

**U3A REDLANDS DISTRICT INC.  
MINUTES OF THE 25<sup>TH</sup> ANNUAL GENERAL MEETING  
MONDAY, 4<sup>TH</sup> DECEMBER 2023  
AT THE DONALD SIMPSON CENTRE, CLEVELAND**

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**1 OPENING & WELCOME** – Janese Lowe, President of U3A Redlands, opened the meeting at 9.40am and welcomed U3A members and distinguished guests: Mayor Cr Karen Williams, our Patron; Ms Kim Richards MP, State Member for Redlands; Cr Wendy Boglary; Cr Paul Bishop; Cr Lance Hewlett; Mr Tony Christinson, Board Chairman DSC; Mr Thomas Jithin, CEO, DSC; Mr Doug Alexander, President Redland Museum; Mrs Robyn Robinson, President RDCOTA; Mr Leonard McKeown, Executive Principal, Cleveland District State High School; Mrs Debra Barker, U3AR Past President; and U3AR Life Members: Mrs Freda Charles, Mrs Margaret Ward, Mrs Laraine Gon Chee and Mrs Julie Porteous (also Past-President).

**2 ATTENDANCE/APOLOGIES** – As noted in the Attendance Sheet - 54 members and 9 guests. Copies of the Annual Report had been provided to all attendees and will be published on the U3AR website.

**APOLOGIES** – Dr Mark Robinson MP, State Member for Oodgeroo; Mr Don Brown MP, State Member for Capalaba; Cr Adelia Berridge, Cr Rowanne McKenzie and Cr Tracey Huges; Mrs Rhonda Weston AM, President U3A Network Qld; Mr Shane Holborn, Manager Redlands Research Station; Mr Keith Mole, Honorary Solicitor; and U3AR members Mrs Heidi Kirsch, Mrs Denise Lee, Mr & Mrs Iris and Terry Murray, Ms Anne McBurnie; Ms Linda Zanette; Ms Rose Reidlinger; Ms Dawn Montgomery; Ms Val Burt and Ms Gay Clark.

**3 PRESENTATION OF MINUTES OF AGM 28<sup>TH</sup> NOVEMBER 2022** – These Minutes had been posted on the U3AR website, as well as being included in the Annual Report (pages 5-12). There were no questions raised or discussion regarding the Minutes.

**Moved: Janese Lowe & Seconded: Beryl Sutcliffe:**

- **That the Minutes of the 24<sup>th</sup> Annual General Meeting of U3A Redlands be received and accepted.**

**All in favour. CARRIED.**

**4 PRESENTATION OF MINUTES OF SPECIAL GENERAL MEETING 11<sup>TH</sup> OCTOBER 2023**– These Minutes had been posted on the U3AR website, as well as being included in the Annual Report (pages 13-16). There were no questions raised or discussion regarding the Minutes.

**Moved: Brenda Hazlewood & Seconded: Liz Sanderson:**

- **That the Minutes of the Special General Meeting of U3A Redlands on 11 October 2023 be received and accepted.**

**All in favour. CARRIED.**

**5. PRESENTATIONS & CUTTING OF 25<sup>TH</sup> ANNIVERSARY CAKE**

**5.1 25-Year Presentations** – Janese highlighted the significant support and contributions that each of the following organisations have made to U3AR during the past 25 years, and presented framed 25<sup>th</sup> Anniversary Certificates of Appreciation to the representatives of each organization. Photographs were taken of each presentation:

- *Cleveland District State High School* – Presented to Mr Leonard McKeown, Principal, CDSHS.
- *Donald Simpson Centre* – Presented to Mr Tony Christenson, Board Chairman, DSC.
- *Redlands Museum* – Presented to Mr Doug Alexander, President, Redland Museum.
- *Redlands City Council* – Presented to Cr Karen Williams, Mayor
- *Redland District Committee on the Aging* – Presented to Mrs Robyn Robinson, President, RDCOTA.

**5.2 Cutting of the 25-Year Cake** – Janese then invited the representatives of these five organisations to join her in cutting the 25<sup>th</sup> Anniversary cake which was later served to members and guests at morning tea.

