



BENALLA
UNIVERSITY OF THE THIRD AGE

Convenors A – Z 2023

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This A-Z for Convenors was last edited on 7 January 2023. We hope convenors will find it useful. Please email us at u3aben@gmail.com if you have any suggestions for improving it further!

<p>Adult Learning</p>	<p>How you run your course is up to you and your members. There are some principles of adult learning to keep in mind which can assist you to run a successful course or activity.</p> <p>“Many U3A’s refer tutors to <i>Adult Learning Principles</i> by Malcolm Knowles, who advises</p> <ul style="list-style-type: none"> • Adults are autonomous and self-directed. They like to direct their own learning, to be actively involved in learning and work around their specific interests and personal goals. Generally, they like to take on leadership roles. • Adults bring life experiences and knowledge to learning experiences. This may include work-related activities, family responsibilities, and previous education. • Adults are goal-oriented. They like to know what the session is about and how it relates to things of importance to them • Adults are relevancy-oriented. They need to see a reason for learning something. When they see the applicability they also see the value in the experience. Theory needs to be related to practical experiences. • Adults are practical. They like to be able to apply their knowledge. <p>Adult learners like to be respected. They bring considerable life experiences to their classes. They like to be treated as equals, to voice their own opinions and to have a role in directing their own learning.” <i>U3A Tutor Handbook</i></p>
<p><i>Reminder about Accessibility– Memory/Sight/ Hearing /Mobility</i></p>	<p>Convenors can assist learning by, for example, reviewing material already covered; reinforcing information by presenting it in different ways; increasing size of print; projecting voice; keeping in sight of the group when speaking; using print & voice simultaneously; using Control + to increase print size on computer screen.</p> <p>Covid--Using masks makes it difficult for hearing impaired class members who lip read to supplement hearing loss. This is provided for in the Covid regulations. Teachers and class members can lower masks while speaking to the group if people are socially distanced according to regulations at the time.</p> <p>U3A has a microphone which can be worn by convenors. It is located in its box at the front of the room. If speaking from the front of the room, place the speaker on the table towards the back of the room to maximise reception.</p>
<p>Air Conditioning</p>	<p>The switch for the sensor for the air-conditioner/heater in the U3A meeting room is near the door. The instructions are on the wall next to the switch. If the air conditioner heater is not on, adjust the mode on the lefthand side dials to ‘heat’. The council arranges for the temperature to be set to suit the season. The sliding doors/windows can also be used to adjust temperatures.</p>
<p>Apologies</p>	<p>U3A practice is for class members to phone the convenor if they are not attending. Please remind your class of this.</p>
<p>Attendance</p>	<p>The attendance book is usually found on the desk at the front of the room. Make sure the attendance book is filled out. A tick for each person attending and, if possible, your signature at the bottom of the column at the end of the session to assist with insurance in case of a claim. For convenors operating out of the Hub in 2023, the Attendance Book is on table near entrance to the Hub. For Outreach Activities a roll is to be kept with a tick for each person attending, again with the convenors’ signature at the bottom of the column at</p>

