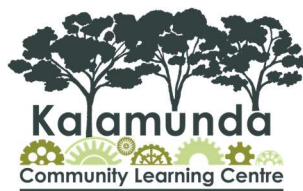


KALAMUNDA COMMUNITY LEARNING CENTRE
Supporting the Community
ANNUAL GENERAL MEETING

Minutes of the meeting held on 5 June 2026 at 1201 hrs.

Present: Annie O'Malley (Chair), Anne-Marie Botica, Deb Stone, Roger Jennings, Brian Lawler (Secretary), Bronwyn Pasotti, John Paskulich, Mary Kowalski, Trish McQuade, David Irvine, Bridget Hogarth, Linda Andrews, Vin Marelich, Sue Marelich, Gwyne Evans, Alison Houlahan, Margaret Waller, David Thornton, Katherine Horne, Jean Smith, Jule Jenkinson, Mavis Paskulich, Margaret Radice, Rosemary Hamersley, Katie Fairweather, Margaret Davidson, Helen Lindhout, Lyndy Richmond, Dorothy Ryan, Marilyn Gosnell, Bert Carse, Helen Carter, Gerard Tonks, Christine Pasco, Gail Irvine, Sue Miles, Caroline Badminton.

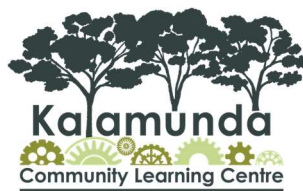
1.	<u>Welcome</u> Meeting commenced at 1201 hrs with the Chair, Annie O'Malley welcoming all present and introducing the current members of the Executive.
2.	<u>Apologies and Notice of Number of Proxies Held:</u> Sally McIlroy, Kay Aram, Gordon Aram, Mike Collings, Sue Underwood, Angela Corfe. Nil Proxies.
3	<u>Acceptance of Minutes:</u> That the minutes of the previous Annual General Meeting held on 6 June 2025 be accepted as a true and accurate record of the meeting. <i>Proposed: Gwynne Evans Seconded: Katherine Horne. Accepted with everyone in favour.</i>
4	<u>Review of Actions from previous AGM:</u> Annie O'Malley reported no matters arising.
5	<u>Treasurers Report - AGM 5th June 2026</u> I have pleasure in presenting the audited Financial Reports for the financial year ending 31 December 2025. For the year ended 31 December 2025 the Kalamunda Community Learning Centre finished with a surplus of \$44,961, while the Statement of Financial Position, shows total equity of \$274,463. The Financial Reports were audited by Success Tax Professionals in Kalamunda who have also agreed to be our Auditor next year. The main reasons why we achieved a surplus of \$44,961 last year: Income KCLC Income increased from previous year due to: • Membership fees increased from \$10 to \$20 last year which resulted in an increase of \$8000, • Interest received increased by \$4,500 from previous year due to increased interest rates and an increase to our term deposit. Expenses In 2025 we were able managed our expenses very well with the only major expense being an increase in computer maintenance by \$7000 compared to previous year. We also managed to



	have only small increases in our Insurance premium and our rent. These two items are our biggest expenses, making up 47% of our total expenditure. 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, and we have funds to celebrate our 50th Anniversary next year. Deborah Stone Treasurer 5th June 2026
6	<u>Acceptance of Financial Statements and Auditor's Report:</u> <i>Proposed; Annie O'Malley Seconded: Rosemary Hamersley. Passed, 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: Rosemary Hamersley – endorsed by all.</i>
8	<u>Annual Report by Principal Coordinator's Report (previously circulated).</u> PRINCIPAL COORDINATOR'S REPORT FOR 2026 AGM A quick overview of the year since the last AGM. Enrolment week is always an exciting time, especially after the extended winter break, with each one running smoother than the last. We continue to see new faces in our midyear intake. The creche started its new model with a healthy roster of volunteers and continues to accommodate four children. Orchestrated by creche leader Katherine Horne. Open Day is always well supported and duly organised by Bridget. It is a well-attended event and I am looking forward to this year's exhibitions and the delicious delights in the café! Bridget and her team will no doubt have a few surprises. The Thank You Dinner is the highlight of the year for the tutors and regular volunteers. It was a fantastic night on the cruise ship MV Learnalot. Rosemary and her team have most likely already commenced preparations for this end to our year. Summer in the Centre continued over our long break and was popular as always. Thanks again to Anne-Marie for running this. Enrolments in Feb went smoothly (thanks to many hours of problem solving by Bronwyn and the enrolment team. They managed to clear the waiting area in around two hours! Huge effort. In April, once again Anne-Marie sacrificed her weekend and held a stall for KCLC at the Kalamunda Show. By all accounts it was well attended. Our eagerly awaited fire drills were conducted without incident!

