



**KALAMUNDA COMMUNITY LEARNING CENTRE
GENERAL MEETING MINUTES DRAFT
Kalamunda Community Centre**

1201 hrs Friday 27th March 2026

1	<p>Welcome by Annie O'Malley, Chairperson</p> <p>Present: Angela Corfe, Alison Houlihan, Annie O'Malley, Brian Lawler, Anne Marie Botica, John Paskulich, Katie Fairweather, Roger Jennings, Bronwyn Pasotti, Caroline Badminton, Dorothy Ryan, Susanne Underwood, Bert Carse, Jenny Beahan, Bridget Hogarth, Katherine Horne, Margie Jeffery, Geoff Zimmer, David Wood, Kathy Thomas, Mary Kowalski</p>	Chair
2	<p>Apologies:</p> <p>Deb Stone, Linda Andrews, Zhiwei Yu, Mavis Paskulich, Rosemary Hamersley, Margaret Radice, Margaret Davidson</p>	Chair
3	<p>Acceptance of Minutes:</p> <p>That the minutes of previous General Meeting of 19th September 2025 be passed.</p> <p>Proposed: Dorothy Ryan</p> <p>Seconded: Katie Fairweather</p> <p>Passed unanimously.</p>	Chair
4	<p>Business Arising:</p> <p>Nil</p>	Chair
	<p>Agenda Items:</p> <ul style="list-style-type: none"> • Reports: 	

Coordinators
Coordinators' Report to the General Meeting
27th March 2026

Introduction

This report provides an update on the Centre's operations, programs, and community engagement activities since the last General Meeting. It highlights key achievements, ongoing initiatives, and areas of focus, particularly in relation to member participation, community engagement, and the safe and effective operation of the Centre. The report reflects the Centre's commitment to providing a welcoming, engaging, and safe environment for all members and visitors.

Key Updates and Activities

Tutors' Thank You Dinner

The Tutors' Thank You Dinner was a very successful evening, providing an excellent opportunity to recognise and celebrate the dedication and contribution of our tutors.

Summer in the Centre

The *Summer in the Centre* program was well attended, providing a relaxed environment where members could participate as they wished and engage in activities of their choice.

Planned Advertisements and Community Engagement

Plans are in place to advertisements in the *Have a Go News* to raise awareness of upcoming events and programs and engage the wider community.

Jorgensen Park Submission

A submission regarding Jorgensen Park was presented to the City of Kalamunda (COK). COK staff met with the Executive Committee to discuss KCLC's concerns around parking and safe access to the Centre for members.

Kalamunda Show Participation

The Centre will have a stall at the Kalamunda Show on Saturday, 11th April, providing an excellent opportunity to connect with the community, share information about our classes, and promote upcoming activities.

Speakers Spot Program

Speakers Spot has resumed successfully, with the first session booked for Friday, 19 June 2026. Donna West will present a session titled "**Surviving a Life Quake,**" continuing to provide valuable learning and engagement opportunities for members.

Artefact

A piece of art that had been left at the Centre has now been taken up, with someone expressing interest in acquiring it.

Health, Safety, and Operational Readiness

All required safety equipment has been tested and tagged at a cost of \$600, ensuring compliance and safe use. An issue previously identified with the crèche playground gate has now been addressed, with a key sourced to ensure safe and reliable access, supporting evacuation procedures in the event of an emergency. The WHS Committee has maintained regular safety checks.

Volunteer Support

The Centre is currently seeking additional volunteer support for all positions. Members are encouraged to contribute where possible, with training and support provided to all volunteers.

Conclusion

Overall, the Centre continues to thrive through member engagement, active participation in programs, and volunteer contributions. Continued support and involvement from members are essential to ensure the

Centre meets the needs of the community.

Treasurer

Treasurers Report read, in absence of Treasurer, by John Paskulich General Meeting 27th March 2026

Today I am presenting the year-to-date financial statements for 2026 with comparisons to last financial year.

We are basically tracking along a little bit better than previous year with Enrolment Income and Other Income up about \$10,000 from previous year. This is due to \$5,000 increase in Enrolment Fees and Interest income of \$4,845 being paid in this period.

