

**2020 ANNUAL GENERAL MEETING  
U3A CAMPBELLTOWN SA INC.**

To be held at the Marchant Community Centre  
338 Gorge Road, Athelstone SA

**2:00 pm on Friday 6 March 2020**

**AGENDA**

**Welcome and Declaration of Quorum:** President Glenda Sherwin-Lane  
*(Art VII g: the lesser of '25 members or two thirds of the membership')*

**Apologies:** Secretary Graziella Rosmini

**Adoption of Minutes of last AGM - 1 March 2019**  
Moved Secretary Graziella Rosmini | Seconded:

**President's Report:** Glenda Sherwin-Lane  
Moved Glenda Sherwin-Lane | Seconded:  
Discussion and Adoption

**Acknowledgements in Appreciation:** President Glenda Sherwin-Lane

**Treasurer's Report:** Ann Richardson  
Moved Ann Richardson | Seconded:  
Discussion and Adoption

**Election of Board of Management**

Conducted by Honorary Returning Officer: Mayor of Campbelltown, Hon Jill Whittaker  
(President, Vice President, Secretary, Treasurer, Committee members, Auditor)

**Accession of the President - 2020**

**Any Other Business: Appointment of Signatories to Bank Account**  
President, Vice-President (or nominated person), Secretary, Treasurer

**Vote of Appreciation to the Returning Officer: President 2020**

**Close**

**General Meeting** of members for discussion of any issues relating to 2020

**Guest Speaker:** Sandra Ullrich from Adelaide Bee Sanctuary

**Afternoon Tea**



**MINUTES OF THE ANNUAL GENERAL MEETING of U3A CAMPBELLTOWN SA INC.  
MARCHANT COMMUNITY CENTRE on Friday 1st March 2019 at 2.00 pm**

**WELCOME:** Meeting commenced at 2.00PM

The President Kerrie Smith, opened the meeting with a welcome to the 33 members who bravely ventured out into 41C degree heat to attend, declaring a quorum to be present, according to the requirements of the Constitution (Article VII g: the lesser of “25 members or two thirds of the membership”).

**APOLOGIES:**

Registered apologies were received from 55 members.

**MINUTES:**

Minutes of the previous AGM held on the 2nd March 2018 (as published in an AGM report booklet, together with the Agenda; the President’s Report for 2018, and the Financial and Audit Reports for 2018) were made available to all present.

**Motion:** That the Minutes of the AGM held on 2nd March 2018, as read by the Secretary; Vale Pederson and printed in the AGM report booklet, be accepted as a true and accurate record of the meeting.

Moved: Robin Baxter; seconded: Marie Galletta - CARRIED

**PRESIDENT’S REPORT:**

Kerrie Smith read her report (also published in the AGM report booklet)

**President’s Report AGM, 1 March 2019**

This is my fourth (and final) report as President. I am taking the opportunity to remind you of some of the things that have happened in the last year.

It has been a busy year, with steady growth, lots of activities, new and continuing courses.

I have been ably supported by a strong team and I thank them sincerely for their time and effort.

The Board has been Glenda Sherwin-Lane as Vice President, Vale Pederson Secretary, Ann Richardson Treasurer, Bob Smith Property Officer, Lynette Geracitano Office Manager, Margie Earl Welfare Officer, Helen Ward (arranger of speakers and General Meetings), Vale Pederson is our Public Officer and Diane Campbell is Newsletter Editor. Ros Reddaway looks after arranging Outings. Other Board members: Imme Pentilli, Jan Ness and Marie Galletta and Rosa Ciaravolo.

Our Office volunteers are Anne Bovington, Ros Reddaway, Lynette Geracitano, Graziella Rosmini, Dorothy Garnaut and myself. Until recently David Kilner kept our laptops up to date (recently been taken over by Terence Cody) and Wendy Wake-Dyster assists as our Grants Officer, particularly with writing and submitting the applications. Barry Burr is our Honorary Auditor. Robin Baxter has lent assistance with our Office Computer and Telstra connection. Glenda Sherwin-Lane manages our website and our FaceBook page. Graziella has been working her way through the Procedures book bringing it up to date and amending some of what we have stored to reflect decisions made during Board meetings.

Margie Earl, Vale Pederson, and Bob Smith are retiring from Board and we thank them for their service. I would particularly like to thank Vale who really didn’t want to be Secretary but did an excellent job, despite ill health. I want also to make special mentions of Ann Richardson who is an excellent Treasurer, and Di Campbell a very competent newsletter editor.

One of the strengths of U3A Campbelltown is the willingness of our volunteers, particularly Board members and group tutors/leaders, to take on various tasks. Just recently the Board for example met to put class roll books together, sort out receipts and generally prepare for the coming year.

