

KALMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
General Meeting Minutes 3 June 2022

Present: Executive: *Bridget Hogarth (Chair), Annie O'Malley, David Storer, Lindsay Goodwin, Margaret Davidson and Angela Corfe*; .Ian Tarling, Katie Fairweather, Caroline Badminton, Gwynne Evans, Alice Shepherd, Jenny Carrick, Elie Daniel, Rosemary Hamersley, Alison Houlahan, Katherine Horne, Mavis Paskalich, Jean Smith, Meg Corsini, Marisa White and Gail Irvine.

Apologies: Jennifer Irvine

Meeting opened 1205 hrs.

Minutes of the Previous General Meeting:

That the minutes of 5 November 2022 be passed - proposed K Horne, seconded Jean Smith.

Matters arising from the Minutes: Nil.

Agenda Items:

1. Reports:

Coordinators: B Hogarth

- Review of WH&S requires some changes including increase in fire drills, orientation for new members and consideration to safety fence in side car park. Request for approval of funding for WH&S matters to be raised later in the meeting.
- City of Kalamunda plan to change front doors to automatic, possibly prior to next semester.
- Larger TV screen for the hall to be installed at the end of June.
- Programs for next semester have been planned.
- Registrar's Team has completed arrangements for next enrolment.
- Seeking consideration be given to increase in both casual and crèche fees, to be raised later in the meeting.
- Grant no longer received for the crèche which is currently running at a loss.
- Thank you to all assistant coordinators and reception staff.
- Thanks to all members undertaking workgroups but believe Covid has interfered with some of the duties.
- Thanks to all Executive for the work undertaken over the past three years.
- Thanks to all members for their work in making the Centre a friendly environment.

Query as to whether consideration had been given to having a paid role in the office and the meeting was advised this was currently under review. It had been suggested that an assistant daily (10-1300 hrs) would be helpful, but a decision has not yet been reached.

Following a query regarding the changeover of screen in the hall, it was hoped that the existing screen would be relocated into the blue room.

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Treasurer: D Storer

- Accounts presented for first semester, although still two weeks to the end.
- Surplus \$7,704.75.
- Rent for first six months \$12,500.
- General insurance for the year \$13,124 is shown for six months.
- Workers' Compensation payment due soon.
- Cost of pottery has been reviewed and increase now reflects cost of clay. To reduce costs further tutors have been fundraising and returning funds raised to the Centre.
- Crèche is a major cost to the Centre and currently under review by the Executive. From 1 July 2022 wages and superannuation payments will be increased.

Registrar: L Goodwin

- Enrolments for Semester 1 now closed.
- Registrar's Team under Bronwyn Pasotti preparing for Semester 2.
- Enrolment dates – Tues 19 to Fri 22 July 2022 from 09.30 am to 2.00 pm each day. Online enrolments extended to 2.00 pm on Tues 26 July 2022.
- Able to review classes online now.
- Members must have a reason for using a postal enrolment.
- Late enrolments will be considered but require reason.
- Web page – adding photos, including course reviews, negotiations with contractor to improve web page and consideration being given to trialing waitlists.
- Thanks to the Registrar's Team for their dedication and support.

Programmer: M Davidson

- 75 classes.
- Website currently being updated.
- Planning for Workshop Week completed.
- 20 June 2022 Make Up Day.
- 22/23 June 2022 Workshops.
- 24 June 2022 Clean Up Date.
- 'Centre Presents' talks have been well attended, with more talks being planned.
- Tutors' afternoon tea scheduled for 17 June 2022. Thanks to all tutors.

Book Clubs: J Carrick

- Nine book clubs, six are full.
- Some book clubs now closed, with only current members being able to re-enrol.
- Vacancies on Tuesday night, Wednesday and Friday afternoon book clubs.

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Collect & Posted Book Clubs: G Evans

- Eleven groups with two more having made contact.
- Many arrange pick-up on a Thursday morning when G Evans available.
- Enjoying the role.

Centre Lunches: R Hamersley

- Last lunch, 25 people attended.
- Believe numbers will now increase (decrease possible due to Covid).
- Thanks to assistants.
- Lunches assist members to mingle and meet new people.

