

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
General Meeting Minutes 17 November 2023

Present: Executive: *Annie O'Malley (Chair), Bridget Hogarth, Anne-Marie Botica, Lyndsay Goodwin, Deb Stone, Angela Corfe (Secretary), Wendy Whearem, Alison Houlahan, Katherine Horne, Rosemary Hamersley, Mavis Paskulich, Margaret Radice, Gail Irvine, Bert Carse, Caroline Badminton, Greg Schofield, Katie Fairweather, Dorothy Ryan, David Irvine, Gerard Tonks, Val Reid, Bronwyn Pasotti and Lynda Tomlinson.*

(1) Welcome:

The Chair, Annie O'Malley welcomed everyone to the meeting and declared it open at 1205 hrs.

(2) Apologies:

Margaret Davidson, Roger Jennings, J Carrick, G Evans, G Manuel, Sue & Vin Marelich, Fiona Sutherland

(3) Acceptance of Minutes:

That the minutes of the previous General Meeting of 18 August 2023 be passed:
Proposed: Dorothy Ryan, seconded. Katherine Horne.

(4) Business Arising: Nil.

(5) Agenda Items:

Proposal: Endorsement of By Laws.

The By Laws were reviewed with each section being read by members present and endorsed, as follows:

1. **Inclusivity** – endorsed by all members present.
2. **Membership** – endorsed by all members present.
3. **Subcommittees** – endorsed by all members present.
4. **Executive Committee Procedures** – endorsed by all members present.
5. **Duties of the Registrar**

Change last dot point to 'Liaising with the Website Manager – endorsed by all members present.

6. **Duties of the Programmer** – endorsed by all members present.
7. **Work Health and Safety** – endorsed by all members present.
8. **Babies and Children** – endorsed by all members present.

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A query was raised in relation to the possibility of lowering the age of children allowed to attend the Centre, perhaps to 16 but it was confirmed that the Centre's insurance required members to be over the age of 18.

9. Courses – a. General

Query in regard to dot point 4 relating to class secretaries ensuring class rolls are returned to the reception desk at the end of each session along with any casual tickets.

Referring to fire safety advice, it was suggested this should read that the rolls are to be 'retained in the room' until being returned to the reception desk. Discussion followed as to where else they might be, and advice was given that clear instructions were included in the 'duties of the class secretary' provided to members undertaking the role.

Endorsed by all members present.

Query regarding visitors to the Centre and it was confirmed they were required to be 18 years and over, and if attending more than one class they were required to enrol at the Centre.

Courses – b. Fees and Levies

First dot point to read:

'Any changes to course fees for the next calendar year for enrolled members shall be determined at a Special General Meeting. The fee applicable for each course shall be detailed on the relevant enrolment programme and on the KCLC website.

Endorsed by all members present.

Courses (a) to (f): Endorsed by all members present with the above amendments.

10. Desk Duties – endorsed by all members present.

11. Unlocking and Locking the Centre – endorsed by all members present.

12. Dogs and Other Animals

Query as to whether consideration had been given to bringing in dogs other than guide / companion dogs for purpose of art class and it was confirmed this was not possible.

Endorsed by all members present.

13. Equipment – endorsed by all members present.

14. Public Collections

Change spelling of organizations to organisations.

Endorsed by all members present.

15. Smoking and Vaping – endorsed by all members present.

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16. Personal Property – endorsed by all members present.

By-laws endorsed by all members present, following the minor changes as outlined above.

Chair requested Katherine Horne to present her report on the Crèche prior to the next proposal being introduced.

Crèche Report – Katherine Horne

- Debra, Nina and Sally continue to keep our crèche children happily occupied and stimulated, including with Halloween-themed activities. Everyone is looking forward to the Christmas party planned for the end of the year. Thank you extended to our workers for their expert care-giving and dedication to the needs of the children and the Centre, and to our volunteers who have provided such valuable support in the crèche.
- Debra will be on Long Service Leave for the beginning of 2024. Request for contact from any members with relevant qualifications (or know someone who has) who may be available for paid relief work in the crèche, at short notice, should there be a situation of both Sally and Nina being unable to work on a particular day. Please speak to Debra, Annie or Katherine, or forward email to kclc@kclc.org.au with 'crèche' in the heading.
- During last term we reviewed the operation of the crèche for Semester 1 2024. Current crèche users were surveyed and have been informed about the changes. Over the years, the way in which the crèche has been run has changed and evolved, as demand and available resources have fluctuated. The changes for Semester 1 are in response to the Learning Centre running at a loss last year. It is a tighter model, with hopefully all available places filled (which was not the case this year).
- It is proposed that crèche fees will rise to *\$10 per child per session to a maximum of \$20 for any family per session*. The days on which the crèche is available will be set in advance (with fewer sessions) and enrolment information will reflect this. Mums and Dads' Free Time will still be programmed, but enrolments will be wait-listed, as no session will be taking more than eight children and members enrolling in 'tutored' courses will have their needs met first.
- The Crèche Volunteer Roster to continue with both crèche users and other members being welcome in this Workgroup. The consolidation of the crèche places into fewer sessions means there could be days with eight children attending. Although it is planned to have two staff members working on those days, the additional support provided by volunteers will be much appreciated, especially as there is a number of new babies on the way.
- These changes are for Semester 1 2024 and will be assessed during that time. The crèche is a defining feature of the Learning Centre. Many 'older' members recollect its importance to them when their own children were young. There are a few children 'graduating' from the crèche and moving on to school as they commence Kindy in 2024. Our best wishes to them (and their parents). Crèche has been a valuable preparation for both children and parents. Please be proud that we have a crèche!

