

## OFFICE CLOSURE OVER THE HOLIDAY PERIOD

The office will be **CLOSED** on **Tuesday, 5th December for the Volunteers' BBQ,**  
 and, **for the holiday period, from Monday, 11th December, re-opening on Monday, 15th January.**

## ENROLMENTS

Go to Page 5 for full enrolment information

# AGM

## ANNUAL GENERAL MEETING

Wednesday 15th NOVEMBER 2017

10.30am sharp! Multicultural Hub, Elizabeth Street (opposite Victoria Markets)

The Annual General Meeting is your chance to have a say about future directions for your U3A; to hear plans for the forthcoming year; and to elect office bearers for 2018.

Details of the Agenda, nomination forms for Committee members and proposed motions will be sent out in October.

**Members are encouraged to ask questions at the AGM** and those wishing to do so are requested to forward these to the Secretary at [secretary@u3amelbcity.org.au](mailto:secretary@u3amelbcity.org.au) by 1 November 2017 (two weeks prior to the meeting).

**YOUR MANAGEMENT COMMITTEE NEEDS EVERYONE'S SUPPORT!**

PLEASE PUT THE DATE – Wednesday 15th NOVEMBER 2017 – IN YOUR DIARY NOW. *REFRESHMENTS WILL BE PROVIDED!*

**Only Members and Life Members are eligible to vote.**

**Associate Members and Non-fee paying members (honorary members) are not eligible to vote.**

| U3A "TERM DATES" 2018 |                                    | STATE SCHOOL HOLIDAYS 2018    |
|-----------------------|------------------------------------|-------------------------------|
| Term 1                | 12 February - 30 March (7 weeks)   | 02 April - 13 April           |
| Term 2                | 16 April - 29 June (11 weeks)      | 02 July - 13 July             |
| Term 3                | 16 July - 21 September (10 weeks)  | 24 September - 05 October     |
| Term 4                | 08 October - 30 November (8 weeks) | 24 December - 29 January 2019 |

### DATES FOR YOUR DIARY

| Date        | Event  | Date       | Event                         |
|-------------|--|------------|-------------------------------|
| 24 November | Enrolments Open <b>SEE PAGE 5 FOR FULL DETAILS</b> | 6 December | Choir                         |
| 6 December  | Unrestricted Enrolment Starts                      | 15 January | Let's Do Something in January |
| 4 December  | Music Ensemble Concert                             | 22 January | Let's Do Something in January |
| 5 December  | Volunteers' BBQ                                    | 29 January | Let's Do Something in January |

## HAVE YOU RENEWED YOUR MEMBERSHIP?

### SUBSCRIPTIONS FOR 2018

|                  |   |
|------------------|---|
| Full Member      | \$70.00 (ie U3A Melbourne City is your primary U3A) |
| Associate Member | \$60.00 (ie your primary U3A is elsewhere)          |

**TO RENEW - USE MyU3A OR GO THROUGH THE OFFICE**

## PRESIDENT'S NOTES



**Pam Davies**  
President

**The extensive work of the 2017 Committee of Management has taken U3A Melbourne City into a new phase of our evolution**, further consolidating our place as an important provider of opportunities to further educational and social well-being for our many members. We have new premises, we have maintained our voice in the Victorian U3A Network, and ensured the continuation of our broad and exemplary program.

As volunteers responsible for ensuring our secure future in the CBD, the Committee has responded to change proactively. However, change, whilst presenting exciting new horizons, can be extremely challenging. In 2018, members will note changes to class venues and to some procedures.

**At our heart is the commitment to continued provision of all U3A services for members.** However, as this Committee hands over to the 2018 Committee, we must all note the confirmation that Government funding, in the area of

program support for Victorian U3A organisations, will not continue after 2019. We rely on our members to support the ways in which contingency planning for our financial security can be made.

U3A is, in its essence, membership. Membership brings so many benefits: the energy of belonging to a vibrant group, the chance to explore development of our own skills through new learning, the opportunity to participate with others at local, state and international levels of the U3A movement. Membership is your commitment to our ethos, which has proven to be of such great value to so many over 30 years.

**I would like to thank all those members who have participated as volunteers this year.** So much has to be done to maintain our U3A. To every member who has contributed to the myriad tasks and responsibilities which ensure continuation of our work, grateful thanks. Special acknowledgement is sincerely offered to our tutors, class organisers, co-ordinators, leaders, and administrators. Personally, I have deeply appreciated the enriching experience of working with colleagues on Committee.

