



BENDIGO

UNIVERSITY OF THE THIRD AGE

U3A Bendigo Incorporated, Association No: A0021550A

Shared Learning in Mature Years - We enjoy daytime classes and activities to keep our minds and bodies active in our life's 3rd age

2021 - Annual Report



TABLE OF CONTENTS

Notice of Annual General Meeting 2022 & Agenda	3
AGM Minutes 2021	4-5
President's Report	6-9
Treasurer's Report for 2021	10-11
Membership, U-MAS Administration, Website Management and Cyber Security	12-13
Activities Report	14-15
Working Groups	16
Technology Support Annual Report	17
Vale	18





BENDIGO
UNIVERSITY OF THE THIRD AGE

U3A Bendigo Incorporated, Association No: A0021550A

Shared Learning in Mature Years - We enjoy daytime classes and activities to keep our minds and bodies active in our life's 3rd age

Notice of Annual General Meeting 2022

The Annual General Meeting of U3A Bendigo Inc. will be held on Wednesday, 27 April 2022 at St Mary's Hall, corner of Church and Bank Street, Kangaroo Flat. The meeting will be followed by a session with the Ukulele Group. Afternoon tea will be provided.

The Annual General Meeting will commence at 2:00 p.m. sharp.

Agenda

ORDER OF BUSINESS:

1. Welcome to members and acknowledgement of Dja Dja Wurrung Country
2. Attendance, recognition of proxies, and acceptance of apologies
3. Confirmation and acceptance of minutes from the 2021 Annual General Meeting
4. Accept the President's Report for 2021
5. Accept Financial Statements for 2021 and a budget for 2022 presented by the Treasurer
6. Accept a Membership Report
7. Accept an Activities Report
8. Accept a Technology Report
9. Accept a motion: that the U3A Bendigo Strategic Plan 2022-2025 be endorsed by the membership of U3A Bendigo.
10. Accept a motion under clause 12 of the Constitution of U3A Bendigo Incorporated, and as recommended by the Committee of Management, approve: that the annual membership subscription fee to join U3A Bendigo be due on 1 January 2023 and remain at \$65 per person (\$130 per couple) and \$40 for associate membership; for new members joining after 1 July 2022, the pro rata fee be \$35, for those joining after 1 Oct 2022 the pro rata fee be \$20; and an additional fee of \$15 to receive the BUZZ newsletter by mail.
11. Accept a motion under clause 53 of the Constitution of U3A Bendigo Incorporated to approve: that the Committee of Management be comprised of a maximum of eight ordinary members drawn from the U3A Bendigo active membership for 2022.
12. Election of Office Bearers: President, Vice-President, Secretary, and Treasurer
13. Election of ordinary members to the Committee of Management
14. Close

U3A Bendigo Inc 2021 Annual General Meeting

Minutes of the Meeting

The Annual General Meeting of U3A Bendigo Inc, held in St Mary's Hall, Kangaroo Flat on Wednesday, 28 April 2021, commenced at 2pm.

Vice President Christine Haddrick acknowledged the meeting was held on Dja Dja Wurrung Country.

President Ian Burdett welcomed 58 members, stating he held with one proxy and seven apologies. He moved the proxy and apologies be accepted; seconded by Lyn Goodall and carried. Attendees and proxies are listed in the attendance register.

Under current rules, up to six members can be nominated for Life Membership of U3A Bendigo at any one time. As there are currently three vacancies, the Committee of Management nominated three additional members to become new Life Members. Life Memberships were awarded to Jill McArthur, Dianne Collier and Joan Thomson in recognition for their outstanding service to U3A Bendigo. The announcement was greeted with acclamation.

Christine Haddrick and Marion Richardson proposed the minutes of the 2020 AGM as circulated be confirmed. The motion was carried.

Ian Burdett spoke briefly on his printed President's Report, noting the difficulties brought upon U3A Bendigo by the pandemic and our response as individuals and as a group. He moved his report be accepted, which was seconded by Maureen Cross. The motion was carried.

Treasurer Mark King presented the 2020 Treasurer's Financial Statement and proposed 2021 Budget, endorsed by the Committee of Management, as printed. He moved and Sue Middleton seconded the report be received. The motion was carried.

Lyn Goodall presented a report on Membership and Activities, noting improvements made to the website, and adoption of the U-MAS membership management system for recording memberships and activity enrolments. Her motion to note her report, seconded by Cheryl Scully, was carried.

David Guymer presented the Technology Report noting upgrades and improvements in technology support. The report was accepted on the motion of David Guymer and Mary Tuohey.

Carolyn Smith backed Ian Burdett in thanking the various working groups and individuals who volunteer and contribute their time and effort to U3A Bendigo. Supported by acclamation.