We now have 42 leaders/tutors, including a number of people like Marie Galletta, Vale Pederson, and Robert Fletcher, Robin Baxter, Bob Smith, and myself, who take more than one class. Once again your support tells us we are running a good mix. Many of our leaders are here today and I would like them to stand now so that we can acknowledge them. The leaders met for a morning in the last week of January to meet each other, and learn about things like the defibrillator in the kitchen, and the evacuation procedures etc.

During 2018 our membership grew steadily, with over 280 by the end of the year, while 63 were new members. There were a number of new classes begun in 2018 that will continue in 2019.

We were able to run two new outings each term, 3-4 new classes, as well popular-general meetings. In Term 1 2019 we have 47 classes and activities on offer.

	Feb 2018	April 2018	Jun 21, 2018	Aug 17 2018	Nov 2018	Feb 2019
Membership	242	256	264	271	282	230
New members	31	41	49	54	62	21
Courses	160	171	171	170	175	175
Courses / term	43	43	39	40	47	47
Leaders	35	35	38	37	40	42
Database entries	1881	2061	2158	2206	2270	2150

Here are just some of the activities that took place in 2018

- Arts in May – Campbelltown Council Festival – we participated by showing what we do in the arts through our FaceBook site.
- General Meetings (many thanks to Helen Ward for organising these)
  - Term 2 ***Aged Care Alternatives***, Mark Trebilcock
  - Term 3 ***Shoot Me First***, Grant Lock
  - Term 4, ***Forensic DNA*** Jeremy Austin
  - Term 4, ***Be Connected 4 All***, part of Zest Fest 2018
- Art Gallery tour – ***Colours of Impressionism*** organised by Gwentyth Freeman and Lynette Geracitano;
- Outings during the year included visits to Adelaide Oval ;Tea Tree Gully Heritage Museum; Torrens Island Quarantine Station; Tindo Solar; Adelaide Town Hall; Basil Hetzel Institute; Government House; Parliament House  
Many thanks again to Ros Reddaway who finds such interesting low cost trips for us to make.
- ***Come and Learn CPR*** – a combined evening with our local Neighbourhood Watch.
- Our ***Christmas function*** was an excellent BBQ lunch held in December at the Payneham Bowling Club. It was a very hot day but some also tried a game of bowls.
- I attended meetings for delegates of U3ASA in the holidays prior to each term, was the convenor of the U3ASA Grants Committee during 2018, and have continued as President. Vale Pederson has attended all meetings as an observer. From the beginning of 2019 one of our members, Katarina Spudic, has begun Treasurer for U3ASA. She and I will be Campbelltown’s delegates. Over the past 4 years our U3A has done well through grants administered by U3ASA. Unfortunately U3ASA has not attracted any government funding so far, so there will be no grant money forthcoming this year.

During the year grants from U3ASA, Campbelltown Council, and Be Connected have enabled us to purchase new small items such backgammon boards, playing cards for bridge, Mah Jong sets and boards, new chess boards, and then major items such as the new Smart TV in the front room, and 5 iPads which we will use with the Smart TVs and also in classes.

We now have 2 Smart TVs, one in the middle room, and one in the front room, which are in constant use and have made a real difference to the way we are conducting classes. The NBN has not yet been installed in this area and we look forward to the better internet connectivity that promises.

We share the Marchant Community Centre with about 9 other user groups, and, by arrangement, allow some of them to use the Smart TV. The Campbelltown Council look after us very well and we have a good working arrangement with them. We are the primary user of the Marchant Centre but we need to be always mindful that others use the centre too. So for example chairs and tables need always to be put away in their designated areas, and we need to store our “stuff” in the Office as far as we can.

Diane Campbell became our newsletter editor in second term 2018 and has been a treat to work with. Our newsletters and enrolment forms for the next term are published about 3 weeks before the end of each term and hard copies are printed by John Gardiner's Office. Many of the printed ones are distributed through the Campbelltown Library, and the majority of our members receive a copy of them by email, although they can of course request a hard copy. At the end of the year Diane and I worked on the Prospectus for 2019 and Diane has also edited the AGM booklet. Many thanks also to those who supplied photos for the newsletter and the website.

We took enrolments for 2019 from December 2018, allowed some members who knew they would be away in December to hand in their forms early, and then attempted to enter all on to the database in the order in which they were submitted. As usual some of the classes filled very quickly, but I think most people were able to get into what they requested, even if some of the classes are a bit sizable. We made the decision not to replace the name tags each year, unless the member requested a new one. We have printed out a list for each member of what they have been enrolled in, and we hope you have checked for omissions and additions.

