



KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
ANNUAL GENERAL MEETING

Minutes of the meeting held on 6 June 2025 at 1200 hrs.

Present: Annie O'Malley (Chair), Anne-Mare Botica, Deb Stone, Roger Jennings, Brian Lawler (Casual Vacancy Secretary), Bronwyn Pasotti, David Irvine, Caroline Badminton, John Paskulich, Mavis Paskulich, Dorothy Ryan, Margaret Radice, Meg Corsini, Helna Lindhardt, Sue Turner, Gwynne Evans, Rosemary Hamersley, Margaret Hawkins, Bridget Hogarth, Katherine Horne, Bert Carse, Morris Pavlinovich, Margaret Pavlinovich, Gerard Tonks, Lyn Dickson, Tom Austen, Katie Fairweather, Kris Nunn, Alison Houlihan, Mary Kowalski

1.	<u>Welcome</u> Meeting commenced at 1200 hrs with the Chair, Annie O'Malley welcoming all present and introducing the current members of the Executive.
2.	<u>Apologies:</u> Angela Corfe, David Storer, Sally McIlroy, Lorraine Dockerill, Cherie Reiffel, Jenny Beahan, Patrick Rowland, Hilary Rowland, Linda Andrews, Jenny Carrick
3	<u>Acceptance of Minutes:</u> That the minutes of the previous Annual General Meeting held on 7 June 2024 be accepted as a true and accurate record of the meeting. <i>Proposed: Mavis Paskulich</i> <i>Seconded: Dorothy Ryan</i>
4	<u>Review of Actions from previous AGM:</u> Annie O'Malley reported no matters arising.
5	<u>Treasurer's and Auditor's Reports:</u> TREASURERS REPORT AGM 6th June 2025 – D Stone I have pleasure in presenting the audited Financial Reports for the financial year ending 31 December 2024. For the year ended 31 December 2024 the Kalamunda Community Learning Centre finished with a surplus of \$35,925, while the Statement of Financial Position, shows total equity of \$229,501.

	The Financial Reports were audited by Success Tax Professionals in Kalamunda who have also agreed to be our Auditor next year. Reasons why we achieved a surplus of \$35,925 last year: Income KCLC Income increased from previous year due to: • Enrolment fees increased by \$5,000 due to more members and courses offered. • Grants received of \$6,500 used to purchase marketing materials and purchasing items in the centre to assist volunteers and students. • Containers for Change and other fundraising which together totalled around \$2,000. • Higher Interest rates on our term deposit. Expenses In 2024 we managed our expenses very well and were able to reduce our operating expenses by \$5,000 from the previous year. We also managed to have no increases in our Insurance premium and our rent. These two items are our biggest expenses, making up 43% of our total expenditure. We also managed the Crèche a lot more efficiently and were able to reduce wages by \$10,000 compared to previous year. Looking Ahead The budget for the current year is predicting that we should make a surplus of around \$30,000 this year. It is great to be back in a positive financial position after many years of being in a loss position. It means we can have funds to possibly upgrade items such as the kiln, computers and our IT systems as required. It also means we do not need to raise fees to our members. Deborah Stone - Treasurer
6	<u>Acceptance of financial statements and Auditor's Report:</u> <i>Proposed; John Paskulich Seconded: Bridget Hogarth – endorsed by all.</i>
7	<u>Appointment of Auditor:</u> D Stone confirmed Success Tax Professionals had agreed to be the Centre's Auditors for the next financial year. <i>Proposed: Annie O'Malley, Seconded: Meg Corsini – endorsed by all.</i>
8	<u>Annual Report of the Association - Principal Coordinator's Report</u> <i>(previously circulated).</i> PRINCIPAL COORDINATOR'S REPORT FOR 2025 AGM My time flies, here we are again AGM time! The last year has gone rather quickly, but smoothly, no major issues with enrolments and healthy membership numbers.

