



Convenors' Bulletin # 9

Contact: 0418 587 102 or Email: activities@u3abendigo.com

December 2020

This Bulletin is to help you, as a Convenor, keep up to date with U3A Bendigo changes and news updates. Please share with other Convenors, Co-Convenors, Leaders and Members.

Restrictions and Protocols:

Please check our updated Protocols on the U-MAS for Members front page, our website for more information: <https://u3abendigo.com/massTemplate.php>.

You no longer need a reason to go out, however wearing a face covering when you can't distance yourself and observing physical distancing of 1.5m is still mandatory, at this stage.

Use of the Hall, St Mary's:

We all want U3A Bendigo to open up its Activities again, however a few restrictions of one kind or another will be with us for a while longer. At **St Mary's, Rooms 1 and 2**, with physical distancing we are advised, can take 16 members inc the Convenor and the **Hall** can take 60-70 depending on the activity.

St Mary's require that we develop a timetable for all the groups that use St Mary's, with staggered start and finish times. David Guymer has created the Schedules. You need to remember that we have a duty of care to all our members to host our Activities in the most safe way we can, and especially being COVID-Safe.

13-week COVID-Safe Attendance Forms are available online or from the office when it opens up. These forms are to be kept by the **Convenor**, until submitted to the office. They contain personal information and are protected by our Privacy Policies.

The Cleaning & Sanitisation Checklists are available online or the office when it opens and we must comply with filling them out for each session you run as a **Convenor**. It is a requirement in our agreement with St Mary's. The group needs to nominate a COVID-Monitor and Cleaners for each session.

Enrolment Days:

Our Enrolment Day(s) will be held on **Wednesday 27 January 2021 from 10am - 2pm** for existing members to enrol and **Thursday 28 January 2021 from 10am - 2pm at St Mary's** for new members and those who couldn't make 27 January. The day will be different from other years as there will only be a few Convenors attending.

- All members are to enter through St Mary's church door and leave by the Hall door, to help with the flow of people.
- Every existing member needs to complete a Renewal Form, and an Activity Sheet, so we can enrol you into the Activity of your choice. A few copies of the Renewal Application Forms and Activity Sheets will be available at the door, but you can download and complete them before coming to the Enrolment Day, to save time.
- Payments will be taken in the Hall. To make a payment on the day, it must be accompanied by a completed Application Form and an Activity Enrolment Sheet, so we can allocate your choice of Activities correctly.



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- Preferred payment is through your Bank online, details online. You can also use your card on the day, or of course any other payments on the day.
- Please be aware that you may still be required to use a mask or face covering in the Hall.

Social Gatherings:

Gatherings will start again on **Wednesday 24 March at 2pm**. Information will be provided for you on U-MAS, where you need to book a place, and we're hoping to hold these meetings via Zoom as well, where required.

If you wish to attend via Zoom, please [send me an email](#), so I know where to send the Invitation & Link.

1. Meetings will be held on the **fourth Wednesday of each month, and meeting times will be 2pm to 4pm. Please note the time change.** If you are attending via Zoom, Login approx 5-10 minutes before, so you can check your audio and video settings.
2. **From 2pm to 2.30pm members can socialise.** Guest Speakers will speak from 2.30pm. The gathering will finish at 4pm. Cleaning, Sanitisation and clearing away will then be undertaken.

New Activity Coordination Team:

1. None of us know what February will look like, in this COVID-Normal world. We are hoping that all restrictions will be eventually lifted, and that once again all Activities will thrive.
2. To manage the role we will have a Team of 3 Committee of Management members and I wish them well. I will leave them to make further contact with you and share their contact details..

Reminders for Convenors (Please pass onto Co-Convenors, Leaders or other Members)



You should be able to see / use the new U-MAS for Members now. It looks and feels a bit different and it's designed to make using U-MAS easier than ever. Once the website has been made live, you will be able to access U-MAS from it. If you encounter problems, please contact [LynG](#) or phone: 0418 587 102.



U3A Bendigo is changing it's Website to provide Members with greater Security and improved functions. We hope to make it live late December. You will have a Login and Password to protect your personal data.

If your Members can't, won't or need help to access and use U-MAS, please advise them to contact the office admin@u3abendigo.com or call them to resolve the issues.

My thanks go to the Activity Coordination Team (ACT).

David Guymer (Timetabling and Church Liaison), Wilf Savage ("Tuesday Talks" and Short Courses), Lex Milne (Attendance Records), Lyn Goodall (Activities Coordinator) and The Friends of the "Tuesday Talks".



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Lastly, we at U3A Bendigo wish you and yours a wonderful festive break. We hope it's a happy time for you, where you get to meet up and share food, drink and company, with friends and family. Let's hope that Santa brings you the ability to hug again. It will be so special after all the sacrifices we have made during the year.

For those of you who won't have family or friends with you, we at U3A Bendigo wish you also a wonderful festive break. We hope it's a happy time for you, where you get to do your own thing. Let's hope that Santa brings you a great day and anything else you wish for. It will be so special after all the sacrifices we have made during the year.

Hope to see you back at U3A Bendigo on Enrolment Day or at one of our groups. Most groups will start again from Monday 1 February 2021, however you will need to contact the **Convenor** of the group for more information.

Lyn Goodall

0418 587 102

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