

U3A Nunawading AGM

**Mayor Denise Massoud
addresses the AGM**



THE 27th Annual General Meeting of U3A Nunawading was held in the Seniors Hall on Wednesday 23 August with about 90 members and invited guests in attendance.

Before officially opening the AGM, President Valerie Donlon acknowledged the traditional owners of the land on which the meeting was being held – the Wurundjeri people.

The Mayor of the City of Whitehorse Cr Denise Massoud attended the meeting along with a number of Council Officers. As it was a sitting day for the Victorian Parliament, our local state parliamentarians sent their apologies as did Michael Sukkar MP, Member for Deakin.

The Minutes of the previous AGM had been circulated as part of the 2017 Annual Report and were accepted as an accurate account of the 26th AGM before the President gave her report for the year, an extract of which is included in this newsletter.

The Treasurer Barbara Worcester then presented the Financial Report for the 2016 – 2017 year. Please see page 4 for details.

Before the election of Office Bearers and Committee Members for the next 12 months, Valerie explained that the terms of office for the three Office Bearer positions which became vacant at the 27th AGM would be for two years as the Nominations forms reflected the 2014 Constitution, the consideration of the Special Resolution to change it was still to come.

Continued on page 12



President's Report 2016-2017 (Extract from Annual Report)

Overview

Membership numbers over the past 12 months remained steady year-on-year at just under 2000. Word of mouth is still our most effective form of promotion with many new members enrolling shortly after retiring as a result of the recommendation of friends. We have a highly diverse membership with approximately half of our members born overseas.

We ended the 2016/17 year in a stable financial position due to our conservative approach to managing members' funds over many years. Fees, which are based on a rigorous budgeting process, are set at the minimum sustainable level to make membership of U3A as accessible as possible to all who wish to join.

U3A Nunawading is grateful for the support we receive from Whitehorse Council in the form of accommodation subsidies and a community grant. We also thank the Victorian State Government and Whitehorse Community Chest for their financial support.

Courses

The majority of our courses run for the full year and many have been running successfully for a number of years due to the long-term commitment of our Class Leaders. However, we are also fortunate to have

members come to us with new ideas for courses each year and 14 new classes were added to the program at the beginning of 2017.

Language and Exercise classes continue to be the most popular, with 59 and 32 classes respectively being offered this year. The breakdown of the other classes is: 24 Humanities, 13 Art, 11 Craft, 11 Dance, 9 History, 8 Music, 7 Science and 5 Games.

We offer English as a Second Language (ESL) classes each week to assist members who have come to the English language later in life and are seeking more practice. Currently, 14 ESL Leaders have an average of three members per class and we hope to increase the number of classes to help cater for the growing waiting list of members wishing to improve their English.

Our Computer Leaders continued to offer popular standard courses to assist those who are still new to the digitised world and want to learn the basics of using a computer. However, as members acquire the latest versions of tablets and smart phones, we have been able to offer beginner courses for those who need assistance in getting to know their device as well as advanced courses for the more experienced. We had 49 classes with an average attendance of eight for the short courses and 15-17 for the 2-hour free sessions. Overall, computer class numbers were down slightly as many of our newer members became

digitally literate while they were in the paid workforce.

The total number of courses offered by our 150 volunteer Class Leaders increases each year as we slowly extend our hours to accommodate them. This is all thanks to the members who volunteer to share their skills and life experiences so readily with others.

Summer School

Fifty-one classes, events and excursions were offered in the two weeks of the 2017 Summer School. This annual addition to our program coordinated by our Summer School Committee is a welcome activity during the long Christmas break for many of our members and gives us the opportunity of engaging in a range of different activities that may not fit within our normal program.

Social Events

These are an integral part of our activities and members look forward each year to a range of events put on by the Social Committee and our bands. The highly successful annual Supper Dance at the Box Hill Town Hall hosted by our Silver Grove Swing Band and Silver Bell Jazz Band has become a popular event and attracts many dance enthusiasts in addition to our own members. Over the past twelve months we held a three-day Games, Music & Movement event as part of the 2016 Seniors Festival, our annual Melbourne Cup Luncheon and a Movie Afternoon.

Continued on page 4



Course Administrator's Report

Fees: At the AGM last month it was announced that all Computer Classes from Term 4 this year onwards and Summer School will be free and the 2018 membership fee will be \$75.

Re-enrolment: Re-enrolment for next year will open on Monday 27 November 2017. Details will be included in the next newsletter.

Waitlists: A number of classes have very large waitlists. These classes are now closed and you will not be able to enrol in them.