	Open Day was once again a lovely day, with our market stall being a huge success! The quality of works on display is always a great spectacle. Our cafe is full of delightful treats for sale. This year it will be held on Sunday 21st of September. Centre lunches were well attended – all members are welcome, just bring a plate to share. A nice lunch between classes or an opportunity to catch up with acquaintances. Our annual Thank You dinner is always a highlight of the year! We went back to school, with a head girl and headmistress keeping everyone in line. A few merit awards to well deserving recipients and thankfully no one was put in detention! What will this year bring, a flight into space? Thank you to Lindsay for taking on the role of coordinator this year. He will be stepping down and we will welcome a new coordinator at the AGM. Lindsay, as far as I know, before my time here, was a coordinator in 2007 and I expect had this role for many years. In 2017 he became Registrar and was in this role till last year, when he stepped back into coordinator shoes. We all thank Lindsay for the many roles he has taken over this time within the Learning Centre, however this isn't goodbye, as he will be at the front desk on a Friday AM as an assistant coordinator and will likely continue attending classes. Many thanks Lindsay! Our secretary, Angela Corfe is also stepping down from her executive committee responsibilities. A new secretary will be welcomed as well. Angela has been our secretary since 2017 and a huge thank you to her for the many years she has given to the Learning Centre. This is also not goodbye as we will see Angela as receptionist on Thursday AM and will continue as secretary of our Centre Liaison Group and attend her much loved crochet class. Many thanks Angela. Big thank you to Lindsay and Anne-Marie for sharing the load that comes with being a coordinator. Many hands, you know the saying. Also, Mary in the office for keeping the day to day afloat. Our registrar and her team for the many hours they put in keeping the website up to date and enrolments running smoothly. Thank you to our members for your continuing support! Vote of thanks to all retirees- endorsed by all present. Annie O'Malley - Principal Coordinator
9	<u>Election of Office Bearers and Ordinary Committee Members</u> <u>Nominee(s):</u> • Principal Coordinator: Annie O'MALLEY • Coordinator x 2: Anne-Marie BOTICA, John PASKULICH • Treasurer: Deb STONE

	• Secretary: Brian LAWLER • Committee Member x 4: Roger David JENNINGS – WH&S, Bronwyn PASOTTI – REGISTRAR With 2 Vacancies Elected unopposed
10	<u>Call for Nominations from the Members Present to Fill the Vacancies</u> No Nominations received from the floor for unfilled vacancies of, • Promotions Officer • Tutor Liaison Officer
11	<u>Change of Bank Authority (if required)</u> Not required
12	<u>Resolutions previously notified by Members:</u> None have been notified
13	<u>Reports:</u> <u>REGISTRAR - B Pasotti</u> Enrolment Report AGM 2025 We had a smooth enrolment period at the beginning of the year and enrolments have continued to trickle in through the semester. Our current membership statistics are: • Community - 650 • Tutor – 84 • Volunteer – 5 • Support Workers - 3 Total – 742 members. This is comparable to the semester one 2024. This semester we have welcomed 132 new members. Our term 2 intake for courses which had vacancies offered on sale, once again proved popular with 59 new enrolments including 21 new members. Two new courses were offered in term two thanks to a couple of our members stepping up to share their knowledge: 'Mosaics for Beginners' offered by Linda Mitchell and 'Drifting Through the Environment' offered by Marilyn Bennet-Chambers. We stepped out this year to offer Master Classes during our Winter in the Centre sessions. The aim of these is to offer professional tuition to existing and potential new members to expand their skills and equip them with the skills and knowledge to enable them to join our workshops. Unfortunately, both of the two master classes which we had on offer had to be cancelled, one due to low interest and the other as the tutor was no longer able to offer this due to surgery. We hope to be able to re-offer this master class in the Summer in the Centre in January.

Semester one courses are now closed for enrolments and the semester two courses are available for viewing online. Semester two enrolments will open Tuesday 22nd July.

As I will be absent during enrolment week, this will be managed by Sally McIlroy who is our extremely capable and diligent Assistant Registrar. She will be supported by an excellent team of administrators and enrollers.

We are pleased to be offering several new courses and very grateful to all of our new and continuing tutors. Members were given a sneak peek at the new courses in the last Centre Talk. I strongly encourage members to not only check the details for these courses online but to also scroll to the bottom of the web pages to view the tutor introductions. These give a wonderful insight into the quality these tutors are offering. Please let others know about the new courses as word of mouth is always the best form of advertising.

Our tutors are an incredible mob. They willingly and enthusiastically volunteer their time to offer a huge variety of courses to enhance the lives of our community members. Some of these tutors have been faithfully serving in this capacity for many years.