	Centre Talk is a vital means of communication, keeping members informed about Class News, lost property, events happening or important information that the Executive wishes to be known. The Editor, Marilyn, has certainly made it her own. As my time as Coordinator/Principal Coordinator comes to a close, I must acknowledge and thank the wonderful people who have made up the Executive Committee over the past four years and all the behind-the-scenes people who make our job easier. I thank them all. It may sound glamorous “Executive Committee” but these people give numerous hours and put in a lot of hard work in their specific roles. As I now vacate this seat, I am assured the centre will be in good hands with the incoming and ongoing Executive Committee and I expect they will receive your full support. We are ALL volunteers after all! That’s me, off to be a grandparent! Annie Annie O’Malley - Principal Coordinator
9	<u>Determination of Number of Ordinary Committee Members</u> To confirm proposal that this should be 4. Proposed: Annie O’Malley Seconded: Gerard Tonks
10	<u>Election of Office Bearers and Ordinary Committee Members</u> The Secretary read the Nominations have now been received as below: • Principal Coordinator: Anne-Marie BOTICA • Coordinator (two positions): Susanne UNDERWOOD; Rosemary HAMERSLEY • Treasurer: Deborah STONE • Secretary: Lyndy RICHMOND • Ordinary Committee Member (four positions): - Bronwyn PASOTTI (Registrar) - Roger JENNINGS (WHS) - John PASKULICH - Vacancies – 1 (No Nominees) Nomination from the floor for Ordinary Committee Member vacancy. Vin Marelich nominated and confirmed he had read and complied with the conditions of Nomination Proposed: Annie O/Malley Seconded: Gwynne Evans. Passed, all in favour. RETURNING OFFICER, Gerard Tonks asked by the Secretary to take over proceedings and ask current Committee to stand down. Question from the floor from David Irvine. Chairperson allowed the question to be heard before the Returning Officer assumed meeting control. David Irvine raised question about changes to the Nomination Form and querying the validity of the Nomination process, in his opinion. David Irvine proposed a way to resolve the current query he raised.

	“That the meeting resolves to validate the results of this election” Proposed: David Irvine Seconded: John Paskulich Members Agreed. David Irvine then proposed, “That an Executive Committee and interested members drawn from this meeting to develop a Nomination Form that is acceptable for future elections.” Proposed: David Irvine Seconded: John Paskulich Members agreed with 4 Against. David Irvine, followed this by proposing “The formation of this sub committee be comprised of the 3 Coordinators and 3 interested Members from the whole organisation. The Executive to discuss this at their next meeting.” Proposed: David Irvine Seconded: John Paskulich Agreed. The Returning Officer then assumed control of the meeting. Asked if the there was any objection to Gerard Tonks being Returning Office. Nil objections Declared he had the Nomination Form originals and declared that everything was in order. Read out the Nominations Principal Coordinator: Anne-Marie BOTICA Coordinator (two positions): Susanne UNDERWOOD; Rosemary HAMERSLEY Treasurer: Deborah STONE Secretary: Lyndy RICHMOND Ordinary Committee Member (four positions): Bronwyn PASOTTI (Registrar) Roger JENNINGS (WHS) John PASKULICH Vin MARELICH Declared that all Executive duly, as listed above, elected. Anne-Marie Botica, the incoming Principal Coordinator, now assumed the Chairperson role and was joined with the newly elected Executive who assumed their seats at the front table.
11	<u>Change of Bank Authority (if required)</u> The Treasurer advised the new Chairperson, Anne-Marie Botica that new Bank Authorities required for the two new Coordinators would happen within the next month. - Susanne UNDERWOOD; Rosemary HAMERSLEY - Annie O'Malley is leaving her Principal Coordinator role and will need her Bank Authority to be cancelled
12	<u>Resolutions previously notified by Members:</u> None have been notified
13	<u>Reports:</u> <u>REGISTRAR - B Pasotti</u>



Registrar's AGM Report 2026

Enrolments remained strong for Semester 2, 2025 and Semester 1, 2026. This semester, 681 members enrolled in the 85 courses on offer. Including tutors, volunteers who assist at the Centre but do not enrol in courses, and support workers, total membership so far this year is 770, including 130 new members. Total membership since the last AGM is 888.

