

KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community

General Meeting Minutes 19th September 2025

Present :

Anne-Marie Botica (Chair), Annie O'Malley, Bronwyn Pasotti, Deb Stone, Roger Jennings, John Paskulich, Brian Lawler, Angela Corfe, Kathy Thomas, Julia Ricupero – Pizzata, Alison Houlahan, Caroline Badminton, Margaret Davidson, Margaret Radice, David Irvine, Katie Fairweather, Dorothy Ryan, David Wood, Bert Carse, Lindsay Goodwin, Marilyn Harries, Gerard Tonks, Mavis Paskulich

1 Welcome Chair

The Chair, Anne-Marie Botica welcomed all to the meeting and declared open at 12:03pm.

2 Apologies:

Faye Smith
Victoria Mizen
Christine Pasco
Gwynne Evans
Cherie Reffell
Helen Tuite
Sally McIlroy
Katherine Horne
Mavis Paskulich

3. Acceptance of Minutes:

That the minutes of previous General Meeting of 28 March 2025 be passed:

Proposed: Margaret Davidson

Seconded: Katie Fairweather

Passed

4 Business Arising:

Nil

5 Agenda Items:

Reports:

The below Reports were received.

The Executive also introduced themselves by reading a Personal Bio.

Coordinators

o Coordinators Report delivered by Anne - Marie Botica

Settling in

It has been wonderful to see everyone settle into the daily rhythm of classes. Friendships are growing, conversations are flowing, and the centre is filled with a lovely sense of energy and connection. KCLC continues to be a place where people not only learn new things but also feel welcomed and included.

Executive Committee Updates

Our new coordinator John has settled in beautifully. We are already seeing the benefits of John's enthusiasm and dedication, and we are very pleased to have this positive contribution to the Executive. John has taken over from Lindsay Goodwin. Lindsay's dedication and many years of service are deeply appreciated, and we thank him for his ongoing support of KCLC. We also warmly acknowledge Brian, who has stepped into the role of the Executive Committee Secretary taking over from Angela Corfe. This is not an easy role to fill, as a lot of work is involved behind the scenes. Angela did an amazing job over the years, and we sincerely thank her for her commitment and contribution. Angela continues to support KCLC working through the many boxes in storage to be Archived and has also taken on another role as Secretary for CLG.

Open Day – 21 September 2025

Open Day is almost here. The event is always a highlight of the year, and a chance to share with the wider community the creativity, spirit and warmth that makes KCLC so special. It is truly a must-see occasion, so please help spread the word and invite others along.

Thank you to Our Tutors/Volunteers

A heartfelt thank you goes out to our tutors/volunteers. Every role – whether it is teaching classes, greeting members, setting up spaces, helping with administration, or lending a hand where it is needed – is valued. It's the combined efforts of our tutors/volunteers that keeps the Centre running smoothly and make it such a welcoming place for all.

Safety and Care

One of John's first contributions has been to review and update our emergency procedures for office staff and receptionists.

These now include:

- Clear steps for evacuating the building
- Guidance on handling difficult or aggressive visitors.
- What to do in the event of armed threats, suspicious packages, or bomb or substance threats; and
- A step-by-step illustrated guide to setting up a wheelchair for evacuation.

These updates are not only practical but also reassuring, giving us all confidence that we are prepared and supported should the unexpected happen.

Closing

It is inspiring to see KCLC thriving – classes are full of energy, friendships are growing, and our membership continues to expand. Thanks to our dedication of our tutors/volunteers, the support of the Executive Committee and Centre Liaison

Group, and the enthusiasm of our members, KCLC remains a welcoming and vibrant place for everyone.

Personal Bio of our three Coordinators

Anne - Marie Botica - Coordinator

I grew up in the Perth Hills, where my family were orchardists in Pickering Brook.

I built a career in the corporate sector, beginning as Secretary to the Chairman of Wesfarmers Limited, Mr Harry Perkins and then Executive Assistant to the Managing Partner and General Manager of Mallesons Stephen Jacques. As part of my role at Mallesons, I also worked as an Internal Auditor and sat on the Governor's Committee, helping to organise the annual Governor's Prayer Group Breakfast.

After getting married, my husband and I embraced a tree change by moving to the southwest of WA, where we spent 20 years raising our three boys. During this time, I dedicated myself to volunteering in schools and sporting clubs while also working as a real estate agent.

When we returned to the Perth Hills I continued my community focus, working casually for the education department and now serving as a Coordinator at the Kalamunda Community Learning Centre.

