

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
Annual General Meeting

Minutes of the meeting held on 7 May 2021 at 1300 hrs

Present: Stephanie Tonks (Chair), Jennifer Irvine, David Storer, Margaret Davidson, Lindsay Goodwin, Angela Corfe (Secretary) and *as per attached list (approx. 46 attendees)*.

Apologies: I Tarling, B Hogarth, K Horne, B Tarling, M Sampey, T Fowler, M Corsini, E Moore, E Sheldon, L Tomlinson.

S Tonks welcomed everyone to the meeting and thanked them for attending, commencing the meeting at 1307 hrs.

Minutes of the previous meeting: The minutes of the meeting held on 28 August 2020 were circulated and accepted as a true and accurate record of the meeting:

Proposed: D Winter

Seconded: M Johnson

Business arising: Nil

Appointment of Auditor: D Storer, Treasurer advised retaining the current auditor STP Kalamunda, reporting that their current fee was \$650 and that the centre had utilised their services for fifteen years. It was agreed STP Kalamunda remain as the centre's auditors.

KCLC Reports: The following reports were submitted and read out to the meeting (copies attached):

1. Treasurer

Reported on minor teething problems with the new building and advised an increase in members for this semester. Full financial details provided in report.

2. Coordinators

Reported on the centre's problems during lockdown and the work undertaken 'behind the scenes'. Thanks to M Davidson, Programmer and M Johnson, Centre Talk for the work undertaken during this period. Reported J Irvine had replaced B Hogarth following her resignation last year. Acknowledged the large amount of work undertaken by the Registrar's team to ensure a successful enrolment process. Official opening of the new building took place on 11 February 2021 with KCLC obtaining entry on 8 March 2021. Thanks to Pam McLennan and helpers for the smooth move into the new building. Thanks also to tutors for ensuring business as usual. Reported on problems suffered by pottery class which has resulted in the classes being cancelled to enable a review of the situation.

3. Registrar

Full report outlining the problems incurred by the Registrar's team caused by postponement of enrolment due to uncertainty of completion of the new building. Thanks to D Irvine, R Jennings and WebComplete for enabling the process to operate well. A total of 595 members were enrolled during the week. To date, there are 655 members plus 64 tutors. Thanks to the team and volunteers involved in the process.

4. Programmer

Commenced semester 1 with six new classes and six new tutors, making a total of 82 classes. Thanks to all tutors for their patience having had to negotiate numbers due to Covid restrictions. Acknowledgement of K Ardizzone's contribution over the past 15 years in her role as Programmer, together with thanks to the Enrolment Team, particularly B Pasotti.

5. Library

Has been in storage since the end of 2019. Some books have now been unpacked and work continues to re-establish the library.

6. Crèche

K Horne – crèche is established and working well, thanks to D Parkin. Welcome to Katrina as the new assistant. Thanks to all members who assisted in setting it up. D Parking – thanks to S Tonks and K Horne for assisting in setting up the crèche and in the selection process for the new assistant. Also to C Badminton for her computer skills. Summer in the centre was held in the Uniting Church in Kalamunda. Currently the crèche runs on Monday, Wednesday, Thursday and Friday mornings and Friday afternoon. A summary of items purchased was provided.

7. New Building

In I Tarling's absence and on his behalf, thanks was given to all members of the New Building Committee.

8. Centre Talk

Continued through the lockdown period providing information to members. Thank you to all contributors. M Johnson advised of her resignation from the position and requested a replacement for this role.

9. Insurance

D Storer advised that the insurance for the centre had recently been renewed with an increase to the excess (from \$1,000 to \$5,000) which resulted in a saving of \$1,400 per year.

10. Grants

No grants had been supplied for this year.

11. Posted and Collected Book Clubs

In B Tarling's absence the report was provided and outlined the current system, confirming that interest is increasing.

12. Desk Duty Coordinator

An unusual year due to lockdown. Thanks to members who continued with their duties. Two new permanent members to the group, but vacancies for relief people.

M Davidson was asked whether there was any space for additional programs. She advised that space was limited although half of the hall and the kitchen were available for some half

days. She advised that until the enrolment process had been completed there was uncertainty as to whether all classes would proceed. She also advised that there may be more opportunity to offer evening classes in the future. Responding to a query in regard to weekend classes, she advised that the City of Kalamunda was planning to rent out the rooms for functions.

Name of Returning Officer: Gerard Tonks

Election of office bearers:

Four nominations had been received for the positions of Coordinators – S Tonks, R I Tarling, J Irvine and B Hogarth. S Tonks and J Irvine left the room while voting took place. Following the vote, the following positions were confirmed, with R I Tarling no longer holding the position of Coordinator:

Coordinators – S Tonks, J Irvine and B Hogarth
Treasurer – D Storer
Registrar – L Goodwin
Programmer – M Davidson
Secretary – A Corfe

Pam McLennan confirmed Ian Tarling's absence at the meeting but wished to record thanks for his excellent job in the role of Coordinator and for his contribution in the planning and completion of the new building.

Agenda:

In regard to the items put forward by Cynthia Pickering, J Irvine advised that several meetings had been held with the City of Kalamunda in relation to recruiting younger members. Cynthia raised the issue of the monies being invested in the crèche and the small number of children currently using it. It was confirmed that plans were being made to promote the crèche on Facebook and the KCLC website prior to the next semester. Due to lockdown and the building of the new premises, these plans had been put on hold but would now proceed.

A representative from Kalamunda Radio offered their assistance in advertising the centre.

D Storer raised the issue of the rents being paid to the City of Kalamunda, with S Tonks and J Irvine reporting on a recent meeting with the city to confirm that the rent would be similar to that previously paid.

The issue of acoustics in the building was raised and whether the City had installed microphones, together with consideration for the rectangular tables to be changed to circular ones, thus enabling hard of hearing members to lip-read.

It was confirmed that microphones were provided for the new building but to date the centre did not have access or training to use them.

The suggestion of circular tables was noted.

A suggestion was put forward as to whether the centre could purchase the milk for all the classes at the start of each week to stop the problem of there being a lot of smaller amounts of milk being left in the fridge each week. The meeting was reminded that originally the rule was – *if you bring it, you take it!* It was suggested members be reminded of this.

Query in regard to whether a history of Jorgensen Park had ever been written and it was suggested that the Historical Society may be able to assist.

Next AGM – to be confirmed.

Meeting closed at 1410 hrs.