

**KALAMUNDA COMMUNITY LEARNING CENTRE**  
**Supporting the Community**  
**Annual General Meeting**

**Minutes of the meeting held on 25 March 2022 at 1200 hrs**

**Present:** Stephanie Tonks (Chair), Jennifer Irvine, Bridget Hogarth, Margaret Davidson, Lindsay Goodwin, Angela Corfe (Secretary), Gordon Parkinson, Alison Houlahan, Katie Fairweather, Dorothy Ryan, Morris Pavlinovich, Margaret Pavlinovich, Janusz Zejdlar, Alice Shepherd, Ian Tarling, Katherine Horne, Angie Lancaster, Jenny Beahan, Elie Daniel, Derek Winter, Mavis Paskulich, Caroline Badminton, Gwynne Evans, Prue Linge, Gaby Cope, Bill Wolstenholme, Chris Wolstenholme, Helen Carter, Gerard Tonks, Lynda Tomlinson, Rosemary Hamersley and Bronwyn Pasotti.

**Apologies:** David Storer, Ann O'Malley, Margaret Reid, Meg Corsini and David Irvine.

S Tonks welcomed everyone to the meeting, thanking them for attending. Meeting commenced at 1200 hrs.

**Minutes of the previous meeting:** The minutes of the meeting held on 7 May 2021 were circulated and accepted as a true and accurate record of the meeting:

Proposed: D Winter

Seconded: L Goodwin

**Business arising:** Nil

**Appointment of Auditor:** B Hogarth provided advice from KCLC's Auditor's STP Kalamunda, confirming the accounts had been audited for the year 1 January 2021 to 31 December 2021 in accordance with Accounting Standards.

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

1. **Treasurer** (read by B Hogarth in Treasurer's absence). Thanks to Helen Carter for her assistance over the past year. Outlined loss for the year due to minimal income for first semester of 2021, repairs to the kiln of \$8000 and first instalment of upgrade of the computer system. Annual rent was waived by the City for the first half of the year due to time of occupation and low income for first semester. Currently showing over \$200,000 in hand.
2. **Coordinators** (S Tonks). Report covered 7 May 2021 to 25 March 2022. Several problems identified and resolved, including car parking and broadband issues. Occupied building for the first year and Executive has written to CEO and Mayor to record appreciation but to also highlight ongoing concerns, largely WH&S issues. Appreciate tutors and their input / role within the centre. Problems experienced on

the first day enrolment, including a power cut and thanks to everyone for organising internet connections / laptops to ensure it proceeded. Thanks also to Rosemary Hamersley for organising refreshments. Term has settled well and Covid concerns addressed to aim for a safe and healthy environment. Thanks to all the members for their assistance.

3. **Registrar** (L Goodwin). During Christmas / New Year break Registrar's Team put in considerable amount of voluntary time setting up website and enrolment system in time for enrolment week. Early enrolment arrangements for tutors / enrolment team volunteers proved worthwhile. Power failure on first day resulted in team members securing internet connections via their mobile phones to enable enrolment to proceed. Statistics were 01/02/22 – 488 total enrolments, 100 assisted at the centre; 02/02/22 90 total enrolments, 38 at the centre; 03/02/22 35 total enrolments, 12 at the centre; 04/02/22 30 total enrolments, 13 at the centre. Total of 643 members, 76 tutors – 121 new members. Payment statistics – Cash 12%, Cheque 1%, Credit Card 85%, Direct Bank Transfer 2% with net sales amounting to \$46,132. Ongoing thanks to Registrar's Team and other volunteers, with reference to B Pasotti, C Badminton, M Davidson, J Hickling, P McLennan, J Bucknell and S McIlroy.
4. **Programmer** (M Davidson). Another successful year for the centre, with all classes under one roof. 76 tutors provide classes for 643 members. Large range of classes, introducing new model of a series of one hour classes over five weeks together with some specialist classes over one term twice a year. Commenced 'The Centre Presents Speaker' Series with four speakers planned for semester 1 and one confirmed for semester 2. First presentation, Antarctica was excellent. Thanks to Executive, Enrolment Team and the tutors. Continue to look for new classes.
5. **Centre lunches** – rely on members providing food and thanks to R Hamersley for organising.
6. **Centre Talk** – Marion Johnson took over Centre Talk at the beginning of the year.
7. **Crèche** (Katherine Horne). Two staff members have resigned over the past year and thanks to Debra Parkin during this time. Currently have 13 members using the crèche with a total of 17 children attending. Thanks to everyone for their support.
8. **Garden** (Lynda Tomlinson). First busy bee this morning. Query regarding damp along the side of the building, possibly being caused by leaking reticulation.
9. **Grants** – no grants applied for.
10. **Insurance** (S Tonks). Advised Treasurer was currently negotiating the centre's insurance aiming for a reduction in costs.
11. **Library** (J Carrick). Little change over the past year and still awaiting response from the City regarding permission for a bookcase to be located near reception. Currently

only books readily available are Art, Art History and Craft. Workgroup reduced accordingly.

**12. Open Day** (B Wolstenholme). Raining during the day but well attended. Everyone who requested them got displays and great deal of help received.

**13. Clean Up Day** (B Wolstenholme). Had to move the day due to a centre booking, but went well with R Hamersley's help.

**14. Posted and Collected Book Clubs** (G Evans). Took over from Bev and Ian Tarling last year. Some difficulty in where the books are now stored and being able to access them but thanks to M Davidson room is kept clear on a Thursday morning. Gained new groups, both postal and those who collect. Now post to 13 groups from Esperance to Kununurra. Acknowledged the importance of book clubs to the country areas.

**15. Publicity.** Currently no publicity officer but invited members to come forward, if interested.

**16. Purchasing.** Thanks expressed to Ann Price for keeping the centre 'stocked'.

**17. Workgroups** (P McLennan). Currently only 60 members left without a workgroup. Acknowledged having a 'reserve' list was working well, particularly as next semester the Tutors' Dinner and Open Day would be taking place.

**Name of Returning Officer:** Janusz Zeidler

S Tonks stood down as Coordinator. Large vote of thanks from the members for the work she had undertaken during her time as Coordinator.

**Election of office bearers:**

Coordinators – J Irvine, B Hogarth and A O'Malley

Treasurer – D Storer

Registrar – L Goodwin

Programmer – M Davidson

Secretary – A Corfe

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

**Agenda:** Nil.

**Any Other Business:**

Concern raised in regard to both storage within the centre and disability access. It was suggested that an invitation be extended to a representative from Disability Services to

review the centre. B Hogarth confirmed that the door was being measured up by the City for an outside button to be installed to enable it to be opened. In regard to storage, a WH&S issue was raised regarding the storage for the art class, in particular having to move the Mah-jong tables. J Irvine agreed to review the current situation. It was suggested that the shed shared with the Friends of Jorgensen Park could be utilised but their remained the issue of moving items to and from the shed. The storage of easels was also raised but it was agreed the shed would not be suitable for sharing them.

Motion from Jenny Beahan to thank the Coordinators for their handling of the Covid situation at the centre – seconded by D Ryan. Passed.

**Next AGM – to be confirmed.**

**Meeting closed at 1240 hrs.**