I enjoy gardening and bushwalking with my husband, making the most of the beautiful natural surroundings and share the love of the outdoors with our mini schnauzer Monty. I live in a historic Gooseberry Hill homestead, once owned by Edward Peoples. I've been part of the Learning Centre for nearly four years, and with both my parents also members, it truly feels like home. I love our community and feel privileged to give back through the Centre.

Annie O'Malley – Principal Coordinator

Born in Crystal Brook South Australia, we moved west when I was one.

My schooling years we lived in Kalgoorlie.

I trained in Perth at the young age of 17 and 3/4 quarters as a mothercraft nurse at Ngala in South Perth.

Upon graduating returned to the goldfields where I met my partner.

We moved to Perth for a short period before living and working in Karratha for about 14years.

The hills seemed the ideal spot to settle and continue to raise our now high school daughter and slightly younger son.

My work life consisted of team leader in several daycare centres, a factory making lip balms and lastly a supervisor at dome.

I have been a coordinator for the last 3 years and was involved prior to that in other aspects of running the learning centre. As a passionate crocheter, I also tutor a class which is the highlight of my week. The best thing about volunteering is the happy smiling faces and lovely chats had while getting to know our fellow members.

John Paskulich - Coordinator

I was born in Victoria Park in the first half of last century! My working life had several phases. First was nearly 28 years in the old PMG/Telecom Australia including a couple of years as an unwilling soldier (Nasho) and finishing as a Principal Technical Officer. Redundant in 1993, I enrolled in Uni as a (very) mature-age student, qualified as a teacher and fell into a senior lecturing job in TAFE. I loved it and spent nearly two decades teaching. My major personal achievements in TAFE were starting up telecommunications accreditation courses, co-writing the first WA Diploma in Renewable Energy Technologies, implementing the first WA rooftop solar training programs and completing an Applied Science degree along the way.

My hobbies have varied over the years including Scuba Instructor, involvement in various collectables societies and amateur historian of WA telecommunications.

My wife Mavis and I have lived in Gooseberry Hill since 2005 but my connection with Kalamunda stretches back about 90 years. My maternal grandfather had an orchard in Piesse Brook prior to WW2 and my Mum finished her school years at Kalamunda School in about 1940.

My association with the KCLC is mostly through Mavis. She joined as a member around 15 years, within three years was tutoring and still is. Apart from undertaking a silversmithing class in the old building and doing a guest speaker spot in more recent years my involvement was minimal until I started tutoring at the start of 2024. What happened?

o Treasurer Report delivered by Deb Stone

Today I am presenting the year-to-date financial statements for 2025 with comparisons to last financial year.

There is an increase in Income of approx. \$5,000 compared to previous year and this is mainly due to increase in interest rates and also enrolment fees, which correlates to an increase in our membership base to now over 800 members.

As to our expenses, they are much the same as last year. We did have a reduction in our Insurance Premiums of about \$1,500; however, this was offset by an increase in Computer Maintenance expenses of \$6,000.

Our year-to-date Surplus is looking healthy at the moment but there are still some large costs to come out between now and the end of the financial year, but we should be heading for a surplus of around \$40,000 at the end of the year.

We are expecting to spend around \$20,000 extra to upgrade our website early next year, where this surplus will go towards. Bronwyn will discuss this more in her report.

On the subject of enrolments and our website, I did some analysis which shows that 88% of our members pay for their enrolment on the web. 3% use their credit

card on our Square Reader, 3% direct credit into our account and 5% still pay by cash with less than 1% pay by cheques. It is not surprising that with nearly 90% of members using the web site to enrol that we need to get this updated to ensure a smoother enrolment for our members.

I would like to congratulate everyone on the fact that we have raised just over \$1,200 for Containers for Change since we started accepting these containers. We would like to purchase something for the Centre that members would like with this money. Current ideas are another bench for sitting outside and a portable PA system. If anyone has any ideas, please let anyone of us know.

Personal Bio of our Treasurer, Deb Stone

My husband and I made the tree change from the City to Gooseberry Hill over 11 years ago and love living in the Perth Hills. We love the feeling of community it offers and also love being a part of the Kalamunda Community Learning Centre where I have now been a member for 5 years.

I am a Certified Practicing Accounting (CPA) with over 35 years experience in accounting, taxation and financial management. In this time, I have worked for two of our largest banks in their Financial Services areas and WA's largest Superannuation Fund where I headed up both Tax and Accounting areas. I also worked at Deloitte as Superannuation and Accounting consultant. As well as my volunteer role at KCLC I also audit a few small not for profit organisations.