A motion, recommended by the Committee of Management, that the annual membership subscription to join U3A Bendigo remain at \$65 per person and \$130 per couple for 2022; and those new members joining after 1 July 2021, the pro rata subscription fee be \$35, and \$20 for new members joining after 1 October 2021; and that that the annual postage fee for receiving the BUZZ newsletter remain at \$15, moved by Mark King; seconded by David Guymer, was carried.

Ian Burdett and Christine Haddrick moved that the Committee of Management be comprised of up to 12 members drawn from the U3A Bendigo active membership for 2021. The motion was carried.

The President declared all positions on the Committee of Management vacant, and asked Mark King to oversee the election of the new President.

As there was only one nomination from Ian Burdett, he was elected by acclamation.

The President called for nominations from members for election to the Executive and to the Committee of Management. No voting election was required, and the following were declared elected:

Vice-president...Christine Haddrick

Treasurer.....Mark King

Secretary.....Graham Robinson

Committee.....Lyn Goodall, David Guymer, Maureen Cross, Cheryl Scully, Barbara Ritchie and Cheryl Hardie

Cr Rod Fyffe spoke briefly on the value of volunteers in an association like ours and in the general community.

The next annual general meeting is scheduled for Wednesday, 27 April 2022 at 2:00 pm

The meeting closed at 3pm.

President's Report

On behalf of the Committee of Management, I am pleased to present the *2021 Annual Report*.

The beginning of 2021 brought promise of some sort of COVID normality. While restrictions began to ease, authorities warned of new strains emerging. It wasn't long before restrictions were back. All this made it challenging to plan and run U3A activities during the year.

While some groups continued to meet in January, most did not recommence until February or even as late as April. The Tuesday Talks did not recommence until much later in the year.

To minimize crowding, our 2021 Enrolment was held over two days on 27 and 28 January. More than 200 members renewed on the first day and another 100 or so of mainly new members came in on the second day. Due to COVID-Safe restrictions, it was necessary to adopt different procedures for 2021 enrolment. My thanks to the many members who helped out and especially to Mark King and his team who managed the Enrolment Days and then undertook a review to identify ways to improve future enrolment procedures.

The Victorian Government announced in May that Victoria would go into a seven day "circuit breaker" lockdown, which meant all activities were suspended. While some restrictions eased in regional Victoria, U3A members were not able to meet until mid-June.

Face-to-face activities were suspended again with another snap lockdown from mid-July. Some groups took the opportunity to meet via Zoom for the first time. Although this lockdown was lifted across regional Victoria from 10 August, it was only 11 days later that regional Victoria was back in lockdown. This ended in September allowing activities to resume with strict conditions in place until at least 80% of the adult population was double-vaccinated. Due to density limits, a maximum of 20 people was permitted on-site at St Mary's at any one time. Some activities re-located to other venues.

Advice on COVID-Safe requirements in holding a public event meant U3A Bendigo faced significant barriers in running an Open Day on 5 October. While it was disappointing to cancel the Open Day, the Committee agreed it was appropriate to minimise the risk of spreading the virus to members.

Concern was raised from Convenors and members that the Committee was still to determine if members meeting face-to-face needed to be double-vaccinated. At the September and October Committee meetings this was discussed at length. It was agreed while members should be encouraged to be double-vaccinated, they would not be forced to be double-vaccinated until the government declared it as a requirement to attend community activities or if St Mary's required its tenants to be double-vaccinated, as many members were still waiting to receive their second vaccination.

A recommendation was brought to the November Committee meeting for members to be double-vaccinated to attend face-to-face activities. Under the state government "road map", more people could attend community venues if they were double-vaccinated. But if there were members with unknown vaccination status, the limit would stay at 20. Requiring members to be double-vaccinated meant more members could attend activities, including Social Gatherings and the end-of-year concert.

The Strategic Planning sub-committee met throughout the year to discuss a range of matters including the development of U3A Bendigo Standing Orders (By Laws). In part, this was to enshrine Terms of Office for executive members as a By Law to indicate *that the President be encouraged to hold office for a two-year term with the option of a further two-year term; that U3A Bendigo seek not to have more than two executive office bearers step down at any one time; and that any retiring office bearer be encouraged to mentor their replacement.*

Other matters included a revision of the Strategic Plan and Risk and Emergency Management with the goal of focusing on how U3A Bendigo can best place itself into the future. My thanks to Cheryl Hardie for leading the team and for the team's input, advice and recommendations to the Committee.

As a replacement for retiring Activities Coordinator Lyn Goodall was not forthcoming, the Committee approved the formation of a new Activities Coordination Team (later changed to Activities Team). The team began meeting in January and continued to meet on the last Monday of each month to plan and manage existing and new activities, off-site venues, Tuesday Talks, Convenor's Meetings, and what-ever else was needed to keep activities going in a very challenging year. I pay tribute to the dedicated Team of Cheryl Hardie, Christine Haddrick and Jennifer Goddard who joined me in managing activities in 2021.