## 6. REPORTS

**6.1 President's Report – Janese Lowe** – The President's Annual Report was included in the Annual Report (pages 17-21), and this was presented by Janese. The significant highlights included:

- A very successful Open Day at RPAC, Cleveland on 20 January, to commence our 25<sup>th</sup> Anniversary year. This set the tone for celebrations throughout the year.
- The stand-out event of the year was our exhibit "*Shining a Light on Learning*" which ran at the Redland Museum for 6 weeks from 17 June to 31 July. The exhibition was opened on 17 June by Rhonda Weston AM, President of U3A Network Qld. There were also entertaining dynamic performances by U3AR groups at the Museum on 3 days during July, by the music, singing, dancing, theatre, writing, jewellery-making and French speaking groups.

The success of the exhibition was due to months of careful planning and preparation by the 25-Year Sub-committee chaired by Colin Sutcliffe OAM. Janese extended her sincere appreciation to the Sub-committee members for their outstanding work in ensuring the exhibition was such a wonderful success; and also to the tutors and class members involved in the dynamic displays. She also recognised the wonderful support and work of the Redland Museum in curating the exhibition.

- Another stand-out event during the year was witnessing real progress on our U3AR Centre of Learning building which is finally becoming a reality. Construction commenced on 9 November, the day after our 'Groundbreaking Ceremony' which was attended by members and invited guests. This significant milestone was made possible with generous funding support from the Redland City Council (\$60,000), and the Gambling Community Benefit Fund (\$100,000) in grants.

Janese expressed her deep appreciation to the Building Sub-committee for its hard work, as well as to members and the various levels of government and other organisations who have contributed to the realisation of this learning centre, either by donations or by support for our fundraising endeavours.

As evidenced by the detailed information in her President's Report, Janese said the year had been an exceptionally busy one, and our silver anniversary exhibit and performances allowed us to showcase U3A Redlands to the community, while reconnecting and reenergising members and friends. She extended her sincere thanks to the outgoing committee for their personal support, their commitment, and for their united team effort, and looked enthusiastically to our future. She especially recognised and thanked Julie Porteous for her long and outstanding service to U3AR in a wide variety of roles; and thanked her particularly for her valuable mentorship over the past 3 years in her role as Vice President.

There were no questions raised regarding the President's Report which was received with acclamation.

**Moved: Janese Lowe & Seconded: Ian McFadzen:**

- **That the President's Report be adopted.** All in favour.  
**CARRIED.**

**6.2 Treasurer's Report – Charles de Wet** – In presenting the Treasurer's Report, Charles thanked Janese for her continued assistance and for her tireless leadership. He also thanked Paul Claus, the Honorary Auditor, for his services and assistance with the preparation of the financial statements. He particularly noted:

- The 2022/23 financial year proved to be an interesting one, with the building project being a real challenge. He thanked our efficient and every-helpful Office Administrators during the year, Jules Coleman, initially, and then Julie-Ann Morris, and also the many office volunteers.
- The Open Day was a huge success after the previous two being cancelled because of Covid. It provided the opportunity of attracting new members and showcasing some of our activities. He thanked all the volunteers and helpers who assisted with the enrolment process in January, and the office volunteers who regularly assist in the facilitation of cash and Eftpos payments throughout the year. He extended special thanks to Diane Van, our MyU3A consultant for her computer assistance and training to many members.
- Membership showed a slight increase from 1,211 in 2022 to 1,287.
- The Financial Statements for the year ended 30 September 2023 were appended to the Annual Report (22-30), and these were overviewed by Charles, particularly the operations income and expenses statements. There was an operating loss of \$5,112 for the year which was primarily due to both a decrease in income and an increase in operating expenses.

In answer to a question from the floor, Charles explained that from the commencement of the 2023-2024 financial year (1 October 2023), the costs associated with the new building will be recorded separately from costs associated with our ordinary business operations.

