

**KALAMUNDA COMMUNITY LEARNING CENTRE**  
**Supporting the Community**  
**General Meeting Minutes 28 March 2025**

**Present:** Annie O'Malley (Chair), Anne-Marie Botica, Bronwyn Pasotti, Deb Stone, Roger Jennings, Angela Corfe (Secretary), Geoff Rimmer, David Wood, Trish McQuabe, Caroline Badminton, Dorothy Ryan, Alison Houlahan, Margaret Davidson, Margaret Radice, Katherine Horne, Gerry Henderson, Rosemary Hamersley, Cherie Reffell, Christine Fisher, Bert Carse, Lyn Dickson, Suzie Kemner, Katie Fairweather, Ian Tarling, Bridget Hogarth, John Bath, Sally McIlroy, Gwynne Evans and Meg Corsini.

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**(1) Welcome:**

The Chair, Annie O'Malley welcomed all to the meeting and declared it open at 1200 noon, reminding members to sign in attendance sheets and turn off mobile phones.

**(2) Apologies:**

Jenny Henderson, Helna Lindhout, Lorraine Dockerill, Jon Paskulich, Maxine Lorraine, Lindsay Goodwin, Linda Andrews, Christine Pasco and David Watson.

**(3) Acceptance of Minutes:**

That the minutes of the previous General Meeting of 1 November 2024 be passed:  
Proposed: Roger Jennings, seconded. Bridget Hogarth.

**(4) Business Arising:** Nil.

A O'Malley reported that the damaged KCC floors had been replaced by the City of Kalamunda.

**(5) Agenda Items:**

**REPORTS:**

**COORDINATORS' REPORT - A-M Botica, A O'Malley and L Goodwin**

**Enrolment Week and Membership Update**

Reported enrolment week had gone well with the Centre currently having 700 registered members, including 77 tutors and 113 new members. She reported it being great to see so many returning faces as well as welcoming new ones into our community.

**Class Updates**

All students have settled back into their classes with the support of our wonderful tutors. Feedback has been overwhelmingly positive, and it is fantastic to see such enthusiasm across all classes.

**Facility Updates**

In December 2024, new floors were installed in affected rooms, providing a fresh and improved space for members. This upgrade has been well received and contributes to a more comfortable and safe learning environment.

She advised a new whiteboard was now available for use in classes. Tutors are welcome to use it as needed to enhance their lessons

**Weather Incident**

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A huge storm was recently experienced resulting in a power outage and an early finish to classes. While unexpected, it made for an exciting day! Thank you to everyone for handling the situation calmly and ensuring a smooth transition out of the centre.

**Fire Drills & Safety**

Recent fire drills have been an important and worthwhile exercise, highlighting areas that need improvement. We will continue working on refining procedures to ensure the safety of all members.

**First Aid Training**

A group of members recently participated in first aid training, made possible through grant funding. We are fortunate to have this support to help ensure our centre remains a safe place for everyone.

**Upcoming Programs**

Two Master Art Classes will be offered during our winter break, being a trial as part of our Strategic Plan to reach into the wider community. Our vision for the Master Classes is to invite local artists to offer professional workshops during the breaks. Our hope is for attendees to become more aware of what we have to offer and to gain skills that will then allow them to join our regular classes. The course fees will cover the artists' professional fees. For this inaugural event, we will be offering 'Portrait Painting with Oils' and 'Watercolour Painting for Beginners'.

**Kalamunda Show – Saturday, 12th April**

We are excited to announce that we will be hosting a stall at the Kalamunda Show on Saturday, 12th April from 10am to 7pm. This is an opportunity to showcase what we do, connect with the community, and welcome potential new members. Everyone is encouraged to come along and support our stall!

**Acknowledgements & Volunteers Opportunities**

A huge thank you to our wonderful volunteers – your contributions make everything we do possible. If you are interested in taking on a role at the centre, please reach out to the coordinators to discuss available opportunities. Thank you all for your ongoing support!

**TREASURER - D Stone**

Year to date financial statements for 2025 with comparison to the last financial year were presented.

Items to note included:

- Slightly higher enrolment fees than last year, due to increase in member fees.
- Interest paid has increased due to higher interest rates.
- This has resulted in higher Gross Profit compared to last year of around \$6,000.
- Year to date the Centre's expenses are less than the previous year as a result of not having Crèche staff wages to pay. It is also the beginning of the year so there are still expenses to come out of the gross profit.

A draft budget has been prepared for the 2025 full financial year with a surplus of around \$30,000 planned.

D Stone expressed pleasure being 'in the black' again but the surplus was required to pay for probable computer and website upgrades, increased expenses such as rent and other utilities.

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The previous year financials are currently with the Auditor and will be presented at the Annual General Meeting.

**REGISTRAR – Bronwyn Pasotti**

B Pasotti expressed pleasure that enrolments had run very smoothly this semester. Much work was put into improving our website in the months following last semester's enrolments. This included diagnostic testing, updating and tweaking of the site by our web host at a cost of \$5000. Sally McIlroy (Assistant Registrar) and Bronwyn spent many hours clearing and archiving old data and testing the updates to the site. Some of our hardware was upgraded to improve our connectivity for in-person enrolments and we paid for extra server capacity during enrolment week. A new process was trialled for in-person enrolments in case, despite all our efforts, the site stalled, but it soon became apparent this wasn't necessary. It was a tremendous relief to have everything run smoothly and she expressed thanks to all those members who let us know how well their enrolment went. A huge thank you also to the enrolment team who so graciously volunteered their time to assist during the week.

Currently the Centre has just over 700 registered members, including 79 tutors and 117 new members = comparable to semester one 2024. 842 orders have been processed with a net increase in sales of 6% from the same period last year. The waitlists once again proved to be an asset with 43 of the 56 people registered on them subsequently offered a placement.