	the end of the session. It is useful to keep a record of home visits attended and attendees at café meetings in your diary/calendar.
Calendar	An Online Calendar is maintained by the Newsletter/Web team on the home page of the website and in the drop-down box under News. It is updated at least monthly, when the newsletter is published, and is used to create the 'What's On' page of the newsletter. Newsletter reports provide information on upcoming events/timetable changes, however, sometimes changes need to be made during the month. If you have an item which you would like to add to the calendar, if you would like to make a change to the calendar, or if you notice an error in the calendar, please contact Bev on 0478 607 838 or 57628171 or bevlee47@gmail.com . It is useful to 'cc' Bev into emails you are sending to group members about changes in times, dates, events to make sure they appear on the calendar.
Car Pooling	Some convenors organize car-pooling. The preferred meeting place is the car park behind the Seniors building, though some groups still meet in the Barkly St tennis court car park behind Aldi. Costs per person have been set by the Executive Committee at a \$5.00 flat rate with \$7.50 recently suggested for a longer trip. This rate will be reviewed by the Committee early in the new year. The Convenor will announce the cost per person. Drivers are to collect any money owing on the day. This rate is regularly reviewed by the committee.
Challenging situations	We don't wish members to feel uncomfortable or consider leaving classes because challenging situations disrupt the class. Such situations are rare, however if they do arise, can become stressful. U3A Network Victoria's <i>Dealing with Challenging Situations Project</i> recommends three steps to be used if you experience any disruption in your classes: <ol style="list-style-type: none"> 1. Ask the member to stop and let another member have their say. 2. You have been asked to let other members speak. Please stop. 3. You are not listening, so please leave. It is important for convenors to use a consistent approach. If you require support, please contact Margaret on 0424 454 313.
Class times	Classes are largely scheduled from 10 am to 12 noon and 2 to 4 pm, although there are variations to enable additional classes to be scheduled within the day and to suit course needs. Additional time is scheduled by some groups where needed to, for example, work on projects ('Patchwork', 'Family Research'). There is some flexibility to meet at other times (eg in the 5 th week of month) – consult with Margaret Jenkins, Geraldine McCorkell and Len Jeffers. Please check timetables to find out if you need to vacate the room quickly. Aim to finish classes promptly – where classes are likely to go over, make sure the room is not already booked.
Coffee/Tea Break	There is a hot/cold water tap for tea/coffee above the sink in the big kitchen. For larger groups an urn is available. Coffee, tea, milk and biscuits are provided by U3A. Supplies are kept in the U3A cupboard area in the kitchen near the sink. Cups and mugs are also kept there. Milk is kept in the small U3A fridge.

	Please let Geraldine McCorkell 0408 522 662 know if tea/coffee supplies need replenishing. Separate arrangements are in place for external venues.
Committee (see also U3A Management and Structure)	The Committee meets monthly on the second Thursday of the month from 1.30 to 3.30 pm. This date can be important to convenors – for example, if a request or issue to be considered has been raised with the committee. A copy of the minutes will be available in the office for reading on request.
Computers/Digital Literacy	U3A Benalla has prioritized and received grant monies for digital literacy programs. We have a library of iPads, Samsung Tablets and two smart phones which can be drawn upon by tutors and mentors to support members who would like to develop their computer skills and knowledge. The devices are lent out to members who sign an agreement relating to their use and return Contact Jenny Sawyer 0409 545 182 (Apple devices) and Robyn Lukey 0403 164 931 (Android devices) if interested.
Convenors	<p>The role of course convenor is central to the functioning of all U3As and reflects the core value of reciprocity in which members are also teachers.</p> <p>Meetings of convenors are held at least once a year to share news and information, both from the committee of management to convenors and between convenors.</p> <p>Sharing some of the load within your group is worthwhile in providing support if you are unwell or away and in succession planning. Encourage group members to take on roles – examples include - a 'back up' convenor to lead the group if the convenor is absent; a 'newsletter correspondent' to prepare the newsletter report; a keen photographer to take photographs; a 'treasurer' to collect gold coin donations if applicable. Some groups have a 'leadership team', with one member designated as the contact person.</p> <p>This A-Z has been developed to assist convenors. The Convenors' Page on the website also contains posts and links to resources of interest to convenors.</p>
Copyright	<p>U3A Victoria has purchased a copyright use arrangement which covers U3A's in Victoria –guidelines are to be followed within this.</p> <p>Remember that:</p> <p>The rules for personal research are that the following can be copied...</p> <ul style="list-style-type: none"> • article from a periodical; or • if 'work' published as edition': 10% of pages or a chapter; or • if 'work' in electronic form: 10% of words or a chapter; or • if use is otherwise 'fair' having regard to factors in the Copyright Act <p>For more information, check out http://copyright.com.au/about-copyright/exceptions/</p>
Course Allowance/s	Money is available to assist in the running of courses on application to the Treasurer for decision by executive. A capped amount (currently \$100) for each course is set by executive. Uses may include paying a relevant (eg. Victorian Drama League for Play Reading group); purchasing a book voucher for a guest speaker, and so on. Grants can be sought to in some cases to support activities.

