



# **U3A CAMPBELLTOWN Inc**

## **South Australia ANNUAL REPORT FOR THE YEAR 2020**



## **2021 ANNUAL GENERAL MEETING**

### **U3A CAMPBELLTOWN Inc.**

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

**2:00 pm on Friday 12 March 2021**

### **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 - 6 March 2020**  
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:** Paddy McKay  
Moved Paddy McKay | 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 – 2021

**Any Other Business:** Change of Legal Name of U3A Campbelltown Inc.

**Vote of Appreciation: President 2021**  
Honorary Returning Officer – Mayor of Campbelltown Council, the Hon. Jill Whittaker

**Close**

**General Meeting** of members for discussion of any issues relating to 2021

**Guest Speaker:** David Kilner – Agatha Christie as a Writer

**Afternoon Tea**

**MINUTES of ANNUAL GENERAL MEETING OF  
U3A CAMPBELLTOWN INC.  
SOUTH AUSTRALIA  
held at the MERCHANT CENTRE on  
6<sup>th</sup> March 2020 at 2:00 pm**

**WELCOME:**

The President, Glenda Sherwin-Lane opened the meeting with a welcome to the 40 members who attended and declared 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 53 members.

**ADOPTION OF MINUTES OF LAST AGM:**

Minutes of the last AGM held on 1<sup>st</sup> March 2019 and published in the AGM Report Booklet 2020, was given to all members who attended the meeting.

**Motion:** The Minutes of the AGM held on 1<sup>st</sup> March 2019 be accepted as true and accurate record of the meeting by members who attended that meeting.

**Moved:** Marie Galletta                      **Seconded:** Ann Richardson                      **Carried**

**PRESIDENT'S REPORT:**

Glenda Sherwin-Lane read her report to the meeting (see AGM Annual Report 2020 in *Public Documents* on our website.)

**Motion:** The President Report be accepted:

**Moved:** Chris Ashton                      **Seconded:** Cathy Bell                      **Carried**

**TREASURER'S REPORT:**

Ann Richardson presented the Financial Report 2019 and the Audit Report for the financial year ended 31<sup>st</sup> December 2019. Both reports were published in the AGM Report Booklet 2020.

Ann commented on the deficit of \$2,166.16 and that it was expected due to the expense in creating a new U3A Campbelltown website.

Ann recommended that the membership fees for 2020 do not have to rise due to the large number of registered members for the year. There were no questions from the floor.

**Motion:** The Treasurer's Report and Auditor's Report be accepted.

**Moved:** Ann Richardson.                      **Seconded:** Jan Ness                      **Carried**

**ELECTION OF BOARD OF MANAGEMENT:**

Glenda Sherwin-Lane vacated the Chair for Honorary Returning Officer, Campbelltown Mayor, The Hon. Jill Whittaker.

Jill Whittaker spoke briefly on current and future development projects in the Campbelltown City Council area.

Jill Whittaker declared all positions vacant and invited nominations from the floor. The following members were elected unopposed.

President:	Glenda Sherwin-Lane	[Nominated: Imme Penttila/Graziella Rosmini]
Secretary:	Graziella Rosmini	[Nominated: Imme Penttila/Ann Richardson]
Treasurer:	Paddy McKay	[Nominated: Ann Richardson/Glenda Sherwin-Lane]
Curriculum Manager:	Kerrie Smith	[Nominated: Glenda Sherwin-Lane/Graziella Rosmini]
Office Manager	Lynette Geracitano	[Nominated: Graziella Rosmini/Glenda Sherwin-Lane]
Public Officer:	Imme Penttila	[Nominated: Ann Richardson/Glenda Sherwin Lane]
Board Members:	Marie Galletta	[Nominated: Glenda Sherwin-Lane/Graziella Rosmini]
	Jan Ness	[Nominated: Imme Penttila/Helen Ward]
	Helen Ward	[Nominated: Imme Penttila/Jan Ness]
	Ros Reddaway	[Nominated: Helen Ward/Imme Penttila]
	Ann Richardson	[Nominated: Graziella Rosmini/Imme Penttila]
	Bob Smith	[Nominated: Glenda Sherwin-Lane/Graziella Rosmini]
	Anthony Gardener	[Nominated: Kerrie Smith/Glenda Sherwin-Lane]

## **ANY OTHER BUSINESS**

### **NEW AUDITOR:**

Glenda Sherwin-Lane resumed her position as President and called for a motion to appoint Alan Clark as the new Auditor for 2020.