As noted in the report to the General Meeting in term one, we have decided to postpone the planned website platform upgrade. Although we had hoped to have it ready for semester two enrolments, the success of semester one has led us to delay the change for now. We still expect the site will need upgrading in the near future, but advances in AI may allow us to do this more efficiently and at lower cost. We are hopeful that semester two enrolments will run as smoothly as they did at the start of the year.

As in past AGM reports, I am again calling for new courses and tutors. Our tutors are the backbone of the Centre, and we are deeply grateful for their long-standing generosity and commitment. For the first time that I can recall, more courses have been withdrawn for semester two than new ones added. While some will return in 2027, we need more people to step forward if we are to maintain a broad and engaging program. Although we regularly receive suggestions for new courses, these can only proceed when community members volunteer to tutor or facilitate them. If you have something to offer next semester or in 2027, please let the office know.

Our investigation into the feasibility of a second volunteer-run creche has been productive with enough expressions of interest to offer a Wednesday morning creche. We have decided to offer this in term 4 on a trial basis. Sue Bailey has very kindly offered to lead these sessions.

The semester two program is now available on the website and displayed in the foyer. The latest *Centre Talk* included a sneak peek at the new courses on offer, and the usual special enrolment editions will be published before enrolments open at 9.30 am on Tuesday 21 July. A huge thank you to all our continuing and new tutors, and to those unable to offer their courses in semester two—you will be missed.

Bronwyn Pasotti - Registrar

WHS REPORT – R Jennings

Report from the KCLC Work Health and Safety Sub-committee for Annual General Meeting 5 June 2026

1. First my thanks to the members of the Sub-committee, Anne-Marie Botica, John Paskulich and Margaret Davidson who all continue to actively contribute to the work of the Sub-committee.
2. The members of the Sub-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 have been addressed. All Testing and Tagging of electrical equipment belonging to the City of Kalamunda, the KCLC and Tutors/Students has been carried out. Members bringing additional electrical equipment into the Centre must ensure it is properly tagged.
3. Concerns were noted that most of the televisions were not securely fixed to the walls. This is a particular problem since most of the televisions are mounted so close to the wall that it is virtually impossible to connect HDMI cables, etc. The City of Kalamunda was asked to address these issues but has not done so yet.
4. The City was reminded yet again about the need for a safety barrier beside the roadway leading from Mundaring Weir Road to the carpark. Action is still awaited. The City has

been asked to ensure there is proper control of heavy vehicles entering Jorgensen Park using the upper road so there is no hazard to cars leaving the carpark.

5. 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 of a bush fire. New Fire Safety information notices are now displayed in all rooms and members are asked to read these. 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.
6. 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.
7. 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. June 2026

CENTRE LIAISON GROUP

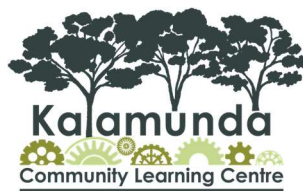
REPORT TO KCLC ANNUAL GENERAL MEETING – 5 JUNE 2026

The Centre Liaison Group is a monthly meeting of all Workgroup Leaders, Assistant Coordinators, the Office Manager, Receptionists and any members who wish to attend.

Its aim is to liaise with the Executive Team to identify and find solutions to challenges encountered by all members of the Centre to ensure the smooth running of the Centre. The Group hopes to find new ways to support the Executive Team with tasks and projects, particularly as the Centre heads towards its 50th anniversary year.

Over the past twelve months the group has reviewed the following issues / proposals:

- The group continues to seek ways to improve the ambience at the Centre.
- Liaising with the Executive regarding annual election procedures, including the role of Returning Officer.
- 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).
- Liaison with K Horne and support for her successful Thursday morning volunteer Crèche.
- Update of the CLG's Terms of Reference.
- Photos Workgroup – reviewing photos and identifying important milestones and projects for display during the 50th Anniversary celebrations. Members involved in the early stages of the Centre or special projects / events are sought for involvement with the group.



The Group continues to meet monthly during 2026 on 12 June, 21 August, 18 September, 16 October 2026 and 13 November 2026. We invite any members wishing to become more involved in the Centre to join us at a meeting on any of the previous dates – please contact the Secretary, Angela Corfe at CLG_Secretary@kclc.org.au

David Irvine, Chair
Centre Liaison Group
18 May 2026

WORKGROUP LEADERS

CRÈCHE REPORT FOR AGM 5 JUNE 2026 – Katherine Horne

I am happy to report that the creche session on Thursday mornings, staffed by volunteers, has been successfully operating now for nearly three semesters.

