

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
General Meeting Minutes 11 November 2022

Present: Executive: *Annie O'Malley (Chair), Jennifer Irvine, Margaret Davidson, Lindsay Goodwin and Angela Corfe*; Caroline Badminton, Helen Carter, Meg Corsini, Paul Derrick, Julie King, Katie Fairweather, Katherine Horne, Alison Houlahan, Kathryn Kinang, Bronwyn Pasotti, Roger Jennings, Mary Kowalski, Alison Liebenberg, Pam McLennan, Kaye Mitchell, Christine Pasco, Cynthia Pickering, Margaret Radice, Michelle Reynolds, Patrick Rowland, Dorothy Ryan, Jean Smith, Margaret Smith, Ian Tarling, David Thornton, Margaret Thornton, Gerard Tonks, Bill Wolstenholme, Chris Wolstenholme,

Apologies: Bridget Hogarth, David Storer, Gwynne Evans, Jenny Carrick.

Meeting opened 1200 noon.

Minutes of the Previous General Meeting:

That the minutes of 26 August 2022 be passed - proposed C Pickering, seconded L Goodwin.

Matters arising from the Minutes:

WH&S – R Jennings reported, as follows:

- Asked by the Executive to form a WH&S Sub-Committee.
- External safety audit has been conducted – issues identified for both KCLC and the City.
- Sub-Committee to include representatives to cover craft room, kitchen, first aid and tutors.
- Sub-Committee responsible for putting together policy documents which will require members to understand, follow and sign.
- Sub-Committee to meet twice per term.

Agenda Items:

- **Reports:**

Coordinators: A O'Malley, B Hogarth (Apologies) & J Irvine

A O'Malley welcomed and thanked members for attending.

- Advised it was her first year in the role, which at times had been challenging.
- Also her first year involved with Open Day, expressed thanks to the classes and members who displayed their works so effectively. Thank you to Bill Wolstenholme and his helpers for a successful day.
- Thanks to Bridget Hogarth for another year of fire drills, so important to the Centre wellbeing.
- 45 years of the KCLC was celebrated with a Centre lunch.

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
General Meeting Minutes 11 November 2022

- Thanks to Roger Jennings, together with J Irvine and M Davidson.all working to pull together WH&S requirements.
- After consultation with crèche parents via a survey, proposed changes being addressed within the Crèche report and agenda proposal.
- Thanks to all volunteers assisting in organising Summer in the Centre and with the planning of Centre talks. May be more requests for assistance in the near future.
- A new bus service trial to the Centre was introduced, assisted by Matthew Hughes with feedback from members being requested.
- Likely the COVID policy will be lifted unless the situation directs us otherwise and/or government advice changes.
- Thank you to everyone for contributing to the running of the Centre,

Treasurer: D Storer (Apologies)

- D Storer currently on holiday, report read by J Irvine.
- Accounts presented for the period to 31 October 2022.
- Copies of the Profit & Loss and Balance Sheet provided for information. The surplus, after the current enrolment, is showing a sum of \$1,738.14. Our major expenditure to end of this semester will be rent of \$6,250 and wages. An estimated loss of \$12,000 is expected for the year.
- Continuing large expenditure in relation to Work Health & Safety and ongoing costs incurred in relation to the Audit Report prepared by Safetec, relating to both the City and the KCLC.
- Although we have the funds to cover ongoing costs at present, an increase in fees has to be considered at this meeting, the current fees, are on an hourly rate, only \$2 per hour. No other Learning Centre has fees as low
- The Crèche is still a major item and A O'Malley is looking at ways it can be made more efficient, keeping costs as low as possible.
- Extra costs are incurred when we receive payment by credit card - the enrolment cost around 2.8% and the Square 1.9%
- To cover the additional costs it is proposed class fees increase \$1 to \$5 per class, making the 16-week fees \$80 to offset some of the additional costs. This is the first increase in fees for many years.
- As stated at the last General Meeting, from 1 July there has been an increase in wages together with the Employer Superannuation contribution, increasing from 10% to 10.5%, plus the offset of \$450 is now deleted and Super is paid on all wages paid. If an employee works in the Crèche for 1 hour and gets paid \$38, the Super will be \$3.99. Or the scrapping of the \$450 now costs us \$47.25 per employee extra.