Convenors' Meetings were held in March, June and September with a 'thank you lunch' held in December. The Activities Team continued to support Convenors in their role of running activities and continues to recognise that without our Convenors U3A Bendigo could not function or provide the many and varied range of activities offered to members. On behalf of the Activities Team and the Committee of Management, I sincerely express gratitude to the more than 60 Convenors and Co-convenors who give much of their time to prepare and lead the activities we all enjoy.

The Committee hosted a New Members Morning in March. This was a great way for new members to get to know one another, Committee members and Convenors while learning about U3A Bendigo. About 30 members were in attendance. Thank you to Marion Richardson for organising catering for the morning tea and to everyone who made the morning so enjoyable.

Although the threat from the pandemic and the numerous lockdowns interrupted many activities, perhaps not more so than our Social Gatherings and Tuesday Talks. Social Gatherings were held in March, April, May, June, September, November and an end-of-year concert in December. Regrettably, July, August and October gatherings were cancelled due to lockdowns and restrictions on the numbers who could attend. My thanks to all who assisted in organising and running the Social Gatherings, particularly to Barb Ritchie, and to guest speakers and entertainers who made these such fun social events.

Several attempts were made to recommence Tuesday Talks in June but it wasn't until July that the first talk could take place. I extend a big thank you to Jennifer Goddard for persisting with restarting the Tuesday Talks despite the hurdles brought on by ongoing restrictions.

The Annual General Meeting was held as part of the April Social Gathering. Cr Rod Fyfe, our guest speaker, spoke on the contribution volunteers make in the community, noting our society would cease to function if it was not for volunteers. My thanks and appreciation to Rod, catering volunteers and members who were elected to serve on the Committee for the past year.

During the year, I had the honour to represent U3A Bendigo on several occasions withing the wider Bendigo community. In February, I accepted an invitation to attend the Kangaroo Flat Library Redevelopment and Relocation Official Opening.

In July, along with Jeannette Brennan, our Water Aerobics Convenor, and Cheryl Scully, who manages our off-site venues, I attended the Loddon Mallee Move It Awareness Campaign Launch at the Gurri Wanyarra Wellbeing Centre. The Campaign follows the Get Moving initiative from which U3A Bendigo received funding for Water Aerobics, Table Tennis and Walking Futsal. I had several minutes to promote U3A and to express gratitude for the funding to create awareness of the importance of older adults staying active.

U3A Bendigo also had a presence at St Mary's annual fair in November where we had an opportunity to promote the wonderful benefits of joining U3A.

One of the many pleasures as President was to speak about U3A Bendigo to other community groups. During the year, I accepted invitations to give presentations to Rotary Club of Bendigo Sandhurst in February; White Hills Probus Club in May; Y Service Clubs of Kangaroo Flat in June; and Kangaroo Flat Probus Club in July. Accepting these invitations is a great way to build connections and promote U3A to a wider Bendigo audience.

Throughout the year I attended five meetings of the City of Greater Bendigo's Positive Ageing Advisory Committee where we were given presentations on topics such as Council's CONNECT Greater Bendigo directory, which provides a platform for community and sporting groups to add their details to a searchable database. U3A Bendigo has a presence on this site. Most meetings were held online with numerous presentations on matters affecting the seniors' community.

On behalf of the Committee of Management, I again express sincere thanks to Alison Oppermann and Judi Fisher who retired as co-editors of the BUZZ in November. Both gave much of their time in the last four years to compile the monthly newsletter. Alison and Judi were determined the BUZZ be interesting and a great way for members to keep in touch.

My appreciation also to the new BUZZ Editorial Team, led by Mary Tuohey with Jeanette Brennan, Jo Burgess and David Guymer who took over for the December/January BUZZ.

Paid advertising was placed in The Bendigo Advertiser's Seniors Magazine to promote U3A activities and in Flat Matters, which is distributed across Kangaroo Flat and Maiden Gully.

Articles were also written for inclusion in St Mary's quarterly Salt magazine. A special thank you to Christine Haddrick and Brenda Stevens-Chambers for their contributions.

U3A Network Victoria held Members' Council meetings in March, June, September and November. Around 100 member delegates from across the state participated in these meetings via zoom where they heard reports and presentations from President Sue Webster as well as others who updated delegates on Network's activities throughout the year.

Other Network meetings included Loddon-Mallee Regional zoom meetings held in March, chaired by Bendigo, and September. Representatives from Bendigo, Castlemaine, Cohuna, Heathcote, Kerang, Kyneton and Sunraysia U3As attended these meetings, which provided a forum for sharing successes and challenges, particularly during COVID.