The Chair thanked Katherine for her report and the following proposal was presented.

Proposal: That the Crèche fees be increased from \$5 to \$10 per child, per session – with a maximum of \$20 per family per session.

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The proposal to increase the Crèche fees was endorsed by all members present.

Reports:

On behalf of the Coordinators, Annie O'Malley

- Welcomed all attending the meeting and reported as follows:
- Referred to the highlight of the term being the highly anticipated fire drills and reminded everyone of the need to exit the building as quickly as possible, with the class roll being marked off. In a real emergency this will be vital in helping emergency services.
- Reported that Anne-Marie Botica had organised a WHS sign off checklist sheet, which had now been signed by everyone. Unfortunately, this is a requirement which needs to be completed for every class attended. Thanks to everyone for their cooperation and a reminder that it occurs each semester.
- Positions vacant – several notifications have been put on the board advertising for 'Help', relating to workgroup leaders for the start of next semester, together with several executive positions (*Coordinator, Programmer and Secretary*), to be nominated at the June AGM. While it seems a long way off, especially for the executive positions, time would be needed to learn the ropes.
- Requested one or two volunteers to organise the Centre's Open Day, to ensure the day went ahead.
- Kalamunda Community Learning Centre is now able to receive donations that are tax deductible to the donating person or organisation through membership with our national peak body, the Australian Neighbourhood Houses and Centres Association (ANHCA), full details now being available on the KCLC website, together with that of the new introduced '*Containers for Change*' scheme.
- Reported KCLC had been nominated for the Mayor's Community Activation Award hosted by the Kalamunda Chamber of Commerce gala award night and that the Centre had been successful, with the award being on display in the exhibition cabinet. Thanks to Anne-Marie Botica for attending the event on the Centre's behalf.
- The opportunity was taken to thank all KCLC's volunteers from those manning the desk each week, those behind the scenes doing our webpage and those assisting Bronwyn with the online enrolment shop. Lastly, thanks to Mary for keeping everyone on their toes!
- She wished all a Merry Xmas and hoped to see members in the new year for the Centre's '*Summer in the Centre*' – 8 to 25 January 2024, Mondays and Thursdays - 9.45 - 11.45am.

Treasurer: Deb Stone

- Reported profit of \$25,000, although it was expected by the end of the Financial Year the Centre would be breaking even or showing a small loss.
- This week the Centre had experienced two unexpected bills – Kiln \$1,000 and Gas \$350.

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- Centre has experienced a \$30,000 loss for the Crèche, although changes are being made. A loss of \$15,000 was expected for 2024.
- Centre's banking has moved from Bankwest to the Commonwealth Bank, with the term deposit being moved next week.
- Centre is now able to receive donations in an attempt to try and raise extra funding for the Centre.

Query in regard to whether any grants were available for the Crèche, but it was explained that grants were difficult to obtain for a programme that is ongoing. It was confirmed that the Centre was actively applying for applicable grants. It was suggested local businesses be approached to act as a sponsor.

There was a reminder that an organiser for Open Day was required.

Query in regard to monies under 'Office Administration' and Treasurer confirmed this related to Mary Kowalski's salary.

Caroline Badminton advised of the need to change the bank's details on the website.

Registrar: Lyndsay Goodwin

- Another successful year at the Kalamunda Community Learning Centre thanks to the generosity of time and expertise shared by all.
- This year there has been a total of 817 members, including 71 tutors, without whom there would be no Centre.
- This semester 709 orders have been processed and members are enrolled in 78 different courses.
- Putting relevant courses on sale for term 4 has once again proved beneficial with an extra 35 enrolments, including 14 new members. These orders represent an additional \$1,500 in fees paid.
- The trial of a casual course fee at enrolment has also proved worthwhile. Members wishing to attend a course on a casual basis were charged a casual course fee of \$30 and were issued 3 casual tickets. They purchased extra tickets as required during the semester. The aim of the trial was to discourage members from enrolling in a course but never attending and to encourage them to attend at least 3 sessions, hopefully many more. These objectives were achieved, and the casual course fee will continue for future enrolments.
- Enrolments for 2023 are now closed and preparations for 2024 are well underway. The new program will be available for viewing online and is displayed at the Centre today.
- Enrolments for 2024 to open Tuesday 30th January 2024. Due to the early Easter holiday next year, the first term will be 7 weeks and term two will be 9 weeks. A special enrolment edition of Centre Talk will be issued prior to enrolment week giving all the information needed for another successful enrolment period.