I am a keen cyclist and hiker and love to get outdoors as much as I can. As well as my role as Treasurer I was also the leader for the Kalamunda Hikers last semester and hope to do it again next year.

Being born in Fremantle I am also a passionate Dockers fan.

o Registrar Report delivered by Bronwyn Pasotti

Website Upgrade

At the end of 2024, our web host, WebComplete, in collaboration with the registrar's team, undertook significant work to improve our website. As a result, the enrolment period for semester one proceeded with relatively few issues. Although we anticipated a similarly smooth process for semester two, we encountered unexpected challenges due to automatic updates and other technical problems during the initial enrolment phase. These issues were addressed promptly and efficiently by Sally McIlroy (Assistant Registrar) and our web host, Nik Rivas-Barnao.

However, it has become clear that our current website, originally designed in 2017 and subsequently modified with numerous tweaks and plugins over the past eight years, is no longer adequate for our growing and complex needs. To address this, we have commissioned WebComplete to upgrade the website using a new streamlined platform at a cost of \$20,000. We have been aware for some time that a major upgrade would eventually be necessary, and our Treasurer has worked diligently to ensure that we are financially prepared for this investment.

The upgraded website will maintain the current appearance and functionality, providing a familiar experience for users. However, rebuilding the platform will be a time-consuming process. We aim to have the new site ready in time for semester two enrolments in 2026. Until then, our current website will remain active to support semester one enrolments. We will monitor its performance closely and apply temporary fixes as needed to maintain its operation.

Membership

As of the end of August, we have 848 members registered for 2025 with 212 of these being new to the Centre. This membership includes 751 Community Members, 87 Tutors, 4 Support Workers, and 6 Volunteers who assist with the operation of the Centre but are not enrolled in courses. It is important to note that this figure does not represent the full extent of engagement with the Centre. Many individuals who are not registered for this year's membership continue to stay connected and informed about our offerings through channels such as Centre Talk. Our database contains a total of 1,479 users.

Term 4 Courses

For term 4, we are offering six new courses. These courses are available for online enrolment until the end of term 3. Furthermore, some continuing courses with available spaces are being offered at a discounted rate from the 15th of September for a term 4 commencement and members will be able to enroll in these courses by visiting reception.

Planning for 2026

We are constantly seeking to expand our course offerings and invite anyone interested in introducing a new course in 2026 to get in touch with us. Early contact will help us begin scheduling and securing the timetable for the upcoming year.

Some of our current tutors, who have devoted many years to running their courses with dedication and grace, are considering retirement in the new year. We encourage members to consider stepping up to continue facilitating these existing courses or to propose and lead new courses in the future.

Personal Bio of our Registrar, Bronwyn Pasotti

My husband and I moved to Lesmurdie 46 years ago. We have always appreciated the wonderful community aspect of living here and I have been involved in a number of community projects over the years.

My professional journey began as a secondary school teacher specializing in library science. Teaching research skills and managing every aspect of the school library gave me a deep appreciation for the power of organized knowledge. After a short break when my sons were young, I returned to teaching at Kalamunda Christian School where I taught in a variety of capacities for over twenty years. During this time, I also led teams of children and teenagers in dance and drama outreaches as well as assisting to run school holiday programs.

After retiring, I wanted to stay connected and active in the community. I started a playgroup, mentored students at Lesmurdie SHS and established a Kalamunda branch for a charity walk which raises funds for disabled and abandoned children in China.

For the past fifteen years, I have attended courses at KCLC and been involved in managing enrolments at the Centre. When we moved online at the end of 2017 I became more heavily involved as we continually tweak and hopefully improve the enrolment experience for our members. Serving as Assistant Registrar for five years and stepping into the Registrar role last year let me work closely with a fantastic team of volunteers. Whether helping a tutor set up a new course or assisting a member with their first online registration, I find great satisfaction in supporting others and solving problems together.

o WHS Report delivered by Roger Jennings

1. There is very little to report. It seems that KCLC members are all following the Learning Centre's Rules and Guidelines which is excellent news.
2. The City of Kalamunda has completed the Testing and Tagging of portable electrical appliances for which they are responsible. A little late but now everything is OK.
- 3 Assistant Coordinator, John Paskulich, has joined the Work Health and Safety Committee. He brings considerable past experience. He has been reviewing all the safety manuals used by Reception Staff which cover response to any untoward incidents that could happen at the Centre. Thankfully, no such events have yet happened.
- 4 I would like to thank John, Anne-Marie Botica and Margeret Davidson for all they do for this sub-committee.

Personal Bio of our WHS Officer, Roger Jennings

I trained as a hospital biochemist in the British National Health Service where I began a life-long interest in computers.

