

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
ANNUAL GENERAL MEETING

Minutes of the meeting held on 2 June 2023 at 1200 hrs

Present: Bridget Hogarth (Chair), Annie O'Malley, David Storer, Lindsay Goodwin, Margaret Davidson, Angela Corfe (Secretary), Kathryn Kinang, Isobel Venus, Mary Kowalski, Elton Brown, Wendy Whearem, Lynda Tomlinson, David Wood, Alison Houlahan, David Irvine, Brian Lawler, Geoff Zimmer, Gwynne Evans, Marion Johnson, Dorothy Ryan, Jenny Carrick, Anne-Marie Botica, Morris Pavlinovich, Deb Stone, Mardy Wright, Bronwyn Pasotti, Julie Jenkinson, Kris Nunn, Val Reid, Katherine Horne, Bert Carse, Pam McLennan, Norman Venus, Gail Irvine, Jess Williams, Graham Chapman, Sally McIlroy, Mary Jensen, Rosemary Hamersley, Mal Butler, Derek Winter, Roger Jennings, Katie Fairweather, Caroline Badminton, Gill Exton, Alison Liebenberg, Margaret Pavlinovich, David Thornton and Carol Crystal.

Apologies: Kim Parker (Floretta), Tania Park, Vicki Simpson, Jan Thompson, Pat Swan, Sandra Cheyne, Margaret Radice, Hilary and Patrick Rowland

Meeting commenced at 1204 hrs and the Chair, Bridget Hogarth welcomed all present, thanking all those who volunteer for positions within the Centre.

Minutes of the previous meeting:

The minutes of the meeting(s) held on:

Annual General Meeting 25 March 2022 - Proposed K Horne, Seconded D Winter.

B Hogarth reported on the matters arising, confirming that the storage issue within the Centre had been resolved. In regard to disability access, the entrance doors now open automatically and an alarm has been installed in the disabled toilet.

General Meeting 11 November 2022 – Proposed J Carrick, Seconded K Fairweather.

B Hogarth advised:

- the crèche changes have been implemented;
- the Coordinators to continue reviewing cases where members may be having difficulty paying fees; and
- the issue of the outdoor furniture continues to be ongoing.

Special General Meeting 10 March 2023 – Proposed D Irvine, Seconded R Jennings.

B Hogarth confirmed the Constitution had been lodged and accepted.

Appointment of Auditor: D Storer confirmed Success Tax Professionals to continue as auditor.

KCLC Reports: The following reports were submitted and read out to the meeting:

COORDINATORS' REPORT - Bridget Hogarth, Coordinator

- Third year in the building, during which time the Centre has grown and changed considerably, now almost at capacity.
- Very productive year with a successful Open Day last September run by Bill Wolstenholme, who unfortunately is retiring as Open Day organiser.
- Successful Thank You dinner with the catering undertaken by our regular company Mark de Sousa and efficiently run by Rosemary Hamersley and her team. She also managed all the Centre Lunches until retirement from the position when Michelle and Zoe took over, continuing to maintain the very high standard set.
- Summer in the Centre was well attended and run under the guidance of Anne-Marie Botica, who has volunteered to step up to be a coordinator in place of Jennifer Irvine who stood down due to family commitments.
- During the summer members of the Executive met regularly with Roger Jennings to update the Constitution and lodge it with DMIRS. Advice received that it has been accepted.
- Treasurer, David Storer to retire after being responsible for the Centre's finances for many years and to be replaced by Deb Stone.
- Margaret Davison, Programmer has been diligent with WHS issues ensuring the Centre is up to date with all the rules and regulations.
- Margaret also continues to ensure allocation of classes into the rooms.
- Lindsay Goodwin, Registrar, with assistance from Bronwyn and team ensured a successful enrolment week and it's hoped the team will continue to do so for a very long time.
- In regard to the bus service, it is understood the service is to change and special buses will run to fit in with the Centre's class times.
- Marion Johnson is stepping down as Editor of Centre Talk, being replaced by Val Reid.
- Position of Office Manager, undertaken by Mary has been a great success and together with Sally ensures the smooth running of the office.
- Acknowledgement to the work undertaken by the Secretary, Angela.
- On behalf of the Executive, thank you to all the tutors for their hard work in keeping the classes going, for all the work group people who keep the Centre running and lastly for everyone attending today.

TREASURER'S REPORT – David Storer

- Accounts presented for the period to 31st December 2022.
- As advised in November, there is a loss for the year to 31st December 2022 of \$16906.21 against the estimated loss of \$12000 in the last report. The increase in fees from the start of this year will assist in offsetting the overall costs of the Centre.
- Funds are available to ensure the Centre is in an overall positive situation.

