

**KALAMUNDA COMMUNITY LEARNING CENTRE**  
*Supporting the Community*  
**ANNUAL GENERAL MEETING**

**Minutes of the meeting held on 7 June 2024 at 1200 hrs.**

**Present:** Bridget Hogarth (Chair), Annie O'Malley, Anne-Mare Botica, Deb Stone, Lindsay Goodwin, Roger Jennings, Angela Corfe (Secretary), Bronwyn Pasotti, Rosemary Hamersley, Mal Butler, Alice Shepherd, Brian Lawler, Katherine Horne, Gwynne Evans, Anne Bologna, Wynona Campbell, Gerard Tonks, Jill Hannah, Jenny van Gorkum, Lionel Penketh, Gerry Henderson, Ian Tarling, Margaret Sampey, Marianne Atfield, Meg Corsini, Alison Houlahan, David Sturr, Katie Fairweather, M Radice, Sue Miles, Alison Liebenberg, Sue Marelich, Vin Marelich, Helna Lindhout, Dorothy Ryan, Patrick Rowland, Wendy Whearem, Pam McLennan, Sally McLlroy, Linda Andrews, Steve Jew, David Fisher, Mavis Paskulich, Hilary Rowland, Caroline Badminton and Gaby Cope.

1.	<p><b><u>Welcome</u></b></p> <p>Meeting commenced at 1200 hrs with the Chair, Bridget Hogarth welcoming all present, reciting a 'warm up' poem and introducing the current members of the Executive.</p>
2.	<p><b><u>Apologies:</u></b></p> <p>Margaret Davidson, Lynda Tomlinson, Bert Carse, Jenny Carrick, David Irvine, John Paskulich, Kris Nunn and Margaret Reid.</p>
3	<p><b><u>Acceptance of Minutes:</u></b></p> <p>That the minutes of the previous Annual General Meeting held on 2 June 2023 be accepted as a true and accurate record of the meeting: <i>Proposed K Horne, Seconded B Pasotti.</i></p>
4	<p><b><u>Review of Actions from previous AGM:</u></b></p> <p>B Hogarth reported on the matters arising, confirming that instructions for the Centre's IT equipment were held in the Centre's office.</p>
5	<p><b><u>Treasurer's and Auditor's Reports:</u></b></p> <ul style="list-style-type: none"> <li>• D Stone advised she was presenting the audited financial statements for the full year ending 31/12/2023.</li> <li>• She confirmed the statements had been audited by Success Tax Professionals in Kalamunda for which we received an unqualified report with no issues.</li> <li>• For the full year 2023 KCLC finished in a surplus position of \$936, better than the previous years of a deficit position of (\$17,000) in 2022 and (\$21,000) in 2021.</li> <li>• The surplus is mainly due to course fee increases in 2023. The loss in the Crèche increased in 2023 mainly due to Long Service Leave payments of \$10,690 to Crèche staff. For the current year it is estimated the Crèche loss to be substantially less due to reduction of opening times and better management of staff timetables.</li> </ul>

