

OFFICE HOURS

Until further notice there will be someone in attendance at the Office on the following days and times, during school terms:

- Monday 12:30 pm to 2:00 pm
- Wednesday 1:00 pm to 2:30 pm
- Friday 1:00 pm to 3:00 pm

CONTACT INFORMATION

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Visit the office at the Railway Station:
 26 Railway Place, Fairfield 3078

Supported by:

The U3A Network Victoria Inc.

City of Darebin.

Adult, Community and Further Education Board.



Adult Education in the Community

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PRESIDENTS MESSAGE

You will be receiving this Newsletter close to the end of your lessons for 2006, and as your committee is making final preparations for the Annual General Meeting, a notice of which forms part of this Newsletter.

Bearing in mind the difficulties experienced by the previous committee, the fact that we are completing another year relatively unscathed must be regarded as a success. This has only been made possible by the enthusiasm and verve of your committee. I consider myself fortunate to have had the help of this committee.

The dedication and energy of the Secretary, Heather Slack, and the Treasurer, Carol Andrews, have been nothing short of admirable. Being computer literate, they have had to shoulder a considerably greater workload than the offices they hold would ordinarily require.

The property officer, Jean Garita, and the Office Co-ordinator, Pam Fergie-Jackson worked tirelessly, while I was suitably relieved when Carmel Lee undertook the position of Tutor Co-ordinator in the second semester.

Other committee members contributed with insightful comments and more than once I was brought down to earth when my imagination and concerns took me on a flight of fancy. I take this opportunity to offer all committee members my heartfelt thanks.

All courses planned for 2006 have taken place. A learning organisation such as Darebin U3A cannot exist without the efforts, expertise and generosity of our tutors. I extend to them my genuine appreciation, both to those of long standing, and to those tutors who, at short notice, averted the cancellation of a course, by stepping into the breach.

New courses will most probably will most probably be introduced in 2007, but once again I plead with members to capitalise on their experience, knowledge and skills by conducting a course.

Other U3As are planning courses aimed at baby boomers. Such enquiries as I have made about catering to the needs of that technologically minded, often highly educated group, have yielded no result, but I encourage any member who can be of help to get in touch with Carmel by leaving a message on 9610 2102. In the meantime, we are prepared to subscribe to U3A Online, which might, however, involve the member in additional cost.

It is pleasing to note that since the previous Newsletter, 11 additional members have joined Darebin U3A. I warmly welcome them.

Apparently, it has been observed that new members are keen to participate in the running of the organisation. This has been confirmed by the fact that more than half of the number of the current committee nominated for office in the year in which they enrolled. It would be gratifying if the new members validated the hypothesis, by offering their candidature for one of the positions referred to elsewhere in the Newsletter.

There are also jobs which have not been specifically mentioned in the section of the newsletter dealing with committee members and other positions: prefects, distributors of leaflets and others who worked on other small projects and otherwise assisted the committee. To those who carried out those tasks in 2006, as well as to the office volunteers, I wish to express my appreciation and request that they continue to provide their services.

A special vote of thanks is deserved by Basil Conquo, who, despite not being a member, has assisted the Treasurer and may continue to make his accounting skills available to Darebin U3A in the future.

A significant development this year is the participation of Darebin U3A in the Positive Ageing Project conducted by the Darebin Council. This is a 2-year assignment aimed at socially isolated and economically disadvantaged people in the 55 to 75 age group, focusing on barriers to learning opportunities and tailoring strategies to engaging them in positive ageing community activities. Darebin Council had already identified U3A as a provider of learning opportunities in its Lifelong Learning Policy.

While on the subject of learning, I wish to communicate to you what has been to me the most valuable lesson this year: how important Darebin U3A is to several – if not all – of its members. Whether the activity is physical, intellectual, artistic or cultural, there appear to be benefits beyond the activity itself; that undefinable quality that marketers liken to the sizzle behind the sausage. Members congregate with others with similar interests, or have their thinking enriched by new ideas and information; and in my experience always with a dose of what is traditionally claimed to be the best medicine; laughter; all of which helps members lead more fulfilling lives.

One final request: as there has been no response to my invitation for suggestions on how to celebrate our 15th anniversary, you are given another chance to do so, but early enough to allow time for the planning and staging of the event not later than September 2007, following which we would be entering our 16th year.

This being my last written message for 2006, I wish all members a very Merry Christmas and a blissfully Happy 2007.