Two children had started at the beginning of 2025 and at the end of that year we had four attending. At the commencement of Semester 1 this year two left to go to other childcare arrangements. By second term both of these places had been filled, so we are currently running once again with four children.

Four is a very comfortable number for three volunteers to manage. The children get plenty of individual attention (which they really like) and the carers have an enjoyable morning. However, there is a waiting list of parents wanting to join the Centre and have their children in the creche. As a result, we have been looking at how to increase capacity without losing the benefits of a small group.

Increasing the group size – by just a little bit – was a possibility, but this reduces the waiting list by just the same little bit. Another session on a second morning was considered a better option.

So, I am very pleased to say that from the commencement of Term 4 we will be offering an additional creche session to be run on Wednesday mornings.

Last year I was delighted and deeply touched by the response from members when we launched the volunteer-run creche. I am optimistic that there will be sufficient support from within the Centre to enable the second session to flourish also.

In conclusion, I wish to acknowledge everyone who has contributed to the running of the creche. My heartfelt thanks to the volunteers – helping in the creche is an act of kindness that makes a difference to the lives of our young parent members. I would also like to express my appreciation for the assistance and encouragement I have received - in so many ways - from other members of the Centre.

We have a creche – well done KCLC – please be proud of this.

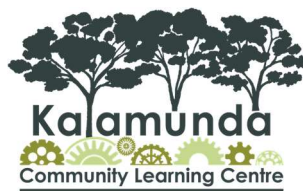
Katherine Horne
Creche Liaison Officer

PROMOTING THE CENTRE – REPORT FOR THE AGM 2026

Throughout the year, we actively promote Kalamunda Community Learning Centre's courses and activities to attract new members. Key initiatives included:

Flyers and Posters

General flyers and posters for the Centre were distributed through local libraries,



Woodlupine Family Centre, the City of Kalamunda administration building and local events like 'Have a Go' days and the Kalamunda Show, as well as at our own Open Day. Anne-Marie Botica and other volunteers represented the Centre at these events. Posters and flyers for new courses have also been displayed at the Centre and local libraries and sent to interest groups where applicable. For example, 'Songs with Bubs' and 'Positive Parenting' were advertised to local schools, the child health centre, Zig Zag Early Years Partnership and local playgroups, while 3D Printing course flyers went to Kalamunda Markets.

Social Media

All courses and events are promoted on our Facebook page, which has over 1,100 followers, and shared through local Kalamunda and Perth Hills community Facebook groups. The most popular post in the last 12 months has been a post promoting courses on sale in Term Two of Semester One, with 5,298 views, followed by a post promoting our stand at the Kalamunda Show with 3,142 views. These particular posts had high views as they were shared on other pages, so thank you to everyone who helps extend our reach by sharing our content.

YouTube / Videos

This year, we expanded our promotional activities by introducing video content and launching a YouTube channel to showcase the Centre and its programs.

Centre Talk

Throughout the year, we use Centre Talk to promote courses, activities, and events to both current and potential new members. Edited by Marilyn and assisted by Anne-Marie and Sally, Centre Talk goes out to approximately 1,475 subscribers fortnightly. 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.

Website

Our website is our central promotional tool, and most other promotional initiatives steer potential new members to the website for more information, so it is continually kept up to date with the latest event, course and enrolment information.

We could be doing more, but we are all volunteers with limited time. Our members are our best ambassadors. You, our members, can help us grow by:

- Liking, commenting on, and sharing our social media posts to help spread the word.
- Letting us know about opportunities to promote the Centre, such as local venues, community groups, or events where our flyers could be displayed.
- Recommending the Centre to friends, family, neighbours, and colleagues. Word-of-mouth referrals remain one of the most effective ways for new members to discover us.

Thank you for helping us build a vibrant and welcoming learning community.

Caroline Badimton - Publicity Officer

CATERING REPORT - Report for AGM 2026

Centre Lunches

There are 3 Centre lunches a year. These lunches are a way for members to socialize with members from other classes

Each person attending brings a plate of either savoury or sweet to share.

Michelle and Zoe have been running these lunches for a few years now even through births and toddlers but have now stood aside. We will need a new leader for this position as it is falling on Mary now. Thanks Mary. These lunches are part of fostering a strong community.

