

KALAMUNDA COMMUNITY LEARNING CENTRE

Supporting the Community *General Meeting Minutes 18 August 2023*

Present: Executive: *Annie O'Malley (Chair), Anne-Marie Botica, Deb Stone, Margaret Davidson, Lindsay Goodwin and Angela Corfe.* Roger Jennings, Gerard Tonks, Jenny Carrick, Caroline Badminton, Angie Lancaster, Bronwyn Pasotti, Christine Porsco, Karen Norris, Gail Irvine, Des Dias, Rosemary Hamersley, Katie Fairweather, Fiona Sutherland, Katherine Horne, Margaret Radice, Dorothy Ryan, Gwynne Evans, Alison Houlahan, Nina Nairn, David Storer, Julia Jenkinson, Bill Wolstenholme and David Irvine.

Apologies: Bridget Hogarth, Lynda Tomlinson and Meg Corsini

Meeting opened 1203 hrs.

A O'Malley welcomed all present, with a special welcome to Roger Jennings advising the meeting that he was taking over the new role as Work Health & Safety Officer for the Kalamunda Community Learning Centre, co-opted to the Executive.

Minutes of the Previous General Meeting:

Minutes of the previous Special General Meeting of 10 March 2023 passed at the AGM held on 2 June 2023 (proposed D Irvine, seconded R Jennings).

Business Arising:

Following the Annual General Meeting where concerns had been raised regarding electronic equipment at the Centre, it was confirmed the problems being experienced with 'The Cube' in the hall had been resolved. However, some issues in the Green Room were continuing, and it was requested members advise the Office Manager (Mary Kowalski) of any problems being experienced with the equipment.

Agenda Items:

Reports:

On behalf of the Coordinators, A O'Malley reported members had settled into their classes following the commencement of the new semester, with several new enrolments. She identified a need for more people to undertake relief desk duties and asked members to encourage people to volunteer for this task. She thanked all those involved in enrolment week.

Treasurer: D Stone referred to the last report tabled at the AGM, advising that it had focused on the previous year. She referred to the current Strategic Plan, providing an update on the three Finance items included in the plan.

1. *Produce a plan to ensure we break even in this financial year.* She referred to the losses in the previous year but advised that, due to the recent increase in fees, the target may be reached or only a small loss reported.

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2. *Limit loss to crèche to less than \$15,000* – currently it was not expected to meet this target, particularly due to the cost of a long service payout. However, it was hoped to achieve the target for the next financial year.
3. *Maintain cost of rent to City of Kalamunda at \$25,000.* D Stone reported a request for the rent to remain at \$25,000 had been submitted to the City for 2024 but to date, no response had been received.

She also advised that the Centre was currently in the process of changing banks – from BankWest to the Commonwealth Bank and therefore, should anyone be making a direct payment to the Centre they would need to change the bank details.

Registrar: L Goodwin advised that enrolment week had been the most successful to date, thanks to the preparation work carried out by the Registrar's Team.

On the first day 422 enrolments were recorded, of which 90 were assisted in person at the Centre. The remainder of the week was quiet (23 attending on Wednesday, 16 on Thursday and 10 on Friday). 86% of the total enrolment had been completed offsite.

To date there are 799 members, which includes 7 tutors and community memberships. 46 new members recorded and only 9 late enrolments. Casual enrolments have decreased, with few members opting for the new ticket price of \$30, covering three tickets.

Thanks to the Registrar's team for their dedication and support.

Programmer: M Davidson provided a brief update on WHS matters, advising that the recent defibrillator video sessions had been very successful. She asked members to contact her if they were interested in viewing the video. A O'Malley suggested the sessions be conducted during week three of each term and consideration be given to including the link to the video in Centre Talk.

General Business:

A O'Malley reminded the meeting that Open Day was scheduled for Sunday 10 September 2023. She also advised that a replacement was being sought for Bill Wolstenholme's position, together with the positions of Programmer (M Davidson) and Workgroup Leader (P McLennan).

WHS - M Davidson thanked all the tutors for assisting with the WHS induction at the start of each class. She advised two incidents had been reported this term, requiring an immediate response. As a result of one, all metal floor hatches now have a sign 'lay flat' (with the exception of the hall). Work was ongoing to complete procedures to ensure correct reporting, recording etc.

G Tonks queried the SpaceCo booking system and was advised that all bookings for the Centre, including those for KCLC, are now submitted that way.

Next General Meeting – 12 noon Friday 17 November 2023.

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Meeting closed at 1220 hrs.