Registrar: L Goodwin

- The final Enrolment statistics for 2022 - (semesters 1 & 2), are as follows:
837 active members including 79 tutors.
1,689 orders processed representing 2,051 course enrolments.
- Following the wonderful displays of products produced by class members at the Open Day, we had 14 new enrolments in term 4.

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
General Meeting Minutes 11 November 2022

- Planning for 2023 is underway and the draft printed program should be available by 18 November 2022 - online by 21 November 2022.
- Enrolment Week runs from Tuesday 31 January to Friday 3 February 2023.
- In-person enrolments available at the Centre from 9.30am - 2.00pm Tuesday 31 January to Friday 3 February 2023.
- Online Enrolments: - KCLC website will open at 9.30am on Tuesday 31 January 2023, remaining open until 12.00pm on Tuesday 7 February 2023.
- Admin Week is from Monday 6 February through to Friday 10 February 2023.
- Semester One courses will commence on Monday 13 February 2023.
- Thanks to the hard-working and dedicated Registrar's Team.

Programmer: M Davidson

- Semester 2 started with 77 classes on-site at the Centre. Two more classes have been held off-site, including the popular Wildflower Walks over four Fridays in September and the Hiking group this term. Thank you to all our tutors, who provide such a variety of classes for our members. Thanks to the excellent work of our receptionists, coordinators, assistant coordinators, work group leaders and work group volunteers doing the essential background work to make this all possible.
- The *Centre Presents* speaker series has continued this semester. The presentations included *Living in a Fire Environment* by Michael Pasotti and *Emergency Preparedness* by Johnno Bubb and *Stay on Your Feet*, all being well attended with positive feedback. Thanks to B Pasotti there is an option of online registration for the talks. C Badminton has created a series of excellent posters and the reception team have managed in-person bookings. K Kinang to take on the role of organiser for *The Centre Presents* next year.
- Semester 1 2023 program nearly finished, with the timetable and program planned to be available shortly. Updates will be available via the website. Thanks to majority of tutors volunteering their time again for 2023. New courses for semester 1 include Chess, Socioeconomics for the Curious and Pottery classes on Wednesday evenings. Thanks to B Pasotti and her team for working behind the scenes in updating class descriptions, as well as adding photographs and reviews to the website.

Library / Book Clubs: Apologies J Carrick

Collect & Posted Book Clubs: Apologies G Evans

Crèche: K Horne

- The Crèche currently has the highest number of enrolments since 2019. Sessions held each morning and Friday afternoon, with a total of 33 possible attendances over the six sessions. Monday and Wednesday mornings the most popular times (eight children enrolled in each session). Recently there have been a number of absences due to illness and holidays.
- With increasing numbers of enrolments Annie, Debra and I have been looking at streamlining the operation so the facility is used more efficiently. After consultation

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
General Meeting Minutes 11 November 2022

with Crèche users, the following changes will be in place from the beginning of 2023.

- *The Crèche will be available only to members who are enrolled in a full-time course. Mum's and Dad's Free time will be available only as a full-time course.*
- *The number of places in the Crèche will be limited to eight children in any one session. In the process of enrolling themselves on-line in a course, intending Crèche users will need to indicate their child-minding requirements by enrolling for the Crèche at the same time via the shop option, as if enrolling for a class. No cost incurred at this stage, Crèche tickets and multi session passes to be purchased from reception prior to first Crèche attendance. No course enrolment can be made if the Crèche cannot accommodate their child-minding needs for that particular session.*
- *All Crèche users will pay the rate of \$5 for one child and \$10 for two or more children per session.*
- *All Crèche users will be required to join a work group. This may be the Crèche Roster Work Group or any other Work Group. For the Crèche roster, two roster sessions will be required from each participant per semester (currently Crèche roster participants do four rosters per semester).*
- *Child care without charge may be available (by consultation with Debra) if a Crèche user wishes to undertake Work Group duties which can only be done at the Centre (ie desk or office duties) but only for the duration of any such Work Group session.*
- *The Crèche Roster Work Group will be available as an option for all members, whether or not they use the Crèche. Two rostered sessions in a semester will be the commitment for all members of this Work Group. For non-crèche users, a 'Working with Children' check will be required (the Centre will reimburse the application fee on request).*
- *These changes will be trialled for Semester 1 2023, and feedback from Crèche-users welcomed to email: kclc@kclc.org.au*
- *Thanks to Debra and staff for their on-going commitment to the Crèche, receiving unanimous praise during the survey for their work and support provided to parents.*

