

KALMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
General Meeting Minutes 5 November 2021

Present: Executive: Bridget Hogarth (Chair), Stephanie Tonks, Jennifer Irvine, David Storer, Lindsay Goodwin, Margaret Davidson and Angela Corfe; Chris Longley, David Thornton, Margaret Thornton, Karen Slater, Liz Sander, Coral Simmonds, Roger Jennings, Katherine Horne, Katie Fairweather, Evelyn Riddell, Ian Tarling, Yvonne Hofer, Lyn Dickson, Jenny Carrick, Z Jaffar, Gwynne Evans and Gerard Tonks.

Apologies: Pam McLennan, Annie O'Malley, Bronwyn Pasotti and Meg Corsini.

Meeting opened 1105 hrs.

Minutes of the Previous General Meeting:

That the minutes of 10 September 2021 be passed - proposed K Horne, seconded G Evans.

Matters arising from the Minutes:

- Front door to the building – confirmed matter was continuing to be progressed with the City of Kalamunda. **Ongoing.**

Reports:

Coordinators:

- KCLC has now settled into the building with the car parking being resolved.
- Issue of front door ongoing. Referred to a recent article published in the free press regarding the building and disability issues. Matter ongoing and will be addressed.
- Covid – seeking advice from the WA Minister for Health. As a voluntary agency several issues to consider before making a decision, particularly in regard to tutors having the right to request class members to be vaccinated.
- Enrolment – taking the matter very seriously with consideration being given to a stricter approach regarding late enrolments. Registrar to address the issues in his report, wanting to ensure members enroll in time.
- Market Day – to be combined with a Centre lunch. Contacting members without workgroups for their involvement.
- Summer in the Centre – request to hear from members who require the crèche.
- Reminder that KCLC leases the building and if members have complaints they can liaise directly with the City of Kalamunda.

Query regarding the crèche during the break and confirmed this will be advertised soon.

In relation to raising issues with the City of Kalamunda, suggestion matter be forwarded for inclusion at a meeting and ensure attendance to follow up.

Confirmed Covid sign in was still required.

Believed a number of tutors will request members be vaccinated and suggested a poll be conducted.

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Query as to whether this opens up the issue of discrimination and keen to get the matter resolved. J Irvine reported having received advice that as the Centre runs a crèche, the requirement to be vaccinated is mandatory. She also advised that LinkWest was running seminars for learning centres on how to approach this. The latest advice from the Premier of WA is that the state will not be opening up until it reaches a 90% vaccination rate.

Book Clubs / Collect & Posted Book Clubs:

- Looking for leaders for book club 10 with M Davidson confirming an advert was being prepared.
- G Evans reported the Collect and Postal Book Clubs were going well, although reported loss of one long term club. However, due to the closure of a centre in Mandurah reported 4/5 new clubs.

Centre Talk:

- Running smoothly with thanks to proof readers Elizabeth and Kim. Compliments received regarding the new layout, class news and overall style.

Crèche:

- Running well – numbers Mon-Friday mornings 6/7/4/3/3 and Friday afternoon 2. Crèche being kept open during Summer at the Centre.

Grants:

- Difficulty applying for grants due to financial status and new building. Bus was suggested but it was confirmed that the City's bus was available if required.

Library:

- Hoping to resolve issue with the City next year.

Programmer:

- Thanks to C Longley for her assistance.
- Working hard planning for next year with all bookings confirmed. Classes for semester 1 on the website with 94 classes available for term 1, welcoming 3 new tutors.
- 22 and 29 November talk being held on History of Russian Ballet by Elton Brown with numbers being taken now. Any topics you wish to share (2 topics per term) please forward to M Davidson.
- Thanks to all tutors and enrolment team.

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Registrar:

- Enrolments system closed so no further class enrolments for remainder of this year.
- 20% of enrolments for this semester were late. Next year strict rules will apply to Enrolment Week, details of which will be published in a special edition of Centre Talk.
- Provisional dates for Enrolment Week from Tuesday 1 February 2022 – Friday 4 February 2022 for in person enrolment, with online enrolments extended to Tuesday 8 February 2022. There will definitely not be any enrolments after that date when the enrolment shop system will be closed.
- Members are reminded that should they intend (or likely) be away during the week, they have the option to complete and send in a Postal Enrolment so there is no reason for late enrolments. However, members must have a legitimate reason for requesting a postal enrolment (ie out of internet range).
- Possible compassionate late arrivals will be considered on their merit, but are likely to incur a late enrolment fee.
- System adjustments are in hand to allow for automatic production of class rolls, currently being investigated by the team and IT consultant.
- Allocation of coupons is under review.
- Members are advised a revised set of Terms and Conditions has now been legally approved and will be included on the website. These have to be accepted in order to complete enrolment.
- Thanks to Registrar's Team for continued dedication and support.

Treasurer:

- Eventful year with occupation of the building and everyone settling in, plus the start of the first semester being later than hoped.
- Fortunate Pindan Constructions (buildings of KCC) went into liquidation after the building was finished although there are still matters to resolve as we settle in.
- City agreed rent for the year will be \$25,000 per annum so about same as we were paying for all the locations previously used before the request of the maximum amount of \$25,000 in letter to City of Kalamunda.
- Actual sum for rent would have been \$170,000 if hired at published rate.
- Accounts to period to 1 November shows loss of \$5,145.89 from January to 31 October, includes rent of \$12,500 to December and also General Insurance of \$12,794 for the year. The other large expenditure has been for repairs to the kiln of \$6,000. This result of a loss is due to the first semester starting late with the income being reduced by approximately \$25,000.
- Crèche wages for year to date is \$23,620 which includes \$5,200 in Job Keeper and back pay of around \$6,000. Only large cost remaining is Tutors' Dinner of around \$7,000.
- All capital assets have been written off.
- Term deposit will be rolled over again at rate of 0.3%.

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Query in regard to silver-smithing gas and whether reimbursement can be sought due to faulty equipment. D Storer requested details be forwarded to him so he could consider the request.

Desk Duty:

- Thank you to all the permanent desk duty ladies.
- Permanent desk duty person required for Thursday afternoons.
- This term being fully covered by relief ladies and Desk Duty Organiser when no relief can be found. Adds pressure onto Assistant Coordinator who is then required to assist the desk staff.
- Reminder that men are not excluded from taking on desk duty.

General Business:

- Reminder there is an artist in residence – Leanne Bray – currently working in the Craft Room for approximately three weeks making panels for the Centre. Her mother was previously a tutor at the Centre.
- Continuing problems with the audio/visual equipment at the Centre. Reflects badly on the City if the equipment does not work. S Tonks advised that the City has confirmed it wants to do everything it can to resolve the issue – request to discuss after the meeting so the issue can be followed up.
- Request for introduction of life drawing classes. Issues were identified – room needs to be blanked off / easels / payment to model. Request for email outlining what was required to be forwarded to M Davidson to enable consideration to the request.

B Hogarth thanked everyone for attending.

Meeting closed at 1147 hrs.

Next General Meeting – 3 June 2022

AGM:	25 March 2022.
General:	26 August 2022 and 11 November 2022.