U3A Network Victoria hosted a Combined Regions' zoom meeting and its annual President's Briefing, both in May. Here we heard from several U3As about their experience during and coming out of COVID restrictions. Some U3As have grown significantly while most have struggled to maintain membership at pre-COVID levels.

U3A Network conducted two Leadership and Governance Forums in October to encourage committee members to ask questions, seek clarification, raise challenges and share ideas.

The 2022 State Conference Planning sub-committee met usually monthly from June with leadership from Cheryl Hardie and valued contributions from Christine Haddrick and others along with me and representatives from U3A Network Victoria. The Conference is being held in Seniors' Week from 2 to 4 October 2022 at the Lakeside Hotel. A program themed "Build Back Better" is being developed and U3A Bendigo members will have the opportunity to assist in running the Conference and in hosting representatives from across Victoria.

A highlight for the year was the honor to present Life Memberships to Diana Collier, Jean Thompson and Jill McArthur for their outstanding service to U3A Bendigo. Each was delighted to be presented with a badge, a certificate and flowers to mark the occasion.

Our volunteers make a major contribution in support of U3A Bendigo. I extend my sincere thanks to all who helped out in the office; edited the BUZZ newsletter; contributed articles for the BUZZ and other publications; managed the library; delivered technical support; provided catering; kept in touch with members, particularly during lockdowns, and assisted members who are not well; and members who share their knowledge, skills and interest as Convenors or on sub-committees, working groups and the Committee of Management.

The Committee of Management met on the first Monday of each month except in January. Meetings were held in person except in June, when the Committee met via zoom during the suspension of activities. This report has covered many of the issues raised and discussed at Committee meetings. Members interested in knowing more about Committee deliberations are invited to speak with any Committee member or, if they wish, may attend a committee meeting as an observer.

I wish to sincerely thank the 2021 Committee for its support, input and decisions that have guided U3A Bendigo through a very difficult period. I particularly want to thank each member for their amazing contributions: Vice President - Christine Haddrick; Secretary – Graham Robinson; Treasurer – Mark King; Committee Members – Maureen Cross (who retired from the Committee in November), Lyn Goodall, David Guymer, Cheryl Hardie, Sue Middleton, Barb Ritchie and Cheryl Scully.

As this is my final report before stepping down as President, I want to reiterate the great privilege and honour it has been to chair Committee meetings, represent U3A Bendigo to the wider community and to meet so many of our wonderful members. I also extend a heartfelt thank you to Graham Robinson who is retiring as Secretary after several years in the role, and to Barb Ritchie for her many years of service to U3A Bendigo on the Committee in numerous roles including President, and for organising Social Gatherings, including the end-of-year concerts. A huge congratulations to Barb for her amazing commitment to U3A Bendigo.

Ian Burdett
President



Treasurer's Report

Dear U3A members, guests and Committee of Management, my report on the working account of U3A Bendigo for 2021 is as follows.

Again, we had another difficult year with further lockdowns impacting U3A activities. President Ian and the activities team worked extremely hard throughout the year to rescheduled activities, all the time trying to prevent cancellation of activities.

The State Health Advice that had to be followed was for ever changing and was difficult to follow at the best of times. A sincere thank you to the CoM members involved in trying to decipher that health advice.

I projected a loss of \$11,100.00 for the 2021 year based around COVID issues. When I formulate a budget, I marginally under estimate income and marginally over estimate expenditure for the upcoming year. Secondly, I estimated a smaller sum for grants. During 2021 we received an extra \$4,500.00 in membership fees and an extra \$4,400.00 in a variety of grants. This ultimately reduced our loss to \$4,833.95 for the 2021 year. The carry over sum in the working account from the year 2020 was \$7,114.00 now reduced to \$1,225.00 at 31 December 2021 in the working account.

For the 2022 year I project a loss of \$1,800.00, less the carry-over of \$1,225.00 which is still a loss in the working account of \$575.00. These figures are based around a membership of 550 @ \$65.00 and small grants of \$3,000.00.

We do have a challenging year ahead to increase membership to the 550 plus, and targeting small grants to help reduce the loss or even produce a small profit. Keep in mind that COVID has had a server impact on membership, my budget for 2020 year, just pre COVID, the membership target was 750.

During the course of 2021, Lyn Goodall and I undertook the task of opening up the U-MAS payment system enabling members to pay online via a PayPal account or a credit/debit card. This has proven to be a time saver for our wonderful office volunteers who do not have to process these membership payments or update member details, as the member completes the process themselves, including enrolment and payment in one sitting in the comfort of their own home.

To encourage more members to use the U-MAS payment system, we will run several short, how to enrol and pay courses later in the year. Members are encouraged to attend and learn just how easy it is to use. Members who already pay by EFT from their bank account into the U3A bank account have the skill to use the U-MAS payment system and will find it is very easy to use.