During the late 1970s and the 1980s I was responsible for the quality of equipment used in NHS laboratories and for the results produced.

In 1990 my late wife Lilian and I moved to Washington DC where I was Science Attaché in the British Embassy during the Bush, senior, and Clinton administrations.

After a brief spell back in the UK Government I took up the offer of a very early retirement and became a full-time volunteer. Lilian and I moved to Malta where we renovated a large 18th Century house and amongst other voluntary jobs ran an animal rescue charity. Moving to Australia and Kalamunda 20 years ago I became actively involved with the National Trust of WA both as a volunteer at Mundaring Weir and on the Council. Ten years ago, I began broadcasting a

classical music program on Kalamunda Community Radio and have eventually become Chair of the Board.

For the Learning Centre, Lilian and I taught courses on Family Tree research and in recent years I've taught courses on 20th Century classical music appreciation. I joined the Executive 2 years ago as Work Health and Safety Officer.

Personal Bio of our Secretary, Brian Lawler

Hi I am Brian Lawler and volunteer at KCL in the role of Secretary to the Executive Committee. Participate in the class group, The Week That Was, and previously attended The Handyperson Course.

My wife, Deb Stone, also volunteers and is in role of Treasurer.

Have lived in Gooseberry Hill for 11 years and love the local feel that Kalamunda generously provides in space, arts and crafts, and enough room for Australian wildlife and the local bush to survive.

I was born in Sydney where completed my school education and went onto complete a Bachelor of Economics at Sydney University and good memories of being employed by the Economics Faculty as a Tutor in Economics.

Have lived significant work periods in Melbourne, London but mostly have been in Perth.

Paid work seems a long time passed. Work, for me, was quite a mix of specialised roles in developing people at local and national level, operations and sales management at state level for national companies and being self employed and providing consultancy roles.

My recreation interests are more towards being active with regular gardening, golf and commitment to regular "senior level" exercise at the local Hartfield Gym.

o CLG Report delivered by David Irvine

The Centre Liaison Group is a monthly meeting of all Workgroup Leaders, Assistant Coordinators, the Office Manager, Receptionists and all members. Its aim is to identify and find solutions to challenges encountered by all members of the Centre and liaise with the Executive to implement changes that contribute to the smooth running of the Centre.

The Centre is extremely successful but as a result a lot more work is involved in the day-to-day running. Members are always being sought to consider stepping up into a more responsible role and attending the CLG meetings is an excellent opportunity to see the types of issues discussed and may be the way for members to make that move.

Issues / Proposals reviewed by the CLG.

- Ongoing consideration to improving the ambience at the Centre, requesting input from members and canvassing class members.
- Proposal was submitted to the Executive to consider using the crèche room over the lunch break to improve and instigate liaison between members. Unfortunately, this request was refused due to the room becoming a popular classroom venue. However, consideration is being given to the purchase of an outdoor setting to enable members to enjoy the veranda setting while having their lunch,
- Several issues relating to the smooth running of the Centre have been put forward including paper programmes being available at the end of Semester 1 and consideration to a second landline phone to be in the office.
- The Thursday morning Crèche is running successfully with K Horne reporting regularly to the group. She continues to introduce and improve processes together with identifying concerns to ensure the smooth running of the session.

We hope this report helps members to understand our role and welcomes those who wish to become involved.

o Workgroup Leaders – Crèche Report read by Chair in absence of Katherine Horne

The trial in Semester 1 of the volunteer-staffed creche was positively received by parents. This delivery model has continued into second semester, on Thursday mornings only as previously. One new enrolment brought the total of children attending to four.

All of the children are under two years of age – a time of life when they are changing quickly and delighting their carers with their achievements and triumphs.

Thank you to the wonderful members who have signed up for the Creche Workgroup – the success of the creche this year is because of you.

6 General Business:

Caroline Badminton added some comment to the Registrar's Report by saying,

- As part of the website redevelopment, we will also need to move from our current email marketing platform, which we use to design and send Centre Talk, to a new platform.
- The current platform (Mailpoet) is a WordPress plugin integrated within our website and our Website Developer has now flagged this as a potential conflict with the effectiveness of our website (after previously recommending it).

- We are currently researching which platform will be best to move onto, and we hope to move seamlessly from one to the other with little disruption to the distribution of Centre Talk.

Thanks expressed to Alison and her team at Reception for doing an amazing job of managing and staffing of Reception.

7 Future Meetings:

Annual General Meeting 5 June 2026 • General Meetings To be advised

8 Meeting Closure

Meeting closed at 12:37pm

DRAFT