- The Crèche is still a major item this year, with a cost to the Centre of approximately \$25000. Ann O'Malley continuing to review how to improve its efficiency, investigating outside funding and keeping costs to a minimum.
- The fee increases approved at the last General Meeting will help to offset any further losses.
- Currently reviewing claim for LSL from Crèche employee.
- Reported that use of International credit cards have a charge of 3.8% incurred by the Centre and that a block or charge made may be introduced to their use when enrolling.
- Confirmed resignation as Treasurer and welcomed Deb Stone.

REGISTRAR'S REPORT - Lindsay Goodwin, Registrar

Enrolment

- Problems experienced with the website when enrolment opened for Semester 1. The situation was quickly resolved and the Centre's web host has assured us that the site's capacity will be boosted to maximum for the next enrolment period. The Centre Talk enrolment edition will offer suggestions and hints to members for online enrolment.
- Enrolment week ran smoothly with the majority of members enrolling themselves online. However, some of the courses became full within the first ten minutes and members who came in to enrol were disappointed to discover the course/s they wanted to enrol in were full. Members unable to enrol themselves are requested to ask family or friends to assist them to ensure they secure a place.
- Stats for orders during enrolment week are:
 Online enrolments by members 83% / In-person assisted enrolments 17%.
 Memberships: Total 758
 Community memberships – 681
 Tutor memberships – 73
 Volunteer memberships – 4 (those who assist in an administrative role but are not enrolled in any courses, plus carers of members who require support)
 New members – 151
 Payments: Almost 90% of orders have been paid via credit card.
 Courses: 40 of the 85 courses on offer are full. A number of members took advantage of the discounted term 2 fees for courses that were not full which added an extra 36 enrolments and \$610 in fees received.
 Orders: 981 orders have been processed throughout the semester.
 Casual enrolments: With the increased casual ticket price there has been a reduced number of members selecting this option. A trial period will be conducted during Semester 2 with casual enrollees being charged \$30, which includes the cost of 3 tickets to try and reduce the incidence of surplus casual enrolments.

Changes to the website since the last AGM:

- Members redirected to log in before adding a course to their cart. Instigated to overcome members adding and paying for membership a second time on subsequent orders.
- Successful trial of waitlists for Semester 2, 2022. This semester, 44 members registered on waitlists subsequently offered positions in their courses.
- The 'Add to cart' below course descriptions to encourage members to read these and listed requirements prior to enrolling in a course.
- Continuing thanks to Registrar's Team for their dedication and support.

PROGRAMMER'S REPORT - Margaret Davidson, Programmer

- Semester 2 2022 started with 83 courses on-site and two off-site, Semester 1 in 2023 has 94 courses, with 67 tutors currently.
- Together with our semester length courses, there has been a successful trial of two 5-week themed courses, one term and short courses as well as a Wednesday evening pottery class, which has been booked out and offers an opportunity for younger members to be involved. Thanks to Kris Nunn and Wendy Whearem for getting this up and running.
- All rooms at the Centre are being used most days of the week and thanks to tutors asked to use spaces that are not their first choice.
- The 'Centre Presents' speaker series has offered a range of topics over the past year. Thanks to Kathryn Kinang for managing the series, to Caroline Badminton for creating the beautiful posters and Bronwyn Pasotti for her work in setting up the online booking system.
- Centre is now responsible for our online bookings with the City. Thanks to Cheryl del Borrello, chief SpacetoCo trouble-shooter at the City of Kalamunda for her assistance.
- Thanks to all our tutors, offering a variety of classes for our members. Also thanks to the excellent work of our receptionists, coordinators, assistant coordinators, work group leaders and work group volunteers doing the essential background work to make this all possible. Special thanks to Bronwyn Pasotti for her hard work behind the scenes.
- M Davidson advised it was to be her last year as Programmer so, if you love being part of a team, would like to know our tutors a bit better, have a few basic computer skills and enjoy puzzles, please contact her.

CATERING MANAGER'S REPORT - Rosemary Hamersley

Centre Lunches -

- Running of Centre Lunches has been taken over by Zoe and Michelle, with one completed and another booked for next week. Feedback following the first very positive.
- Noted at the end of term one that all kitchen areas needed attention and workgroup organised to ensure clean kitchens at commencement of holidays. Centre will now be cleaned at the end of each term.
- R Hamersley commencing holidays, so will be away for Open Day but Zoe and Michelle to take over running of the café.

- Finger food now offered at General Meetings.
- Thanks to P McLennan who is addressing work groups to ensure reserve list fill the gaps. Also, thanks to Mary and Admin for their support.
- Volunteer dinner being organized and thanks to all who contribute hours volunteering at the Centre.

