

Probus Club of Templestowe Valley Inc.

Secretary's Annual Report

2006



Introduction

This report has been produced to inform club members of the club's activities and progress since the AGM in March 2005.

About Probus

History

The Probus movement had its genesis in two ancestors in the United Kingdom in 1965 –1966. These were established by Rotary Clubs in Welwyn Garden and later in Caterham. This later club was the first to be called a PROBUS CLUB. Out of the "PRO" in Professional and the "BUS" from Business. The word "Probus" incidentally is the Latin word from which the English word Probity comes from; meaning uprightness and honesty. Both were formed to meet the need for companionship of their peers and mental stimulation for retired business and professional men.

The first PROBUS club in Australia was Hunters Hill in NSW in 1976. By 1996 there were 1875 clubs in the Pacific region. In 1982 the first PROBUS club for women was opened in Bateau Bay NSW and subsequently Combined Probus Clubs have been formed.

Members

During 2005 the number of Probus clubs in the South Pacific Region was over 3000. With an average membership of around 100 there are more than 300000 members.

Probus South Pacific

In February 1981 a group of members in the Sydney area decided to instigate a service to provide information for groups intending to form Probus clubs. This eventually became the Probus Information centre a later to become the Probus Centre-South Pacific. The quarterly Probus newsletter which later became a magazine was instigated from this centre.

Probus Groups

As Probus has grown, groups of clubs have organized gatherings for special occasions to which they have, through Probus South Pacific, invited Probus members from throughout the region.

Probus Rendezvous is now an established annual Probus event.

Our Club History

How and why the club was started

Probus clubs in our area have been very quick to establish a full membership and thus a wait list of people wishing to join. Given an annual membership drop out of less than 5% in most clubs, these wait lists can take several years to turn over. Periodically, local Rotary Clubs take the initiative and organize the formation of new clubs to take up the wait lists of existing clubs.

Our club was started by Manningham Rotary under the guidance of Ken Murray and Max Didier on June the 12th 2003 when the inaugural meeting was held in the hall that we still use for fellowship meetings.

Foundation Members

Subsequent to the Foundation Meeting, 62 foundation members signed up. These were members who joined at the Foundation Meeting or before the first fellowship meeting held in July 2003

Constitution and by-laws

The club members at our inaugural meeting agreed to adopt the standard constitution and by-laws of Probus South Pacific. However, due to local Victorian regulations we had to adopt a special Constitution and By Laws The documents describing the constitution and by-laws can be requested from the Secretary at any time.

The club was incorporated in 2004. With myself (Doug Hayne) being appointed as Public Officer.

By being properly incorporated, any litigation has to be directed to the incorporated body and cannot be directed to individual members.

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Club Insurance

Probus South Pacific provides a universal insurance cover for members and third parties at or around club events. Our club is levied an annual fee to cover this insurance.

Auditor

One of our members Terry Pearlgood, volunteered to act as Auditor for the Club. This audit has been completed for the year 2005/2006.

The Newsletter

The newsletter has proven to play a vital role in keeping members informed on activities both future and past. The committee at their first meeting decided, that the newsletter should be posted out so members have access to information several days prior to the meetings. This would allow time for them to make arrangements and have any payments ready to be passed over at the next meeting. This arrangement though entailing cost in postage, will be continued because of the benefits to members. The current month's newsletter and all previous newsletters are now available on the clubs new web site.

Our Committee

The committee for 2005 was made up of eight members is as follows:

- **President** Margaret Cornell
- **Vice President & Membership** Peter Fishley
- **Past President** Kerry McInerney
- **Treasurer** Lorraine Cooper
- **Secretary & Newsletter** Doug Hayne (Also Public Officer)
- **Assistant Secretary** Ian Gault
- **Speakers** Gwen Young
- **Hospitality & Activities** John Mugridge
- **Welfare** Val Reid

Our President

Our President Marg Cornell has continued with the important task of managing our meetings and leading the club onwards. Our new President Peter Fishley takes over from Margaret for the 2006/2007 year. Peter will be inducted at our April fellowship meeting

Our Vice President

Peter Fishley who was elected into the VP office for 2005 has been of great assistance to the President and committee as well as taking on the membership officer role. As a result of the by-law that the Vice President takes the office of President automatically each year, the Vice Presidents office becomes vacant. Helen Armstrong nominated for the position and will be Vice President for 2006/2007 to automatically take on the Presidents position in 2007/8.

Our Treasurer

Lorraine Cooper will step down from this important role in accordance with the three year rule. And so Jacob (Jake) Kerseboom will take over as Treasurer for 2006/7 as the only nominee for the position. Lorraine has nominated for the Membership Officer role and as the only nominee will remain on the committee in this role.

