

U3A Information 2016

We have included

- ❖ Fee Structure
- ❖ Public Liability Insurance information
- ❖ Committee members' contact details
- ❖ U3A Equipment
- ❖ Venues
- ❖ 2016 Key Dates
- ❖ Course Clerk information
- ❖ A form to note your course enrolments for each term

Please keep this booklet in a safe place for easy reference throughout the year

Fee Structure

The annual membership fee for Gloucester District U3A is \$25 for one or \$45 for two from the same household.

New people joining in Term 3 or 4 pay a membership of \$15 (single) and \$30 (two people from the same household).

Name Badge fee of \$10 per person applies to members if they require a Gloucester District U3A badge.

An administration fee of \$2 is collected from all attendees at every session of all courses. This is to assist with the costs of administration, hall hire, photocopying, teas, etc.

Please note: For public liability insurance purposes your U3A committee should be informed asap (certainly within 12 hours) of any incident or accident that has occurred while members are at a U3A course or meeting. An incident form will have to be completed.

Ensure venue is left in a tidy state at the completion of the session with furniture as you found it, cups are put away, double-check locking of doors etc. where necessary.

At class:

Accept and record apologies.

Meet and greet people, especially any new members, so they feel included and welcomed.

Obtain signatures for the roll and record apologies and absences.

Collect \$2 from all participants for each session except when an initial course fee has been paid. If the course is at a private home, offer the collected money to the hosts to assist with their costs.

Return the roll and money in an envelope clearly marked 'to the Treasurer'.

Give to the treasurer or leave the envelope in the U3A Box at HelloWorld Travel at the completion of the course; whichever is more convenient for you. Ensure the **Received Money** section at the bottom of the Roll is completed with receipts for any extra supplies attached.

At the Uniting Church Hall, if the air conditioner is used during a session, please indicate this on the roll as U3A need to pay an extra fee to the UCH when we use the air conditioner.

Our publicity Officer is John Read and he is always appreciative of any feedback or photos from the course for publicity in the press.

Join with the participants in thanking the leader at the completion of the course.

Thank you for taking on this important role as it helps courses run more smoothly

Course Clerk

(as at January 2016)

If you are course clerk for a particular U3A course these are the duties involved, any questions, ring Cathy Webb on 0427830334:

Before class/after class:

A class list/roll for the course will be emailed to you by the Enrolment Officer, Cathy Webb (6558 1490). Please acknowledge receipt of this list by return email. Terese Watson looks after catering (green bags) and can be contacted on 6558 1159.

Offer the course leader assistance and ensure that all equipment needed is available. The data projector and screen, white board and card tables are at the Senior Citizens Centre (SCC) with keys for the cupboard at the Visitors Information Centre (VIC) and labelled U3A cupboard at SSC.

Contact participants, by phone or email, a few days prior to course commencement to remind them of the scheduled start date. Use your discretion as this will not be required for all courses.

Arrange to pick up and return the keys for venues from the VIC for the SCC, School of Arts (S/Arts) and Uniting Church Hall (UCH). If returning keys to the VIC after hours, use the Returns slot at the Library.

At BWNG no key to pick up, just check in with reception at the front desk on arrival.

Set up the makings for morning or afternoon tea. All items will be housed in labelled sealed plastic boxes which are replenished regularly by the Catering Officer, Terese Watson (6558 1159).

- At SCC the supplies are kept in a cupboard under the sink in the room at the right of the stage.
- At UCH supplies can be found on the bottom shelf of the middle door in the white triple door cupboard just outside the kitchen.
- For the S/Arts a labelled box can be collected & returned to the VIC when you collect and return the key. Terese needs to know in advance if provisions are to be left at the VIC.
- For the GFH please pick up a green bag from the SCC.