CRECHE REPORT - Katherine Horne, Crèche Liaison Officer

- The three staff members, Debra, Sally and Nina have continued to look after the children in the crèche with great care and skill - ensuring that the children enjoy their time there and that members can participate in classes, confident that their little ones are in good hands.
- The number of members using the crèche in Semester 2 2022 and Semester 1 2023 were 16 (16 children) and 17 (19 children) respectively. In Semester 1 2023 five sessions are being run, compared to six in Semester 2 2022.
- Eleven of the parents currently enrolled are attending at least one general class (Pottery being the winner). Three of the members enrolled in general classes are also attending a session of Mums' and Dads' Free Time. The remaining six members are enrolled in Mums' and Dad's Free Time only.
- A welcome development is the increased number of members who are not crèche users but are volunteering to assist in the crèche, which enables some flexibility in organising the helpers' roster.
- From the beginning of this semester a new pricing structure has been in place, with a small increase in fees and all crèche users both paying and contributing to the running of the Centre through being on the Helpers' Roster (or in another Work Group). The number of children attending any session has been limited to eight. Further adjustments may be needed, to reduce the cost of the crèche to the Centre.
- Thanks to all Centre members who have supported our wonderful crèche throughout the last twelve months.

DESK RECEPTION REPORT - Alison Houlahan, Desk Work Group Leader

- Desk receptionists have carried out their duties well over the past year and adapted to the changes requested of them, being a very responsible, friendly group of people.
- This year there has been sufficient Desk Relievers to provide relief for all the ten desk shifts, when required. The members undertaking either one relief or more, have been willing to learn the various duties required.
- Thanks to thank both the Desk Receptionists and Desk Relief members for their contribution to the smooth running of the Kalamunda Community Learning Centre over the past year.

EXTERIOR BOOK HIRING TO COUNTRY BOOK CLUBS - Gwynne Evans

- Two years since taking over the position from Bev and Ian Tarling.
- Previously, the 'walk in groups' could attend any time the Centre was open, but now access to the books mainly on a Thursday morning. Currently six groups collect books from the Centre.

- Continue to post to 13 groups; from 2 in Esperance, 1 in Yilgarn and 1 group in Kununurra and all places in between.
- Problem identified of books being mishandled by Australia Post couriers, with torn packages. Groups now requested to ensure stronger packaging when returning them.
- Meeting times for the groups vary, some being connected to school terms. Six groups break over Christmas / January with the others meeting every month. New groups gained over the past two years following the closure of a business in Mandurah.
- Service by KCLC to country readers felt to be very important.

GARDEN WORKGROUP REPORT - Lynda Tomlinson, Garden Workgroup Leader

- Busy bee recently undertaken. Not many weeds, with Council having reapplied mulch recently.
- Acacia Saligna prostrate form pruned from the edge together with the Thryptomene where it was being smothered.
- Helpers wear hi-viz vests when undertaking work in the car park area.
- Report and photo forwarded to Nicole O'Neil, City of Kalamunda.

LIBRARY REPORT - J Carrick, Book Club Administrator / Library

- New Library Trolley outside the Craft Room working well, thanks to those responsible for moving it daily. Library shelves also being utilised when open.
- Book Swap shelf well used and a popular service.
- Thanks to all those in the Workgroup performing duties to keep things working.

WORKGROUP REPORT - Pam McLennan, Assistant Registrar Workgroups

- 90 percent of members readily sign up for a task, with some finding it hard to find a job that suits them due to health or mobility issues. Health and Long Service Leave Exemptions available for those finding it difficult to contribute or after having contributed many years into KCLC.
- A need more leaders and thanks to those who have stepped up for Centre Lunches and Co-ordinator. Need workgroup leader to replace Bill Wolstenholme in organising Clean-up Day and thanks to Bill for his work in successfully undertaking this task.
- Thanks to our Office Manager, Mary who has helped in making communication with members consistent and lessened my workload. She is finding that people
- There are over 80 people on the Reserve list but often when approached by email, they do not respond. There is not the time to ring everyone and can be a soul destroying job when the response is negative.
- Workgroups are varied but essential to running our successful organisation that supports nearly 800 members.
- P McLennan reported having come to the organisation in the 1980's as a young mum, returning nearly 20 years ago. She was appointed Registrar, a big learning curve, but helped her through a sad time and resulted in making wonderful friends.
- P McLennan is passing the banner on, and asked for a volunteer to take on the challenge advising Mary, Sally, Bronwyn and Lindsay would provide support.