Our Secretary

The Secretary's load has certainly reduced in the past year with incorporation and establishment of club procedures now in place and working satisfactory. Once again help, patience advice and feedback from committee and club members has been very much appreciated.

I have not nominated to return as Secretary for 2006 under our three year rule, Ian Gault, as the only nominee for the position will take over from 1st April 2006.

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Our Assistant Secretary

Ian Gault was seconded to the committee after last years AGM and has taken on some auxiliary tasks on his own volition as assistant to the Secretary. Ian has provided guidelines for risk management in our club and presented a "hands on" session with an excellent video at our February meeting on the 4 steps to take for effective CPR.

Peter Fishley our Vice President,, continued to do an excellent job of taking and disseminating minutes of our Club and Committee meetings. Now that the Secretary's load has lessened somewhat, . Ian will take over this task at our meetings as the normal function of the Secretary. There will be no Assistant Secretary as of 1st April.

Our Newsletter Editor

The committee have asked that I continue as Newsletter Editor for the next year which I have accepted. I will welcome a volunteer to assist with the issue of the newsletter with a view to taking over as Editor next year My ongoing assistance if necessary will be offered after the changeover. Thanks again to Noel and Brenda Hatton for helping with the printing and posting.

Our Welfare Officer

Fortunately there were very few major events in members lives during 2005 that required the welfare officer Val Reid to become involved. There were some family bereavements and illnesses that Val was able to address. Those few members who did have illness, or other adverse events that did occur, were promptly contacted by Val and where the club could assist she made sure this happened.

Val as the only nominee for the Welfare Officer position will remain in the position for 2006/7.

Our Activities Officer

John Mugridge has made a great contribution at both committee and fellowship meetings.

During the year John was asked by the committee to take on a leadership role as Activities Officer on the committee. He has, in this role, taken on co ordination of activities and provide a conduit into the committee and newsletter, for activities information,.. As John only started in this role in 2005, he has been able to nominate for re election for 2006. As there were no other nominations John will continue in this important role for 2006.

Our Hospitality Officer

Kerry McInerney, as Past President on the committee took on the hospitality role at our meetings. Kerry made sure all of our members and guests were properly welcomed. By attending a majority of our events, Kerry was able to extend this role making sure everyone had a good time. Kerry has resigned from the committee but will continue in this role..

Our Speakers Officer

Gwen Young 's experience in obtaining quality speakers for Rotary has resulted in some very interesting visitors speaking at all our fellowship meetings.

Gwen is also a very important member of our committee whose experience with Rotary has been of great benefit in assisting us to make decisions. Gwen has stepped down from this role under our three year rule and as the only nominee for 2006, Beverley McDowell will take on this important task for 2006.

Committee Activities

Committee meetings are held monthly, soon after the regular club meetings. Committee members have all been generous in offering the use of their homes for these meetings.

All of the committee meetings have been congenial, friendly and productive. Several important issues have been dealt with and improvements to procedures developed. The committee members regularly communicate with one another to keep us all up to date.

Financial

The membership numbers we have has enabled the club to operate without increasing fees last year. Due to diligent financial management by our committee, there have been opportunities to supplement events with assistance from club funds. At some of our 2005 functions the club provided drinks and raffle prizes for members as was the case last year..

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Membership

Keeping track of members' attendance and new member applications as well as and the collection of fees, has been a major task for our membership officer Peter Fishley and others who have assisted from time to time. Membership details are passed on to the Secretary who maintains a database of members' details. We now have a good database of members and their details, which makes the production of documents such as the phone list and attendance registers much easier, consistent and accurate. As Peter will be our President this year, the membership management will be handed over to Lorraine Cooper as the only nominee for the office this year.

Fellowship Meetings

We are able to book the hall a year ahead thus ensuring that we always have comfortable a meeting place. Our choice of the second Monday of the month has not been always possible to adhere to because of Monday holidays early in the year. We appreciate the members' patience in coping with the different periods of time that occur between meetings.

Fees: The \$2.00 fee to cover the hall hire and tea. has worked out to be adequate to handle meeting costs. The committee has no plans to change this in the coming year.

Tea Roster: Immediately the club meetings commenced we had plenty of volunteers to do the work needed to provide our "Fellowship Tea" at the meetings. A Roster was drawn up using alphabetical order of surnames. This appears to work well as long as we provide adequate notice. Alan and Judy Baker volunteered to take over the management of the tea roster and have done a great job.