Michael Arapakis

FROM THE CLASSROOM

WITH A SONG IN THEIR HEARTS

1. **Norma Evans**

I enjoy coming along to U3A Singing for Pleasure Group for many reasons.

- It is a chance to enjoy some lovely people's company,
- To participate in the relaxing atmosphere and music the group provides and to learn something new about singing every week which Jim goes to such trouble to provide and to forget my troubles by singing.

Thank you U3A for making my life happy and giving me something to look forward to each week.

2. **Jes Shaw**

I joined and have thoroughly enjoyed the experience of the U3A Choir for the last two years. I love all the members and the chance to express my inner voice.

Thank you to Jim, Janet and Lois (piano) for their expert guidance.

What can I say – join and you will be welcomed.

3. **Krystyna Wisniewska**

WHY I ATTEND REHEARSALS:

- I always loved songs and opera, and was singing a lot when very young;
- It is an uplifting activity
- I also treat it as an outing and a way of coping with everyday problems.

WHAT IS GOOD ABOUT OUR SINGING SESSIONS

- Jim and Lois' competence, love of music, commitment and endless patience in conducting the group;
- Our own enjoyment,

WHAT IS NOT SO GOOD:

- A lot of noisy chatter among members while Jim is saying something relevant to songs or/and while the rest are singing.

4. **Pam Fergie-Jackson**

Joining the U3A last year has given me a new lease on life - after caring for a very sick husband for many years, I had forgotten there is so much joy to be had, meeting new people and discovering new talents and broadening my horizons.

I have especially found pleasure in the U3A Singing choir. It has brought out a new confidence in me that has put a definite "sparkle" into my life. It is well known that laughing and singing are good for the soul - just opening up the lungs each Friday afternoon, puts us all in a very good frame of mind and we all wish one another a safe and happy weekend - often we meet again at another class before the week is through.

As a group, we often socialize and book tickets to the Morning Musicals, do performances at various venues and in general have a very enjoyable time together.

I can only say - GIVE IT A GO!!!

ART APPRECIATION

Some of those who have a wider knowledge of the History of Art have been able to participate more fully in this course. Others may have joined the class to broaden their knowledge. It has been a most interesting weekly excursion for all of us and full marks to Kerry Maher who is an indefatigable tutor travelling every Friday with his portable library to illustrate the works we are discussing. We have worked our way up from 19th century painters, through Impressionists, gallery visits to view Pissarro's and Picasso's works and on to an in-depth study of the wide ranging works of our own Australian painters and the varying techniques which they chose. Of interest to all was a visit to a local painter's studio to view completed and works in progress. Photographs of the class and the Artist and his studio are included later in the newsletter.

CURRENT AFFAIRS

Following the untimely death of the Current Affairs facilitator earlier this year, members were uncertain as to whether the course could continue. However after a diligent search by our president we were fortunate to secure Dr. John Dalton, a former Monash lecturer in the Politics Department. The group meets on alternative Thursdays and we are a lively bunch of regulars teasing out the whys and wherefores of those issues making news locally and internationally. The topics are wide ranging – John has the background and historical know-how to leave us better informed on any subject that members care to raise. The group is very informal – some of us just sit and listen while others jostle for a position to raise their queries which most often results in a round table discussion.

Report on Computer 1 with Russell Lennox.

Problems encountered up to the first semester have been eliminated with the installation at SPAN Community House of a new network. These new computers have flat screens.

The students are progressing. We have studied core tasks like customising the desktop, working with files, folders, programs and Help and Support. The keyboard, mouse and slide bars have been explored.

We have also looked at the difference between word processing applications Word, WordPad and Notepad. The students have enjoyed applying colour, drawings and clipart to documents and we have a number of sessions on cutting/copying and pasting.

All students have e-mail addresses and can e-mail each other with or without attachments.

FROM THE OFFICE

There are some books, magazines, DVDs and CDs available for loan. They are kept in the office on the north wall. Drop in and see if there is anything of interest to you or your group.

MIGRANTS

Magnetised by the multiplicity of opportunities,
(Magnified, sometimes, by Immigration officials),
Masses of them arrived in many waves;

Men with their families, but often alone,
Mothers carrying children who could no longer recognise their fathers,
Mail-order brides puzzled why their husbands looked older than their photographs;

Maltese, Italians, Germans and Greeks,
Macedonians, Poles, Croats and Serbs,
Mexicans, South and North Americans,
Melanesians, Polynesians, Asians and Africans;
Maronites, Orthodox, Catholics and Protestants,
Muslims, atheists, Jews and Buddhists;
Medical Practitioners, pharmacists and architects,
Mechanics, hairdressers and factory fodder;

Merging with the community,
Melting into the Australian pot,
Mutilating their ethnic identity;
Maintaining, when they could, a modicum of their original culture,
Mitigating in this manner, the misery of alienation;

Making a mosaic of music, dance and cuisines,
Maligned, occasionally, for causing everything wrong in the country,
Mildly bemused that they have given birth to a new phenomenon:
Multiculturalism.