All good things do come to an end though and at some point, they will decide to retire (hopefully not soon!). It is important that we continue to offer new and exciting courses and for new tutors and facilitators to step forward so that our centre continues to be a thriving community.

As we are reliant on new tutors or facilitators to approach us. I strongly encourage all members to think about what skills they could share. Maybe you started as a beginner but are now proficient enough to pay it forward by offering a new beginners' class, or you might know someone who you could approach about offering a new course. I think all of our tutors and facilitators would agree that the best thing about the role is the joy in sharing their knowledge and skills.

We do still have spare capacity for some sessions for semester two and would also welcome expressions of interest for 2026.

Bronwyn Pasotti - Registrar

WHS REPORT – R Jennings

Work Health and Safety Report to KCLC AGM 6 June 2025

There have been few issues during the past year with everybody now aware of the need to follow WHS procedures.

Anne-Marie Botica, Margaret Davidson and I carried out an inspection before the beginning of Semester 1 and were pleased to see that there were now no heavy items on high shelves.

Electrical items belonging to KCLC and to class members had been tested and tagged, and a few items that didn't pass disposed of.

The major concern is Crescent Road down to the Learning Centre. This is a narrow road, and drivers are driving too fast in both directions. This is of particular concern as there is no barrier on the left-hand side coming from Mundaring Weir Road which has a steep drop into bushland.

The City of Kalamunda has been asked to address the issue and are considering this. They have also been asked to ensure road markings, and No Entry signs are clearly visible. The WHS Subcommittee will continue to monitor this. Please be mindful of other users, drive slowly, and watch out for pedestrians and other cars in the parking areas.

In the event of a fire please follow the directions of the Wardens when moving cars to allow suitable access for emergency vehicles.

The City is also considering if parking spaces for those with disabilities are adequate and in appropriate places and will probably take action to address this. On another City matter, we now have covers to put over trailing cables. These covers can be collected from the Office.

I would like to thank the other members of the WHS Sub-committee, Anne-Marie Botica and Margaret Davidson for their continued contribution.

Roger Jennings - Work Health and Safety Officer

WORKGROUP LEADERS

EXTERNAL BOOK HIRE REPORT – Gwynne Evans

The past 12 months have seen the Book Hire program continue in a healthy fashion. We now have 13 groups hiring monthly, with 2 more of our long term groups, not hiring at present but who wish to be kept on our books and to receive a copy of the Book List.

I will be away from 1/7/25 until 7/8/25. Most of this period is within our Semester break. However, Book Clubs are a monthly affair, which means we arrange for continuous service throughout the year. Margaret Davidson has kindly taken on the responsibility for posting books in July and August until my return. Books for July are packed. Margaret will be helping with be allocating, processing, packing of the books for August, before semester 1 ends. She will post at appropriate dates during the break. We always plan to post 14 days prior to each groups meeting. I very much appreciate Margaret standing in, whilst I will be away.

I now use the PO Receipt which shows post code, tracking and contact phone number, for each posting. By highlighting and then taking a photograph, I message the picture to each of my contacts on the receipt usually on the day posted or very quickly thereafter. This is decidedly quicker and more accurate than me emailing each group the tracking number each month. When typing a 25 digit tracking number it is very easy to mistype a number. 1digit wrong can make a huge difference for the PO tracking, should the expected package not arrive.

Whilst a busy position, I really enjoy my contact with all the groups that use the facility KCLC offers. I just wish I had known about this service when living in Manjimup for 12 years. It makes a big difference to country women to hire a copy for \$4 + a share in the cost of the return postage. KCLC continue to cover the postage out. The \$4 per copy fee does cover the cost of postage.

Gwynne Evans - Posted Book Clubs Coordinator

CRÈCHE REPORT – Katherine Horne

At the end of 2024 it was decided that the Centre could no longer afford to pay wages for trained workers, and so sadly, we had to say farewell to Debra, Nina and Sally. They had been with the Centre for a long time, and had provided exceptional care to the children in the Crèche, and valuable support to their parents.

Although most of the children in the Crèche in 2024 were “moving on” in 2025 - to school or day care - there were four mothers who wished to continue in their courses this year, but who needed care for their children.