Exercise Leaders Needed:

Fit and active classes are becoming very popular as we learn that "if we don't use it, we lose it". Accordingly, most of our exercise classes have large waitlists. If you know of anyone who may have the knowledge and would be happy to share with others, especially in Fitball or Pilates, I would love to hear from them.

Contact: If a class is cancelled and we have your email address this is how we will contact you. Sometimes, because we use bulk email, your computer security may drop it in your spam or junk mail, so make sure you check this regularly.

Name Badges: Once again you are reminded to wear your name badge at all times whilst at U3A. One of our members had an accident coming from a class recently and his badge was in his bag. Please also make sure you have up-to-date contact information on the back. This not only makes our life easier but may help save a life in an emergency.

Elsie Mutton
Course Administrator

Classes returning in Term 4

17HUM011 KEEP YOUR BRAIN ACTIVE

Tuesday 10.45 to 11.45 MPR

This is Part B of the class that was running in terms 1 & 2.

Tom Edwards

17HUM041 WRITING YOUR FAMILY HISTORY

Friday 11.30 to 1.00 Room 9

There is a wealth of history in every family that will be lost if it is not recorded. It also provides stimulating research.

Garry Fabian

17ART006 CHINESE CALLIGRAPHY

Tuesday 2.30 to 3.45 Room 9

Patrick will return and run an entertaining introduction to Chinese Characters in Term 4. A 4-week course commencing 24 October.

Patrick Kan

17HUM008 EMOTIONAL WELL-BEING for ANXIETY & ANGER RELIEF (Change of Name for EFT)

Wednesday 9.30 to 11.15 MPR

Learn technique, based on stimulating acupuncture points to quickly reduce and even dissolve intensity of accumulated negative memories and emotion; calm worrisome and anxious thoughts about your life. No need to disclose your problems to group.

Colin Carter

17HUM027 SCREENWRITING WORKSHOP

Wednesday 10.45 to 1.30 Building 14

For beginners and experienced script writers: anyone with an interest in storytelling. Participants will work on their screenplay away from class. Bring to class a pen, paper and any started or completed scripts. See full description online.

Greg Reilly

Treasurer's Report★

Barbara Worcester presented her report for the year, making the following points:

Overview:

Our finances are managed using Cash Accounting and we are registered for GST. Total income of \$137 723 less total expenses \$101 164 resulted in a surplus for 2016/17 of \$36 559. Last financial year (2015/16) total income less expenses resulted in a \$29 950 surplus. Cash and bank balances – that is 99.5% of our assets – are our only cash reserves. In 2016/17 these increased by \$36 699, compared with an increase of \$29 825 in 2015/16.

Major Factors contributing to operating results:

2016/17 fees remained the same as 2015/16 – \$70 membership; \$20 computer classes; \$10 summer school.

A. This fee structure was developed to:

- (a) ensure yearly income covered yearly expenses without drawing on Cash Reserves; and
- (b) build the level of Cash Reserves, including making provision for:
 - (i) 3-5 year replacement cycle for IT and other equipment; and
 - (ii) The future move to the new Nunawading Community Hub.

B. Significant cost reductions in:

- (a) the Newsletter, 84.2% reduction with 91% of members receiving copies via email;
- (b) Telecommunications/IT repairs and maintenance decreased by 26.9%.

Income Sources:

Member Fees (Memberships, Computer Courses, Summer School) . . . \$119 836 **(87%)**
Social Events (Social Committee, Supper Dances, Melb Cup) . . . \$5017 **(3.6%)**
Grants (State Government, City of Whitehorse, CoW Community Chest) . . . \$8266 **(6%)**
Other . . . \$4604 **(3.4%)**
Total . . . \$137 723 **(100%)**

Adding Member Fees to Social Events means members' contribution to income was 90.6%. Amongst those she thanked, Barbara drew attention to the City of Whitehorse for their continuing support, particularly the Community Grants Discount Rental and their Community Grant.

Member Fees 2018: Membership \$75, all-inclusive. No additional fees for Computer Classes Term 4, 2017 and all 2018 or Summer School.

Auditors 2017/18: Tregear, Bain and Taplin, Chartered Accountants, Blackburn.

★ To view full Report go to <https://u3anunawading.com.au/notice-board/annual-reports>

President's Report continued from page 2

Looking forward

Planning is well underway of the new Nunawading Community Hub to be built on the site of the former Nunawading Primary School, which is expected to be completed by the beginning of 2020. As a key stakeholder, U3A Nunawading is working closely with Whitehorse Council's Project Team during the design phase to ensure that the areas of new facility we will utilise are as closely aligned as possible with our activities.