<p>Course Development (see also Program Guide)</p>	<p>If you have an idea for a new course or activity, there is a Program Proposal Form on the Convenor's page of the web site which provides a guide to issues which need to be considered.</p> <p>The Program Suggestions page provides examples of courses which have been developed in the past.</p> <p>You can send your idea through the Contact Us box on the Program Suggestions page or talk to President Margaret Jenkins or Secretary/Program Coordinator Geraldine McCorkell.</p>
<p>COVID Safety</p>	<ul style="list-style-type: none"> • Any member of U3A Benalla who is feeling unwell is asked not to attend a class or group to which they belong, but instead get tested for COVID 19 either by using a RAT test or by phoning Benalla Health to make an appointment. • Members when attending U3A Benalla groups, classes or functions may choose to wear a face mask indoors. • Convenors are asked to ensure ventilation is maximised and room furniture arranged to enhance social distancing. • Hand sanitisers are available at each entrance to the Seniors Building. • Should pandemic situations escalate, government requirements, arrangements for Council buildings and U3A Network Victoria advice will be drawn upon and Covid Safety Plans developed and posted on the notice board outside the U3A meeting room.
<p>Donations</p>	<p>Some course/activity convenors collect donations at each session towards additional expenses such as accessing sets of plays for play reading courses; hire of a specialist venue; donation to organisation providing venue at end of year; etc. For accountability and accounting purposes the money collected is provided to and receipt given by the Treasurer Neville Gibb 0428 858 688. Corrie Witlox assists Neville in this role.</p>
<p>End of Year</p>	<p>The end of year period begins on the third Wednesday in November at 'Meet and Mingle's' end of year concert, quilt display and morning tea. Held in the Seniors Auditorium, 'Singing for Fun' presents a program of songs in segments featuring each of their conductors, while the 'Recorder' group also presents a recital.</p> <p>The Christmas Luncheon is usually held on the fourth Wednesday in November. Organised by the Wine Appreciation group, the lunch is held at a regional winery/restaurant, with many members choosing to book a seat on the bus which leaves Benalla Bus Lines at 11am.</p> <p>In addition, some groups celebrate the end of year by having morning tea or lunch together, sometimes at a local café or pub, sometimes during the last class, sometimes by having a themed session, such as Collectors' 'Christmas' theme. The celebration can be as simple as sharing Christmas cake or biscuits at morning tea!</p>
<p>Enrolment Days</p>	<p>Convenors or their representative/s are asked to attend U3A Benalla's mid-January enrolment session/s to provide information and answer questions about their course/s. Enrolment Day in 2023 will be held in the auditorium of the Seniors Community Centre on Wednesday 11 January from 9.30 to 11.30 am. Laminated signs have been prepared</p>