**It has been a very great privilege to fulfil the work of President of U3A Melbourne City.**

## 2017 BBQ TO CELEBRATE OUR VOLUNTEERS

**On International Volunteer Day we will be celebrating the work that all our volunteers do to keep our organisation running.**

**WE**   
**VOLUNTEERS**

This function is open to all members who have actively volunteered during 2017. Whether assisting as a tutor, in promotional activity, member services in the office, on a working party, or helping in one of many other ways, we hope to see you at a BBQ lunch and a vote of thanks for all your help in 2017....

**Flagstaff Gardens Bowling Club**  
**cnr William St and Dudley St, West Melbourne**  
**Tuesday 5th December at 12.15pm for 12.30pm**

An invitation will be mailed/mailed to all known volunteers on 28th October. If you do not receive a personal invitation and were an active registered volunteer this year please let the office know.

**It is essential for catering purposes to let the office know by Friday 24th November if you are coming AND if you have any food allergies.**

## LET'S DO SOMETHING IN JANUARY!



Over the years there have been requests for U3A to *"do something in January"*. It can be a rather flat time for people when the Christmas flurry is over.

**A series of Armchair Travel talks may fill the gap for some!**

**Max Warlond** and **Jill Thompson** have travelled extensively, and a number of you have been on a trip to Turkey with Jill as the Tour Leader. Max has been to Africa seven (7) times. We'd like to share some of our experiences with you.

- **Turkey** – with Jill
- **Arctic and Antarctic** - with Max
- **Africa** - with Max and Jill
- **Japan** - with Jill

You might have been there yourself and would like to share your experiences with the group, or you might just like to hear about a place you have never been. Either way, come along or join in the discussion with people who enjoy travelling as much as we do.

**The weekly series will have four sessions on Mondays, commencing 15th January to 5th February.**  
**The sessions will be 2 hours 1.00-3.00pm at the Greek Centre room 2.1.**  
**Book online through MyU3A, or through the office by 8th December.**

# BOTANICAL ART EXHIBITION

What a wonderful exhibition from some very talented and dedicated Botanical Artists.

A warm welcome with a glass of wine or mineral water and a delectable array of food to munch on whilst taking in the sights. The artworks beautifully framed (some for sale) were professionally placed at the end of aisles and various strategic locations to allow you to soak in the intricate works of our artists. The Exhibition had viewers engrossed during the afternoon. **Rhonda Favaloro** the tutor of the Botanical Art class gave a sensational talk on the origins of Botanical Art and if you thought like most of us it started with Banks - then think again!

Congratulations to all, we are very proud that you are a part of our U3A.



**HOW TO REGISTER FOR A "LET'S DO" GROUP**  
EITHER online through MyU3A. OR contact the office ☎(03)9639 5209 ✉ [citymelb@u3a.org.au](mailto:citymelb@u3a.org.au)

**MOVIES: Convener Fiona Graham and Jan Norman.** Let's Do Movies is a social group for people who enjoy quality movies and great conversation. You attend only when it suits, but PLEASE wait until you receive the WEEKLY BULLETIN before coming along for the first time, as the arrangements vary each week. LDMs is on every Tuesday at the Como Cinema, South Yarra. Once you have registered for LDMS, Fiona will contact you by email or phone.

**WALKS: Convener Margaret Wyatt.** Meets Tuesdays outside "Taxi/Transport" restaurant, Fed. Square @ 10:00am.

We walk for approximately 1 hour to inner urban destinations. Then we enjoy wonderful coffee and spirited exchange of ideas and thoughts. After this fun we then walk back to the city. Our walks cover the most varied and interesting paths and every week is an adventure. We have from 12 to 15 participants each week. A medium level of fitness is required and good walking shoes are most important along with hats for sun protection.

**CYCLING: Conveners Jan Norman & Richard Lasek.** This group gets together on Thursday mornings.

The Group is run by two experienced and fit cyclists. A medium level of fitness is required. *Rides last about 2 hours; are a 25 km (approx.) round trip; and are mainly flat with one or two hill climbs to get the heart pumping.*

**GALLERIES: Conveners Sharon Carter & Margaret Wyatt.** Register for Let's Do Galleries to enjoy Melbourne's heritage museums and contemporary art galleries. By registering you will receive monthly email updates of our forthcoming program.

**LUNCH: Convener Rosemary Ryall.**

Each month Rosemary finds an interesting, affordable & easily accessible cafe / restaurant for a group of about 20.