Thank you

As a wholly-volunteer organisation, we rely completely on the generosity of our

members to donate their time and skills to run one of the largest U3As in Australia. Broadly, our volunteers fall into the following groups: Committee of Management, which has overall responsibility for our operations. Our largest group of volunteers and the ones without whom we would not have any classes are our Class Leaders. Handling member inquiries are our front line Office Volunteers; to create our important calendar of social events is the Social Committee and its regular band of helpers and to coordinate our communications and community events are the members of our Communications & Publicity Committee. In addition to these

groups are the members who take on individual tasks to keep the wheels turning at U3A Nunawading.

Without these 200 or so members we would not have a U3A, so on behalf of all members I thank them most sincerely for providing a welcoming community where we can Live, Learn and Enjoy.

Finally, thank you to the Committee of Management and members of U3A Nunawading for your support over the past two years. It has been an honour to serve as the President of such a wonderful organisation.

Valerie Donlon



Our camera at the AGM



HAIG

COURT OF PUBLIC OPINION



ON 18 May 2017, 0915 hours, our U3A Nunawading Military History (MH) Group conducted a Court of Public Opinion, replete with Presiding Judge, Prosecuting Advocate, Defence Advocate, and a jury of 21 MH Group members.

As it was the 100 year anniversary of great battles during World War One, the leaders of the Group decided it appropriate to revisit the legacy of the British Empire Commanding General – Sir Douglas Haig. Haig has been shrouded in controversy in more recent times, having been accused of causing many thousands under his command to be recklessly sacrificed. Historians hold extreme contrary views of Haig's legacy – one side claiming him a war hero for winning the war, and the other side claiming him to be a butcher and a bungler. Countless books have been written and the controversy has raged for 80 years – what better subject for our group to tackle.

From an Australian perspective a mock trial was entirely appropriate as our AIF diggers were ultimately subject to orders emanating from General Haig. So many diggers paid the ultimate price in this conflict and an examination of General Haig's role was timely and a 'court' was convened to try General Haig.

The Charge: That Lord Douglas Haig, rather than being honoured for his role as commander in chief of empire forces during WW1, that he be censured for his inability to limit the excessive death toll of all soldiers and his complete disregard in keeping the empire informed of the conditions faced by empire soldiers at the battle front.

Room 6 was transformed into a court. A poster exhibition adorned the walls with contemporary images of the times. An effigy of General Haig



sat front and centre. MH Group Leader Rob Ellis was appointed Presiding Judge, suitably adorned in a curly judge's wig and both advocates wore legal silk.

Prosecuting Advocate Lord Anthony KC (*Tony Tossel*) led the hearing, calling on witnesses for supporting evidence. They were Brig. General Pompey Elliott¹ (*Trevor Thomas*), Sir Winston Churchill¹ (*Joe Borg*), Sir Basil Liddell Hart (*Mike Lewino*) and Sir David Lloyd George PM (*Reg Roberts*).

Then it was the turn for the Defence, Defence Advocate Lord Neville KC (*Neville Betts*) followed, calling on witnesses Alfred Duff Cooper (*Geraldine Starbrook*), Sir Winston Churchill² (*Ross King*) and special advocate (*Greg Piper*).

The audience was most impressed with the Defence's presentation of witness lookalike Sir Winston Churchill – with actor Ross King appropriately garbed and drilled in Churchillian 'speak'. The Prosecution had also called up Winston Churchill. What Joe Borg lacked in comparative physical shape, he made up for in his choice of Churchill's prose.

A spirited debate ensued until time was called, the jury retired then delivered their verdict – excusing General Haig, by a narrow voting margin of 11–10.

The 'trial' had been an education for all – the tumultuous events of 1914–18 were given a new level of understanding.

U3A Nunawading is quintessentially good at this type of activity – theatre, expression, research, passion, debate, and camaraderie.

Tony Tossel

Notes 1&2: Dual Winston Churchills – one for Prosecution, the other for Defence.



Celebrating seniors



THE 35th 2017 Victorian Seniors Festival will take place throughout October. The week of free public transport for Seniors will be **Sunday 8 to Sunday 15 October**. At last year's Festival more than 2500 free or low cost events took place and over 150 000 older Victorians and their friends and families took part.

U3A Nunawading members will demonstrate at three venues during Seniors Week. The first will be on Sunday 8 Oct. at **Federation Square**. There'll be stage performances by Line Dancers, Choir, Fit and Active 2, Philippines Cultural Dancing, and Zumba. Craft groups such as Tatting and others will display in the Marquee from 10.30am to 4pm.