	for each course. Instructions for late enrolments can be found on the <i>Join Us</i> page of the website.
Equipment/ Information Technology	<p>Classroom computer/large monitor: Instructions are available in the pamphlet box at the front of the room. Training in using this and other technology can be made available on a one-to-one basis as required.</p> <p>Small Classroom: The small classroom has a PC with a Smart TV on which the PC screen is cast by turning on the remote. A password is not required. Contact Bev Lee for support in using this equipment.</p> <p>Overhead Projectors:</p> <ul style="list-style-type: none"> • Classroom 1 - An Overhead Projector installed in Classroom 1 in 2018 is used in conjunction with the laptop stored in the cupboard under the large television. The back wall has a surface prepared to enhance screening. Laminated instructions are included in the pamphlet box on the cupboard under the large television on the back wall. Contact Margaret Jenkins 5762 6944 if you need additional support in using the overhead projector. • Auditorium – The Overhead Projector installed in the Auditorium in late 2023 is simple to operate – contact Geraldine McCorkell or Margaret Jenkins for support. <p>Microphone: support the learning of members with hearing loss by using the wearable microphone to be found on the table under the smart TV in Room 1.</p> <p>Wi Fi Access: The U3A Benalla Wi Fi access name is TelstraA9BBA0, the WiFi Password – 87adhv448s. The Wifi access code can also be found underneath the modem near the U3A meeting room door or on the pink magnetised Telstra label adhered to the inside front of the top drawer of the office filing cabinet.</p> <p>Coonda Hub: Please contact Dorothy 0412 263 071 or Margaret 5762 6944 if you require support with the equipment in the Hub.</p> <p>Assets Register: An assets register is kept by Len Jeffers. A data base containing details of devices which are lent out to members is kept by Heather Wallace.</p>
First Aid/Medical	<p>The general rule is to call an ambulance immediately, making sure someone remains with the person and that the person is comfortable within the rules of basic first aid. There is a comfortable armchair near the Seniors’ office; there are also comfortable office chairs in the small classroom and office.</p> <p>Use common sense – eg. access person’s support networks in U3A to find out family contact details if necessary and maintain follow up. Be aware that when calling an ambulance, you will be required to answer an extensive list of questions.</p> <p>A defibrillator is kept in the Seniors auditorium area near the kitchen. Instructions are provided with the defibrillator when using this – there is a training DVD in the cabinet ‘Valuable resource - Call Push Shock’ – Frequently Asked Questions regarding handling cardiac arrest and use of the Defibrillator from Ambulance Victoria – download PDF</p> <p>There is also a First Aid Kit in the kitchen on the wall behind the defibrillator.</p>

Guest Speakers	If you would like to give a U3A pen as a token of thanks to a guest speaker, gift pens are kept in an an oval tin in the cupboard below the television screen.
Housekeeping	<p>Please refer to ‘C’ ‘Covid Safety’ in this A-Z or the Convenors’ page of the website for current Covid Safety guidelines.</p> <p>Cleaning of the room on a weekly basis is organised by the Council; however, we need to ensure that the bench and sink area is kept clean and tables wiped.</p> <p>Please remind new class groups to wash their own cups. It is important to use hot water to wash cups or the dishwasher for larger groups.</p> <p>There is only one button to press if you use the dishwasher. If you would like a lesson on using the dishwasher, contact Dorothy on 0412 263 071.</p> <p>There is a <u>Communications Book</u> for housekeeping issues which need to be addressed by the cleaners. Write your concern in the book and the cleaners will reply. If the issues are unresolved, contact Margaret 5762 6944 or 0424 454 313.</p>
Indigenous people – acknowledgement	<p>At a meeting in 2022 the U3A Benalla Committee agreed that an indigenous acknowledgement to country will be made at each Annual General Meeting.</p> <p>The suggested wording is: <i>‘We acknowledge the traditional custodians of the land on which we meet and pay our respects to Elders past, present and emerging.’</i></p>
Insurance	Insurance coverage is provided for Victorian U3A branches through U3A Network Victoria with the Victorian Managed Insurance Authority . The relevant Incident Report Form can be found at the back of the folder containing class rolls. A downloadable form is available on-line. A recent incident report form has been uploaded to the convenors page. Please contact the President in the first instance.
Keys	Room Keys for the building, U3A classrooms and storage are made available to convenors with classes in the Seniors Community Centre using a sign out/sign on return system.
Meeting Rooms	A timetable listing the use of Meeting Rooms by U3A classes is published on the door of Meeting Room 1. When leaving U3A classrooms please make sure all blinds are pulled down; lights and air conditioner switched off; benches tidied and wiped down; cups washed. Also – make sure that the classroom door is locked, and if the last U3A person in the building, that the side door of the building is locked.
Membership Officer	Membership Officer Len Jeffers can provide class lists and other enrolment related reports drawing upon the data base customised for U3A Benalla. Len is happy to assist you in sending out emails to your group member. Len’s contact number is 0407 199 247 or email len.jeffers@gmail.com
Mobile phones	Remind participants in the first session about turning their mobiles off/on to vibrate, and suggest they let you know beforehand if they are likely to receive an urgent call. U3A members are usually very mindful of turning off their mobile phones in class and having them on vibrate if they do expect an urgent family related call.