	<p>A provisional budget for the current financial year has been prepared and it is hoped to make a surplus of around \$6,000, due to Grants received of \$6000 in this year, fund raising of \$1200, Containers for Change of around \$500 to date and management of Crèche costs.</p> <p>Current issues being dealt with are:</p> <ul style="list-style-type: none"> <li>• Tax Reporting Changes for 2023 – Not for Profit organisations now have to report to the ATO and we will be required to lodge a Self-Review form with the ATO before 31st October 2024 declaring that all our operations are not for profit purposes.</li> </ul> <p>There is a change to the Constitution required in relation to our winding up clause to ensure KCLC keeps it's not for profit status and is aligned with ATO requirements.</p> <ul style="list-style-type: none"> <li>• Debit Card – transferring Debit Cards from Australia Post to Commonwealth Bank – in the Explanatory Memorandum for Constitution Changes, D Stone explained why we need to change our current Debit Card situation from privately owned to Debit Cards actually owned by KCLC. This will allow for more efficient processing and better governance going forward. The new Debit Card account will be held with the Commonwealth Bank, with a maximum limit of \$500 and will allow KCLC to have only one signatory required on these transactions.</li> </ul> <p>Query raised in regard to balance showing of \$7,000 under LSL and D Stone confirmed this was a raised provision, not yet utilised.</p>
6	<p><b><u>Acceptance of financial statements and Auditor's Report:</u></b></p> <p><i>Proposed R Hamersley, Seconded G Tonks – endorsed by all.</i></p>
7	<p><b><u>Appointment of Auditor:</u></b></p> <p>D Stone confirmed Success Tax Professionals had agreed to be the Centre's Auditors for the next financial year. <i>Proposed D Stone, Seconded S McIlroy – endorsed by all.</i></p>
8	<p><b><u>Principal Coordinator's Report</u></b> <i>(previously circulated).</i></p> <ul style="list-style-type: none"> <li>• Last year saw an excellent Open Day run by Bill Wolstenholme, main organiser, Rosemary Hamersley, in charge of the café and Pam McLennan organising the various work groups to make sure the event ran smoothly.</li> <li>• The Centre held a fun Thank You dinner with the theme of the day being Travel. Rosemary Hamersley excelled herself as the flight attendant, demonstrating the safely announcement with B Hogarth being the sensible captain.</li> <li>• Summer in the Centre run by Anne Marie Botica was well attended, with members glad to get out of the heat and missing their friends during the break.</li> <li>• In relation to enrolment, in the years attending the Centre not a single one has run smoothly. This year was no exception but the problem was resolved quickly. Lindsay Goodwin, Bronwyn Pasotti and the team were kept busy during the initial rush.</li> <li>• The General Meetings have been well attended although more people would be welcomed to see how the Centre is run.</li> </ul>

	<ul style="list-style-type: none"> <li>Anne-Marie Botica has settled in well as Coordinator and is proving to be a veritable asset to the Centre.</li> <li>Bridget confirmed she was standing down as Principal Coordinator as her tenure had finished, having enjoyed being part of the Centre and Executive, finding everyone being easy to work with. She hoped the Centre would continue to go on that way.</li> </ul>
9	<p><b>Resolution by the Executive to determine the number of ordinary members to be four (4) until the next AGM</b> (<i>Under Rule 25(2) of the Rules of the Association.</i>)</p> <p><i>Proposed B Hogarth, Seconded M Corsini – endorsed by all.</i></p>
9(a)	<p><b>Resolution of the Executive that under - <i>Part 1 Preliminary, 1 Terms Used</i> – delete: definition of the Programmer:</b> (programmer – means the committee member holding position as the programmer of the Association).</p> <p><i>Approved by Executive 26 April 2024.</i> <span style="float: right;"><i>Endorsed by all.</i></span></p>
9(b)	<p><b>Resolution of the Executive to change Rule 25 of the KCLC Constitution to read:</b></p> <p><b>25 Committee Members</b>  (5) A person may be a committee member if the person is an ordinary member or tutor/volunteer member who has been a member for at least 12 months.</p> <p><i>Approved by the Executive 26 April 2024.</i> <span style="float: right;"><i>Endorsed by all.</i></span></p>
9(c)	<p><b>Proposal to replace Rule 25(4) to read:</b>  (4) Roles for the ordinary committee members will be determined by the Committee.</p> <p><i>Approved by the Executive 26 April 2024.</i> <span style="float: right;"><i>Endorsed by all.</i></span></p>
9(d)	<p><b>Proposal to delete Rule 46(4) from the Constitution:</b>  46(4) Standing subcommittees of the committee are: (a) The Coordinating Subcommittee, (b) The Work Health and Safety Subcommittee.</p> <p><i>Approved by the Executive 26 April 2024.</i> <span style="float: right;"><i>Endorsed by all.</i></span></p>
9(e)	<p><b>Resolution of the Executive to amend Section 60(4) of the Constitution to read:</b></p> <p>All cheques must be signed or in the case of transfers and payments made by electronic means of the Association must be authorised by – (a) 2 committee members; or (b) one committee member and a person authorised by the Committee.</p> <p><i>Approved by the Executive 26 April 2024.</i> <span style="float: right;"><i>Endorsed by all.</i></span></p> <p>G Tonks advised that this had always been undertaken by the Centre, but D Stone confirmed the need to update the wording.</p>