Hall Entrance: We always need two people to manage the collection of hall fees and attendance register and several members have done this over the year. Denis Wheeler and Jennifer Morcombe have managed the entry for the greater part of 2005 and will hand over to two new volunteers after the AGM

Speakers

Gwen's choice of speakers has been excellent with all of the speakers so far receiving a warm welcome and stimulating questions and discussion. The speakers for the first eight months of our existence were:

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| • March | Graeme Webber | Australian Crimes Commission |
| • April | Doug Hayne | Audio Visuals Winter in America & Around Britain. |
| • May | Graham Couch | My life in the travel industry. |
| • June | Darryl Knight | Fire Safety |
| • July | Gwen & John Winter, | Oman and The United Arab Emirates. |
| • August | Colin Peasley | The Australian Ballet. |
| • September | Stephen Blanch | Westfield Shopping Centres |
| • October | Stephen Mayne | Crikey.com |
| • November | Tony Peters | Antiques and Jewellery |
| • December | "Comitts" | Dance Exhibition |
| • January | Keran Challenger | Consumer Affairs |
| • February | Ian Gault | 4 steps to saving a life |

Luncheon

Part of the Probus tradition is for members to gather for a luncheon after fellowship meetings. Being aware of costs of this to members, the Manning ham Club was chosen and visited for lunch after most of our meetings the exception being the Christmas Lunch in December which was enjoyed by over 100 members at the hall. We had requests for some variety in lunch venues, and tried other venues but for value and comfort the Manningham Club appears to be the most popular among our members.

Club Events

There is in place, an approval process for events where funds need to be collected or deposits paid. This has been done to minimize the risk of financial cost to the club and ensure that all member's interests are catered for in organizing events. Guidelines for event organizers were also issued to those members

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involved in event planning. This process is working well with activities leaders co operating by passing their requests and attendance list on to the committee through the Activities Officer.

Elaine Hayne, along with Helen Armstrong and Jan Shinnars, have continued to arrange some very enjoyable outings. Wendy Fishley has also arranged very popular exhibition visits. It has become very apparent that we do enjoy each other's company and some very firm friendships have been made through regular support of our events. Sometimes the fun we have together is the main feature with the venue being "just somewhere to get together and have fun" This was certainly the case during our Tramboat experiences during the year with more of these trips planned in the coming months.

Other gatherings of members where details are advertised in the newsletter but no booking or collection of funds needed, have worked very well with walking, picnics, dinner outings being enjoyed by a number of members. These events are important as they take little organization and give members a choice without the pressures of minimum numbers.

There are some exciting plans with some new ideas for trips being investigated, but we welcome any suggestions and practical advice from all members, concerning events, and their planning, and management.

A lot of work has been done by the people mentioned in finding places and things to go to and finding out what the members want. They have also promoted events strongly at meetings and in the newsletter.

An overseas trip to Vietnam and Cambodia was planned last year and this is to happen in May this year. With 16 members and friends booking. The organization of this trip was handed over to the travel agent Harvey World Travel who have been very professional and efficient in handling our queries and managing the bookings on the trip.

Club groups

Theatre group

June Duncan and Lois Mason managed with their own busy schedules to organize theatre events over the year which were attended and enjoyed by a lot of members and friends. June and Lois will hand over this management to other volunteer members Norma Green, Pat McInerney and Yvonne Boyall for this year.

Collections and Museums

Wendy Fishley continued the popular visits to the Johnson Collection with a lunch afterwards and has more of these popular visits along with Museum tours planned for 2006. The events do require planning and often collection of deposits prior to the event and Wendy had done a great job of managing these outings. Walks with Kenneth Park through Melbourne streets was popular and already in 2006 we have visited the Immigration Museum and there is a visit to the Holocaust museum planned for the near future.

Golf

Our golf group has over 30 members who regularly participate in regular games and lessons. They have also taken overnight trips to country courses. Other members not regularly involved in golf are always encouraged to take part and a trip to Port Arlington with our walking group has been arranged .for March. A later week end in Corowa has also been planned.

Reading Group

A book and reading group meets regularly thanks to Helga Braun's efforts.

Book Swap

Pat Edwards has been in attendance at our meetings to manage a book swap process where members bring in their read books to a pool for swapping among our membership.

Games Group

Marion Cummings organizes our games group with regular games nights in card games, and other fun activities. There have also been a series of bridge lessons commenced and some great Crazy Whist nights.

Singing Group

Wilma Pontefract got together a group to enjoy singing evenings at her house. Several evenings have been enjoyed by these members. The group also featured at our Christmas function to the delight of our members.