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Programmer: Margaret Davidson (*presented by B Hogarth*)

- The team has been working hard preparing the draft programme for semester 1, 2024 with the results of our efforts available today. Likely to be some changes before the start of semester 1, so members advised to check the timetable and website closer to enrolments for up-to-date information.
- As of Tuesday 14/11/23, there are 82 courses available in first semester next year. This includes *nine book clubs, three Tai Chi, three Write Your Life Story* and two *That Was the Week That Was* classes as well as ten new classes. Seven new tutors have been welcomed who are providing classes as varied as *Bold and Brave Speaking Group, Handypersons Short Course* and *In Sickness and in Health: How the Body Works*. We're also experimenting with some 4-week short courses over the semester. Thanks as always to our ongoing tutors, who generously share their skills, knowledge, and enthusiasm with our members.
- The Centre uses all the classrooms and the hall most days, so it is a bustling place to be every day of the week. The crèche will now be available on certain days of the week next semester. This gives us an extra space with the added advantage of having its own kitchenette. 2024 room bookings have been completed using the City of Kalamunda booking system.
- The *Centre Present* series continues, and the Centre has been fortunate to have Roger Jennings present on *The Basics of Safety on the Internet*. Thanks to Roger for providing an interesting and practical presentation. For 2024 there are plans to offer speakers in week 4 of each term, so stay tuned for another year of varied presentations. Thanks to Caroline Badminton for creating beautiful posters and publicising the talks on Facebook, to Kathryn Kinang for organising speakers this year and to Val Reid for Centre Talk publicity.
- Sadly, some of the Centre's tutors are retiring this year. Many thanks to Suzanne and Robert Poulinet, Fleur Reed, Fran Bolland, Hermann Sandercock, Anne Bell and Lyn Bevan for their dedication to KCLC over many years.
- Advised the job can only be done due to the great team that supports me and the Centre. This includes the enrolment team, our always helpful and smiling receptionists, coordinators, assistant coordinators, work group leaders and work group volunteers doing the essential background work to make this all possible.
- M Davidson is still looking for someone to take on this role next year so please contact her if you're interested.

WHS – Roger JENNINGS (*presented by A-M Botica*)

- Thanks to Margaret Davidson for all the work she has put into this area over the past two years following the introduction of new safety legislation in WA. This means that already the Learning Centre has many safety measures in place and all members are becoming aware of their individual and general responsibilities. As it says in the new By-laws, safety is a joint responsibility for both those on the governing committees of KCLC and for all members. In addition, the City of Kalamunda, who own and operate this building, have a key role to play.

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- Thanks also to Anne-Marie Botica who along with Margaret and I have formed a small committee to cover Work, Health, and Safety.
- Safety covers a wide-ranging area but for many of those who use the Centre they are only impacted by a few of these.
- The WHS Committee has begun addressing electrical safety, the one area which involves many who use the Centre. It has started to create an inventory of all items owned by KCLC, but particularly electrical items, so that these can be “tested and tagged”. The City take responsibility for the items they own. Others belong to KCLC. For the remainder the ownership is not clear. To clarify this, a questionnaire was recently circulated to all Tutors. Thank you to all those who responded, and R Jennings will be analysing these over the Christmas break. There are some items that nobody claims, and these will probably be disposed of. At the end of Enrolment Week for the First Semester next year, we will be arranging for a local electrical contractor to be at the Centre so that anybody who brings electrical equipment, including laptop power packs, to bring these in for testing for a small fee. Details about this will be circulated after Christmas.

A O'Malley advised that arrangements for Testing and Tagging would be included in Centre Talk but it was proposed it take place during enrolment week from 0930-1200 hrs on Wednesday 31 January, Thursday 1 February and Friday 2 February 2024.

- Answering the question *why with electrical safety trips in the building's supply this needs to be done*: firstly, it is bad practice to operate faulty equipment relying on such devices to protect you, and secondly, once the trip goes someone will have to come from the City to reset it with many people inconvenienced in the meantime.
- The Craft Room, along with the Main Kitchen when used for classes, are the areas where there are the most hazardous and the Committee, along with the relevant Tutors, has begun formulating policies for these.
- If anybody has any concerns about areas or items that may be hazardous, this should be brought to the attention of R Jennings, Margaret Davidson or Anne-Marie Botica.