Newsletter	<p>Monthly course/activity reports for the newsletter are a vital part of our communication with members and feed into the website and website calendar.</p> <p>Word Limits: The recommended maximum for newsletter reports is 250 words. Longer reports with more detailed information about class sessions are better suited to the website. In this case, please submit a shorter report for the newsletter with the longer report for the website.</p> <p>Newsletter Deadline Arrangements for 2023: The deadline for newsletter articles is the 25th of the month. Send reports to the Newsletter Editor, Heather Wallace, at newsletter.u3abenalla@gmail.com. The newsletter is posted at the beginning of the next month. Contact Heather -0418 353 244.</p> <p>Most convenors write the newsletter report for their group, however some busy convenors delegate this role to a newsletter correspondent. Delegating tasks and using a team approach can reduce stress and support succession planning.</p> <p>Photographs add interest to the newsletter and the website. Some groups have dedicated 'photo journalists' who also have contributing rights to Facebook.</p>
Online U3A	<p>'Online U3A' (https://www.u3aonline.org.au/home) provides two modes of study – courses with a course leader and independent study courses and two membership levels – individual and organisational. Individual members or small groups may be interested in investigating/enrolling in U3A online. 'Online U3A' enrolment by individuals costs \$30 for multiple courses.</p> <p>Convenors can check to see if U3A Benalla has organisational membership (\$15pa) –site licences for particular courses can then be purchased for \$20, enabling materials to be printed and access by class members to course pages. This can be useful in supporting a self-help/guided group. For more details, go to https://www.u3aonline.org.au/content/membership-information</p> <p>'Online U3A' enrolments may provide an alternative for members who are immuno-compromised or are mindful of household members who are vulnerable to Covid</p>
Outreach Activities	<p>Rolls for outreach activities must be kept as a record by convenors and handed to Geraldine McCorkell at the end of the semester.</p>
Photocopying/Printing	<p>Photocopying is available for convenor use using the log in code 1531.</p> <p>Please be mindful of cost and paper use, printing on both sides wherever possible. Colour copying is considerably more expensive so use sparingly.</p> <p>Please replenish paper supply in the bottom tray from the U3A cupboard as required. It is important to take paper in the photocopier out and fan it several times if using the copier after a break or if the weather is damp.</p> <p>If photocopying equipment is not working properly in most cases screen-based instructions are provided. Let Geraldine (0408 522 662)</p>

	<p>know if a maintenance visit is required or if you would like to learn how to use the photocopier.</p> <p>USB's can be inserted into ports in the photocopier for direct photocopying.</p> <p>A small wifi printer for 'practical' work by Tech Savvy Beginners and other classes is located in meeting Room 1 near the main photocopier.</p>
Photographs	<p>Permission to enable photo taking of members during classes and activities is usually given by members on the membership form which states <i>"Photos taken at U3A activities and functions may be used in U3A Benalla publications and media."</i></p> <p>When photos are to be taken of classes and activities for the newsletter, web site or other media, seek permission, explaining what they will be used for.</p>
Policies	<p>U3A Benalla policies are reviewed and customized by the Executive Committee drawing upon Policy Guidelines developed by U3A Network Victoria:</p> <ul style="list-style-type: none"> • Privacy Policy (NB—this is U3A Network Victoria's Policy) • Sexual Harassment Policy • Code of Conduct Policy • Bullying Policy • Risk management Policy • Anti-Discrimination Policy • Health and Safety (Serious Injury and Incident) Policy • Conflict of Interest Policy <p>These links were last accessed on 4 January 2023.</p> <p>U3A Network Victoria's policy related resources and handbooks are available to U3A member branches via the Members login on the Network's website.</p>
Privacy	<p>'U3A Benalla complies with national and state U3A privacy regimes. Members agree that their names, telephone numbers and email addresses may be circulated to other members. Photos taken at U3A activities and functions may be used in U3A Benalla publications and media.' (U3A Benalla Application/Renewal Form 2023)</p> <p>It is important to maintain confidentiality of members. Dilemmas for convenors can include people in the community and past members asking about existing members. Use common sense – it is preferable for discussion to occur/information be shared between class members than for a convenor to contribute information. Err on the side of caution.</p> <p>If sending out emails to a list, select the 'BCC' blind carbon copy option so that individual member email addresses remain private. If you unintentionally forget –try to remember next time. (The enrolment form does make provision for sharing of such information between members – refer above)</p>
Professional Development	<p>Regional, statewide and national conferences affected by covid for the past two years recommenced in 2022 and are being scheduled for 2023. As a general rule, money may be made available to assist committee members and convenors with conference registration fees to relevant events.</p>