*The first LDL for 2017 was at the Lomond Hotel in Brunswick.*

*The comment from the 10 members attending was 'enjoyed by all', and the food was rated 'very good' and 'lovely'.*

*In June, eight LDL members met at the Father's Office restaurant 249 Little Lonsdale Street, with stunning views.*

*Members all commented they had enjoyed the delicious food, good service, views and great company.*

*The most recent LDL was in July at the Code Black cafe on Weston Street in Brunswick.*

*The comments were 'great service, great coffee & a pretty decent menu'. The LDL members gave this venue a 4-5 star rating.*

**MUSIC: Convener Peter Caldwell.**

This group of music lovers meets regularly for coffee or a drink before attending a concert at the Melbourne Recital Centre and other venues.

**THEATRE: Convener Anne Cobham.**

A group of theatre lovers who meet from time to time to attend shows. By registering you will receive monthly email updates of our forthcoming program.

# CAN YOU HELP IN 2018?

U3As worldwide or built on the ethos of members sharing their knowledge and skills, not just for our various programs, but also for running the organisation.

If you haven't already considered volunteering, here are some opportunities for you to do just that in 2018!

## Web Content Manager

You will be responsible for keeping the U3A Melbourne City's website up-to-date and accurate.

We use Drupal Content Management System, which like most other CMS, is pretty straightforward and easy to use. The majority of the work would involve amending pages, creating new pages, cutting and pasting from Word, and inserting hyperlinks and pictures. The work is sporadic and is unlikely to take more than a few hours of your time a month – and of course can be done from home. Various office bearers and volunteers will have responsibility for groups of pages and they will instruct you on the changes required. But that's not to say that you can't have your own input on how our site should look!

If you are interested or would like to know more, **contact Helena Ling via email on [hdling@optusnet.com.au](mailto:hdling@optusnet.com.au)**

## E-Bulletin Editor/Manager

You will be responsible for keeping members informed of our activities through our regular e-bulletin.

This will involve collecting information from various sources, and presenting it in a concise and attractive manner using Mailchimp, a web-based marketing tool. You will also need to ensure, in conjunction with the office, that the Mailchimp distribution list is accurate. E-bulletins are circulated at least monthly, according to a schedule, but sometimes more often depending on need. It is unlikely to take more than a few hours of your time a month – and can be done from home. Various office bearers and program coordinators will have responsibility for providing the information that you will need to compile the e-bulletins.

If you are interested or would like to know more, **contact Helena Ling via email on [hdling@optusnet.com.au](mailto:hdling@optusnet.com.au)**

## The Course Coordination Team Needs Your Help!

Why, you ask? Put simply, without this team of dedicated volunteers there will be no courses for our community at U3A Melbourne City to enjoy.

Like everyone else I am retired and because I have a love for giving back to the community I put my hand up to volunteer my time, but that didn't mean that it was going to take over my life or go back to working full time, and not be able to attend a course for myself which is why I joined in the first place. Silly me! you say.... But I see the big picture that we have a unique community which I want to see succeed and flourish, and without people to put their hand up to help, it will crumble like the Roman Empire because of the lack of member involvement and concern.

Put your hand up and give back to what you have been enjoying so that we can continue to do more.

### So what do we need?

- People who enjoy working as part of a team to share the load and a joke or two!
- Competent computer skills that can use one or more of these programs: Excel, Word, Dropbox, SurveyMonkey and MailChimp just to name the main ones.
- Generate spreadsheets and grids.
- Talk to people and ensure we have all the correct information.
- Create rapport with venue staff.
- Being able to identify, interview and schedule prospective tutors/courses,

These are just to name a few, and the need is not just for five minutes, but for an entire project and to see it through.

Elizabeth Way Course Coordinator

Email: [coursecoord@u3amelbcity.org.au](mailto:coursecoord@u3amelbcity.org.au)

**Proverb: a task is soon accomplished if several people help.**

## Room Booking Coordinator

*Opportunity to work at home with a friendly team for a worthwhile cause*

The position requires a skilled person to undertake the yearlong and semester (½ yearly) room booking process for 2019. Suitable applicants would need to have a background in timetabling at an educational institution or to have other appropriate organisational experience.

We currently rent rooms in 10 CBD locations and run 77 yearlong classes, most of them weekly. The planning process starts in August 2018, firstly with receipt of Tutor applications followed by calls to venues with our expressions of interest. Once the yearlong and semester applications are made and confirmed, then they are advertised in the November newsletter for student enrolments. Training will be provided in the first half of 2018.

This is a key administrative role (See Strategic Plan 2017) and the RBC works closely with the Course Coordinator throughout the planning process from August – November each year.