WHS – Margaret Davidson, Programmer

- As a result of new laws being introduced for voluntary associations, much work had been undertaken by the Centre following an independent audit undertaken last year.
- Ongoing work in regard to procedures and training, with members being made aware of their responsibilities.
- Jennifer Irvine organised the independent audit, Alison Liebenberg has provided input into First Aid and Roger Jennings is responsible for the WHS Sub-Committee.
- Regular updates on WHS matters to be provided via Centre Talk.

CENTRE TALK – Marion Johnson, Editor

- Advised Val Reid taking over from Marion as Editor of Centre Talk.
- Thanks to all contributors and proof readers.
- Thanks to Val Reid for taking over the position.

WEBSITE – Caroline Badminton

- Thanks to Marion Johnson for overseeing the production of Centre Talk.
- Advised of change to newsletter system.
- Continuing to oversee website with Bronwyn and Nik.

PROPOSED RESOLUTION:

- Resolution by Management Committee – **to determine the number of ordinary members to be four (4) until the next AGM. (Under Rule 25 (2) of the Rules of the Association.**

Vote put to the meeting, and resolution for four ordinary members (of the Management Committee) until the next AGM was carried unanimously.

Chair, Bridget Hogarth handed over the meeting to David Irvine, Returning Officer.

David Irvine confirmed to the meeting that he had examined all the nomination forms submitted for the Management Committee of the above Association to ensure compliance with the KCLC Constitution 2023 and all nominations met the requirements of the relevant rules, as below:

**Kalamunda Community Learning Centre
Annual Meeting 02 June 2023**

Returning Officers Report

I certify I have examined the Nomination Forms for the Management Committee of the above Association to ensure compliance with the KCLC Constitution 2023 and have confirmed all the nominations meet the requirements of the relevant Rules as described in the following table.

Position On Committee	Nominee Name	Nomination Conditions					
		Declaration of Eligibility Under Section 39 of Act Signed?	Member > 12 Months? R 25 (5)	In Writing Received < 28 Days Prior to AGM - 05 May 2023? R 30 (2)	Only For One Office Holder or Ordinary Member Position? R 30 (4)	Signed Statement of Support by Another Member > 12 Months? R 30 (3)	Supporting Member Name
Principal Coordinator	Bridget Hogarth	Yes	Yes	Yes 06-04-23	Yes	Yes	Hella Hackett
Coordinator	Ann Marie O'Malley	Yes	Yes	Yes 04-04-23	Yes	Yes	Mary Kowalski
Coordinator	Ann Marie Botica	Yes	Yes	Yes 05-04-23	Yes	Yes	Ann O'Malley
Secretary	Angela Corfe	Yes	Yes	Yes 12-04-23	Yes	Yes	Alison Houlahan
Treasurer	Deborah Stone	Yes	Yes	Yes 28-03-23	Yes	Yes	Sally McIlroy
Ordinary (Registrar)	Lindsay Goodwin	Yes	Yes	Yes 04-04-23	Yes	Yes	Linda Jones
Ordinary (Programmer)	Margaret Davidson	Yes	Yes	Yes 28-04-23	Yes	Yes	Bridget Hogarth

David Irvine
Name
Returning Officer


Signature

02 / 06 / 2023
Date

Election of office bearers:

Principal Coordinator – Bridget Hogarth
Coordinators x 2 – Ann Marie O'Malley, Anne-Marie Botica
Treasurer – Deborah Stone
Secretary – Angela Corfe
Ordinary Members x 2 - L Goodwin (Registrar) and Margaret Davidson (Programmer)

Meeting handed back to Chair, Bridget Hogarth (Principal Coordinator).

Change of Bank Authority – to be undertaken with the Treasurer.

Agenda: Nil.

Any Other Business:

Elton Brown, Tutor raised the issue of the IT system and suggested the possibility of implementing a 'think tank' to provide information for users, particularly in regard to the various 'remotes' provided in the rooms, as the functions aren't clear. He thanked Roger Jennings and Mary for their assistance in the past and it was suggested that the City of Kalamunda be asked to provide better instructions.

Action – Executive to liaise with the City of Kalamunda regarding a request to provide better instructions for the IT equipment at the Centre.

B Hogarth thanked David Storer for all his work as KCLC's Treasurer and presented him with a card and a voucher from the Centre.

Before ending the meeting, B Hogarth reminded members that the Centre was run entirely by volunteers, with the only paid members being the Office Manager and the Crèche staff. Without all the volunteers the course fees would be much more.

She welcomed Anne-Marie Botica and Deb Stone to the Executive team and wished everyone a good break.

Next Meetings:

AGM – to be confirmed (possibly 7 June 2024).

Meeting closed at 1255 hrs.