<p>Program of courses and activities</p>	<p>U3A Benalla is offering 48 courses in 2023 as listed in the Programs and Activities Guide 2023. Program guides are published on the 'Join Us' page of the website.</p> <p>The Program Coordinator works with a small team to monitor and produce the program guides and timetables each year. The program coordinator also provides encouragement and support for new courses and activities</p> <p>The current Programs Coordinator is Geraldine McCorkell. Please keep Geraldine (0408 522 662 gmcorkell@activ8.net.au) informed about ideas for new courses or any issues you may come across in running and continuing your course/activity.</p> <p>The downloadable Program Proposal form on the Convenors' page of the website provides a useful framework when brainstorming requirements for a new course.</p>
<p>Publicity</p>	<p>The Publicity Officer and Secretary submit articles to the Ensign and may contact convenors regarding developing articles or adding photographs highlighting course/group activities for the newspaper.</p> <p>Please contact Publicity Officer David Palmer if you have a story for the Ensign or other publicity related idea – M 0408 470 468.</p>
<p>Sustainability</p>	<p>When possible, pull the blinds right up rather than turning the lights on. Don't forget to switch off urn (if used) after the break and photocopier to power save during and off at the end of class.</p> <p>Strategies include - double sided photo copying; use of mugs rather than paper cups. The council has installed timers on the lights in the toilets - light switches do not need to be touched.</p>
<p>Timetables</p>	<p>Two versions of the timetable are prepared – a 'Month Overview' timetable which assists members to plan their diary and U3A Benalla to publish an overview diagram of both room use and overall activities. The 'U3A Timetable with Dates' is more detailed, providing specific information as to classes, hours, venues, dates and convenor information. Both documents are available on the website and in the enrolment information kits prepared at the beginning of the year.</p> <p>Convenors play an important role in liaising with members about timetable changes. Some convenors send out group emails themselves, while others are assisted by Len Jeffers who is responsible for the membership register and publication of the timetable. There are instructions to assist convenors send out group emails on the Convenor's page of the website.</p> <p>Many members keep an eye on the website's calendar for timetable changes –please cc bevlee47@gmail.com when sending out emails about timetable changes so that changes are also recorded on the web calendar.</p>
<p>U3A Management and Structure</p>	<p>The Annual General Meeting of Benalla and District U3A is held in March as part of Meet and Mingle. As a rule of thumb – the President, Vice-President and Treasurer are elected in 'even numbered' years and the Secretary and Publicity officer in odd numbered years. In addition to rotating positions on the Executive there are vacancies for two general committee members.</p>