**Moved:** Ann Richardson      **Seconded:** Graziella Rosmini      **Carried**

### **BANK SIGNATORIES:**

The four appointed signatories for 2020 for the U3A Campbelltown Bank Account are President: Glenda Sherwin-Lane, Secretary: Graziella Rosmini, Treasurer: Paddy McKay and Public Officer: Imme Penttila.

### **ACKNOWLEDGEMENTS IN APPRECIATION:**

Glenda Sherwin-Lane thanked the following members and gave them each a thank you gift:

**Ann Richardson** – retiring Treasurer who dedicated three years of service to the Board of Management

**Bruce Howland** – retiring Leadlight Group Leader who dedicated eight years of service to the group members.

**Hon Jill Whittaker** – for being the Returning Officer for the day and conducting the Election of Board of Management 2020.

### **GENERAL MEETING:**

The AGM was followed by a General Meeting to discuss bringing in preventative strategies to deal with the risk of the Coronavirus in our community. After a brief discussion, it was agreed to start the following strategies as soon as possible:

- ask all members wanting to have hot drinks at the Centre to bring their own cups each time they attend.
- remove all U3A Campbelltown's crockery cups from the Centre's kitchen and replace them with suitable paper cups for hot drinks.
- members to use paper towels.
- remind members to always use good hand hygiene practices.
- members suffering cold or flu type symptoms to stay at home until recovered.

Glenda Sherwin-Lane will send an email to all members highlighting the preventative strategies as soon as possible.

Meeting closed at 2:40 pm followed by Guest Speaker, Sandra Ullrich from the Adelaide Bee Sanctuary. Sandra spoke about the Sanctuary in providing a safe haven for bees, while promoting good urban bee-keeping practices.

After the Guest Speaker's talk, members were able to partake of Afternoon Tea.

**U3A CAMPBELLTOWN Inc**  
**SOUTH AUSTRALIA**  
**ANNUAL GENERAL MEETING 12 MARCH 2021**

**PRESIDENT'S REPORT**

It is safe to say that 2020 was almost the year that never was. The Year of COVID-19!

Early signs were there at our Annual General Meeting last year, but we did not fully comprehend that a week later we would be cancelling all classes, groups, meetings and outings; followed a few days later by the closure of the Marchant Community Centre and the total lockdown of South Australians for three months.

Life as we had taken for granted came to a grinding halt. Major events and special celebrations were cancelled, attendance at weddings and funerals was strictly limited, families were separated and those with loved ones in aged care facilities had to manage with a wave through a window if they were lucky.

Some of our members found their much looked forward to overseas holidays cancelled. Kerrie and Bob Smith, who had departed for the United States prior to lockdown, finally managed "by the skin of our teeth" to return home, going straight into total isolation for two weeks.

We learned over the year to meet with one another maintaining an allocated space of one person per two square metres – or even to four square metres.

So, did all this mean that U3A Campbelltown SA went into hibernation and achieved little during much of 2020? Far from it.

Tutors, leaders and members embraced technology and learned how to set up and run, or to join ZOOM meetings. We learned the protocols and various intricacies and much laughter was shared as we embraced the niceties.

Newsletters were published and distributed – thank you to Diane Campbell for your desktop publishing skills.

Embracing new information technology has its challenges – a couple of which left me with a red face a time or two. Nevertheless, we did manage to conduct Executive and Board Meetings and a couple of General Meetings – including a Guest Speaker in Term 3 – Gail Ruth Miller "*Come Alive at 55*". Thank you to everyone for your understanding and willingness to try again when links didn't work as planned.