And so it just remains for me to thank you for your attendance today and for your support in the past year. Please do not hesitate to make suggestions for new activities you would like to see happen. I look forward to seeing you around in the coming year.

Kerrie Smith  
President, USA Campbelltown Inc., 8 February 2019.

**Motion:** That the President's report be accepted.

Moved: Jan Robin; seconded: Leslie Pawson - CARRIED

**TREASURER'S REPORT:** Financial Report (as published in AGM report booklet)

Treasurer, Ann Richardson, noted there was no need to raise membership fees for this year. All financial reports available on our website. There were no questions from the floor.

**Motion:** That the Treasurer's report, including Auditor's report be accepted.

Moved: Robin Baxter; seconded: Chris Ashenden - CARRIED

#### **ELECTION OF MANAGEMENT COMMITTEE:**

President Kerrie Smith vacated the Chair for **Honorary Returning Officer, Campbelltown Mayor; Hon Jill Whittaker.**

Jill noted that:

Memorial Oval's new rooms have recently been opened and we might like to take advantage of the new facilities there for future events. She commented that it was disappointing that ARC were not able to accommodate us for Aqua-exercises.

After declaring all positions vacant, and inviting any further nominations, the following members were elected unopposed:

President:	Glenda Sherwin-Lane	(Nominated: Vale Pederson/Ros Reddaway)
Vice President:	Irmeli Penttila	(Nominated: Ann Richardson /Kerrie Smith)
Secretary:	Graziella Rosmini	(Nominated: Kerrie Smith/Vale Pederson)
Treasurer:	Ann Richardson	(Nominated: Irmeli Penttila/Rosa Ciaravolo)
Board Members:		
Office Manager:	Lynette Geracitano	(Nominated: Vale Pederson/Glenda Sherwin-Lane)
Guest Speaker Coordinator:	Helen Ward	(Nominated: Marie Galletta/Ann Richardson)
Outings Organiser:	Rosemary Reddaway	(Nominated: Helen Ward/Lynette Geracitano)
Equipment Manager:	Bob Smith	(Nominated: Vale Pederson/Graziella Rosmini)
Members:	Rosa Ciaravolo	(Nominated: Ann Richardson/Irmeli Penttila)
	Marie-Antoinette Galletta	(Nominated: Kerrie Smith/Vale Pederson)
	Jan Ness	(Nominated: Vale Pederson/Graziella Rosmini)
	Kerrie Smith	(Nominated: Marie Galletta/Vale Pederson)
	Katarina Spudic	(Vale Pederson/Anne Bovington)

Public Officer (continuing): Vale Pederson  
Newsletter editor (continuing): Diane Campbell  
Grants Officer (continuing): Wendy Wake-Dyster

#### **FURTHER BUSINESS:**

##### **1) Bank Signatories for 2019**

**Motion:** That the President; Glenda Sherwin-Lane, Vice President; Irmeli Penttila, Secretary; Graziella Rosmini & Treasurer; Ann Richardson be the 4 signatories of U3AC bank accounts.

Moved: Ann Richardson. Seconded: Jan Robin –CARRIED

##### **2) Proposed Budget for 2019** (as published in AGM report booklet) – no increase in membership fees

**Motion:** That the proposed Budget for 2019 be accepted and Barry Burr appointed as our Auditor for 2019

Moved: Ann Richardson. Seconded: Robin Baxter – CARRIED

The new President Glenda Sherwin-Lane thanked the retiring President Kerrie Smith for her hard work and dedication over the last 4 years as President.

#### **General Meeting**

The AGM was followed by a brief General Meeting, with members given the opportunity to raise any general business.

##### **Any Other Business:**

- Jill Whittaker was given a small thankyou gift for being our Returning Officer for the day.

Meeting concluded at 2.36pm followed by a very informative and at times amusing talk given by member and Magistrate Paddy McKay, which was well received.

She also was presented with a thankyou gift.

Afternoon Tea followed at 3.30pm



## ANNUAL GENERAL MEETING 6 MARCH 2020

### President's Report

It has been a challenging and gratifying year – challenging as I settled into the role of President and gratifying to work with the wonderful volunteers with whom we are blessed. Any volunteer organisation is only as strong as the number, the willingness and the resourcefulness of its volunteers.

A highlight of 2019 was the celebration of our fifteenth birthday in April, when the rather scrumptious cake was cut by two founding members, Phyllis Bannan OAM and Trudy Nambiar. How lucky we are that they are still members, along with the special group who had joined during our inaugural year and still participate. Perhaps less exciting but of note was the receipt of a grant from the Good Things Foundation which enabled us to purchase five iPads and to defray some of our internet costs.