	<p>In 2023 the Annual General Meeting will be held on Wednesday 15th March. Information about the AGM is made available prior to the AGM. Nomination forms become available from the Secretary, in the newsletter and on the website.</p> <p>The Executive Committee of U3A Benalla and District meets monthly on the 2nd Thursday at 1.30pm, making decisions and taking them to the rest of the group. There two sub-committees –Programs and Finance.</p> <p>Regional meetings of 16 to 18 U3A groups spreading from Kilmore to Nathalia, Mansfield to Wodonga, are held twice each year at a regional location or on Zoom.</p> <p>Benalla U3A is an active member of U3A Network Victoria. Benalla’s delegate, Geraldine McCorkell, reports back to the Executive Committee. U3A Network is increasingly using Zoom meetings to provide online training/discussion with member U3A’s. The Victorian State Conference returned in October 2022 hosted by U3A Bendigo.</p> <p>State U3A Networks have formed a national alliance to share common concerns, an alliance which may develop into a national peak body over time. State Networks have annual conferences which representatives from other states can attend.</p> <p>The U3A Asia Pacific International Alliance holds a regional conference of U3A.</p>
<p>Useful Phone Numbers</p>	<p>President – Margaret Jenkins - 5762 6944 or 0424 454 313 – email margaretjenkins@bigpond.com</p> <p>Vice President – Anne Nelson 0438 447 379</p> <p>Secretary - Geraldine McCorkell 0408 522 662 gmcorkell@activ8.net.au</p> <p>Treasurer – Neville Gibb 0428 858 688</p> <p>Membership Officer/Timetables – Len Jeffers 0407 199 247 len.jeffers@gmail.com</p> <p>Publicity Officer – David Palmer 0408 470 468</p> <p>Newsletter – Heather Wallace 0418 353 244 newsletter.u3abenalla@gmail.com</p> <p>Wellbeing Officer – Lorraine Knox 5762 1531 or 0427376991</p> <p>Website/Social Media – Bev Lee 0478 607 838 bevlee47@gmail.com</p> <p>Program Coordinator– Geraldine McCorkell -0408 522 662</p> <p>Computer/IT Officer – Heather Wallace 0418 353 244</p>
<p>Website/Social Media</p>	<p>Our website is updated monthly when the newsletter is published.</p> <p>Course/Activity Pages There is a page on the website for each course/activity group. The group’s monthly newsletter report is added to this web page together with any photographs submitted to the newsletter or directly to the web manager Bev Lee (bevlee47@gmail.com). Additional resources can be added to group pages – eg. lesson notes; popular links; course handouts; YouTube clips; other photographs. Check out other pages for ideas or discuss options with Bev.</p>

	<p>Convenors' Page –there is a Convenors' Page on the 'About' drop down menu on the website which includes resources and notices relevant to convenors and tutors.</p> <p>Calendar – the Calendar on the home page of the website is used by many members to check times and changes to events. Please let Bev know if you would like to make changes to the Calendar or notice errors which need to be altered.</p> <p>Social Media – The U3A Benalla & District Facebook Page provides a complementary source of news for those members who use Facebook accounts. Posts on outdoor activities Easy Walks, Wine Appreciation and Birdwatching are regularly contributed by avid photographers Bev Thornell and Andi Stevenson along with posts by the Newsletter/Website team.</p>
Wellbeing	<p>Please let our Wellbeing Officer, Lorraine Knox (Phone 5762 1531 or 0427376991), know if a participant in your group is in hospital; if a participant or their partner is deceased; or if congratulations are in order such as receiving a Queens' Birthday or Australia Day honour. Lorraine will arrange for a card to be sent to them from U3A.</p>
WIFI	<p>U3A Benalla has made NBN access available to U3A classes and members within the Seniors Community Centre building. For U3A Benalla's Wi Fi access - Wifi Name – TelstraA9BBA0 Wi Fi Password – 87adhv448s. If you need the WIFI access code urgently, it is printed on the label on the bottom of the modem located on the wall near the door of the meeting room. The pink magnetised details label from Telstra is available in the office – filing cabinet, top drawer, adhered to the inside front of the drawer.</p>
Zoom	<p>Hosting sessions on Zoom: U3A Benalla has purchased a Zoom subscription which enables sessions to continue without requiring a break. Please contact Margaret Jenkins on 5762 6944 for login and password details.</p> <p>Training in using Zoom: While the need to use Zoom appears to be passing, it remains a useful tool for meetings – whether for mentoring one to one, or small meetings – as well as for classes. Online training resources have been added to the website - https://u3abenalla.weebly.com/using-zoom.html, and training/ mentoring in using Zoom is available on request from the Be Connected team.</p>