not matter how slowly you go as long as you do not stop.
~ Confucius

U3A

DUNEDIN

Newsletter

April 2010
No. 25



U3A sponsors conservation for national, scientific icon

★ Chairman's message

U3A Dunedin enjoys a close relationship with the University of Otago.

The university has a mandate to share its knowledge with the wider public, and does so not only with financial support, but with the provision of lecturers to our series of courses.

In return, U3A periodically makes disbursements, particularly to the participating departments' libraries. This year, in addition, we are funding [up to \$10,000] the restoration of a national scientific icon, the 'Hector Geological Map'.

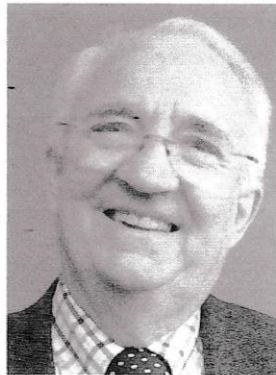
Like the William Smith geological map of 1815 (England, Wales and part of Scotland) hanging in Burlington House, London, our Hector map has a very colourful history. It is hand-drawn, enhanced by water-colours, measuring approximately 1500 x 1300mm.

It is a geological map of the Province of Otago, prepared in 1864 by James Hector for the Otago Provincial Government. And it was the first really detailed map of a large region of New Zealand.

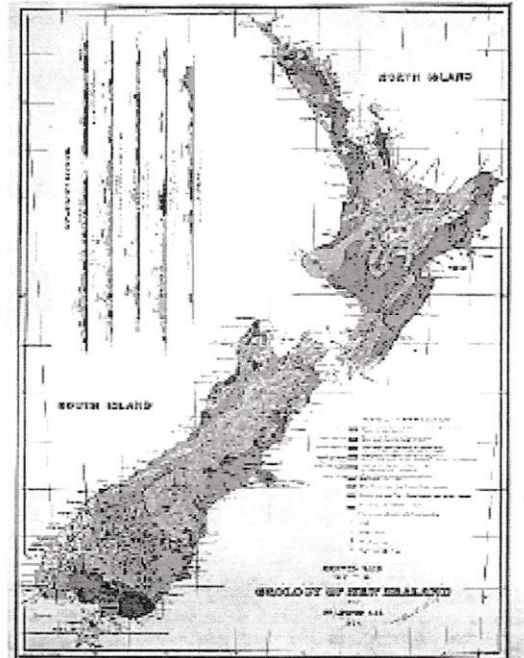
It is a truly historic document and the culminating achievement of Hector's years as a geologist who, on his own, carried out a reconnaissance of the South Island south of the Waitaki River.

For many years, the map hung in the Geology Department of the University. It is well remembered by older members and former students of the department as a treasure and beautifully executed work. In the late 1970s, it "disappeared" but was assumed to be in the Hocken Library to which it had been bequeathed many years ago. After a lot of investigation by interested parties, it was eventually found.

Although the map has been kept rolled up for many years, is now very fragile and in need of conservation, it is salvageable, and will be professionally restored. It will also be specially photographed so that a high resolution



By Graham Batts



ABOVE: not the 'Hector Map' of Otago's geology — that map is too delicate to unroll. This is an Internet photo of the large geological map of the whole country that James Hector prepared for the New Zealand Industrial Exhibition in Dunedin in 1865. It incorporates observations from all those who had examined different parts of the country, especially Hochstetter, Haast, Crawford and Hector himself.

electronic copy may be available for teaching and study purposes.

It is interesting that in our Series 1 course entitled 'Dunedin's Written Treasures,' our speaker, Stuart Strachan, listed the Hector map as one of the 25 most outstanding treasures of the Hocken Library.

It is also interesting to note that Professor Richard Norris, the presenter of 'Living on a Plate Boundary' was a fellow undergraduate with the geologist and author Simon Winchester at Oxford. It was Simon Winchester who wrote the book *The Map that Changed the World*, being the tale of William Smith. That map greatly influenced the thinking of Charles Darwin!

★ Proud history of giving — p3

U3A Dunedin's proud history of useful charitable donations

James Hector was born 100 years before I was, so I did not know him. Even when he began his geological survey of Otago in 1861 my antecedents were only just arriving. But I do feel some satisfaction in my role as Treasurer of the U3A Board as we assist in the liberation of Hector's iconic map.

We are an educational and social organisation, but we should not forget that our title is 'U3A Dunedin Charitable Trust' and that we are registered as a charitable entity with an emphasis on community education and benefit.

Our relationship with the University of Otago is both formal (through a co-operative financial agreement) and personal (through easy access to staff and administrative assistance) — without which our courses would indeed be less varied, and more expensive.

Knox and Salmond Colleges, with more recently the Leith Bowling Club, provide quality facilities and friendly helpful personnel, and are an important part of our success.

The oft-quoted 'charity begins at home' is never more true than for us, and with the recognition of that maxim we have over the years, returned some of our surplus to further the work of education in these organisations and by extension, the wider community.