9(f)	<p><b>Resolution of the Executive to introduce a new clause Section 60(6) to read:</b></p> <p>The Association may operate a Debit card account for the purpose of internet-based payments and the payment of general expenses related to the running of the Association. The credit balance in the Debit card account shall not exceed \$500 at any time.</p> <p><i>Approved by the Executive 26 April 2024. <span style="float: right;">Endorsed by all.</span></i></p>
9(g)	<p><b>Resolution by the Executive to amend Clause 69(2) of the Constitution to read:</b></p> <p>On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution to an organisation or organisations as referred to in Sec24(1) of the Act, which has similar purposes and is not carried on for profit or gain of its individual members.</p> <p><i>Approved by the Executive 26 April 2024. <span style="float: right;">Endorsed by all.</span></i></p> <p>G Evans queried acquisition of the Centre's belongings during the move but it was confirmed much of the older property had been written off with the majority of the Centre's belongings now being held in the office.</p> <p>G Tonks queried the need for a special resolution and it was confirmed these were required when making changes to the Constitution with a 75% vote being required rather than a 50% one.</p>
10	<p><b>Resolution of the Executive to increase KCLC membership to \$20 per annum to commence from 2025.</b></p> <p><i>Approved by the Executive 26 April 2024. <span style="float: right;">Endorsed by all.</span></i></p>
11	<p><b><u>Appointment of Returning Officer:</u></b></p> <p>Confirmed D Irvine had reviewed and endorsed nominees (report below).</p> <p>It was confirmed that if required, appointments to the vacant Ordinary Member positions could be made during the year.</p>
12	<p><b><u>Office Bearers Stand Down</u></b></p>
13	<p><b><u>Nominee(s):</u></b></p> <ul style="list-style-type: none"> <li>• Principal Coordinator: Annie O'MALLEY</li> <li>• Coordinator x 2: Anne-Marie BOTICA, Lindsay T M GOODWIN</li> <li>• Treasurer: Deb STONE</li> <li>• Secretary: Angela CORFE</li> <li>• Committee Member x 4: Roger David JENNINGS, Bronwyn PASOTTI</li> </ul>
14	<p><b><u>Election of Office Bearers:</u></b></p> <ul style="list-style-type: none"> <li>• Principal Coordinator: Annie O'MALLEY</li> <li>• Coordinator x 2: Anne-Marie BOTICA, Lindsay T M GOODWIN</li> <li>• Treasurer: Deb STONE</li> <li>• Secretary: Angela CORFE</li> <li>• Committee Member x 4: Roger David JENNINGS, Bronwyn PASOTTI</li> </ul>

	<p>B Hogarth thanked the Executive, past and present and identified the difficulties overcome during the transition into the new building (thanks to I Tarling), during Covid and the support received when she lost her husband. She has been a Coordinator for seven years and thanked L Goodwin for taking over the position.</p> <p>A O'Malley advised there had been several well earned retirements, thanking B Hogarth for her many years at the Centre. She thanked her for her guidance and calming influence, hoping to welcome her back in a new role soon.</p> <p>Thanks to Margaret Davidson for her important role as Programmer, a role that entailed having to learn the new SpaceCo booking system together with setting up the room program online. Her position will now be split between Patrick Rowland and the Registrar, B Pasotti. P Rowland was introduced and welcomed at the meeting.</p> <p>Pam McLennan was also handing over her position to Fiona Sutherland, after having been involved at the Centre for many years. She has held several positions including Registrar, Assistant Registrar and Workgroup Leader, setting up the online system.</p> <p>Lastly, a welcome was extended to B Pasotti, taking over the role of Registrar.</p>
15	<p><b><u>Change of Bank Authority:</u></b> (if required)</p>
16	<p><b><u>Resolutions previously notified:</u></b></p>
17	<p><b><u>Reports:</u></b></p> <p><b><u>Registrar, L Goodwin</u></b></p> <p>Thanks to the many volunteers who give their time and expertise, with a special thanks to Sally McIlroy, graciously processing late enrolments; Mary, our efficient Office Manager who keeps things flowing well; and our hard-working Assistant Registrar, Bronwyn Pasotti.</p> <p>KCLC current membership statistics are:</p> <ul style="list-style-type: none"> <li>• Community – 643</li> <li>• Tutor – 71</li> <li>• Volunteer – 3 (members assisting in an administrative role but not attending courses)</li> <li>• Support Workers – 7 (workers attending to support a member)</li> </ul> <p><b>Total: 724 members</b></p> <p>This semester we have welcomed 125 new members.</p> <p>Some courses having vacancies were offered at a discounted rate in term 2, resulting in an extra 45 enrolment orders, an extra revenue of \$1,490. Net sales for the year are 6% higher than for semester one last year.</p> <p>Thanks given to all the class secretaries diligently maintaining the class rolls and wrangling the complexities of recording full-time and casual member attendances, work health and safety signoffs and on-going problems with visitors.</p> <p>The draft program for semester two with course details has now been published online and is displayed in the Centre. Semester two enrolments will open at 9.30 am Tuesday 16 July.</p>