The second venue is **Forest Hill Chase** shopping centre, Canterbury Road. Organised by the City of Whitehorse Community Development Department – Healthy Ageing, it will continue for the week of 9-13 October. At this stage, on Wednesday 11 Oct., U3A Nunawading's Choir will sing and artists Bill Stamford and Deysi Campos will demonstrate on Wednesday and/or Thursday 12 Oct. Philippines Cultural Dancers will appear Friday 13 October.

The third and last venue is the City of **Whitehorse Spring Festival** held Sunday 15 October. Once again, there'll be stage performances from Line Dancing, Belly Dancing, Tai Chi, Philippines Cultural Dancing and Zumba. The Marquee will host demonstrations of Paper Folding, Sugar Craft and other crafts. Spectator participation will be encouraged by the paper folding group. Times: 10am-4pm. Venue: Whitehorse Civic Centre, Whitehorse Road, Nunawading. Please come along and support your fellow members who've given up their time to attend each of these programs.

U3A NUNAWADING 2017 MELBOURNE CUP LUNCHEON

Tuesday 7 November in the Seniors Hall, Silver Grove

Bookings essential LIMITED NUMBERS: ONLY 92 PLACES

Join your fellow U3A Nunawading members & guests for lunch and watch the Cup on the large screen.

SPIT ROAST BUFFET
BYO DRINKS

Sweeps, Activities, Raffle,
Prizes, Fashions.

COST: \$25 per head

For catering purposes please
pay at the Silver Grove Office
by Monday 30 October.



MARK YOUR DIARIES

Shrine of Remembrance Tour Friday 20 October



A conducted tour. Meet at 2pm sharp, on Shrine Steps. The tour is free but donations can be made. Learn about Shrine's History,

Architecture, and Australian Military History. The Shrine is one of the largest war memorials in Australia.

Getting there: Train to Flinders Street, then transfer to St Kilda Road tram – check with Yarra Trams representatives at stop opposite station for correct tram to the Shrine.

Kids Under Cover Namatjira Room 4.30pm Thursday 26 October

Martin Murley from not-for-profit, Kids Under Cover will speak on Youth Homelessness and its Prevention.



Portarlinton Ferry Ride and Winery Tour Sunday 26 November

The ferry leaves from Docklands at 10.45am sharp.

Getting There: Train to Flinders Street Station, cross to Tram Stop in Flinders St. Take Tram 35, 70 or 75 to corner of Bourke St and Harbour Esplanade, Docklands (check with Yarra Trams representative for correct tram). Alight at corner of Bourke St and Harbour Esplanade; walk down Victoria Harbour Promenade (runs between National Bank Building and water). The ferry ride takes about 90 mins.

Upon arrival in Portarlinton we'll be met by a local wineries bus for our visit to two wineries. Lunch will be available – at your own cost.

Costs: Ferry – \$24 return (Seniors), the bus and winery tour are free.

Bookings: Please register and pay at U3A Reception, Silver Grove. Bookings close Wednesday 22 November.



2017 Deakin Community Awards

THE Deakin Community Awards 2017 ceremony was held at George Wood Performing Arts Centre in Ringwood on 31 July. U3A Nunawading's President, Valerie Donlon, had nominated Barbara Ryder and David Gannon, both of whom won for the Seniors (Over 65 years) Award category.

Valerie's recommendation stated: "David and Barbara are both very committed and highly respected members of U3A Nunawading and I have no hesitation in recommending them for a Deakin Community Award and firmly believe they would both be worthy recipients."

David Gannon, who was appointed a Life Member of U3A Nunawading in 2015, has always been extremely generous with his time and expertise:

- A very active Committee Member 1998 to 2003
- Treasurer 1999 and 2000
- Class Leader of two Current Affairs classes each week from 1998 to present
- Data Manager for 15 years
- Humanities Stream Course Coordinator during the early 2000s.

David and Barbara receive their awards from local MP Michael Sukkar

Barbara Ryder is in her 10th year as a very committed and proactive member. Her compassionate and outgoing personality, as well as 'can do' and 'lead from the front' approach have enriched the lives of many members. Barbara's time at U3A Nunawading includes:

- Strongly engaged member of the Management Committee 2008 and 2009
- Welfare Officer 2009 to 2013
- Class Leader 2007 to present
- Member of Social Committee 2008 to present.



