



KMVU3A ANNUAL GENERAL MEETING

Tuesday 6 May 2025 at 4.30 pm at 46A Tozer Street, West Kempsey

Meeting opened at: 4.30 pm

1. Acknowledgement of Country:

The Vice-President Frances Tarbox opened the AGM with an Acknowledgement of Country.

2. Attendance:

14 people attended – Susan Absolon, Neil Absolon, Mary Dye, Lyn Graham, Lois Hillard, Joanna Hughes-Hallett, Margaret Jopling, Trudy Mainey, Jill Marriott, James Moulton, Christine Pateman, Kerry Sharp, Frances Tarbox, Wendy Whitten

3. Apologies:

Judy Addleton, Jacqueline Booth, Anne Marshall, Pauline McFerran, Stephen Tarbox, Greg Taylor, Jennifer Wilmlink

Motion: That the apologies be accepted.

Moved: Joanna Hughes-Hallett **Seconded:** Neil Absolon **Carried**

4. Confirmation of Minutes of the previous AGM:

Motion: That the Minutes of the Annual General Meeting held on 11 March 2024, be confirmed.

Moved: Jill Marriott **Seconded:** Fran Tarbox **Carried**

5. President's Report:

The President's report had been circulated to all members with the AGM Newsletter. Copies were also available at the meeting.

Motion: That the President's Report for 2024 be accepted.

Moved: Kerry Sharp **Seconded:** Mary Dye **Carried**

6. Treasurer's Report:

The Treasurer presented the independent auditor's review. The report was completed by Dan Wade (Registered Company Auditor No 494834) from Wrights Chartered Accountants. (Auditor's Review & Profit & Loss 2024 distributed at the meeting)

2024 showed a net profit of \$1889.64, with a membership of approximately 400.

Income for the year \$36,605.62 with outgoings \$34,715.98

Major expenses for 2024:

Purchase and subscription to Member Wizard database management package	\$974.04
Rent	\$12,226.00
Maintenance	\$712.84
Consumables/Stationery	\$3,533.70
Equipment	\$3,123.51
Photocopying	\$2,255.33
Internet/IT	\$850.41
Insurances	\$3,014.86
Training	\$1,236.00

KMVU3A Inc. Account balance as at 31 December 2024

Bonus Reward Saver Account	\$17,356.73
Community Support Account	\$11,027.80
KMVU3A Card Account	\$15.30
Total	\$28,399.83

The Treasurer acknowledged the valuable contribution to the implementation and management of the Member Wizard system by Sue Absolon.

There has been a significant shift from cash-based transactions for membership and course fees to online processing of payments. Cheques will no longer be accepted for these payments.

Members are now able to enrol for multiple terms across the financial year (January-December).

Motion: That the Treasurer’s Report for 2024 be accepted.

Moved: Chris Pateman **Seconded:** Joanne Hughes-Hallett **Carried**

7. Ratification of Membership Fees for 2025:

Motion: That the fees for 2026 be maintained at \$40 per annum until 31 December 2026.

Moved: Chris Pateman **Seconded:** Fran Tarbox **Carried**

8. Nomination of Auditor to Review Accounts for 2024

Motion: That Wrights Chartered Accountants be appointed as the Reviewer of Accounts for 2025

Moved: Chris Pateman **Seconded:** Kerry Sharp **Carried**

Motion: That a letter of appreciation be sent to Dan Wade from Wrights Accountants for completing the review of our financial report pro bono.

Moved: Chris Pateman **Seconded:** Mary Dye **Carried**

9. Ratification of the dollar value for major or unusual expenses:

Motion: That the amount of \$8,000 per item for major or unusual expenses be retained.

Moved: Chris Pateman **Seconded:** Joanne Hughes-Hallett **Carried**

10. Ratification of Signatories to KMVU3A Inc Financial Accounts:

Motion: That the members of the Executive (President; Vice-President; Secretary; Treasurer) be the signatories to the financial accounts with any two authorised to approve financial transactions.

Moved: Neil Absolon **Seconded:** Lois Hillard **Carried**

11. Appointment of Public Officer

Motion: That Bruce Cumming continue in the role of Public Officer for 2025.