A major milestone was the creation of our new website. Clean, crisp and modern, it is easy to navigate and to read. It is a work in progress; however, it's an excellent portal for a variety of information, including our newsletters published throughout the year. I commend it to you.

Some U3A Campbelltown SA members enjoyed the activities of the Adelaide Hills Rendezvous in Hahndorf and meeting members of other U3As.

Membership and Curriculum are our core business and I thank Kerrie Smith for her major contribution as Curriculum Manager – juggling seems to be her innate skill. She and Bob are currently gallivanting beyond our shores.

Over the last twelve months membership has experienced small seasonal fluctuations, the beginning of 2020 seeing a satisfying increase in enrolments. This, plus the growing popularity of several classes/groups, has necessitated some adjustment to the actual classrooms. We are all wary of change and this rearrangement has challenged all of us. Thank you to everyone for being understanding and accommodating that change.

For some time, there has been the need to seek other venues and during 2019 Yoga and Tai Chi classes returned to Lutheran Hall upon the completion of its refurbishment. This move has proved to be popular.

We experienced a notable hiccup during the year – the painting of the back room. We are forever grateful for the support we receive in a myriad of ways from the Campbelltown City Council – quite frankly, we could not be who and what we are without it. The scheduling of that major task was unfortunate, but I understand unavoidable. The 'perfume' – eau-de-paint - permeated the air for some time, regrettably impeding the holding of classes therein and resulting in some members having to stay away for the duration. Hopefully, we can avoid this distraction in the future.

Our biggest challenge over the coming year is to introduce new courses to attract new members – necessitating new leaders / tutors – and perhaps, finding additional venues. I guess if it's birdwatching, that situation would be resolved. We welcome any suggestions.

Giving members the opportunity to register/enrol after publication of the Term 4 newsletter in November helped considerably with facilitating the smooth transition into the new year. We must recognise this is a huge task and we owe Kerrie Smith and Ann Richardson a huge vote of thanks for undertaking it and for its success. I also acknowledge and thank those members who volunteered to assist on the three days when members collected the printout of their enrolled classes for the 2020 year.

Time now to thank those key people whose valuable input and support enabled us to enjoy the success of 2019.

Importantly, thank you to **all members** for your active support and participation in the life of U3A Campbelltown SA. Without you, the rest would be irrelevant.

Sadly, after a good number of years, the Lead Lighting class has not continued into 2020. Leaders Bruce Howland and Peter Belanik have handed in their Bundy cards and decided to retire. Thank you both for your years of service. The quality of your work and that of your classes has been outstanding.

**Di Campbell**, for publishing our fantastic newsletters throughout the year, the Annual Report and the oh, so important Prospectus. I know how much is involved in this role and appreciate the quality of your work, Di. I take this opportunity to publicly thank **John Gardner, State Member for Morialta**, who facilitates the printing of our newsletter each quarter, free of charge.

**Kerrie Smith** of course, for managing our curriculum and database, for her input for our publications as well as volunteering in the office each Wednesday; **Ann Richardson** who has watched over our finances so admirably for the last three years and who is stepping down today; **Lynette Gericitano** who kept our administration on track as Office Manager, volunteering in the office on alternate Thursdays and **Anne Bovington** who helps woman the office on Wednesdays. If you come into the office on a Thursday morning you will find a new volunteer – **Cindy Sun**, who came to us as a potential tutor in Mandarin. Cindy is a delightful, willing worker ready to help anyone. A young mother, she certainly brings a ray of sunshine into our domain - whilst we help to improve her English.

Throughout the year we have enjoyed some challenging, inspiring and informative Guest Speakers at our General Meetings. **Helen Ward** has excelled in finding these people, following them up, pinning them down and consequently adding to the **well-being** of our members. **Thank you, Helen.**

**Ros Reddaway** deserves a medal for sourcing and organising amazing outings – often at no (or very low) cost – two each term. It's easy for such a role to slip under the radar, but if you've ever tried to organise a major gathering you will have some idea – something akin to herding cats I believe. **Thank you, Ros** and for volunteering in the office on alternate Thursdays – as well as for standing in for Lynette for the past few weeks – **double duty indeed!**

Of course, thank you to all **Board members** who contribute in a variety of ways. Being a member of the Board of Management of U3A Campbelltown SA gives you an opportunity to contribute to the overall well-being of our organisation and I commend it to any member as a rewarding part of U3A Campbelltown SA life.

A huge thank you to all the **Leaders and Tutors** who generously give of their time and energy to enable us to enjoy the curriculum.