Of the 88 courses that were offered this semester, 28 are full with limited places still available in the remaining ones. Four courses were cancelled, two due to low numbers and the others due to unforeseen circumstances. While we do not initially reduce course costs for late enrolments, members will have the opportunity to enrol for term two at a discounted rate for selected courses that still have vacancies. The reduced rate will become available from the 31st March for a term two start (28th April).

There is some room capacity available for term two and semester two, if anyone is considering offering a new course Bronwyn would love to hear from you. KCLC is always looking for new course opportunities but are reliant on prospective tutors contacting us. Maybe you know someone with special skills or knowledge who would like to join us as a tutor. Or maybe you might like to take on the task of proactively seeking new tutors as we currently don't have anyone in this role.

KCLC's Office Manager Mary Kowalski has reported that workgroups are working well. We appreciate the majority of members who registered on time and meet their commitments diligently, ensuring our Centre operates smoothly.

Registrar's Rambles has been a regular segment in the Centre Talk since mid-2024 and hopefully, most questions regarding enrolment processes and class attendance have now been addressed. This segment will only appear in future issues of Centre Talk if a need arises. If you do have a question, please let Bronwyn know.

Finally, a massive thank you to the tutors who so generously volunteer their time and energy to so effectively enhance our community.

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**WHS OFFICER – Roger Jennings**

1. As usual, the WHS team, Anne-Marie Botica, Margaret Davidson and Roger Jennings, did an annual inspection of the Kalamunda Community Centre building before the start of the first Semester.
2. Clearly, members of KCLC are now very much aware of the need to maintain a safe environment and there were only a few, minor, issues which need to be addressed.
3. All electrical equipment owned by KCLC has been tested and tagged and electrical equipment brought into the Centre by members was also inspected, tested and where passed, tagged. A few items failed the testing which indicates the importance of this process. Although testing every two years is adequate for electrical items used only in a member's home, once that item is taken to the Centre annual testing is required.
4. The City of Kalamunda still has to complete the testing of their own equipment, and they will be reminded of this.
5. Crescent Road which leads down to the Centre Car Parks is quite narrow and is used by large vehicles such as buses and garbage trucks. There should be some kind of barrier down the left-hand side on entering from Mundaring Road to prevent vehicles from running off that side where there is a steep drop. The City of Kalamunda has been made aware of this and may take some action in the future.
6. The City has also been made aware that drivers are ignoring the No Entry signs and drive the wrong way along the upper road, particularly when going to the overflow carpark. The City has been asked to ensure that the No Entry signs are kept clear of overhanging vegetation. KCLC members are reminded that this road is used by buses and drivers leaving the carpark so they should always follow the directional arrows.
7. In the event of a fire or other reason to evacuate the building members should not try to leave in their cars but should follow direction of the Fire Wardens. If everybody tries to leave at once this would prevent emergency vehicles from entering the precinct as well as causing a chaotic situation.

**CRECHE LIAISON – Katherine Horne**

At the end of last year, the decision was made to attempt to keep the crèche running using volunteers instead of paid personnel.

The success of this venture depended on two matters.

- Would there be sufficient volunteers to make this a workable proposition?
- Would parents be interested in using a crèche run in this way?

The answers to each of these questions was "Yes". A small-scale trial volunteer-model crèche has been running since the beginning of the year on Thursday mornings only, with two children currently attending, and a third to start in second term.

The children are happy and the parents are happy. The volunteers are a wonderful lot. Some have related working backgrounds. Some can remember how much the crèche meant to them as young mothers themselves – a while back! All of them enjoy interacting with young children.

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Katherine advised she was looking forward to working with these volunteers, the Executive and the general membership to develop a crèche model for the future - that provides the children and their parents, benefits similar to belonging to a large extended family.

**POSTED BOOK HIRE GROUPS 2023 – Gwynne Evans**

Gwynne reported the book hire system continues to run smoothly. Two more groups have requested to join, with KCLC now posting to 14 groups each month. One of these new groups will be hiring for the central 6 months of the year. They have elected to pay for the full service up front if possible; as Gwynne told them “Unusual but not a problem”.

Last year the Hire rate was increased to \$4/copy, at this stage covering the cost of postage. While this service doesn't bring in great funds, neither is the Centre losing money. Costs are covered.

Books are packed and ready to post usually 14 days before meetings. On Gwynne's Thursday duty time, returned books are put away and titles located for upcoming meetings – with the packing and paperwork undertaken at home.

Gwynne advised Margaret Davidson would be learning the role to oversee things while Gwynne was away later in the year although some of her holiday would be during the semester break. As book clubs don't recess when the Centre does, the posting and collecting of books would continue.

**RECEPTION DESK RELIEF – Alison Houlahan**

It was reported the desk receptionists had carried out their duties with a smile and welcome word this term adapting to any new changes asked of them.

This term has resulted in some changes in the Desk Reception area.

Sadly our Monday morning Assistant Coordinator Fiona Sutherland passed away suddenly in January, a huge tragic shock to us all. Daisy Mansfield from Monday afternoon duty has now taken up Fiona's position and Gail Sharman is the Monday afternoon Receptionist. The Thursday morning receptionist (Hella) retired at the end of last year and Angela Corfe is taking over the position. Welcome was extended to Gail and Angela to the Desk Reception team.

Thanks was expressed from Alison to both the Desk Receptionists and Desk Relief members for their continuing excellent contribution to the smooth running of the Kalamunda Community Learning Centre this term.

**(6) General Business:** Nil.

**(7) Future Meetings**

**AGM 6 June 2025 & General Meeting 19 September 2025**

**(8) Meeting closed by Chair at 1220 hrs.**