Moved: Jill Marriott **Seconded:** Joanne Hughes-Hallett **Carried**

10. President's introduction of independent Returning Officer

Margaret Jopling took the floor to conduct the elections for the 2025-2026 Committee as Independent Returning Officer.

11. Standing down of 2023/2024 Committee

The Returning Officer invited the 2024/25 committee to stand down. (The current Secretary, Kerry Sharp, will continue to take the minutes for the AGM).

12. Introduction of two independent scrutineers by the Returning Officer (if required)

The Returning Officer indicated there would be no need for scrutineers because the minimum required number of nominations had been received.

13. Announcement of Nominations received for 4 Office Bearers and of 5 Committee Members: -

The Returning Officer declared all positions on the management committee vacant. She explained the process for the election as follows:

1. All nominations were required to be in the hands of the Secretary by Monday 22 April, 2025
2. If there is one nomination for a position, that person will be duly elected; and
3. If there are no nominations received for a position, she will call for nominations from the floor. Anyone who is nominated from the floor will be declared duly elected.

14. Elections for the 2024 Committee

Office Bearers / Executive: Being that there was only one nomination for each of the office bearer positions, the following nominees were duly elected:

President:

James Moulton Nominated by Lois Hillard Seconded by Kerry Sharp

Vice President:

Frances Tarbox Nominated by Jenny Gifkins Seconded by Denise Payne

Secretary:

Sue Absolon Nominated by Neil Absolon Seconded by Chris Pateman

Treasurer:

Christine Pateman

Nominated by Isabel Browne

Seconded by Janet Davidson

Committee Members: For the positions of committee member, there were five nominations received, who were duly elected:

Neil Absolon

Nominated by Margaret Jopling

Seconded by Debra Holland

Lyn Graham

Nominated by Mary Sweeney

Seconded by Trudy Mainey

Joanna Hughes-Hallett

Nominated by Robert Cox

Seconded by Sue Wood

Trudy Mainey

Nominated by Sue Absolon

Seconded by Ros Smith

Wendy Whitten

Nominated by Trudy Mainey

Seconded by Robyn Forrest

14A. Announcement by the Returning Officer of 2024/2025 KMVU3A Inc. Committee and introduction of each one.

The Returning Officer declared the 2025 Committee to be:

Executive	Committee Members
James Moulton, President	Neil Absolon
Frances Tarbox Vice-President	Lyn Graham
Susan Absolon, Secretary	Joanna Hughes-Hallett
Christine Pateman, Treasurer	Trudy Mainey
	Wendy Whitten

A group photo of the incoming Committee was taken for the website.

15. President James Moulton thanked Margaret Jopling for taking on the role of Returning Officer.

16. Presentation of Life Membership

The President presented Margaret Jopling with a certificate of Life Membership for KMVU3A, acknowledging her wide-ranging contributions to the organisation as class member, class leader, committee member, and events coordinator.

17. Incoming President closes the meeting

Thank you to those committee members who will continue this year (James Moulton, Frances Tarbox, Christine Pateman, Neil Absolon, Joanna Hughes-Hallett and Trudy Mainey) and a big welcome to new committee members Sue Absolon, Lyn Graham and Wendy Whitten.

A special thank you to those committee members who have not sought re-election (Lois Hillard, Greg Taylor and Kerry Sharp). They have been active committee members, and their skills and enthusiasm will be missed. Fran Tarbox presented each with a token of appreciation.

The 2024/25 Committee members have worked tirelessly to ensure all members have an enjoyable experience in U3A.

- Thank you to Sue Absolon and Christine Pateman for their many hours of work establishing and administering the Member Wizard software and subsequent changes to enrolment and management procedures.
- Joanna Hughes-Hallett has successfully taken on the time-consuming task of Course Coordinator.

- The Catering Committee under Margaret Jopling’s guidance deserves a special thank you for the two social events they organised.
- Although not on the Committee in 2024, Sue Absolon and Bob Ecclestone have worked extensively with technology, and John Cruickshanks has continued his work with the Newsletter – their commitment is greatly appreciated.
- Without the class leaders there would be no courses and hence no KMVU3A – a big thank you to the class leaders whose enthusiasm and commitment allow our members to have so many enjoyable experiences.

Thank you for your attendance and your support of KMVU3A.

AGM closed at 5.12 pm.

President Sign: Date:

Secretary Sign: Date:

DRAFT