CENTRE TALK – Val REID

- Centre Talk survived its transition to its new Editor in 2023, and from all reports is popular with its audience. There has been positive feedback and nothing negative – so far. It is distributed to approximately 1,851 subscribers via email. It is also viewed on the KCLC website and through our Facebook page which has 956 followers.
- There is a very supportive team making Centre Talk what it is apart from my compiling and editing. Carolyn Badminton, our Website Editor, has been my mentor and life saver on many occasions and is an IT Wizard. She co-edits, contributes articles, repairs my errors in layout and prepares the Facebook page so that what you see is the polished article. Thank you Carolyn, together with the proof readers, Bridget, Sally and in Bridget's absence, Annie. Your contributions are very much appreciated. Thanks too to all the members who have contributed articles and photos throughout the year making Centre Talk so interesting and informative.

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- It's been fun and given me the opportunity to meet new people and learn much more about the Centre and its growth since I first attended in the early 1990s. Feedback and suggestions for the New Year editions is welcome, so please send through ideas, opinions and Class News.

CATERING – Rosemary HAMERSLEY

- Catering – Centre has held three successful lunches together with a number of morning tea and lunch functions. Thanks to Zoe and Michelle who organized Open Day.
- Clean-up Day – will be held in December and very much relies on volunteers.
- Thank-you Dinner – this year the theme is travel and is titled *Up, Up and Away*.

POSTED BOOK HIRE GROUPS 2023 – Gwynne EVANS *(presented by Bridget Hogarth)*

- Group numbers have grown to 13 around the state, from Esperance round the coast to Kununurra and inland as far as Yilgarn. Some groups take a break over Christmas, whilst some of the newer groups are continuous. We have a couple of other groups in the wings, who may join us in the New Year. Mingenew Book club, having been with us for many years, are taking a break, but wish to have the option of occasional hiring in 2024.
- Planning ahead, books have been sent ahead of meeting times to all groups for their monthly meetings from mid-September up until 10th December '23. 36 sets have been posted early. Groups hiring from us have been requested to hold postings from 26/10/23 until 6/12/23, to prevent too many inconvenient issues.
- Confirmation in regard to arrangements for post office box and credit card, together with advice confirming arrangements for the groups who collect books from the Centre.
- Update on books available and confirmation that details will be updated before the start of Semester 1 2024.
- Reported contact with all the groups was very satisfying and that having lived in country WA, there would have been an appreciation in being able to access a similar system, particularly as the cost of purchasing books was a drain on their income, in early married life.
- Best wishes for Christmas and the New Year 2024, to all the committee members.

GARDEN – Lynda TOMLINSON

- Two Busy Bees have been held this Semester.
- The first was a disappointment doing it on my own. One response received who said he would come earlier - the person may have done it before I arrived, I did not see any one.
- The 2nd Busy Bee on Friday, 2 people came to help who weeded and pruned around the carpark, leaving 2 bags to be collected by the dog waste bin.

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- Thanks received from Nicole O'Neill (City).

OPEN DAY – Bill Wolstenholme *(presented by A-M Botica)*

- Weather was good which enabled use of the outside area for the Tai Chi demonstration and the Ukulele (UKEAROOOS) entertainment.
- 16 classes showed off their talents plus the market and book stall.
- The catering was successfully provided by Michelle and Zoe for the first time - well done to you (and your helpers).
- Eli and his team worked wonders to create a programme to show on our 'big screen'. This year Eli was able to insert a clip to announce Tai Chi and the Ukearoos just prior to their performances. Eli and his team also took some amazing photographs on the day which are on the Learning Centre website.
- Reported this was the best open day I have been involved in, so thanks to all the volunteers who gave their time, the tutors and class members for their outstanding products for display. Many thanks to Cherie for taking charge of the market and to Richard who helped organise books for sale.
- Special thanks to Caroline, Mary, Pam and Margaret for their admin support and Bridget for doing all the things that never get seen to make the day go smoothly.

RECEPTION DESK RELIEF – Alison HOULAHAN *(presented by A O'Malley)*

- The desk receptionists have carried out their duties with a smile and a welcome word this Semester and adapted to any new tasks or changes that were asked of them.
- This Semester there were just over half the number of people available for desk relief compared to Semester 1, which was a challenge at times. The members who have done either one relief or more have been very capable and were very much appreciated.
- Personal thanks to both the Desk Receptionists and Desk Relief members for their continuing excellent contribution to the smooth running of the Kalamunda Community Learning Centre this Semester.

(6) General Business: Nil.

(7) Future Meetings General Meeting proposed for week 6, other dates to be confirmed.

AGM 7 June 2024.

(8) Meeting closed by Chair at 1300hrs.