French National Day

THE students of French 3 celebrated French National Day on 17 July at their Leader's home with a delicious lunch accompanied by champagne, camaraderie and lots of laughter. They were entertained by some of their very talented colleagues who displayed and talked about their interests in French. Thank you to Eleanor, Robyn S, Emilio, Kaye, John, Shirani, Laurie, Steve, Alejandro & Gioconda for sharing their hobbies. The party concluded with a fine rendition of "La Marseillaise".

Anne Holland



FINDING a parking spot at Silver Grove can be difficult at times and when we spot someone reversing out, the temptation is to thank our lucky stars and drive rapidly into the vacated spot.

However, did you know that if you park in a recently vacated spot at Silver Grove (and elsewhere) you could be fined? In-ground parking sensors require about 20 seconds to re-set after one car has gone and another has taken its place.

Therefore if the member vacating the car park has been there for 3-4 hours, your time will be added to that – unless you wait for the 20 seconds!

Earlier this year, a U3A Nunawading member

received an infringement notice for overstaying the time limit at Silver Grove (which she eventually managed to have overturned). She advises that the infringement notice included a warning that vehicles should be parked totally within the white lines, including the boot and bonnet.

So be sure to 'straighten up and drive right'!



Your voice : Trust your choice

Making enduring powers of attorney



ON 22 June 2017, the Commissioner for Senior Victorians launched a new publication *Your voice – Trust your choice – Tips for seniors*

making enduring powers of attorney.

Your voice – Trust your choice is a practical guide to help older Victorians to safely appoint a Power of Attorney. An enduring power of attorney is where you give someone you trust the legal authority to make decisions on your behalf. Although the majority of enduring powers of attorney work well, in some cases, family members, carers or friends abuse their authority. This is one of the most devastating forms of elder abuse.

The booklet includes helpful tips, case studies, and sample wording to encourage older people to safely decide upon an enduring power of attorney. It is a companion booklet to Office

of the Public Advocate's *Taking Control: a guide for making enduring powers of attorney*. In particular, the guide will assist older people to minimise the risk of abuse so that an enduring power of attorney:

- captures their wishes about decisions that are made on their behalf
- ensures that the right people are involved in decisions that are made on their behalf.

The booklet is a joint project with Office of the Public Advocate (OPA) and funded by Department of Health and Human Services. It is available at OPA website www.publicadvocate.vic.gov.au/power-of-attorney.

Phone OPA on 1300 309 337 or visit their website www.legalaid.vic.gov.au/find-legal-answers/free-publications-and-resources.

VALE JOAN MEESTER

It is with sadness we advise that Joan Meester died suddenly on 14 July 2017.

Joan had been an active member of U3A Nunawading for a number of years where she enjoyed geology classes and involved herself in many field trips. She attended U3A's art classes and helped in the ESL program helping people improve their language skills.

Joan's whole life involved travel; she visited at least 38 countries. A few weeks before Joan passed away her memoirs were recorded for a future U3A publication. I know you will enjoy reading about her wonderful adventures in 2019!

Robyn Cox
ESL Coordinator

Interested in photography?

A social photography group, not a formal class, could be formed to share photography knowledge and enthusiasm. Those who've recently taken an interest in photography are welcome.

Meetings will include discussions about camera skills, photo editing, composition and equipment and the group may undertake field trips.

Starting in Term 4, if there is sufficient interest, we can meet first Mondays at 4.15–5.30pm in Room 5 at Silver Grove.

If interested, please leave your name and contact details at the Front Desk or email admin@u3anunawading.org.au

Archie Kaan



THE Australian Childhood Foundation's trauma teams help children, families, carers and support professionals throughout Australia, including remote and regional areas. Their collaboration with a network of adults and organisations focuses on creating an environment dedicated to the recovery and healing of children traumatised by abuse, neglect and family violence.

The ACF has launched a new app for iPhones, voiced by Chris Hemsworth, his mum Leonie, and Nadine Garner to help all children connect with

others to solve problems. *The Big Tree App* can be downloaded from iTunes for \$4.49 with all funds raised supporting work to support children affected by abuse and family violence.

You can help support the ACF's work by leaving your used stamps in the plastic container at Silver Grove's reception desk, you will be helping to support this worthy cause. When removing the stamps from the envelope, please leave some paper around the edges to avoid damaging the stamp.

U3A Nunawading AGM

continued from page 1

Treasurer Barbara Worcester chaired the meeting for the election of U3A's President. Valerie Donlon was elected unopposed for a second two-year term, after which time she would not be eligible to stand for that position again as U3A Nunawading has a four consecutive year maximum for a member to hold an Office Bearer position.