**Programmer, M Davidson (read in her absence)**

- Report on activities over the past year, M Davidson's last as Programmer.
- Semester 2 2023 started with 77 courses on-site and two off-site, with 68 current tutors providing 78 courses this semester.
- As well as the Centre's semester-length courses, it has continued with a series of successful short courses and one-term courses. The Wednesday evening pottery class is extremely popular. Thanks to Kris Nunn and Wendy Whearem for tutoring this enthusiastic group, as well as their Thursday classes.
- All the rooms at the Centre are being used most days of the week, with a few spaces available in semester 2, so if members are interested, please make contact.
- The Centre Presents speaker series has been well attended and will continue once a term. Caroline Badminton has created beautiful posters and Facebook posts to publicise these. Thanks to Caroline and the reception people who sign up participants and take their money.
- The online booking system is working very well and are fortunate to have an excellent contact in the City of Kalamunda who quickly sorts out any problems.
- The Programmer position to be officially retired as of this meeting. Patrick Rowland is becoming Course Scheduler, taking on responsibility for new tutors, room allocations, the timetable and annual room bookings - reporting to the Registrar, who will be taking over responsibility for continuing tutors.
- Thanks expressed to all tutors, who offer a variety of classes for members together with thanks to receptionists, coordinators, assistant coordinators, work group leaders and work group volunteers doing the essential background work to make this all possible. Special thanks to Bronwyn Pasotti, Sally McIlroy and Patrick Rowland for their input into changes to the role and reallocation of tasks.
- Margaret expressed a real pleasure to have been part of the Executive for the past 4 ½ years, being proud to be a member of this amazing organization. Best wishes were passed on to the new committee.

**WHS, R Jennings**

- R Jennings thanked the other members of the KCLC Work, Health, and Safety Committee – Margaret Davidson and Anne-Marie Botica for all the work put into improving Work, Health and Safety at the Learning Centre.
- KCLC is a large organisation run almost entirely by volunteers with over 700 members, all of whom actively use the Learning Centre in many different ways including discussion groups in classes, exercise classes, musical groups, art, and crafts such as silver smithing. Each of these activities can have safety issues ranging from trip hazards to use of flammable gases. The building itself is owned by and the responsibility of the City of Kalamunda who also play a major role in many aspects of safety. The WHS Committee has spent the past year assessing areas of health and safety that KCLC can make improvements whilst identifying areas the City has responsibility for and informing them of those we consider they should address.

- The WHS Committee carried out a safety audit of the building just before the start of the present semester. Although nothing of great concern was identified some issues were flagged up. Many of those which are the responsibility of KCLC have since been addressed. The City is being notified about those which the Committee consider to be their responsibility. They have begun addressing some of these and others are still pending.
- The City has carried out re-testing and tagging of all electrical items for which they take responsibility. Arrangements were made for tutors and students to have testing and tagging of any electrical items they bring into the centre. R Jennings reminded anybody who has not had this done to do it as soon as possible for everybody's safety and certainly before the next Semester.
- First aid kits and the KCLC's defibrillator are now part of a routine inspection process by St Johns. Anyone who needs access to any of these should first speak to those on the Reception Desk.
- Any incident that occurs whether safety or health related should be reported to the Learning Centre Office, as should any hazard that a member is aware of. Action can then be taken to remedy any problems.
- He finished by reminding members that as it says in KCLC's By-law 7 – *A safe working environment is the joint responsibility of both the Executive and all members of KCLC.*