As to our expenses, they are much the same as last year.

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 are budgeting for a surplus of around \$40,000 for the end of the year.

Registrar

Registrar's Report: Semester 1 2026 General Meeting 27th March 2026

Enrolments for this semester proceeded more smoothly than ever before. We appreciate all members who followed the guidance provided in the Special Enrolment editions of Centre Talk.

Considering previous challenges, we had intended to update our website platform prior to Semester 2 enrolments. However, given the efficiency of this semester's enrolments and the potential complexities of implementing changes mid-year, particularly regarding membership, we have decided to defer these plans. We will re-evaluate our options following the mid-year enrolment period. It is worth noting that the rapid advancement in AI technology may enable us in the future to develop an improved website at a significantly reduced cost.

Most members now complete their enrolments online, substantially decreasing the need for in-person assistance at the Centre. From 11am on the first day and throughout the remainder of the week, our enrolment team are generally available to assist members as they arrive. We strongly encourage members to enrol during this designated week.

No new enrolments are accepted during Administration Week, as this time is reserved for preparing class lists and related administrative tasks. While we do accommodate late enrolments for members with extenuating circumstances in weeks one and two—and other late enrolments from week three—these instances require manual updates to class rolls, contact lists, health and safety forms (for certain classes), and tutor notifications, all of which place additional demands on our team.

Timely enrolments help ensure efficient operations for everyone involved. Currently, there are 736 active members for 2026, including 80 tutors who are the backbone of our Centre, as well as 109 new members. Of the 90 courses offered, 30 are full, while many others have limited availability. Courses that began in Term 1 and still have vacancies are now on sale

for a Term 2 commencement. Additionally, 11 courses will start in Term 2 and some of these also have vacancies.

As always, we welcome prospective tutors interested in offering new courses. As I begin preparations for the Semester 2 program, I encourage any enthusiastic individuals to contact me. Several session times and rooms remain available for new courses.

WHS

Report from the KCLC Work Health and Safety Committee General Meeting 27 March 2026

I'm pleased that John Paskulich has joined the Committee bringing his considerable expertise and knowledge. Thanks go to Anne-Marie Botica and Margaret Davidson who both continue to actively contribute to the work of the Committee. The members of the Committee carried out a safety inspection of the Learning Centre before the beginning of the current Semester.

A few issues particularly around inappropriate storage of both chemicals and food are being addressed. All Testing and Tagging of electrical equipment belonging to the City of Kalamunda, the KCLC and Tutors/Students has been carried out.

The Committee has been reviewing KCLC safety protocols to ensure they are still current. In particular, those procedures for both Fire Drills and the action to be taken in the event of an actual fire either in the building or a bush fire. New Fire Safety information notices will shortly be displayed in all rooms. The exact operation of all building alarms is being confirmed.

The Executive has decided that there will only be one Fire Drill each Semester, generally in Term 2. All members should familiarise themselves with the evacuation diagrams displayed throughout the building and with the location of the Primary and Secondary Assembly Points.

All members of KCLC are reminded of the need to report any accidents or injuries, however minor, that occur within the Learning Centre or in the car park areas. This is a condition of KCLC's insurance. Appropriate reporting forms are kept in the KCLC Office and can be obtained from Reception.

Finally, all members are reminded of the need to follow all procedures to ensure a safe environment and to notify Reception of any hazards they are aware of.

Roger Jennings Work Health and Safety Office March 2026

CLG

Report read, in absence of David Irvine, by Angela Corfe REPORT TO KCLC GENERAL MEETING 27 MARCH 2026

The Centre Liaison Group has commenced its meetings for 2026 and once again invites any members wishing to get involved and liaise with the Executive to introduce ideas that may assist in continuing the smooth running of the Centre.

As the Executive is always keen to remind members, there's a lot of work involved in the day to day running of the Centre and coming to CLG

meetings may be the way to find out more about the issues considered and discussed.

Issues / Proposals reviewed by the CLG.

- The group continues to look for ways to improve the ambience at the Centre.
- Liaising with Executive regarding annual election procedures.
- The Terms of Reference have been updated and the Group is commencing 2026 under new guidelines.
- Liaison with the Executive in finding ways to improve communication and safety for our members (second telephone in the office and news sheets in class folders).