The position requires the use of a computer at home for communicating and coordinating the planning of the program by emails and Dropbox and to share vital information with key people. In retirement, there is satisfaction in working for a worthwhile cause with like-minded people. The U3A movement is referenced in the 2015 report of the Commissioner for Senior Victorians as a pro-active organisation which through its activities and central emphasis on learning for life, provides acknowledged value for health and social participation. (Ref Annual Report 2016.)

Elizabeth Way Course Coordinator

Email: [coursecoord@u3amelbcity.org.au](mailto:coursecoord@u3amelbcity.org.au)





## RANdomised trial to imPROve the quality of life of people with Dementia plus their carers (RAPID-plus trial)



The Melbourne University Academic Unit for Psychiatry of Old Age (AUPOA) is looking for volunteers to join the RAPID-plus trial, a study testing a new approach to treating depressive symptoms in people with Alzheimer's Disease and their carers.

This six-month study aims to test a novel intervention designed to improve the mood and quality of life of people with memory concerns and those who care for them. The intervention is called 'cognitive bias modification' or CBM. CBM is an easy to use computer-based intervention that aims to break the vicious cycle of negative thoughts contributing to negative feelings.

People who answer 'yes' to the following may be eligible to join the RAPID-plus trial:

- Have you been diagnosed with mild to moderate Alzheimer's Disease (AD) and have some depressive symptoms?
- Are you a carer for someone with mild to moderate Alzheimer's Disease (AD)?
- Are you fluent in written and spoken English?

If you, or someone you know would be interested in participating, or for more information, please contact:

Rhoda Lai at AUPOA Ph: 03 8387 2202 Email: [rhoda.lai@unimelb.edu.au](mailto:rhoda.lai@unimelb.edu.au)  
Visit the AUPOA Website: [aupoa.unimelb.edu.au](http://aupoa.unimelb.edu.au)

Your committee has agreed to advertise these appeals and opportunities, but this should not be taken as an endorsement or recommendation to participate. Members are solely responsible for their own choices and any consequences that may result.

## NEWSLETTER PRODUCTION SCHEDULE 2018

| Issue No. Month     | Copy deadline | Draft finalised | Photocopied | Mailout team | Sent out   |
|---------------------|---------------|-----------------|-------------|--------------|------------|
| Issue 271, Summer   | Wed 3 Jan     | Wed 10 Jan      | Mon 15 Jan  | Tues 16 Jan  | Wed 17 Jan |
| Issue 272, Autumn   | Wed 28 Feb    | Wed 14 Mar      | Mon 19 Mar  | Tues 20 Mar  | Wed 21 Mar |
| Issue 273, Winter   | Wed 23 May    | Wed 6 Jun       | Fri 8 Jun   | Tues 12 Jun  | Wed 13 Jun |
| Issue 274, Spring   | Wed 22 Aug    | Wed 5 Sep       | Mon 10 Sep  | Tues 11 Sep  | Wed 12 Sep |
| Issue 275, November | Wed 17 Oct    | Wed 31 Oct      | Fri 2 Nov   | Mon 5 Nov    | Wed 7 Nov  |

**NOTE CHANGE OF DATE TO AVOID THE QUEEN'S BIRTHDAY HOLIDAY**

**NOTE CHANGE OF DATE TO AVOID THE MELBOURNE CUP HOLIDAY**

## ENROLMENTS 2018

The timetable for 2018 Yearlong/Semester courses is shown below, together with important information that you need to know about enrolments. **Please read this information carefully.** (Term 1 short courses come online on Tuesday, 23rd January, following publication of the January newsletter.)

**PLEASE ENSURE THAT YOU HAVE RENEWED YOUR MEMBERSHIP FOR 2018 BEFORE ENROLMENTS OPEN ON 20TH NOVEMBER**

### ENROLMENT TIMETABLE

|   |  |
|---|--|
| Wednesday, 8th November   | <ul style="list-style-type: none"> <li>• November newsletter and 2018 Yearlong/Semester Course Guide e/mailed and posted on website.</li> <li>• MyU3A updated with 2018 yearlong/semester courses.</li> </ul>                          |
| Monday, 20th November,<br>from 10.00am and not before – until<br>Thursday 23 <sup>rd</sup> November | 2017 Registered Volunteers and Life Members can enrol in 1 course only at this stage.  |
| Friday, 24th November,<br>from 10.00am and not before – until<br>Tuesday, 5 <sup>th</sup> December  | <ul style="list-style-type: none"> <li>• Full Members can enrol in a maximum of 2 courses.</li> <li>• 2017 Registered Volunteers can enrol in 1 additional course</li> <li>• Life Members can enrol in 1 additional course.</li> </ul> |
| Wednesday, 6th December,<br>from 10.00am and not before - ongoing                                   | All members, including Associate Members can enrol in additional courses, subject to vacancies and enrolment rules.  |

### Enrolling through MyU3A

If you have not used MyU3A for enrolments before, our office volunteers would be happy to show you how easy it is. Drop

in to the office over the next month during office hours. And of course, there are instructions on the MyU3A website, or you can download them – [CLICK HERE](#).