**Moved: Charles de Wet & Seconded: Nicole West:**

- **That the Treasurer's reports, including the audited accounts for the financial year 1 October 2022 to 30 September 2023 be accepted into the records.**  
**All in favour. CARRIED.**

**6.3 Appointment of auditor for 2024** – Charles advised that Paul Claus CPA, had agreed to undertake the role of Honorary Auditor for the financial year 2023/24

**Moved: Charles de Wet & Seconded: Mary Smith:**

- **That Paul Claus be appointed as Honorary Auditor for 2023/24.** **All in favour. CARRIED.**

**6.4 Tutor Liaison Officers' Report** – Elizabeth Jeffs presented the Annual Report of the Tutor Liaison Officers which was included in the Annual Report (pages 34-35). Elizabeth particularly noted:

- The major events for our tutors each year are:
  - *Open Day*, which is our main event for attracting new members. This was held at RPAC on 20 January and marked the commencement of our 2023 anniversary year. It was very successful. There were 44 groups represented, with tutors providing course information and taking enrolments. There was a steady flow of people, and the atmosphere was enjoyable, with entertainment being provided by some of our Theatre members in costume and by the GRUBS Ukulele group.
  - *Tutor Forum* where tutors participate in professional development. This was held in April at the Victoria Point Community Hall. 38 tutors attended. It gave tutors the opportunity to reflect on their practice for improvement, and enabled them to obtain IT assistance (if required) and to socialise with and learn from other tutors. It is notable that we are the only U3A in the State to organise such a forum.
  - *Christmas Party* where the tutors and volunteers socialise and are thanked for their contribution to U3A and their students.
- A new induction system for new tutors was piloted. It worked well and gave a sequence to the process.
- There were 88 courses offered during the year which were run by over 70 tutors. New classes included Ukulele for Beginners; History/Prophecy of the Book of Daniel; an extra Book Discussion group; and a short course on Public Speaking.

This year saw a number of long-term tutors who have given years of service to U3A, step down from the tutor role. Our gratitude goes to Betty Bowdler (25 years), Virginia Ridgley (14 years), Len Davey (10 years), Marcell Gorman (10 years), Karen Buhmann and Wendy Holtom.

**Moved: Janese Lowe & Seconded: Brenda Hazlewood:**

- **That the Tutor Liaison Officers' Report for 2023 be adopted. All in favour. CARRIED.**

**7. ACKNOWLEDGEMENT OF RETIRING COMMITTEE MEMBERS** – Janese acknowledged retiring Committee members Julie Porteous, Elizabeth Jeffs and Edwina Potter. A token of appreciation was presented to these retiring members, as well as to the Honorary Auditor, Paul Claus, and Diane Van (Computer Support).

**8. PATRON & MAYORAL ADDRESS** – Janese invited our Patron & Mayor, Cr Karen Williams to take the Chair. Cr Williams:

- Acknowledged the Traditional Owners of the land. She also acknowledged the President, Janese Lowe, and the distinguished visitors present.
- Commended the commitment and dedication of all those involved, particularly Janese, Julie and the Building Sub-committee, in making the dream of having a permanent home for U3AR become a reality. She said the Council is proud to have been associated with U3AR over the past 25 years, and in being able to provide grants to help towards the advancement of lifelong learning in the Redlands and, also, the construction of the new Centre of Learning.
- Expressed her pleasure in receiving on behalf of the Council the Certificate of Appreciation which recognised the long and close association of U3AR and the Council. She hoped this association will continue into the future.
- Congratulated the outgoing committee for a very successful year which saw steady progress and the culmination of the project to provide a permanent home for U3AR. She said that an organisation relies on the efforts of its volunteers and she is impressed by the number of volunteer hours given by people with such a diversity of backgrounds and experience.
- Recognised, particularly, the long and committed service of Julie Porteous over the past 25 years, including her outstanding service in the positions of President and Vice President, and also as part of the Sub-committee responsible for planning the Centre of Learning as a permanent home for the U3A in the Redlands.
- Wished members of U3AR best wishes for the festive season and hoped the organisation will continue to grow and expand the concept of lifelong learning which is so important in our aging community.

**9. ALL POSITIONS DECLARED VACANT** – In again thanking the outgoing committee on behalf of Council for their work over the past year, Cr Williams then declared all positions for the Management Committee vacant.