M

NOMINATIONS FOR THE 2007 COMMITTEE OF MANAGEMENT

According to the Constitution and Rules of Darebin University of the Third Age Incorporated, the current committee will hold office until the AGM on 1 December 2006.

As Darebin U3A is an incorporated body, it is mandatory that certain office bearers be appointed, in order to satisfy legal requirements. Apart from the protection that incorporation provides its members, it is a condition of eligibility for certain funding, and the organisation cannot survive in the long run on membership dues alone.

A nomination form for candidates offering themselves for election as committee members appears elsewhere in this newsletter.

These notes will describe the roles of committee members and some other positions desirable for the effective management of the organisation.

THE OFFICERS OF THE ASSOCIATION

Rule 21 (1) calls for the following positions:

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary
- e) Assistant Secretary

PRESIDENT

It may be interesting to speculate why both the Associations Incorporation Act 1981 and Constitution and Rules of Darebin U3A Inc. are silent on the President's precise duties, other than a reference to chairing certain meetings.

In reality, however, the President has the responsibility of ensuring the smooth operation of the organisation, and, as the need arises, marshalling the resources necessary for the performance of necessary tasks. Sometimes, the President may have to undertake such jobs personally, eg. Acting as delegate at Council Meetings of the U3A Network.

Michael Arapakis would prefer a younger and/or healthier person to nominate for the officer of President, so that he can concentrate on other activities connected with Darebin U3A.

VICE PRESIDENT

As evident from the title, the Vice President acts as the deputy to the President.

For at least the latest two years, the committee has functioned without a Vice President, but one would undoubtedly be a valuable addition to the committee.

TREASURER

The treasurer's duties are extensively defined in the Rules but, in summary, these are:

- Preparation of accounts for payment
- Banking of receipts
- Keeping Accounts (the computer system is QUICKEN)
- Reporting monthly accounts to the Management Committee
- Presenting an Audited set of Accounts to members at the AGM.

The Treasurer will also need to submit quarterly BAS reports to the ATO.

Carol Andrews will again be a candidate for the office of Treasurer, provided a co-Treasurer is appointed.

SECRETARY

The Rules of Association of Darebin U3A Inc. specify the following duties:

- To keep and maintain the register of members
- To keep minutes of the resolutions and proceedings of each meeting (including the AGM)
- To be the custodian of all books and documents of the Association.

In practice, the Secretary also attends to the correspondence and plays a leading part in all secretarial, clerical and administrative processes that keep this organisation alive.

Because of the way in which Darebin U3A is currently structured, the Secretary needs to be computer literate.

Heather Slack has commitments which result in her absence during the busiest two months of 2007: February, when membership and class lists will need to be compiled and November when plans for the AGM will need to be prepared.

Therefore she feels unable to continue as Secretary in 2007.

ASSISTANT SECRETARY

This office was added to the Rules in December 1997, presumably in recognition of how onerous the Secretary's responsibilities can be. Who, for interest is to collect and otherwise deal with the mail or respond to a particular member's query?

An Assistant Secretary would obviously be appreciated by the committee.

OTHER COMMITTEE MEMBERS

MINUTE SECRETARY

The Rules require the Secretary to keep, rather than prepare, the Minutes of meetings, although Heather has been performing this task.

A volunteer who will take notes at meetings and then prepare the Minutes would be highly favoured by the new committee.

TUTOR CO-ORDINATOR

Consults with tutors as to their availability, draws up timetables, books venues (Northcote Town Hall, Northcote Library, SPAN Community House), searches for new courses and tutors to conduct them. Carmel Lee is prepared to continue at this position.

PROPERTY OFFICER

Issues keys, checks out equipment to venues other than Fairfield, reports on any maintenance or security problems at Fairfield, and ensures safety and cleanliness of the Fairfield premises.

Jean Garita is willing to continue at this position.

OFFICE CO-ORDINATOR

Organises a roster of office volunteers, familiarises volunteers with the office routines and ensures volunteers' messages are followed up.

Pam Fergie-Jackson has consented to continue fulfilling this role with the new committee.