The President conducted the remaining elections. Elsie Mutton and Liz Hooper were elected unopposed to the two positions of Vice President. The positions of Secretary and Treasurer do not become vacant until the 2018 AGM.

The 10 positions of Committee Member were declared vacant and the following members were elected unopposed: Frank Baseden, Paulina Chong, Barbara Gardiner, Andrew Gee, Lindsay Glen, Andrew Lockwood, Leo Sargent, Colleen Skinner and Noela Winter.

Former Committee Member Elaine Forde, who joined the Committee in 2012 did not

re-nominate and her contribution to U3A was recognised by the President in her absence, due to her being overseas on the day. A small presentation will be made to Elaine on her return.

Valerie handed the meeting to Barbara Worcester, who was the Convenor of the Constitution Review Committee, for consideration of the Special Resolution to change some aspects of the 2014 U3A Nunawading Constitution. The Resolution was passed unanimously by the meeting.

The AGM was then closed and Cr Denise Massoud was invited to address the audience. Cr Massoud acknowledged the contribution U3A makes to the community and shared some positive ideas she had recently gained from a conference she had attended.

The President thanked Graham Haynes for looking after the sound and slide presentation for the meeting and the Social Club and their helpers for setting up the lunch which she invited everyone present to stay and enjoy.



LEARN TO USE SHARE CHARTING

17COM408 – Beginners Introduction to Share Charting

Would you like to know more about technical analysis, also called charting?? Don't be daunted – technical analysis is a valuable tool that can be used to make sound decisions before investing. Charting will give you an extra edge in the market and builds confidence in your charting.

Nordic Walkers

U3A Nunawading's Nordic Walkers invite to you join them at Apollo Bay for the Cup Weekend. They'll be walking, rambling, cycling or just looking at the sea and would love others to join them. The group will be there from 3-7 November but join them for as long as you can.

Contact Judi on 0412 450 174 or sophax.jm@gmail.com to find out more.



Computer Class Descriptions Term 4

ALL COMPUTER COURSES ARE NOW FREE!!

17COM404 WHAT'S NEW IN WINDOWS 10

9 October to 30 October (4 weeks)

Monday 10.00 to 12.00

Graeme Hilson

Windows 10 Operating System is here and is now supplied with new computers as well as being offered to all PC users on earlier Operating Systems. This class will bring you up to speed, whether you are new to computers or have used the older versions of Windows. The good news is that it is not difficult to learn and by the end of this course you will regard Windows 10 as a familiar friend.

PREREQUISITES: Experienced using a computer with good keyboard/mouse skills. BYO USB (memory stick).

17COM406 KEEPING UP-TO-DATE WITH YOUR COMPUTER

9 October to 20 November (6 weeks)

Monday 1.00 to 3.00

Wayne Henry

This is a **BEGINNERS** Level Course. Based on Windows 10 and Microsoft Word. It will keep you up-to-date with your PC and its associated Applications. We will look at what goes on inside the computer and how it manipulates and stores information. We will demystify some jargon, explain unfamiliar terms and explore the difference between "Drives", "Directories", "Folders", "Applications" and "Files". We will use MS Word to create interesting documents using templates, the addition of graphics (e.g. photos) and the powerful but easy-to-use formatting and editing tools of Word. We will access and incorporate information from various resources including the Internet and finally save our work or share it with others.

PREREQUISITES: Experienced using a computer with good keyboard/mouse skills. BYO USB (memory stick).

17COM408 RESEARCHING SHARES ON THE INTERNET (Beginners)

11 October to 15 November (6 weeks)

Wednesday 10.00 to 12.00

Eric Kratzer

Do you want to know more about technical analysis also called charting? Don't be daunted, it seems like a big term but technical analysis is a valuable tool you can use to make sound decisions in your investing. Charting gives you an extra edge in the market and builds confidence in your trading. This course will provide you with an overview of the basic concepts and principles of technical analysis; an easy step-by-step guide on how to read charts. The only requirement is the desire to learn about Stock Charts. Does not include financial advice or recommendations for investing your savings.

PREREQUISITES: Ability to efficiently use keyboard and mouse together with experience in using the Internet. Please bring a USB (memory stick).

17COM410 GETTING TO KNOW MORE ABOUT YOUR iPad

11 October to 22 November (7 weeks)

Wednesday 1.00 to 3.00

Tony Widdows

This a **BEGINNERS** level course, for those who would like to learn the main functions of their iPad as well as some interesting and handy tips and tricks. This course will also cover the changes in iOS 11, expected to be released in September. With the holiday season fast approaching your iPad will become a useful tool that will enable you to enjoy the endless possibilities of the digital world.