Contacts

Gloucester District U3A
PO Box 343
GLOUCESTER NSW 2422

www.gloucester.u3anet.org.au

Drop off Centre is
HelloWorld Travel
36 Church Street

Your U3A Team for 2016			
President	Rod Menzel	6558 4190	rod@menzelcom.com
Minute Secretary Admin Secretary	Martin Ryman CecilyMahoney} Len Peters }	0409754529 0414770663 6558 9530	martin.ryman@yahoo.com secretary@gloucester.u3anet.org .au
Vice President	Lyn Stewart	6558 4148	lynstewart@netspace.net.au
Treasurer	Synthia	0425327945	synergiee884@hotmail.com
Program Committee Representative	Susan Dixon	6550 2591	bsdixon410@gmail.com
Enrolment Officer	Cathy Webb	6558 1490 0427830334	dcwebb@thewebbs.id.au
Membership Registrar	Julie Tanner	0400392967	juliertanner@bigpond.com
Member without Portfolio	Patricia Greenaway	6558 2945	patriciagreenaway@bigpond.com
Program Planning Subcommittee			
Susan Dixon		6550 2591	bsdixon410@gmail.com
Other Supporting Positions			
Catering	Terese Watson	6558 1159	teresewatson@hotmail.com
Publicity Officer	John Read	6558 1064	jobara@bigpond.com
Webmaster	Kerry Chisholm	6558 4206	bch81976@bigpond.net.au
Public officer	Brian Dixon	6550 2591	bsdixon410@gmail.com

U3A Equipment

Gloucester U3A currently has the following equipment:

- ❖ Data Projector plus Speakers, Laser Pointer & Screen
- ❖ Tripod Stand for Data Projector
- ❖ White Board & Markers
- ❖ Card Tables
- ❖ Mahjong Set & Boards
- ❖ Set of French Monopoly
- ❖ Extension Lead & Power Board
- ❖ DVD Player
- ❖ Laptop computer and wifi

If you need some assistance or instruction on using the Data Projector you may contact:

Rod Menzel 6558 4190

Venues

SCC – Senior Citizens Centre, 30 Hume Street

S/Arts – School of Arts,
Denison Street – above the Art Gallery

UCH – Uniting Church Hall, 5 Cowper Street

COC – Christian Outreach Centre
7 Northgate Street,

GFH - Gloucester Food Hub, Cemetery Road

BH - Barrington Hall, Barrington

BWNG - Buckets Way Neighbourhood Group,
King Street

Private Homes

2016–17 Key Dates

2016

- Term 1** Monday 1 February – Friday 8 April (10 week term)
- ❖ Enrolment Day Monday 25 January
Uniting Church Hall 10am – 12 noon
 - ❖ U3A AGM & guest speaker..... 10am – 12 noon
Uniting Church Hall Friday, 1 April
 - U3A committee mtng..... 2pm Monday 15 Feb**
- Term 2** Monday 2 May – Friday 1 July (9 week term)
- ❖ Enrolment Day Tuesday 26 April
Uniting Church Hall 10am – 12 noon
 - ❖ U3A Network NSW Wednesday 27 April
Conference, Toronto NSW..... to Fri 30 April
 - U3A committee mtng..... 2pm Friday 13 May
(tentative date)**
- Term 3** Monday 25 July – Friday 23 September (8 week term)
- ❖ Enrolment Day Tuesday 18 July
Uniting Church Hall 10am – 12 noon
 - U3A committee mtng 2pm Friday 12 August
(tentative date)**
- Term 4** Monday 17 October – Friday 16 December (9 week term)
- ❖ Enrolment Day Monday 10 October
Uniting Church Hall 10am – 12 noon
 - ❖ End of year Christmas Party Venue to be decided
 - U3A committee mtng 2pm Friday 18 November
(tentative date)**

2017

- Term 1** Monday 30 January – Friday 7 April (10 week term)
- ❖ Enrolment Day Monday 23 January
Uniting Church Hall 10am – 12 noon
 - U3A AGM & guest speaker 10am –12 noon
 - U3A committee mtng date to be decided**