ORDINARY COMMITTEE MEMBERS

Members are invited to nominate as ordinary committee members, to offer their opinions at committee meetings and otherwise assist in furthering the organisations aims. The Rules call for a minimum of three ordinary members.

OTHER POSITIONS

The following positions may be held by any members who may not wish to participate at monthly committee meetings. They would need to liaise with an active committee member.

NEWSLETTER EDITOR

Collection of material for and issue of at least three Newsletters a year, and flyers with news of interest to members, between Newsletters.

Ideally, the Newsletter Editor should be able to word process the material, a task undertaken by the Secretary this year.

Hopefully, a member will volunteer for this essential position. It has the potential of being a very rewarding experience.

PUBLICITY OFFICER

Arranges and communicates press announcements, ensures up-to-date brochures are distributed, participates in interviews with the media.

The new committee will no doubt welcome a member to volunteer for this position.

COMPUTER DATA MAINTENANCE OFFICER

A member who would undertake the maintenance of software and databases for timetables and class lists and run regular virus checks and backups, would be of great assistance to the new committee.

The systems currently installed and in use are:

- QUICKEN Accounting
- Microsoft Windows and Office (Word and Excel)
- VET Anti-Virus

It would be helpful if this person could also attend to the photocopier, such as changing the toner.

ENROLMENT OFFICER

Attends at least some of the enrolment sessions, prepares membership application forms for input into the database. This position is only required at the beginning of the year.

Patricia Smeath has agreed to act in this position for the 2007 enrolments and to demonstrate the procedure to a member of the new committee or another member.

MEMBERS CO-ORDINATOR

It has been suggested that a Members Co-ordinator would greet new members, familiarise them with the workings of the organisation and would generally interact with the individual members and with the committee, so as to facilitate the committee in becoming sensitive and responsive to members needs.

OTHER TASKS

The above descriptions do not cover all activities. Some regular activities have not been mentioned because they do not neatly fit any one particular function, as they require the input of several people:

- Preparation of funding applications, reporting on how the funding has been spent, and on the achievement or otherwise of the objectives of the funding;
- Attending funding information sessions and other meetings and gatherings with fund providers, the U3A Network and elsewhere;
- Arranging for the printing, folding and mailing of the Newsletter.

STATEMENT OF PURPOSES

It may be appropriate to remind members of some of the purposes stated in the constitution of U3A DAREBIN INCORPORATED.

Clause 2

- (1) To provide, for mature people in complete or partial retirement from paid employment, or at home, programs of learning activities and the social contacts arising from such programs which will give stimulation and development to their lives.
- (2) To create an Association in which there is no distinction, in terms of its membership, between those who teach and those who learn, and where as much as possible of the activity is voluntary, freely given by members of the Association to their fellows.
- (4) To operate this Association in such ways that learning is pursued without any reference to entry criteria, qualifications, assessment or awards.
- (5) To assist in dispelling the notion of intellectual decline with age, by making others aware of the intellectual, cultural and aesthetic potentialities of older adults.
- (6) To assist, where appropriate, investigations into the process of aging in society and the condition of the elderly in our community.

INVITATION

ANNUAL GENERAL MEETING

You are invited to attend our annual general meeting.

AGENDA

1. Welcome from the President
2. Apologies
3. Confirmation of minutes for AGM 2nd December 2005
4. President's Report
5. Financial Report
6. Elect Honorary Auditor for 2007
7. Nomination for Committee Members
8. Election Procedure
9. Address by U3A Network representative
10. Any other Business

Date: Friday 1st December

**Place: Room 2A, First Floor
NORTHCOTE TOWNHALL
189 HIGH Street
Northcote**

**Time: AGM at 1:30 PM
Refreshments to follow**

Our Privacy Policy

U3A Darebin is a community based provider of classes for older people and is run by volunteers.

We collect names and addresses to enable us to mail out newsletters and other information about classes, and we list phone numbers to contact you directly if required. This mailing and phone list is not made available to anyone outside the organization.

We also ask you for personal details to provide statistical data to government funding agencies. This is a requirement for receiving government grants. The information is used for future planning.

This information is compiled into statistical reports that do not identify individuals.

If you choose to withhold these personal details there will be gaps in the data that will reduce the accuracy of the statistics, and this will not help our cause.

We do not disclose any of this information to any other parties, and would never do so without your consent.

If you have any concerns or queries or would like to know more about how we handle your private details feel free to phone our office on 96102102 so that we can explain our procedures in greater detail.



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