To try to meet the needs of these members, it was decided to trial running the Crèche with the care being provided by volunteers from the general membership. Three of the mothers wanted to attend on Thursdays, so a workgroup was setup to provide a Crèche session on Thursday mornings. Fortunately, a private arrangement was put in place for the one child attending on another day – thank you indeed to the kind person who made this possible.

At enrolment, a wonderful crew committed themselves to the Crèche workgroup roster. The resulting experience has been very positive – the children are happy, the parents are happy and the volunteers thoroughly enjoy their stints in the Crèche on Thursday mornings.

Three children are currently registered to attend. In the coming semester it is planned to open up Thursday morning Crèche for a limited number of new registrations. Times have changed and the demand for Crèche places has been dropping. I am cautiously optimistic that the new style Crèche is a sustainable model to continue into the future.

I would like to thank everyone who has contributed to this new endeavour. This includes the parents for having faith in our abilities, the children for giving us their trust, the amazing team of volunteers who have provided a great standard of care and stimulating play for the children, and the many people in the background who supported me with encouragement and practical assistance in establishing the new style Crèche.

I believe that the spirit that characterized the beginning days of the Learning Centre is finding new expression, as members collaborate to enable the provision of this liberating option for our young parent participants.

Katherine Horne, Crèche Liaison

CENTRE TALK - Caroline Badminton

Centre Talk AGM Report 2025

Centre Talk is the Learning Centre's newsletter, carefully curated by our stalwart Editor, Marilyn Bennet-Chambers.

Centre Talk goes out to approximately 1400 subscribers fortnightly, including current members, past members, and people interested in the goings-on of the Centre.

A link to every issue of Centre Talk is also posted on our Facebook page, which now has over 1,000 followers (although our Centre Talk posts usually only attract closer to 100-200 views).

All past and current editions of Centre Talk can also be viewed through the Learning Centre website. Over the past 12 months, the Centre Talk page on our website has been the 23rd most popular page with 427 views (just as a comparison, our most popular page is the courses search page with a whopping 19,465 views!).

Our most popular Centre Talks are always the Enrolment Specials, which are opened by the most subscribers and have the most clicks on the links contained within the newsletter, which is understandable as everybody is keen to decide which course to enrol in.

Thank you to Sally and Annie, who run their eagle eyes over every Centre Talk issue to check for any errors (obviously some may still slip through the net as we are only human after all) and a big thank you to Marilyn who stepped into the Editor role back in October 2024 and is now fully initiated.

Please keep all your submissions and class news trickling in, and if you aren't receiving Centre Talk, please let us know, as we might have your email address incorrect in the system.

Caroline Badminton, Website Editor

DESK RECEPTION - Alison Houlahan

Desk Reception Report – Annual General Meeting – 6 June 2025

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

This Semester we have had three new Receptionists join our team,

- Gail Sharman, Monday Afternoon,
- Angela Corfe, Thursday morning
- Louise Irvine, Thursday afternoon duties.

Welcome ladies.

Two of our Receptionists are currently overseas and their duties are being able covered by Relievers, Sally Sala-Tanner and Coralie Flatters.

I also have been fortunate this semester to have enough relief people to cover all ten shifts.

would like 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 this Semester.

Alison Houlahan - Desk Work Group Leader

CATERING – Rosemary Hammersley

The role of the Catering Manager is to coordinate any functions which require food and service. The other job that comes under this umbrella is 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 because of the need due to members putting wet and not necessarily clean mugs away.

Centre Lunches.

Thank you to Zoe and Michelle for running the Centre Lunches which are enjoyed by many. Centre Lunches are provided so that members can socialize 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 Open Day Morning tea and light lunches are sold. Open Day is exactly that, a day when the Centre is open to the public showcasing KCLC. This is a Work Group which 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. There are many members who contribute regularly fulfilling their Work Group commitment. A big Thank you to the members who give their time. Rosemary Hammersley – Catering Manager
14	Any other business (permitted by Chairperson) A welcome to two new members to our Executive Committee, John Paskulich - Coordinator Brian Lawler - Secretary Also, a special reminder that members, who are feeling unwell and this is not limited to Covid symptoms, should stay at home and ensure the health and well-being of our members attending the Centre.
15	<u>Date of next AGM:</u> June 5th 2026 To be confirmed.
16	<u>Meeting close:</u> 1237 hrs.