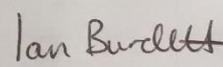
I would like to sincerely thank the Committee of Management for its ongoing support and encouragement throughout the year. A special thank you to Michelle Robinson who convenes table tennis for her assistance in banking funds received from players and to Maureen Cross who coordinates our Bunnings BBQs.

I move that the U3A Bendigo 2021 Adjusted Profit and Loss Financial Statement and the 2022 Budget be accepted, and seek a seconder for this motion.

Mark King
Treasurer

U3A BENDIGO 2021 ADJUSTED P/L AND 2022 BUDGET

Income	Budget 2021	COVID Actual 2021	Budget 2022	Notes
Membership	22,000.00	26,532.96	35,750.00	550 members @ \$65.00
Mem Pre Pay 2021	0.00	125.00		
BBQ	3,000.00	2,559.45	2,000.00	Cash on Hand
Christmas Concert	0.00	200.00		As at 31 Dec 2021
Courses Groups	0.00	0.00		Cheque \$1,225.95
Donations	0.00	26.00		Sandhurst \$58,474.86
Excursions	0.00	0.00		Term Deposit \$84,125.20
Grant CoGB	2,200.00	6,625.00	2,000.00	Petty Cash \$200.00
Grants Other	0.00	0.00	1,000.00	Liabilities \$107.14
Interest Earned	1,200.00	562.39	600.00	Total Assets \$143,918.87
Lanyards	0.00	50.00	50.00	Less Loddon Mallee cash
Loddon Mallee	0.00	0.00		on-hand \$4,251.43
Other Income	0.00	1,318.29	1,000.00	Total Equity \$139,667.44
Table Tennis	1,500.00	2,556.00	4,300.00	
Total	29,900.00	40,555.09	46,700.00	

Expenses	Budget 2021	COVID Actual 2021	Budget 2022	Notes
Advertising	2,000.00	1,709.98	2,000.00	
Bank Fees		74.60	100.00	Certification of two
BBQ		429.37	500.00	committee members that
Buzz All	1,400.00	826.74		the Financial Summary give
Capital Equipment	4,000.00	3,436.77	2,000.00	a true and correct view of
Catering	1,500.00	565.71	600.00	financial position
Christmas Concert	0.00	200.00	200.00	Treasurer Mark King
Cleaning		192.69	200.00	
Course / Groups	0.00	1,212.19	1,500.00	
Insurance	4,500.00	3,678.33	3,700.00	President Ian Burdett
License Fees	500.00	1,202.28	1,500.00	
Loddon Mallee	0.00	0.00		
Network Cost	1,000.00	1,006.00	1,200.00	
Other	500.00	3,229.92	3,000.00	
Postage	400.00	296.20	1,200.00	
Printing	3,000.00	0.00		
Refund	0.00	845.00		
Rent - KF Anglican Parish	18,500.00	19,996.00	24,000.00	Includes outside venue rent
Stationary	1,000.00	1,470.61	1,500.00	
Table Tennis Other	0.00	89.00	200.00	
Table Tennis Hall Rent	1,500.00	3,692.50	3,800.00	
Telephone Internet	1,200.00	1,235.15	1,300.00	
Total	41,000.00	45,389.04	48,500.00	

Nett Profit / Loss	Loss 11,100.00	Loss 4,833.95	1,800.00
Less Mship Pre Pay 2021		125.00	
Add Mship Pre Pay 2020		320.00	
Adjusted Profit / Loss	Loss 11,100.00	Loss 4,638.95	

Membership, U-MAS Administration, Website Management and Cyber Security

As at 31 December:	2018	2019	2020	2021
Full Membership	636	732	589	543
Life Members	6	5	3	6
Honorary Members	0	3	0	0
Associate Members	19	2	0	5
Total Membership	661	742	592	554

U3A Bendigo had a total membership of 554 at the close of 2021. Our membership included 11 Co-convenors and 53 Convenors. It is good to see more Co-convenors who have stepped up to share in managing groups. They help with the smooth running of their group, and we thank them for their contribution too.

Our Draft Budget up to 31 December 2022 is set up for 550 members. We have at 25/04/2022 a total of 472 members, so we are tracking reasonably well. The breakdown of our 2021 membership was:

- **73%** female and **27%** male (males are slightly down on 2020 numbers)
- **17** are 90+ (an increase of 6)
- **88** are 80+ (an increase of 2)
- **338** are 70+ (an increase of 16)
- **103** are 60+ (a decrease of 57)
- **7** are under 60 (a decrease of 6)

We can see from the above stats that we are getting older as an organisation, but hopefully more active mentally as well as physically. The decrease in 60+ year old's means amongst other things that there is an opportunity during 2022 to attract and retain people in this cohort. COVID undoubtedly has influenced our membership, however now that restrictions have eased considerably, we hope to see a steady increase in our membership once again.