Open Day: B Wolstenholme

- Good weather on the day enabled utilisation of the outside area for Ukulele and Tai Chi. 18 classes were involved on the day.
- Eli and his team created a program to be displayed on the 'big screen' including a clip from the 'Sing your Heart' out class, plus taking photographs on the day.
- An application was required to the City of Kalamunda for the registration of a food business to enable catering on the day. Thanks to Fadwa and Rosemary's team, together with the tutors, volunteers and class displays.
- Thanks also to Cherie, Richard, Caroline and Mary.
- Several programs were provided to prospective new members.

Workgroups: P McLennan

- Open Day and Thank You Dinner during this semester – more volunteers required for the Thank You Dinner. Thanks to M Kowalski for her assistance.

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
General Meeting Minutes 11 November 2022

- Ongoing work in regard to Workgroup leaders plus follow up to ensure work is completed.

A O'Malley requested questions following the reports.

- C Pickering thanked all volunteers at the Centre.
- Query regarding the ratio of staff to children at the Crèche. K Horne confirmed the ratios were determined by the state government (by age) and that KCLC had adopted the strongest – 1 staff member to 4 children.
- Offered assistance with advertising, suggesting posting on the Kalamunda SHS website to attract younger people.
- Queried whether the age restriction could be dropped to 17, to attract school leavers. Was advised this would need to be considered within the Constitution.

B Pasotti confirmed that no payment would be made at the time of enrolling children at the Crèche online, with multi-passes being available for purchase later.

- **Crèche: Proposal to increase crèche costs to \$5 per child, \$10 for two or more per session, commencing Semester 1 2023.**

Proposed A O'Malley, seconded M Kowalski. Carried by a majority vote.

- **Fees: Proposal to increase class fees to \$5 per class (increase of \$1) – resulting in a cost of \$80 for the 16-week fees, commencing Semester 1 2023.**

Proposed A O'Malley, seconded P McLennan. Carried by a majority vote.

It was suggested a larger increase may be appropriate, but agreed at this stage to keep the increase to a minimum. It was noted that sufficient funds were required to cover the larger / unexpected bills. B Pasotti identified that the admin load was now heavier with approximately 800 members and that a paid office assistant (M Kowalski) had been introduced, for 15 hours per week. This had made a big difference, assisting coordinators etc with the running of the Centre. Thanks to M Kowalski.

General Business:

C Wolstenholme raised the issue of the casual fees being increased to \$10 from 2023 as agreed at the June 2022 General Meeting. Referred to the suggestion at the meeting of a possible survey regarding the proposal to increase the fees, but on the day the increase was proposed and passed without wider consultation. It was noted that the Constitution requires a casual member to be enrolled in a full time course as well, although it was confirmed that this hadn't been applied for some time. The Treasurer had been advised and the issue would be considered during the Constitution / By-laws review. A smaller increase was suggested, but consideration had been given to the increased load on admin members, casual members being exempt from a workgroup and the by-laws. It was suggested an 'exemption officer' be appointed for those having difficulty paying; the three

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
General Meeting Minutes 11 November 2022

Coordinators being proposed rather than one person. As the proposal had been made and endorsed at the June General Meeting, consideration would be given to those having difficulty with the payment of fees. It was therefore confirmed the increase would stand.

L Goodwin reported that designs for the outdoor furniture had been provided by the Men's Shed and forwarded to the City for approval. This included furniture for the veranda and a bench for the front door. No response received to date.

C Pickering suggested local high schools also ran woodwork / metalwork classes be included when considering future projects.

Next AGM / General Meeting – March, June, August & November 2023

Meeting closed at 1250 hrs.