#### **Catering Manager, R Hamersley**

- The role of the Catering Manager is to coordinate any functions which require food and service, together with supervising the cleaning of all kitchen spaces, ensuring all equipment is in good condition and in the correct places. This is now done at the end of each term due to members putting wet and not necessarily clean mugs away.
- Centre Lunches - Thanks to Zoe and Michelle for running the Centre Lunches, enjoyed by many. These are provided to enable members to socialise with other KCLC members outside their class time.
- Enrolment Week - Morning tea and lunches are provided to the enrolment team. Fifty lunches are provided over the course of the week, as well as copious cups of tea and coffee.
- Open Day Morning tea and light lunches are sold - a day when the Centre is open to the public, showcasing KCLC.
- This is a Work Group many members commit to - they cater, set up, clean, wash up and all those jobs which need doing to have a successful function and clean Centre.
- It takes a large group of volunteers to staff all these functions, with many members contributing regularly to fulfil their Work Group commitment. A big thank you to the members who give their time.

### **Crèche Liaison, K Horne**

- A consultative review of Crèche operations was undertaken in the second semester of 2023, with the aim of reducing the cost to the Centre of running the Crèche. The resulting new model included limiting the number of Crèche sessions to two mornings per week and the number of children enrolled in each session to eight. Crèche fees were also increased to \$10 per child for each session (capped at \$20 for two or more children in a family). The two operating days of the Crèche were based on the previous enrolment history of Crèche users.
- In Semester 1 this year, eight children have been enrolled on Monday mornings (including three young babies) and seven children on Thursday mornings (including four young babies). There has been no unmet demand identified.
- Debra, our Crèche Supervisor, has been on Long Service Leave for the first half of 2024, and Sally has been acting in this role – ably assisted by Nina (plus occasional relief from Angela). They have done a superb job and thanks extended to them for their dedication and care.
- The Centre's paid staff are assisted by a team of members who chose helping in the Crèche as their Work Group. The eleven volunteers have been indispensable in maintaining high quality care in the Crèche. K Horne and the Crèche staff are very appreciative of their caring skills and willingness to help beyond their formal commitment in times of need. One of the volunteers has a child enrolled in the Crèche but the remainder are revisiting the world of young mothers, being reminded of the joys and challenges. Heartfelt thanks to them and hoping they all choose this Work Group next semester – and there is room for more volunteers.
- The Crèche is an integral part of the Learning Centre community. Having the support of members - who are not actually using the Crèche – keeps alive the ideals and ethos of the early days of the Centre, almost 47 years ago. K Horne expressed her pleasure in facilitating the provision of quality crèche services to Learning Centre members over the last 12 months. Please be proud of the Crèche.

### **Desk Reception, Alison Houlahan**

- This Semester the Centre's Desk Receptionists have carried out their duties with a smile and a kind word, adapting to any new tasks or changes asked of them.
- There have been shifts in Terms 1 and 2 being covered by Desk Relief people and this was appreciated. Two of the members will be continuing as permanent Desk Receptionists from Semester 2. Welcome to Ann Ball, Tuesday PM and Linda Andrews, Wed AM.
- A Houlahan wished to personally thank both the Desk Receptionists and Desk Relief members for their continuing excellent contribution to the smooth running of the Kalamunda Community Learning Centre for this Semester.

### **Exterior Book Hiring to Country Book Clubs, Gwynne Evans**

- Currently there are 14 country groups listed to hire book sets from KCLC, receiving their books via Australia Post. These are the groups G Evans is actively responsible for.