**10. ELECTION OF OFFICERS TO THE MANAGEMENT COMMITTEE FOR THE 2023-2024 YEAR** – Cr Williams proceeded to conduct the election of the new Management Committee. There being only one nomination for each position as follows, except for Management Committee Member (Publicity) for which there was no nomination, the following persons were appointed unopposed:

**President**

**Janese Lowe**

Proposed by Trevor Simmons and seconded by Charles de Wet

**Vice President**

**Liz Sanderson**

Proposed by Janese Lowe and seconded by Trevor Simmons

**Secretary**

**Trevor Simmons**

Proposed by Janese Lowe and seconded by Debra Mitchell

**Treasurer**

**Charles de Wet**

Proposed by Janese Lowe and seconded by Trevor Simmons

**Tutor Liaison Officer (Arts/Humanities/IT)**

Proposed by Janese Lowe and seconded by Mary Smith

**Kaylene Lawson**

**Tutor Liaison Officer (Lifestyle Activities)**

Proposed by Elizabeth Jeffs and seconded by Trevor Simmons

**Mary Smith**

**Office Coordinator**

Proposed by Trevor Simmons and seconded by Brenda Hazlewood

**Debra Mitchell**

**Management Committee Member (Events/Catering)**

Proposed by Debra Mitchell and seconded by Trevor Simmons

**Brenda Hazlewood**

**Management Committee Member (Special Projects)**

Proposed by Janese Lowe and seconded by Sue Iball

**Jeanette Hynes**

**Management Committee Member (Publicity)**

**No nominee**

**OTHER APPOINTEES**

**Auditor**

**Paul Claus**

**Patron**

**Mayor Karen Williams**

**Friends of the Committee:**

**Newsletter Editor**

**Diane Van**

**Denise Lee**

**Computer Support**

Cr Williams extended best wishes to the members of the incoming Committee. She invited the newly elected President to take the Chair.

- 11. THE PRESIDENT TAKES THE CHAIR** – President, Janese Lowe, took the Chair and thanked Cr Williams for finalising the election, and for agreeing to continue as our Patron and for her support in that role.

Janese welcomed the new Committee members, Kaylene Lawson and Jeanette Hynes, and thanked the other members for their continued support. Two of the continuing members – (Liz Sanderson and Brenda Hazlewood) – will be undertaking changed roles.

She said the Committee has another busy year ahead for our program of classes and events. It is hoped the new building will be completed no later than the end of October. However, this will depend on fund-raising, the weather and the builder's availability.

**12. GENERAL ANNOUNCEMENTS**

- The U3AR Office will close for the year on Friday, 8 December at 12 noon and reopen on Monday, 22 January 2024
- Members can renew their membership online, but if they need help with this, they should talk with our office volunteers.
- The Open Day will be held from 9am – 12 noon on Friday, 19 January 2024 at the CDSHS Assembly Hall, Smith Street, Cleveland. Janese invited members to come along to chat with Tutors about classes.
- Members should check the January Newsletter and website for any News Updates that may affect the Open Day.
- The U3A State Conference will be held at Beaudesert from 28 to 30 May

- 13. VOTE OF THANKS** – In moving the Vote of Thanks, Julie Porteous recalled her long and happy involvement with U3A Redlands over the years and expressed the pleasure this association has

brought through meeting interesting people and learning new things. She recalled the words of Helen Keller: “Alone we can do so little – together we can do so much”, or to paraphrase: “No organisation can be successful without the efforts of many people”.

Julie particularly acknowledged the leadership, determination and huge work ethic of Janese during her term as President, and in ensuring our 25<sup>th</sup> year was celebrated so befittingly, and for bringing the dream of having a dedicated U3A learning centre closer to reality. She also thanked:

- The members of the outgoing Management Committee for their work over the past 12 months;
- Our Patron and Mayor, Karen Williams for her constant interest and support;
- Our local MPs (Kim Richards, Don Brown, Mark Robinson and Henry Pike), and all our Councillors for their continued support;
- The local organisations for their support, particularly Cleveland District State High School, RDCOTA, Redlands Museum, Donald Simpson Centre and the Redlands Research Station; and
- All the U3AR members who have contributed so much through tutoring and coordinating classes, and in helping out with various events and fund raising.

The Vote of Thanks was carried with acclamation.

#### **14. CLOSURE & MORNING TEA**

In closing the meeting, Janese again expressed her great appreciation for the exceptional support Julie has provided as Vice President over the past 3 years. Her vast experience and knowledge will be missed on the Management Committee; but she noted that Julie will continue on the Building Sub-committee to bring the realisation of a U3A learning centre to fruition.

Janese thanked everyone for their attention, and wished them best wishes for a happy and healthy festive season. She declared the 2023 Annual General Meeting closed at 10.50am and invited all present to enjoy the morning tea.