During 2021 we continued to develop the functionality of our website. The current template we are using has worked well and the front webpage aims to be as uncluttered as possible, with only newsworthy items being featured such as the Tuesday Talks, Social Gatherings, Members' News items etc. It is a relief not to have COVID items featured so prominently here. We have aimed for simplicity and members are finding their way around the website, particularly to find Forms and Policies easily. Feedback is welcomed and we are happy to make changes to the website wherever it adds benefits to the experience for members.

When Activities are created or modified in U-MAS they show immediately in our Calendar which can be found on the website. The Calendar can be used in Calendar View or List View and Filters can be applied to find the Categories of Activities you want to see. The Calendar defaults to a week's view, but you can change this to provide the view and range of Activities you want. We have secure, passworded access to U-MAS which is integrated into our website. We have a secure passworded webpage for Committee documents and during 2020 and 2021 Data Privacy and Cyber Security became top priorities, with the scourge of scamming emails on the rise. We urge all members to take care of how they use and share their personal data. We take your data privacy very seriously and continually work to achieve the utmost protection of it.

Our U3A Membership Administration System (U-MAS) and the information it holds is being more widely used than before. The Pandemic helped us in some ways as more members used U-MAS to pay subscriptions and enrol in Activities. Personal data entered onto U-MAS is held securely behind a Login and Password and saved in the cloud. In this case a data warehouse in Sydney. Members can contact Convenors easily through U-MAS without the need to have published email addresses, as can Convenors contact their group members.

Bulk emails are now sent out by the Activities Team instead of the U-MAS Administrators and these include Snap News and all-member emails, for those that have email addresses. While members can opt out of receiving emails, they are critical to keeping in touch and members who opt out risk not being across the latest news.

As more members used the member management system, we implemented a U-MAS Help Desk to answer members' questions. Initially questions were on how to access U-MAS, how member information is stored and how to use strong, secure passwords to protect personal data. Convenors also asked about how to send emails to their groups and how to manage waitlists. As our membership includes members who don't venture online, our office teams are happy to assist them.

The U-MAS Absence Module was developed for members to notify Convenors when they won't be attending activities due to short absences, such as holidays or sickness. Members can un-enrol from an activity by clicking a button or asking the office to do it for them.

Once new or modified activities have been approved by the Committee, the Activities Team notifies the U-MAS Administrator to create a new activity or modify an existing one. Each activity must have a start and end date to calculate the number of weeks or months that the activity will run.

During the year there have been several U-MAS updates to improve the experience of going online for members and also to fix known issues. Regular contact with the developers ensures that concerns or ideas for improvements are provided and outcomes are relayed to members.

The Prospectus can be downloaded from the Website under the Activities Tab. Our Convenors are asked to check the details of their activities and ensure changes are made via the Activities Team. Accuracy in U-MAS and ultimately the Prospectus, relies on Convenors, members, and office volunteers, to ensure all information is checked and updated regularly.

One of the roles of your Committee of Management at U3A Bendigo is to provide a Policy Framework, in which all members can operate. We encourage Convenors and members to read the Handbooks, Policies, Processes and Forms documented and available online or from the office.

Each month documents are developed for approval by the Committee and members are advised when they have been created or modified via the BUZZ. The Document Schedule used to manage documents, lists all documents in the framework and enables us to keep track of them and when they fall due for review by the Committee.

My thanks go to Ray Tampion as we work together to develop, maintain, and modify documents online and in hard copy from the office. We also work together on the website and U-MAS; and to David Guymer who manages Information Technology and the Technology Support Team. My thanks also to our office volunteers who help support members by inputting data on U-MAS. Without their efforts we would not be able to offer members all the events and activities planned each year.

Lyn Goodall

U-MAS Administration, Website Management, Data Privacy & Cyber Security, and Documentation Controller

Activities Report

The office reopened on 2 February allowing the newly formed Activities Team and new office staff to put into practice their U-MAS training. Lyn Goodall provided several training sessions to the Activities Team of Ian Burdett, Christine Haddrick and Cheryl Scully as well as office volunteers Helen Bandrowski, Jeanette Brennan and Sue Middleton, who were rostered for Tuesday mornings. Cheryl Hardie, Lyn Rule and Jo Walter joined the office team later in the year so the office could open on Friday mornings. In November, Cheryl Hardie also joined the Activities Team along with David Guymer in his role as St Mary's Liaison and Room Scheduling.

Although activities recommenced in the first week of February with members keen to be back after the long shut-down, several activities were cancelled during a six-day lock-down from 12 to 17 February. By March, 32 different groups were using the rooms at St Mary's with a further 10 in the hall. The Discussion Group began meeting at the Bendigo Club at no cost for the venue. A new Genealogy Group commenced in April and a Petanque Group commenced in November.