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Scrap Book Group

Verity Moore has a home run business in supply of materials for making scrap books of family activities or history. Verity has had several gatherings at her home for members wishing to find out how to get a good scrapbook together. Some members have since set up great family history scrapbooks. Verity has set up a scrap book for the club which is available for loan from our meetings and can also be viewed on our web site.

Dine Out Groups

Hugh Cornell has generated a list that chooses two groups per month to dine out together and this has been very well received and promotes interaction between members that may not otherwise get together.

Genealogy Group

A group formed recently have already visited public offices where information concerning their family history has been researched.

Our Membership List

We still retain our member base of 130 members. We have a wait list of around 30 names. We have had only two resignations over the past year both of which were due to changes in work situation or re location away from Melbourne. These were congenial and we parted with good wishes. Unfortunately we had one member pass away during the year. When a vacancy arises, the earliest waitlist applicant is asked if they wish to join and if they decline their date of application is changed to the current date

We do get attendance numbers of up to 90 to 100 members at fellowship along with several guests each month. Normally around 50 attend the lunch afterwards.

Our Newsletter

Without the Newsletter, the club could not function properly. It is important that all club "happenings" are communicated to members quickly and in time for decisions to be made and before fellowship meetings. Fortunately I have had marvelous co-operation and encouragement from committee and members. Feedback I have received is positive and encouraging with support for the changes that have been made.

The newsletter is printed off on my faithful HP printer in the week before the meetings. I then rush off to Officeworks and print off about 100 copies, then home to fold, staple, address and stamp them with help from Elaine and also Noel and Brenda Hatton who also took on the distribution of the Newsletter in September when were away . This provides the 93 copies to be posted out to members for delivery on the Thursday before the next meeting, and leaves some over to have on hand at meetings and send to interested parties outside the club. Emailing of the newsletter was put on a trial run for a few months but problems arose when emails were returned undelivered for various reasons and members missed their newsletter. However, newsletters are now on our new web site and those members able to access them are notified by email when the latest issue is available.

Our Web Site

We have set up a small web site that provides access for members to newsletters, documents and a means of sharing information about travel and any other topic of interest to members. Our scrap book is on the site as well as some "probian" jokes for members entertainment.

Although only a few of our members have access to the internet, those that do have access have expressed appreciation of the web site. As the only cost involved is time, this is a good way of providing intercommunication within the club.

The current newsletters are available to download from the web site one or two days earlier than post delivery for those able to access them.

Our Connection with Local Council

Manningham City Council maintains contact with most organizations in the municipality and we get regular correspondence from them regarding their events and plans. One of the Council events we have had participation with, is the Citizenship Ceremonies. Due to communication from the council, some members have represented us at these ceremonies.

Our Connection With Rotary

Manningham Rotary Club were our foundation sponsors and we will be eternally grateful to them for instigating the club and supporting us whilst we were in the formation stages. It should be emphasized however, that although we are associated with Rotary, we are not a subsidiary group nor are we a fund raising organization. (We are a "FUN" raising organization).

However, we would expect that as we grow, many of our members will participate in volunteer community help activities as Probus groups and this would be welcomed and encouraged.

Our contribution to the Tsunami appeal in 2005 was a good example of how we can make contribution this way.

The Financial Report (The Treasurer Lorraine Cooper)

Attached to this report, is the Treasurer's and Auditor's reports which in a few pages do not fully reflect the dedication that Lorraine has put in to ensuring the integrity and accuracy of our financial reporting.

We owe a lot to Lorraine for taking on the responsibility and hard work needed to achieve this. It is apparent that Lorraine has also had a lot of assistance and I am sure, advice from Ray.

Terry Pearlgood has also contributed in providing advice and doing the audit for us.

Summary

The Probus Club of Templestowe Valley Inc has been an outstanding success in its first three years of operation. Membership has quickly reached a sustainable level and we have a substantial wait list of potential members. Many successful events have been planned and enjoyed by members and friends. Administration procedures and rules have been developed and other management tasks such as incorporation and liaison with local council and other clubs have been worked on along with other tasks planned for the future by the committee.

Most of the 2005 Committee will be standing down under our three year rule with which we all agree. We have had one nomination for all the open offices and so will have the simple task of accepting the new committee without election but with acclimation from the members. We are confident that the new committee will continue into 2006 with business of "FUN Raising".

Once again I would like to thank all of the committee and members for their support of their Secretary. Without your support I could not have had whatever success I have had in doing the job. I know the incoming Secretary Ian Gault will get the same support.

Doug Hayne

Secretary, Probus Club of Templestowe Valley Inc