Enrolment week

There is a catering group who make morning teas for the many hard workers during this week. Thanks to Margerat and the workgroup who keep the coffee and cake coming. Lunches are also supplied for the Enrolment team. On Tuesday there are at least 25 lunches needed and by Friday it is down to 10. Once again this is a workgroup commitment.

Open. Day

This is the biggest catering event of the year. It involves members in so many ways. Soup making morning and afternoon tea, making sandwiches and rolls, set up and pack up. Now I forgot to wash up which has someone at the sink most of the day.

The cost of morning tea or lunch is \$5 which does mean we cover costs. Cheapest in town. We may increase the price this year.

Clean Up Days are also part of the Catering Managers roll.

At the end of each term all the kitchen cupboards are scrubbed and anything broken or not belonging to Centre is dealt with accordingly

The biggest job is cleaning mugs and containers for tea, coffee and sugar.

Clean Up Days ensure that the new term starts with clean organised cupboards.

Thank you

Rosemary Hamersley
Catering Manager.

OPEN DAY REPORT FOR 2026 AGM

Last year was one of our best but I think I can say that every year.

As you all know that the Open Day is the day where we show off what we have achieved over the past year, listen to great music, chat with friends we don't see as their class doesn't coincide with theirs. It is also a time to enjoy a great morning or afternoon tea or even a great lunch. Yes, Open Day is one of our best days of the year.

After the last one, I decided to make a few changes, maybe even radical changers. Someone suggested it to me, and I thought it was a great idea. I wish I could remember who it was as they deserve the credit.

The changes are going to be ...

The artwork is going into the white room and down the hallways.

We are not going to use any other rooms other than the hall, white room and craft rooms.

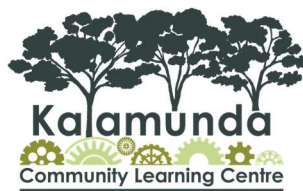
The red room (this is the end of the Hall) is going to have all the smaller displays round the outside of the hall, and the cafeteria is going to remain the same.

The reason for the changes is that no one was going into the rooms and those people felt left out. So, as the person said, "Why don't we put them all together in the hall and make it look like a Market Place."

Mosaics are going to stay in the hallway by the entrance., Scraps to Sculptures is going to stay in the passageway and as I said earlier, the artwork is going into the White room. Life drawing is going in there too, possibly up the far end but not segregated. There is no need!

Ukelele will stay out on the verandah (weather permitting) as will the White Elephant.

Book stall (no magazines) and marketplace will stay in the craft room along with pottery.



	There is a problem with the Whiter Elephant and bookstore as the people who took all the left over "stuff" cannot do it anymore as they are retiring due to ill health. I will look to see if there is any other charity that can help us out otherwise, we may have to do without both these popular activities. If anyone has any queries about this new arrangement, then I will gladly listen to it though may not take notice. Remember this is an experiment which I hope will work. Bridget Hogarth - OPEN DAY <u>DESK RECEPTION - Alison Houlahan</u> Desk Reception Report – Annual General Meeting – 5 June 2026 Since the last AGM our Desk Receptionists have carried out their duties with a smile, a welcome word and adapted to any new changes that were asked of them. They are a very responsible and friendly group of people. This past year we have had Desk Receptionists away due to various reasons, but their positions have been covered very well by our Relief desk people. I also have been fortunate to have enough Relief people to cover shifts when required. A new member to Kalamunda Community Learning Centre, Caroline Maklin has recently joined our team of Receptionists taking up Wednesday PM Duty. A big welcome Caroline. I would like to personally thank the Desk Receptionists, Assistant Coordinators and Desk Relief members for their continuing excellent contribution to the smooth running of the Kalamunda Community Learning Centre. Alison Houlahan Desk Work Group Leader
14	Any other business (permitted by Chairperson) Chairperson asked Secretary to note that John Paskulich left the room at 12:50pm for tutor class duties A welcome to three new members to our Executive Committee and thanks to outgoing Executive Committee members • Incoming Coordinators: Susanne UNDERWOOD; Rosemary HAMERSLEY • Incoming Secretary: Lyndy RICHMOND • Outgoing Executive: Annie O'Malley, Principal Coordinator and Brian Lawler, Executive Secretary
15	<u>Date of next AGM:</u> June 4th, 2027. To be confirmed.
16	<u>Meeting close:</u> 1:05pm.