Crèche: Prepared K Horne, read by B Hogarth

- Eleven parents, three grandparents currently using the crèche.
- Of fourteen member users, nine have elected to pay for their sessions and five have chosen to meet their commitment by fulfilling the crèche roster requirements.
- Planned to have crèche available for 'Winter at the Centre', looking for volunteers to assist. Suggest it be counted towards workgroup for Semester 2.
- Able to undertake one session in the crèche if you do not have your 'Working with Children' certification. Forms available at the desk – cost \$11 which the Centre will refund once approval has been received.
- Thanks to Debra for her ongoing commitment and enthusiasm, together with all members who have assisted in keeping the crèche running when Debra was unexpectedly off work.

CB suggested that crèche arrangements for 'Winter in the Centre' be included in Centre Talk.

Workgroups: Prepared by Pam McLennan and Sally McIlroy – read by A O'Malley

- More members required to sign up for office assistance to enable details and communications to be kept up to date.
- When seeking assistance from reserve lists, very often not getting any response. Unsure as to why.
- Final 46 on reserve list not undertaken a workgroup have been asked to assist on 17 June at Tutors' afternoon tea. So far, only seven responses received – further two emails undeliverable. Email requested members to acknowledge receipt.
- Highlighting need for more workgroup leaders – essential to smooth running of the system.

CB suggested this report be included in Centre Talk in some format – Executive to consider.

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2. WH&S – Approval sought to spend up to \$20,000 for external company to assist / oversee WH&S issues for KCLC.

Report read by M Davidson (prepared by M Davidson, R Jennings and J Irvine)

- State Government's WH&S Act 2020 has come into effect from 31 March 2022.
- New set of laws covering all volunteers and paid workers at the KCLC.
- Have been working together on a plan of how to enact the laws into our day-to-day running of the KCLC.
- Have had an independent audit of the KCLC conducted by Safetec Safety Solutions. The report highlights a range of areas that need addressing and provides a list of recommendations for KCLC.
- It will be proposed that the KCLC approve expenditure of up to \$20,000 to engage Safetec Safety Solutions to assist us in the areas we need to address, in order to ensure we are compliant with the new WH&S laws. We will be working with the City of Kalamunda to address those issues which are their responsibility.
- We are supportive of this expenditure and consider it necessary for KCLC to continue to operate, ensuring we provide duty of care for all our members.

The meeting was advised that the Executive has a duty of care to the KCLC members and that the work involved was beyond the remit of volunteers. Several of the issues that needed to be addressed were identified and M Davidson outlined how the organisation differs, having volunteer employees etc. A one off payment of up to \$20,000 was requested for approval, to enable Safetec Safety Solutions to provide advice on the introduction of WH&S policies etc for the KCLC.

Motion for approval of up to \$20,000 for external company to assist / oversee WH&S issues for KCLC put forward by J Carrick, seconded by G Evans. Endorsed by all – motion carried.

3. Casual & Crèche fees – Advice that fees are being reviewed.

Cost for family to use crèche is \$5 per family. Cost to Centre \$11,800 so far this year. Staff salary \$30 per hour junior / \$40 per hour senior.

*Discussion followed in regard to the crèche and the meeting was advised that J Irvine was currently liaising with crèche users in regard to crèche rosters / workgroups / payment etc. **It was agreed that an update would be provided to members either via Centre Talk to at the next General Meeting.***

With regard to the cost of casual tickets, it was confirmed that the cost had not been increased for some considerable time. Discussion followed in regard to class costs (\$64 per semester) – was this cost too much for some members to pay at once? Casual members are not required to undertake a workgroup, some classes do not have many full time members, should a survey be undertaken for casual members?

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Motion for casual tickets to be increased to \$10 per session from 2023 was put forward by J Carrick, seconded by M Paskalich. Endorsed by all, motion carried.

It was agreed that advice would be circulated to members via Centre Talk after the next enrolment.

General Business: Nil.

B Hogarth thanked everyone for attending. Meeting closed at 1255 hrs.

Next General Meeting – 1200 hrs 26 August 2022

(Final General Meeting for 2022: 1200 hrs 11 November 2022).