PREREQUISITES: Bring your own fully charged iPad or iPad mini (not suitable for iPad 1) and ensure that its operating system (iOS) is up to date.

17COM412 1st STEPS WITH YOUR APPLE iPhone

10 October to 21 November (6 weeks)

Tuesday 1.00 to 3.00

Helen Smith

Make your iPhone a practical and fun tool. Learn to manage your mobile data usage as well as how to share photos, use mail and messaging, manage your contacts and browse the Internet. Tweak the settings to personalise your phone to your own style of working. Explore some of the extensive range of built-in and third party applications that can make your iPhone an indispensable tool and a source of fun as well.

PREREQUISITES: Suitable for any iPhone but iPhone 5 and later are preferred as they can run the latest operating system (iOS 10). You must have an Apple ID and password and ensure your iPhone's operating system is up-to-date. Check this in the Settings App/General/Software Update.

Computer Class Descriptions Term 4 (cont'd)

17COM414 CREATING A PHOTO ALBUM FROM DIGITAL PHOTOS

12 October to 9 November (5 weeks)

Thursday 10.00 to 12.00

Meg Lowery

Do you have lots of digital photos from your last holiday, or years of family photos on the computer BRING THEM OUT! Make a professional-looking photo album for all to see. Find out how to use the popular computer program 'Albumworks': a free application to download and easy to understand. You will be guided step-by-step on how to arrange your album. Your finished album is reasonably priced at \$37.50 for 20cm by 20 cm or \$50 for A4 (40 pages) – a great way to show your photos to friends and family.

PREREQUISITES: Experienced using a computer with good keyboard/mouse skills. BYO USB (memory stick).

17COM416 PHOTO EDITING

10 October to 31 October (4 weeks)

Tuesday 10.00 to 12.00

Archie Kaan

Learn how to enhance, brighten and bring out the best in photos with freely available software. Class members are encouraged to bring photos on a USB memory stick and learn the art of photo editing.

PREREQUISITES: Experienced using a computer with good keyboard/mouse skills. BYO USB (memory stick).

17COM418 MANAGING YOUR PHOTOS WITH GOOGLE PHOTOS

13 October to 27 October (3 weeks)

Friday 10.00 to 12.00

Michele Berner

Learn how to use Google Photos to back-up, edit, share, sync, sort and organise photos from computers, smartphones and tablets. Learn how to edit and enhance photos using free apps from the Apple Store and Google Play Store.

PREREQUISITES: You may use desktop PCs at the Computer Centre, or bring fully charged smartphone, tablet or iPad depending on how you capture photos. Your device should be running the latest operating system. You must have a Gmail account: please ensure you know your Gmail password.

17COM420 GENEALOGY – INTERMEDIATE USING THE COMPUTER

13 October to 17 November (6 weeks)

Friday 1.00 to 3.00

**Maureen Francis
with Graeme Davis**

This class follows on from Term 3 **Genealogy Intermediate**. Only those who have attended this class or have equivalent experience in researching their ancestors can be accepted. Research will be focused on Australia, the UK and Ireland. **It is not a class for beginners.**

PREREQUISITES: Experienced using a computer with good keyboard/mouse skills. BYO USB (memory stick).

DEMONSTRATION & DISCUSSION SESSIONS

17COM422 THE NBN IS COMING - What should I do? (A)

19 October

Thursday 1.00 to 3.00

Graeme Hilson

The NBN is being rolled out throughout Australia and we will all need to connect up at some stage. This 2-hour session will cover the issues you need to know about BEFORE signing up to the NBN.

PREREQUISITES: None

17COM424 THE NBN IS COMING - What should I do? (B)

2 November

Thursday 1.00 to 3.00

Graeme Hilson

The NBN is being rolled out throughout Australia and we will all need to connect up at some stage. This 2-hour session will cover the issues you need to know about BEFORE signing up to the NBN.

PREREQUISITES: None

17COM426 CLOUDS ARE GETTING USEFUL

17 November

Friday 10.00 to 12.00

Tony Widdows

How can we use so-called 'Cloud Computing' to store and back up our data, photos and videos. Learn about Dropbox, Google Drive, Microsoft OneDrive, iCloud and the rest. This has been updated from similar 2016 presentations with new applications and more guidance on staying secure in the Cloud.

PREREQUISITES: Suitable for everyone who connects online by Windows or Mac computer, iPhone, iPad, Android phone and Android tablet.