- Currently, 12 groups are hiring on a regular monthly basis, with half meeting without a break throughout the year. These are mainly the groups that gravitated to KCLC when the book hire business in Mandurah closed.
- One group is a little behind in their reading (most being shift workers in Kununurra) so no further titles will be sent at present. Mingenew are taking a break but will remain on our list and make contact when their meetings have been stabilised.
- Two new groups have joined in the last year giving a total of 14 groups hiring.
- Five local groups come into the centre, generally on a Thursday, to make their selection. These groups require less work than those receiving books via the post but G Evans assists if they attend on a Thursday morning. They are aware the only other time the Blue room is available is during the lunch breaks, with an assistant coordinator or Mary to assist.
- G Evans is listed as a Work Group Leader, but doesn't believe the job can be shared or delegated. She intends to continue in this role so long as possible and is not seeking a replacement.

#### **Workgroup Administrator, Pam McLennan (retiring)**

- P McLennan advised it would be her last Report as Workgroup Administrator for KCLC. She has given 18 years to the Centre but the rewards that come from being an active member cannot be understated.
- There is one member who unfortunately, for three semesters running, considers it clever to avoid a Workgroup. She expressed sadness for her by not being embraced by the majority of wonderful people who are the organisation. She will remember the majority and applaud their efforts for keeping the Centre functioning.
- Fiona Southerland will be taking over the role of ensuring the workgroup needs are put onto the computer system so all of the myriad of tasks that keep KCLC running are listed and everyone gets to do their share. They also get a reminder an automated reminder 7 days before hand using this system.
- There is better control over the large job of co-ordinating all of our members, as the members become more familiar with email reminders. The Centre is in need of leaders to keep that personal contact and follow, ensuring everyone is happy in their job. It is important to know that cracks do not appear because "Someone" - that illusive person who apparently does the jobs - isn't overloaded, should you miss your turn.
- P McLennan thanked everyone who is Kalamunda Community Learning Centre and said it had been a pleasure to be part of the organisation's administration. She confirmed she would be supporting F Sutherland during her transition into the role.

#### **Library, Jenny Carrick (read in her absence)**

- J Carrick wished to express her thanks to members of the workgroup who have responded any requests made of them. A few more books have been added to those on the shelves opposite reception and to the library trolley, situated outside the craft room.

## Returning Officer's Report – David Irvine

### Returning Officers Report

I certify I have examined the Nomination Forms for the Management Committee of the above Association to ensure: -

- (1) Compliance with Section 39 of the Associations Incorporation Act 2015 (Act);
- (2) All nominations meet the prerequisites of the relevant Rules of the KCLC Constitution 2023;

and confirm all Nominees meet these requirements as noted in the following table.

Position On Committee	Nominee Name	Associations Incorporation Act Compliance and KCLC Constitution Prerequisites					
		Declaration of Eligibility Under Section 39 of Act Signed?	Member > 12 Months? R 25 (5)	In Writing & Received < 28 Days Prior to AGM - 10 May 2024? R 30 (2)	Only For One Office Holder or Ordinary Member Position? R 30 (4)	Signed Statement of Support by Another Member > 12 Months? R 30 (3)	Supporting Member Name
Principal Coordinator	Ann Marie O'Malley	Yes	Yes	Yes 08-05-24	Yes	Yes	Roger Jennings
Coordinator	Ann-Marie Botica	Yes	Yes	Yes 26-04-24	Yes	Yes	Deborah Stone
Coordinator	Lindsay T Goodwin	Yes	Yes	Yes 26-04-24	Yes	Yes	Bridget Hogarth
Secretary	Angela Corfe	Yes	Yes	Yes 26-04-24	Yes	Yes	Anne-Marie Botica
Treasurer	Deborah Stone	Yes	Yes	Yes 29/04/24	Yes	Yes	Brian Lawler
Ordinary (Registrar)	Bronwyn Pasotti	Yes	Yes	Yes 29-04-24	Yes	Yes	Mary Kowalski
Ordinary WHS	Roger Jennings	Yes	Yes	Yes 26/04/24	Yes	Yes	Anne-Marie Botica
Ordinary (Programmer)	No nominee						
Ordinary	No nominee						

David Irvine

Name  
Returning Officer



Signature

11 / 05 / 2024

Date

18 **Any other business:** (permitted by Chairperson)

Nil.

19 **Date of next AGM:** To be confirmed.

20 **Meeting close:** 1255 hrs.