A special thanks to **Vice President Imme Penttila**, for being my sounding board on occasions, for being the liaison for Leaders and Tutors and helping me to navigate my first year as President.

And last, but by no means least – Graziella Rosmini, Secretary Extraordinaire. We started out as two newbies, Graziella, but I believe we are melding into an effective team, thanks largely to your management skills, gentle prodding and friendship. **It is a joy working with you. Thank you.**

I conclude as I started: Any volunteer organisation is only as strong as the number, the willingness and the resourcefulness of its volunteers. **Together, we have achieved our mission – to stay active mentally, physically and socially in 2019.**



**Glenda Sherwin-Lane**  
**President 2019/2020**



Financial Report FY2019

Profit & Loss Statement

<b>Income</b>		
Registrations & Membership	\$11,465.00	
Affiliates	\$160.00	
Outings	\$904.00	
Grant	\$2,500.00	
AquaAerobics	\$420.00	
Overpayment by member	\$92.04	
Bank Interest	\$259.49	
<b>Total Income</b>		<b>\$15,800.53</b>
<b>Expenditure</b>		
Venue Hire - Marchant Centre	\$4,209.55	
Venue Hire/Donation - Lutheran Homes & Athelstone UC	\$1,210.00	
Advertising & Promotion (incl prospectus & development of new website)	\$3,358.82	
Telephone & Internet (Telstra)	\$987.65	
Postage & PO Box	\$140.91	
Course Equipment & Supplies (incl 5 ipads)	\$3,608.40	
Stationery, Office and Computer Supplies	\$803.98	
Refund Member Overpayment & AquaAerobics	\$512.04	
Refreshments	\$461.85	
Outings	\$828.36	
U3A Alliance	\$280.00	
COTA Membership	\$54.55	
Service Recognition	\$200.20	
Insurance (inc Stamp Duty)	\$1,310.38	
<b>Total Expenses</b>		<b>\$17,966.69</b>
<b>Net Loss</b>		<b>-\$2,166.16</b>

Notes and Reconciliation

**NOTES**

- 1 This Report was prepared using Cash Accounting methodology. No account has been taken of Fixed Assets or the Depreciation of Assets. Petty Cash held at office has been omitted.
- 2 Equipment has been insured for \$38,415

Ann Richardson - Treasurer

3 January 2020





Financial Report FY2019

Balance Sheet

<b>Assets</b>		
Society Cheque Account	\$22,559.48	
Express Savers Account	\$4,979.46	
Term Deposit Account	\$9,472.87	
GST - Net Outstanding	\$457.00	
Total Assets		<b>\$37,468.81</b>
<b>Liabilities</b>		
2019 Membership (incl. Affiliate, Outings, ActivityCont. ) paid in advance	\$9,332.00	
Less cumulative GST not refunded due to rounding	-\$1.35	
Total Liabilities		<b>\$9,330.65</b>
<b>Members Funds</b>		
Balance as at 31/12/2018	\$30,304.32	
Deduct Loss for the Year	\$2,166.16	
		<b>\$28,138.16</b>

Notes and Reconciliation

**NOTES**

- 1 This Report was prepared using Cash Accounting methodology. No account has been taken of Fixed Assets or the Depreciation of Assets. Petty Cash held at office has been omitted.

Ann Richardson - Treasurer  
3 January 2020

# U3A CAMPBELLTOWN INC.

## AUDIT REPORT

### FINANCIAL YEAR ENDED 31 DECEMBER 2019

#### Scope

I have audited the Financial Statements of U3A Campbelltown Inc. for the Financial Year ended 31 December 2019

This Report is for the Management Committee of U3A Campbelltown Inc. and is not prepared for any external bodies. I am not a Registered Company Auditor and reliance on my report should not infer that it complies with any relevant legislation.

As for 2018 I prepared my own set of accounts from details on the Bank Statements dissected from the Receipts Journal, Payments Invoices and Cheque Book on Excel. There was no testing of sample transactions as I included all transactions into my Excel Spreadsheets. My receipts agreed exactly with those provided on the Profit and Loss Statement and Net Profit figures were within \$0.30.

The accounts are prepared on a Cash Basis and adjustments are made for receipts paid in advance in 2018 that were brought to account in the 2019 year and receipts paid in advance for 2020 that were excluded and shown as Liabilities in the Balance Sheet.

#### Opinion

In my opinion the financial statements represent a true and fair view of the operations of U3A Campbelltown Inc. for the Financial Year ended 31 December 2019.

*Barry S. Burr*

Barry S. Burr, B.A. (Accounting), FCPA (Ret'd)

10 January 2020