Top marks go to Marie Galletta who continued throughout the entire year to provide a full curriculum of successful Italian and French classes via ZOOM – to the extent that students have voted to continue via ZOOM in the winter months of 2021 – and organised an outing for each language class during the "term break" in July. Well done and thank you, Marie.

Other groups and classes which made use of the U3A Campbelltown SA ZOOM license were Play Reading (Jill Whittaker); Crime Fiction Readers, and Coffee, Conversation & Books (Kerrie Smith) and Advanced Computing (Glenda). Trying to teach computing via ZOOM (on a computer) is a major challenge and our ZOOM meetings became more social, finally meeting in real life at Café Va Bene. Several other groups stayed in touch by organising coffee catchups once these social activities became allowable.

With warmer weather approaching, Peter Mole and Anne Fletcher moved their Tai Chi classes to Thorndon Park and continued to the end of the year.

There are two other leaders who stand out in my mind – Vale Pederson for Bone Density and Photoshoots and Helen Ward for Reading for Pleasure.

Vale led the Bone Density class through their paces at Foxfield Oval on Tuesdays and Thursdays from March throughout the whole of 2020 – class members relishing the fresh air, taking their own weights, a chair to use as a support and observing the prescribed distance and protocols. One lap around the oval, relaxing for a coffee from Indigo and a welcome chat rounded off the class. The Photoshoot group didn't miss a beat and continued to meet in the open air throughout the year.

Helen Ward found herself organising Reading for Pleasure meetings in parks, at an outside patio at a member's home and later splitting the group into two making it easier to meet in cafes, etc on the first or second Monday of the month.

Our sincerest thanks to you both for your effort and leadership during this challenging time.

The Walking Group (Robin Baxter & Bob Smith) resumed in Term 4 – avoiding public transport as much as was possible.

Throughout Terms 1, 2 and 3 we tested the confidence of our members, virtually all in the “vulnerable group”; leaders and tutors undertook training as a COVID-Safe Marshall and we finally returned to the Marchant Centre for Term 4 – fewer classes to adjust for permissible numbers and contact; COVID-Safe Plan in place, including sign-in sheets, hand sanitiser everywhere and protocols to sanitise chairs, tables and equipment. A special grant from U3A SA helped considerably to defray the cost of these supplies.

For ease of management, we made the decision to accept no new enrolments for Term 4 2020. We were happy to be able to hold a General Meeting in real life. The intended speaker from Spring Gully Foods was unable to make it and a young, new employee of two weeks' standing stepped in. He did very well and those who attended were delighted to receive a free “sample” of the Spring Gully Tomato Chutney.

Finally, the 2021 Prospectus and Enrolment Form were published in November – with thanks again to Diane Campbell for her desktop publishing skills and to Kerrie Smith for all her work on the curriculum throughout the year. Enrolments for 2021 were accepted from date of publishing the Term 4 Newsletter. It appeared that some members did not receive this newsletter. I was advised by the Postmaster at Bigpond that, unless emails bounced back, they are in the recipient's Inbox somewhere. I encourage everyone to check all the settings for your emails – there may be a tiny box somewhere that has been ticked which sends it to Junk or deletes it altogether. It is also important to advise the office if you change your telephone number and/or your email address.

A “short, sharp but not so shiny” lockdown in November brought an early year's end closure to those classes and groups meeting at the Marchant Centre.

Our Christmas Picnic in the Park was moved to The Gums, Shakespeare Avenue, Tranmere and was well attended whilst observing COVID-Safe protocols.

Enrolment days were held in January this year – set up on the veranda of the Marchant Centre – with classes resuming in early-February, members being reminded to “check in” with our own QR code and COVID-Safe protocols still in place.