### MyU3A Logins and Passwords

If you can't find or remember your password, you can request it on the Member Login page of the MyU3A site by clicking the "Forgot Password/ID" button.

### Priority Enrolments: Volunteers & Life Members

Life Members, and members who have actively volunteered this year and who are registered on our volunteer database, have a priority enrolment period of four (4) days **from 10.00am on Monday, 20th November until Thursday, 23rd November** in which they can enrol in a maximum of one (1) yearlong/ semester class. After this date, enrolments are opened up to full members.

### Enrolment Restrictions

- Language Policy restrictions – refer to 2018 Yearlong/Semester Course Guide and [Website](#).
- You can only enrol in one Yoga class.
- You can only enrol in one Mahjong class.
- You can only enrol in one Writing class

### Class Count

During the initial restricted enrolment period, ie from 24th November to 5th December, you can enrol in a maximum of 2 classes.

**What counts:** Classes in which you have successfully enrolled; classes for which you have been put on a waitlist pending tutor approval (ie mostly languages but some other classes also), and classes that are full and you have been waitlisted.

**What doesn't count:** Let's Do registrations.

### In-Person Enrolments

In-person enrolments will be done in the U3A Office, **except for the main enrolment day of Friday, 24th November, where they will be held in the Enrolment Centre, Room 2.2, Level 2, Greek Cultural Centre.**

**If you are coming in to enrol on that day, you should go to the Enrolment Centre first, where you will be allocated a queue number.**

**n.b. The building does not open until 9.00am**

### Phone Enrolments

Whilst we are happy to take phone enrolments (provided that you have renewed your membership prior to doing so), bear in mind that it may take you some time to get through to us. You can enrol by phone **from 10.00am** on any enrolment day.

### Voicemail

- **Monday, 20th November** - voicemail received before 10.00am will NOT be actioned!
- **Friday, 24th November** - you can't leave a voicemail at all
- **Wednesday, 6th December** - voicemail received before 10.00am will NOT be actioned!

Please do not use multiple channels as this is confusing for us and wastes our time, ie don't leave a voicemail with your enrolment requests **and also** send an email with the same requests.

We will endeavour to reply to all voicemails with the outcome of your request.

### Email Enrolments

Whilst we are happy to take email enrolments (provided that you have renewed your membership prior to doing so), bear in mind that it takes us a little longer to process these.

**You can enrol by email from 10.00am on any of the main enrolment days: Monday, 20th November, Friday, 24th November and Wednesday, 6th December.**

**Any emails received before 10.00am will NOT be actioned!**

Please do not use multiple channels as this is confusing for us and wastes our time, ie don't send an email with your enrolment requests and also leave a voicemail with the same requests.

We will endeavour to reply to all emails with the outcome of your request.

### Let's Do Registrations For 2018

Enrol in these as you would any other class – online through MyU3A or via the office. Registrations for Let's Do groups for 2018 do **not** count as part of your class quota. You must register each year so that LD co-ordinators have up-to-date lists of current members.

### What you can do to help us

1. Renew your membership by 20th November.
2. Read this advice carefully and adhere to our instructions.
3. **If you are not enrolling via MyU3A**, know the exact name, as published in the Guide, of the course/s that you want to enrol in.

### Office Closures during Holiday Period

**The office will close on Tuesday, 5th December for the Volunteers' BBQ, and from Monday, 11th December to Friday, 12th January, 2018.**

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**Newsletter team:** Graham Oliver (editing and layout); Ian Mackay (backup editor); Bill Devine, (proofreading); Helena Ling (course lists, distribution, website posting); Hugh Oates, Mike Shackleton (photocopying); Fran Sciarretta (mailing); Margaret Rees and others (mail-out).



**Copy deadline for the January 2018 issue is Wednesday 3<sup>rd</sup> January 2018.**

Please email items to [editor@u3amelbcity.org.au](mailto:editor@u3amelbcity.org.au)