From 31 May the State government made it compulsory in Victoria for everyone to sign-in using the QR code system when attending venues, including activities held at St Mary's. Social distancing, cleaning and QR check-in were required at St Mary's throughout the year.

Another lockdown meant activities were suspended once more from the end of May to mid-June. A session from Ambulance Victoria on First Response and defibrillator use for Convenors was held on 14 July before another lockdown caused the suspension of activities from mid-July to 28 July. All face-to-face activities were again suspended with a snap lockdown from 5 August until 10 August and then again from 21 August. Although most activities resumed from 10 September, attendance for some was low, particularly at St Mary's. This helped in abiding with the strict limits on the number of people who could attend indoor or outdoor activities. With just 10 members permitted in each of the rooms at St Mary's, 20 in the hall and a total of just 20 on the premises, Ukulele and Thursday Yoga moved to off-site venues. Some activities reported very low numbers and, in some cases, the activity was cancelled for the week due to a lack of members attending.

Tuesday Talks were scheduled to resume in June with Jennifer Goddard taking on the Convenor role as part of the Activities Team but due to the lockdown, they were suspended until eventually they commenced in July with a talk on the GovHub and other major state government developments in Bendigo's civic precinct. The next talk was about amateur radio on 27 July. A well-attended talk was held on 10 August with a presentation from Mary Tuohey on Bob Dylan and on 17 August, Bev Orgill gave an introductory session on Armchair Travel. The circulation of a new Snap News bulk email to all members commenced promoting the first zoom Tuesday Talk run on 14 September. This resulted in 16 joining the talk and an in person talk on 28 September saw six members learn about Formalising the Song in your Head with U3A member Malcolm John. The Tuesday Talk held on 9 November on Time Poor, Soul Rich was well-received by a small group of attendees and the talk on 30 November covering Scottish Witchcraft and Superstition saw 12 members in attendance, most joining via zoom as was the presenter. The Tuesday Talk on 26 October was presented by U3A's Thursday Yoga Convenor Marilyn Grossman, who introduced a relaxing Yoga off the mat session.

While Snap News was effective in promoting Tuesday Talks, the Activities Team saw an opportunity to make more use of this medium to promote up-coming activities, like Social Gatherings and to circulate urgent information, such as changes to activities and COVID advice.

Perhaps due to the lockdowns, there were very few members express interest in joining new activities promoted in 2021. New activities approved for 2022 were Arm Chair Travel, Bahasa Indonesian, Beginning Spanish, Board Games, Chimes and Bells, Coil Basket Making, First Australians-White Privilege, Good Vibrations 2, Journaling for Self-Discovery, Oil Painting for Beginners, Rock n' Roll, Dancing and Soulful Ageing.

Other new activities were considered, including Walking Basketball, Video Games, and Senior Surprise. Discussions were held with two potential Convenors about offering a history related activity and a mathematics related course in the future. Due to a lack of Convenors, these activities were not included in the 2022 Prospectus.

Several groups needed to suspend their activity or make alternative arrangements, such as going online, to continue in late 2021 due to their Convenor not meeting the double-vaccinated requirement. While recognising members have a choice not to be vaccinated, such decisions had consequences and affected numerous vaccinated members who could not attend their activity face-to-face.

In preparing for the 2022 Prospectus, the Activities Team collated information from Convenors about their plans for the new year. Activities not continuing included Art at Bendigo Village, Art Gallery Group, Dance for Life, Latin, Pandi Games, Swimming, and Water Colour for Beginners. Android Users and Digital Photography went into recess and would not be offered at the start of 2022.

At least 22 groups indicated they would be using venues other than St Mary's in 2022 – that's equivalent to almost one third of all U3A activities on offer in 2022. A lot of work went into ensuring suitable venues were available for Convenors to run their activities in a comfortable, safe and appropriate environment. New venues include Quarry Hill Community Hall, Spring Gully Hall and Y Services Hall in Kangaroo Flat.

A great deal of work went into editing the 2022 Prospectus, which was made available on the website and from the office. Members who received mailed copies of the BUZZ, or do not have an email address on their U-MAS record, were mailed the 2022 Prospectus, along with their renewal membership forms, in late December. Extensive work went into updating the Activities Timetable in the BUZZ to ensure it is consistent with the Prospectus and U-MAS.

Updated Convenors' Handbook and Members' Handbook, Membership Form and Enrolment Form were completed in preparation for 2022 Enrolment Day. All were published on the website with copies available from the office.

An end-of-year Thank You Lunch for Convenors was held on 3 December at the Quarry Hill Community Hall. Life Members were also invited. Feedback indicated Convenors appreciated the gesture. It was also an opportunity to express thanks to retiring Convenors.