Our gifting record really begins about 2004/5 with contributions to the University Library, each directed to



New course with a difference:

Chance for keen members to delve into the Victorian Age

In the second semester we are experimenting with a rather different type of course in that it will be mainly, though not exclusively, participatory, being designed to give some members the opportunity to research an aspect of Victorian life either individually, in pairs or as part of a small group, then present their findings to the whole group. It will run for eight weeks from early July.

Whether one's main interest is science, politics, social reform, engineering, history, art or literature, Victoria's reign was a time of extraordinary change, innovation and eccentric characters.

There will be three introductory sessions to enthuse everyone to rush off and focus on a particular area of study:-

An overview of the period (Jenny Laws)

Aspects of Victorian London (Judith Cowley)

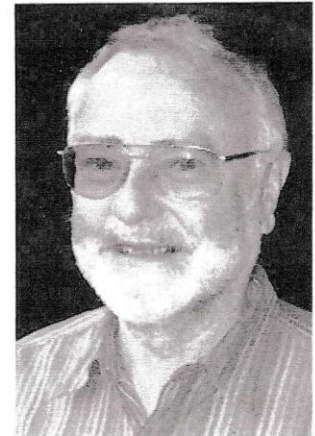
Isambard Kingdom Brunel (Graham Batts)

Then we hope for about 12 further presentations from the floor over the following weeks.

I have found researching my topic a most enjoyable and absorbing exercise for the brain and anticipate those who opt to take this course will too. — Judith Cowley

By Bill George

Treasurer to the Board



specific department resource material, influenced through assistance with our courses by those departments. Some of these have been newly established, such as Scottish and Irish studies, others with areas where information resource gaps have been identified.

Equipment levels at Knox and Salmond Colleges, and the Knox College Library, have been enhanced, and this has the spin-off of better facilities for us as well.

Leith Bowling Club was assisted with block out curtains which will make our visual presentations more easily viewed.

As an example of a co-operative effort, the video and sound installation at Salmond College was a joint contribution with the Student Association and College Administration.

Over the past six years we have thus given, in cash or kind some \$55,000.00 and have pledged support to the Hector Map project to the amount of \$10,000.00 at present.

At the same time we have kept our costs reasonable due to the link with the University and in no small way the many hours given freely by our trust members, course organisers, and overall supervision of affairs by an efficient board of management.

The workload at times is heavy for these persons and is always open to U3A members to provide courses based on their own expertise or experience for others to enjoy.

Thoughts of Einstein

Quotations from the words of physicist Albert Einstein:

'When a man sits with a pretty girl for an hour, it seems like a minute, But let him sit on a hot stove for a minute - it's longer than an hour, That's relativity!'

'The hardest thing in the world to understand is income tax.'

'Time is what a clock measures.'

'The significant problems we face cannot be solved at the same level of thinking we were at when we created them'

'I am enough of an artist to draw freely upon my imagination. Imagination is more important than knowledge. Knowledge is limited. Imagination encircles the world.'

A poet's enthusiasm for charity

'Give all thou canst; high Heaven rejects the lore Of nicely calculated, less or more.' — Wordsworth

Advertising: The Fellowship should be advertised widely in the local and regional press, as well as in the University and on the internet. Details need to be clearly defined and stated simply to canvass interest. If necessary, additional information may be required with specially designed application forms for Fellowships mandating detailed information on skills or characteristics from the applicant.

Selection for Fellowship: Where possible, the U3A Board could be spared the potentially time consuming task of choosing Fellows from amongst applicants by teaming up with organisations already offering such Fellowships (e.g. The Otago Medical Research Foundation for Biomedical Fellowships); they would almost certainly be pleased to add this Fellowship to their portfolio, and it could bear the name of U3A.

Similarly for other Fellowships, responsibility for selection could be delegated to a University or community sub-committee given authority or appointed for the purpose. In many instances, such committees already exist and this task could be delegated to them. There is precedent for this. The Dunedin School of Medicine, in association with Health Research South, have a committee which recommends candidates for research grants funded by the HealthCare Otago Charitable Trust; the committee advertises, reviews and judges the applications and ranks the applicants on a primarily scientific basis. The Trustees then make the final choice from a short list, depending on their priorities. The Fellowships would have to carry enough value to make this a desirable proposition for any such expert group.

Alternatively, a sub-committee of the U3A Board would have to be appointed for this task. In the end, it is clear that they are responsible for the funding. They would have the discretion of determining how much the time commitment for such a task could entail. If a one-off Fellowship is the aim, the task becomes much simpler.

Reports: At the conclusion of the Fellowship, the holder would be required to compose a report to the U3A Board. In most cases, the recipient could also make a verbal presentation to members of U3A Dunedin. The presentation could be a special event or added at a convenient and suitable time to a regular U3A course. Publicity could be given to this in the local press.

APPENDIX 3 Sample background documents for the New Horizons awards.

Second-Chance Education Foundation Certificate and Diploma Studies Awards 2018

Awards: Eight (8) awards of \$1,000

Open: 1 March to 15 April 2018 Awards made: Mid-July to early August 2018

Purpose of the awards

Foundation Certificate and Diploma Studies Second-Chance Education Awards are for women who are engaging in tertiary education for the **FIRST TIME**, at either a Foundation Certificate level (NZQA level 3-4) **or** Diploma level (NZQA level 5-6), who do not already have a tertiary qualification **at that level**, and have not previously received a NHWT: Hine Kahukura Award.