It was inevitable that we would lose some members throughout 2020 because they were uncomfortable with technology and/or may still feel too vulnerable to return. Nevertheless, from 256 at the same time last year our membership currently sits at 241, including over 20 new members. We are offering a couple less classes because of COVID restrictions and will welcome suggestions for newer courses that will attract new or returning members. We are likely to be welcoming Kotara as a group under the umbrella of U3A Campbelltown, as from Term 2, which would add another thirty or so to our membership. Full details of that to come.

Our Outings will be taking place once per term to minimise the workload on Ros Reddaway. I am sure Ros would welcome someone stepping forward to assist her in this role. And if you would prefer two Outings per term, please volunteer to join the team to organise them.

Helen Ward has organised Guest Speakers for our General Meetings for several years and has retired from that position to give herself time to enjoy other aspects of U3A Campbelltown SA life. Helen, on behalf of us all at U3A Campbelltown SA, thank you so much for the diverse and interesting speakers you have brought to us. And thank you to Jan Ness who has stepped into that role.

The year 2020 was a challenge and we learned a lot about ourselves as individuals and as a community. Life is still governed by the threat of COVID-19 and will be until we are all vaccinated. South Australians have enjoyed a quality of life to be envied by many interstate and especially by those overseas.

My personal thanks must go to Graziella Rosmini – who helps to keep us (and me) on track.

Thank you and congratulations to all Board Members, Leaders, Tutors and members. Together, we have been the glue to ensure the continuing success of U3A Campbelltown South Australia through a remarkable time.

Together, we have achieved our mission to stay active – mentally, physically and socially.

I commend this report to members of U3A Campbelltown Inc., South Australia.

Glenda Sherwin-Lane  
President  
U3A Campbelltown Inc  
South Australia  
12 March 2021



**U3A CAMPBELLTOWN Inc.**  
**SOUTH AUSTRALIA**  
**2020 TREASURER'S REPORT**

<b>BANK SA - ACCOUNT BALANCES as of 5/02/2021</b>		
<b>ACCOUNT TYPE</b>	<b>ACCOUNT NO.</b>	<b>BALANCE</b>
<b>U3A Term Deposit</b>	152 4038 034 036	\$9,648.60
<b>U3A Express Saver</b>	152 0042 085 740	\$4,982.62
<b>U3A Society Cheque</b>	152 0035 595 440	\$24,957.28
<b>Float</b>		\$30.00
<b>TOTAL</b>		<b>\$39,618.50</b>

**Notes to the above**

- The bank balances above include the enrolments for the 2021 U3A year.
- The Balance total for the same period last year was \$39,795.87.
- Due to the decreased activities in response to COVID-19 expenses such as venue hire were significantly less.
- A new printer was purchased.
- An added cost, not previously of significant concern, was the addition to office expenses for sanitising and cleaning. I expect this now to be a permanent addition to our running costs.

I seek approval to pay the following expenses as they will occur before the March board meeting.

- LHI venue hire increase per session and no discount: \$600 per term
- COTA membership fee approx. \$60
- Cash Flow Manager annual support fee approx. \$280

**Insurance**

We are currently insured for \$38,825.23 and I do not believe there is a need to increase the amount.

Annual Reports have been sent to Alan Clark for reviewing and his report is attached.