Computer Class Descriptions Term 4 (cont'd)

17COM428 CHOOSING A COMPUTER, TABLET OR SMARTPHONE

24 November

Friday 10.00 to 12.00

Tony Widdows

Thinking of buying a computer, tablet or smartphone? A Laptop, Desktop, Windows or Mac, iPad or iPhone, or an Android tablet or phone (e.g. Samsung)? This demonstration and discussion session is designed to help you identify what will best suit your needs and to know what each device will do, so you can make an informed choice. As a part of this we will review current trends in consumer IT.

PREREQUISITES: Suitable for anyone who is considering either replacing or buying a device or additional device, and for anyone who just wants to update their knowledge of where consumer IT is heading.

QUESTION AND ANSWER **No Booking Required**

17COM430 Questions and Answers (Q&A)

19 October, 2 November and 16 November Thursday 3.00 to 4.00

Graeme Hilson

Have you forgotten something? Do you need a reminder? Do you need help? Computer questions answered. It is not necessary to enrol prior to attending.

17COM432 iPhone and iPad Issues

17 October, 31 October, 21 November

Tuesday 3.00 to 4.00

Helen Smith

For iPhone and iPad users who are looking for some help. Bring your (fully charged) iPhone or iPad and we'll talk through the issue. Don't forget to bring relevant passwords (e.g. Apple ID, email account). All attending can benefit from how others overcome problems. This is free and it is not necessary to enrol prior to attending.

Computer Courses Term 4, 2017

GENERAL INFORMATION

- You must be a financial member of U3A Nunawading.
- Prerequisites are set so that your computer class participation is enjoyable and informative. Please read carefully the prerequisites for your chosen class to ensure that you meet them.

CLASS LOCATION

- Computer classes are held in the Computer Centre, Whitehorse Resource Centre, Level 1, 79 Mahoneys Road, Forest Hill.
- Use stairs or take lift to Level 1:
 1. enter via glass door on right and **sign the log book** on the pedestal (OH&S requirement) when you enter and exit
 2. enter the Computer Room through the first door on your left.

COMPUTER EQUIPMENT

- We provide PC desktop computers. The desktop operating system is MS Windows 10, running MS Office 2013, Microsoft Edge (Windows 10 version of Internet Explorer) plus Outlook 2013 for email. To gain the most out of our computer classes it would be beneficial to have these applications installed on your own computer.
- Please do not bring your laptop to class unless specifically asked to do so.
- However, you will need to bring your Apple iPad or iPhone to relevant classes. Please ensure that they are fully charged and you have your Apple ID and password.
- If specified in the class prerequisites, please ensure that you have created a Gmail account.

2017/2018 COMMITTEE of MANAGEMENT

President:	Valerie Donlon	Frank Baseden	Andrew Lockwood
Vice President &		Paulina Chong	Leo Sargent
Course Administrator:	Elsie Mutton	Barbara Gardiner	Colleen Skinner
Vice President:	Liz Hooper	Andrew Gee	Noela Winter
Secretary:	Lorraine Sterling	Lindsay Glen	
Treasurer:	Barbara Worcester		

2017/2018 KEY DATES

Tuesday, 7 November, 11.30am	Melbourne Cup Day Luncheon (no classes)
Monday, 27 November	2018 Enrolments Commence
Tues–Thurs, 9, 10, 11 January	2018 Summer School
Tues–Thurs, 16, 17, 18 January	

2017 TERM DATES

Term	Commences	Ends	Weeks	Public Holidays
3	Monday, 17 July	Friday, 22 September	10	
4	Monday, 9 October	Friday, 24 November	7	Melbourne Cup, Tuesday, 7 November (no classes) Monday, 6 November

Office Hours

During term Office Volunteers are on duty at our Silver Grove office from Monday to Friday 9.15am – 3.15pm. The office is closed during term breaks and on public holidays.

Contributions please!

We love to receive items for the Newsletter from Members and encourage you to consider writing a Letter to the Editor or a short article (100–300 words) about your involvement with U3A.

Articles should be submitted as Word documents; photos submitted *separately* as high-res jpeg images and emailed to admin@u3anunawading.org.au

Publisher:	U3A Nunawading Inc.
Editor:	Raine Biancalt
Photographer:	Archie Kaan
Layout/Design:	Chris Gray
Proof Reader:	Liz Brown
Email articles to:	admin@u3anunawading.org.au

U3A Nunawading sincerely thanks the City of Whitehorse for funding to assist in the production of this Newsletter.



Closing date for submissions to the next edition: **Friday 27 October 2017.**