The awards are a one off grant to help with study and/or living expenses.

Eligibility criteria

To apply for a Foundation Certificate **or** Diploma Studies Second – Chance Education Award you must meet all the following eligibility criteria:

The applicant is a woman, who:

- Is enrolled in a NZ approved tertiary qualification
- Is studying for the **FIRST TIME** towards a Foundation Certificate NZQA (Levels 3-4,) that is at least one semester in duration
- **OR**, is studying for the **FIRST TIME** towards a Diploma of 1-2 years duration(NZQA levels 5-6)
- Does not already have a tertiary qualification **at their proposed level of study**
- Is a New Zealand citizen or holds a resident class visa, and lives in New Zealand
- Has not previously received a NHWT:HK Award

Selection criteria

When selecting awardees, the selection panel will consider the following:

- Academic achievements
- Financial circumstances
- Use of funds
- Personal circumstances
- Evidence of ability as a role model
- Experience

How to apply for an award

If you are eligible for this award please complete the [online application form](#).

Second-Chance Education Degree Study Awards 2018

Awards: At least 20 awards for \$3,000 to \$4,000

Open:1 March to 15 April 2018 Awards advised: Mid-June 2018 Awards-made: Mid-July to early August 2018

Purpose of the awards

The Second-Chance Education Degree study Awards are for women who are engaging in tertiary education for the **FIRST TIME**, at a Degree level (NZQA level 7), and have not previously received a NHWT:HK Award.

Eligibility criteria

To apply for a Second-Chance Education Degree Study Award you must meet all the following eligibility criteria:

The applicant is a woman, who:

- Does not already have a degree
- Is enrolled in a NZ approved tertiary qualification
- Is studying at a degree level (NZQA level 7)
- Has completed at least 30% of the requirements for the qualification
- Is a New Zealand citizen or holds a resident class visa, and lives in New Zealand
- Has not previously received a NHWT:HK Award

Selection criteria As above *****

APPENDIX 4 Board Document

2018-05-07 Honoraria, Donations.docx

To: U3A Board From: McKinlay/Peake/Holborow Date: 19 April 2018

Re: U3A Dunedin: Honorariums, Donations and Expenses

We were asked to review current policy guidelines and recommend changes to the Board. Our aim: to simplify and provide certainty and still retain flexibility. We have consulted with the Board Chair, the Programme Committee Chair and the Treasurer in arriving at the following recommendations.

We **recommend** that the Board's policy be:

1. That HONORARIUMS will NOT be offered to any speaker.
2. That any charitable DONATIONS of any amount, as permitted by our Deed of Trust, must be approved by the Board, and this only after receipt of a written recommendation from two current U3A members detailing the reasons for the donation. AND that if the donation is being made in recognition of the quality of a U3A course or the extra effort involved in its presentation, that the recommendation must have the prior approval of the Programme Committee. *[Explanation: This would cover the problem of recognizing a "good" course after the event. The requirement for a written recommendation is to prevent ad hoc decision making, and for Programme committee approval to ensure consistency and avoid any suggestion of members "pushing one's own barrow".]*
3. EXPENSES FOR Members and Non-members incurred in the preparation and delivery of courses. The Programme Committee shall have discretion to approve such expenses up to the sum of \$300 for any one course. Any expense above that sum requires Board approval. *[Explanation: This to avoid unnecessary delay and wasting Board time on small amounts. Expenses are defined as "out of pocket" items, such as travel; they do not include the cost of time spent developing or presenting a course. Each application for expenses to be paid shall be treated on its own merits.]*
4. RECOGNITION OF MEMBERS' CONTRIBUTIONS TO COURSES. The Course Convenor, the Course Developer and no more than three assistants shall receive free admission to the course they are concerned with. Further, recognizing the greater work load, the Course Convenor and developer shall be **offered** a voucher for free admission to a future course of their choice.
5. Members who present part of a course, shall be **offered** free admission to that course *only*.

Members who present a whole course shall be **offered** free admission to *three* future courses of their choice.

[Explanation: to put the current system on to a formal basis of making an offer, which members can decline to accept.]

We also discussed the mechanics of making donations within the terms of the Trust Deed. We were not happy with the current practice of making donations to some organizations that have helped U3A, but not to others who have been just as helpful. This applies particularly to courses run by one or more staff members of University departments. We also discussed the size of our capital reserves, which are more than U3A will ever need, no matter how rainy the day.

Our conclusion was that we need a separate sub-committee of the Board, to advise the Board on a systematic programme of donations, with particular reference to the University of Otago Foundation Trust and its specific sub-trusts, University departments, and other appropriate local institutions such as the Art Gallery, Otago Museum, Toitu and the Dunedin Symphony Orchestra.

We recommend that the Board approve the changes above to the policy document, and set up a

Donations sub-committee as outlined above.