We continue to encourage Workgroup Leaders and members to attend our meetings to enable more understanding of the Group's role and we welcome those who wish to become involved.

**David Irvine, Chair
Centre Liaison Group**

Workgroup Leaders Report read by Annie O'Malley and expressed thanks for the work and service they provide.

**Desk Reception Report – General Meeting
27 March 2026**

This Term our Desk Receptionists have carried out their duties with a smile and a welcome word and adapted to any new changes that were asked of them. They are a very responsible and friendly group of people.

I have also been fortunate to have enough desk relievers listed to provide relief for all ten desk shifts when required. The members who have done either one relief or more, have been willing to learn the various duties required.

Finally, I would like to personally thank the Desk Receptionists, Desk Relief members and the Assistant Coordinators for their excellent contribution towards the smooth running of the Kalamunda Community Learning Centre this Term.

**Alison Houlahan
Desk Work Group Leader**

**CRECHE REPORT FOR GENERAL MEETING
27 MARCH 2026**

The "volunteers only" creche has successfully commenced its second year of operation, still on Thursday mornings only.

There are currently three children attending, with ages ranging from nearly one year to almost two and a half.

We expect a four-month-old baby to start in Term 2.

Giving mothers/fathers of young children the opportunity to participate in Learning Centre classes is why the creche exists.

After nearly fifty years the demand has dramatically lessened, but the

importance of this facility to the few members using it is just as great as it was to those using it way back - when almost everyone attending the Learning Centre had a child (or two) in the creche.

So, a very big “thank you” to the members who have volunteered for the Creche Workgroup. Your contribution is hugely appreciated by the creche users (currently all mothers). I hope that you will find as much enjoyment as I have in interacting with the children, their mothers and your “co-workers”.

If there are members who would like to join the creche crew, there is room for one or two more.

Thank you to everyone who has supported the creche in so many different ways, so that our Learning Centre can proudly say “we have a creche”.

Katherine Horne
Creche Liaison Officer

6	<p>General Business:</p> <p>City of Kalamunda invited to update members re proposed temporary use of Jorgensen Park.</p> <p>Meeting recorded that Freya Ayliffe was the invited representative of the City of Kalamunda but was not in attendance at this meeting.</p> <p>Anne - Marie Botica summarized the situation as known re this proposed event to this date.</p> <p>The update covered, Safety concerns Access to the Centre building Evening Class access Bus access Event to be limited to evenings, 5 days a week Setting up period during the break period with one week overlap Environment issues taken up by Friends of Jorgensen Park \$1 from every person attending is retained for park restoration</p> <p>Roger Jennings advised the meeting that planning permission decision was yet to be announced the proposed Jorgensen Park event.</p> <p>Anne-Marie Botica spoke re our KCLC 50th birthday next year. A subcommittee has been set up and will liaise with Centre Liaison Group (CLG).</p> <p>Anne-Marie Botica updated the group re the Kalamunda Show held April 10-11 saying the proposed KCLC spot near the Men’s Shed was not yet confirmed.</p> <p>Katherine Horne spoke to the meeting and to the attention of the Executive that rising petrol prices are affecting her volunteers’ cost of travel.</p>	Chair
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	<p>Jenny Beahan spoke to the meeting re we are not doing enough to attract younger people as members. A general discussion followed.</p> <ul style="list-style-type: none"> • Anne-Marie Botica responded by saying that Centre Talk is an example of how we attract Volunteers to fill positions. • Annie O'Malley also responded, saying that, for this younger target group, there is less possibility of growing Evening Classes as this is controlled by the City of Kalamunda. 	
7	<p>Future Meetings:</p> <ul style="list-style-type: none"> • Annual General Meeting– 5 June 2026. Chairperson noted that all positions become vacant and need to be filled by completion of the Nomination process. • General Meetings– <i>To be advised</i> 	Chair
8	<p>John Paskulich left the meeting at 12:39pm for Tutoring duties</p> <p>Meeting Closure 12:45pm</p>	Chair

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