Paddy McKay  
Treasurer  
U3A Campbelltown SA Inc

**U3A CAMPBELLTOWN INC.**  
**SOUTH AUSTRALIA**  
ABN 47 874 424 693

**PROFIT AND LOSS (Cash)**  
**Report Period: 01/01/2020 – 31/12/2020**

**Account(s) in this report:** Society Cheque A/c

<b>Income</b>	<b>\$</b>	<b>\$</b>
Grant (GST)	389.58	
Grants	306.00	
Interest Received	4.00	
Miscell/Donations	105.00	
Outings 1	5.00	
Outings 2	12.00	
Registration Affiliates	70.00	
Registration Members	10,837.00	
<b>Total Income</b>		11,728.58
<hr/>		
<b>Expenses</b>		
Accounting Costs	240.00	
Advertising & Promotion	1,197.27	
Computing Costs	117.27	
COTA	54.55	
Equipment & Furniture	872.82	
Group/Activity Costs	205.16	
Insurance	1,267.29	
Postage & Post Box	121.82	
Printing & Office Supplies	728.97	
Refreshments	158.91	
Refreshments (no GST)	63.15	
Refunds	20.00	
Service Recognition	190.91	
Telephone & Internet	946.99	
U3A Alliance	399.00	
Venue Hire (LHI)	313.64	
Venue Hire (LHI)	318.20	
<b>Total Expenses</b>		7,215.95
<hr/>		
<b>Net Profit (Loss)</b>		<b>4,512.63</b>
<hr/>		

Attention: Mrs Paddy McKay  
U3A CAMPBELLTOWN INC.  
P.O. BOX 359  
Campbelltown, S.A. 5074  
18<sup>th</sup> February 2021

**AUDIT REPORT for twelve months ending 31<sup>ST</sup> December 2020**  
**U3A CAMPBELLTOWN Inc. ABN 47 874 424 693**

**Introduction**

I have recently been appointed the auditor of the above organisation.

I have not sighted the report for the twelve months ending 31<sup>st</sup> December 2019.

**Comments**

1. I highlight that Accounts are for the twelve months ending 31<sup>st</sup> December 2020 but the fees collected are for the following year. Total fees received this financial year was \$10,837.00. This includes \$3,175.00 belong to the previous year. The fees received in January 2021 (\$2,195.00) and February 2021 is not known. In reality, the fees received for the Year 2021 could be around \$9,857.00 (receipts total for 2021 will be about \$10,000.00).
2. The organisation does operate three Bank Accounts.
3. Does not reflect the fees that were paid late and received in the year 2021.

In my view the Accounts have been kept in an excellent manner and do reflect the true financial position of U3A Campbelltown Inc. (ABN 47 874 424).

**Conclusion Statement**

The following should be reviewed -:

1. I have prepared a summary of the Operating Account, reflecting the years 2019 and 2020. Suggest this may be used for my certification after the adjustments.
2. No budget was available for the 2020 year so no comparisons could be reviewed.
3. Whilst no Balance Sheet is provided the Accounts should reflect the total amount held by U3A. My calculations suggest it is around \$42,135.00 (with values for 2019 also reflected. This can be as a Note.
4. Suggest that the need for three Accounts be reviewed as two of the three Accounts only earn Interest which is not reflected in the Accounts provided. Interest Rate of 006% P.A. Earned (Estimate under \$3.00). It is very sad that one Account on an Interest rate basis approximately at a rate that is **Fourteen (14) Times greater.**
5. As all of the costs incurred have been recorded as expense The Asset Register should be reviewed to ensure all of the Assets are being utilised. In particular, Computer Software and computer Accessories. (e.g. Printers).
6. **PAYMENTS**
  - a. All invoices have been approved for payment.
  - b. The payment in June 2020 to Community Underwriting Agency did allocate the GST component incorrectly I believe it was overstated. This should be corrected.

- c. I query whether it is appropriate to claim the GST component when it is making a re-imburements. December payment of \$215.36. and some of November 2020 payments are re-imburements. The people receiving the monies have not lodged a Tax Invoice.
- d. An alternative is to open an Account with some of the major suppliers or increase the amount held in Petty Cash. (I think a Float of \$200.00 would be sufficient.)

Effective from 1<sup>st</sup> April 2020 the three signatories on the Bank Accounts are: Ms G Sherwin-Lane (President), Mrs Graziella Rosmini (Secretary), Mrs Paddy Mc Kay (Treasurer) and Mrs Imme Penttila (Public Officer).

I re-iterate that the Accounts in my view have been well maintained.

If you need clarification or additional information, please do not hesitate (*to contact me*).

I have provided as an attachment the Checklist for Reviewers.

Prepared by Alan N CLARK, AUDITOR  
Fellow of the Institute of Public Accountants (F.I.P.A.).  
P.O.BOX 49  
Athelstone, S.A. 5076