Numerous groups enjoyed participating in end-of-year activities. Some held their final session for the year at various outside locations. The Recorder Group gave a performance at Bethlehem Aged Care on 30 November to the delight of residents. The Garden Group celebrated the end of the year with a lunch at the Botanical Hotel and other groups attended similar functions. Numerous groups and individuals entertained over 80 members and guests at the end-of-year concert on 8 December as our final Social Gathering for 2021.

The Activities Team wishes to express its thanks and appreciation to Convenors and volunteers for their contributions throughout the year.

Cheryl Scully, Cheryl Hardie, Christine Haddrick, David Guymmer, Jennifer Goddard, Ian Burdett

Activities Team

Working Groups

Committee of Management: at 1 January 2021

Executive

President:	Ian Burdett
Vice President:	Christine Haddrick
Secretary:	Graham Robinson
Treasurer:	Mark King

Committee of Management: from 28 April 2021

Ian Burdett
Christine Haddrick
Graham Robinson
Mark King

Committee Members: at 1 January 2021

Helen Bandrowski
 Maureen Cross
 Lyn Goodall
 David Guymer
 Sue Middleton
 Marion Richardson
 Barb Ritchie
 Cheryl Scully

Committee Members: from 28 April 2021

Maureen Cross
 Lyn Goodall
 David Guymer
 Cheryl Hardie
 Sue Middleton
 Barb Ritchie
 Cheryl Scully

Members with Responsibility: at 1 January 2021

Activities Team:	Cheryl Scully, Ian Burdett, Jennifer Goddard, Christine Haddrick, Lex Milne
BUZZ Editorial Team:	Alison Oppermann, Judi Fisher

at 31 December 2021

		+ David Guymer, Cheryl Hardie
Documentation & Website:	Lyn Goodall, Ray Tampion	Mary Tuohey, Jeanette Brennan, Jo Burgess, David Guymer
Events & Catering:	Marion Richardson	Lyn Goodall, Ray Tampion
Fundraising:	Maureen Cross	Helen Bandrowski (Acting)
Health & Safety:	Christine Haddrick	Maureen Cross, Cheryl Scully
IT Representative:	David Guymer	Christine Haddrick
Library:	Barbara McDougall, Mary Fry	David Guymer
Media Liaison & Publicity:	Ian Burdett, Brenda Stevens-Chambers	Dianne Elliott
Membership Management:	Lyn Goodall	Ian Burdett, Brenda Stevens-Chambers
Minute Secretary	Helen Bandrowski	Lyn Goodall
Network Delegate:	Ian Burdett	Sue Middleton
Office Volunteers:	Cheryl Scully, Helen Bandrowski, Jeanette Brennan, Ian Burdett, Sue Middleton	Christine Haddrick
Photography:	Cilla Brady	+ Cheryl Hardie, Christine Haddrick, Lyn Rule, Jo Walter,
Social Gatherings:	Barb Ritchie	Cilla Brady
Strategic Plan Sub-committee:	Lyn Goodall, Mark King, Ian Burdett, Sue Middleton, Cheryl Scully, Helen Bandrowski	Barb Ritchie
U-MAS Management:	Lyn Goodall	Cheryl Hardie, Lyn Goodall, Mark King, Sue Middleton
Wellbeing:	Christine Haddrick, Maureen Cross	Lyn Goodall
		Christine Haddrick, Maureen Cross

Technology Support

This last year have seen two Convenors take a break. One of them taking a lesser role and the other some time off. Thank you, Michael and Geoff.

This year we are offering iPads and iPhones, Apple Mac, and Windows users (not at the same time), One on one training and TST.

As last year, we are looking for members with experience in user support, web design, information presentation, file management, network setup, network account management, video conferencing, PC maintenance, etc. are invited to join the team. If you would like to enjoy the benefits of helping others, come to a meeting. For more details, please contact me

The Technical Support Team is currently Lyn Goodall, Ray Tampion, Wally Evens, and me.

Some of our laptops are giving us problems as they are not capable or running necessary or updated software. These may be retired soon.

Windows 11 seems to be testing some members with messages to upgrade to Windows 11. The TST suggests most members wait a while before doing this. One of our Office Computers is currently incapable of being upgraded to Windows 11 as are most of our laptops. Only those laptops bought in the last year can be upgraded to Windows 11.

Apart from the Technology Support Team, I have the roles of Rostering of Zoom meetings, Room Schedules, and St Mary's Liaison.

David Guymer
Technology Support



Vale

We remember U3A Bendigo members who died since the last AGM.

Ron Attrill

Marta Birrell

Peter Browne

Lynda Burke

Elain Kerr

Phyl Reid

Rupert Reynolds

Alison Ross



