



South Perth Learning Centre Inc.
Minutes of the
32nd ANNUAL GENERAL MEETING
Held on Friday 16th August 2019

South Perth Learning Centre Inc., Lower Level, South Perth Civic Centre
South terrace, South Perth, WA 6151

PRESENT:

Executive Committee Members: Cleve Main (Chairman), Janet Renner (Acting Treasurer), Wayne Muller, Warren McCamey, Julie Bain, Nadine Porter

Invited Guests: Sue Doherty, Mayor City of South Perth; Margaret King, Community Development Co-ordinator, City of South Perth; Patrick Quigley, Manager, Community Culture and Recreation, City of South Perth (present from 1.55pm); Greg Milner, Councillor, City of South Perth.

Members: Gerry Derksen, Michael Cazalet, Linda Parker, Andrea Henning, Wendy Howlett, Sandy Crompton, Norma Crossing, Marie Ward, Annette Crabbe, Clem Kohler, Stefanie Collette, Anne Evans

APOLOGIES: John McGrath MLA; Jane Chilcott, LinkWest CEO

The Chairman declared the meeting open at 1.30pm.

The Chairman welcomed members and guests, and introduced members of the Executive Committee and invited guests.

ACCEPTANCE OF MINUTES OF AGM 2018

Motion: that the minutes of the 31st Annual General Meeting held on 31st August 2018 be accepted.

Moved: Wayne Muller

Seconded: Linda Parker

MATTERS ARISING

Nil

CHAIRMAN'S REPORT

The Chairman read his report, which had previously been distributed to members, and invited questions/comments from attendees. Matters arising from the report were:

1. The Chairman reiterated that the Committee will seek suggestions from members and volunteers regarding courses and activities which could be offered by the Centre to attract popular support, in order to increase participation and therefore income. Overheads including taxation, software packages, paid staff and GST had to be covered by such income.
2. Members of the Committee were currently preparing a grant application to the Royal Perth Golf Club which had to be completed within the next three days. The lack of preparation time had resulted from the loss of personnel, change of the Centre's auditor, and preparation of documents for the AGM, in particular the information needed for the auditor's report.
3. Committee was also investigating the efficient operation of the Centre with regard to the viability of employing a Centre Manager and a financial/administrative assistant, both on a part-time basis.
4. Gerry Derksen commented on his disappointment that the Centre's financial position had not improved more as Cleve Main had worked tirelessly to bring that about. He put forward two suggestions; firstly that the Centre may attract people to a music class, and secondly he queried whether a room could be set aside for hire as a drop-in centre. Cooking classes were mentioned but the meeting was advised that there had been a lack of interest and feedback had suggested that they were considered too expensive. The Chairman responded that the Committee would investigate any suggestion with regard to its viability and anticipated interest from the community.
5. In response to a suggestion that a meeting of all stakeholders be held to collate suggestions, Janet Renner advised that when the new members of the Committee had settled in, an internet survey for suggestions may be organised followed by a meeting.
6. The Chairman advised that the Centre had been liaising with Ann Reeves of the Glyde-In Community Centre regarding their methods of operation. He noted that the Glyde-In receives financial support from the Fremantle Council. Janet Renner had been advised by Ann Reeves that money received from grants had to be incorporated into specific spending which did not necessarily increase income. The Centre may have to make an application for financial support from the City of South Perth.
7. It was suggested that the Centre should feature in the Peninsula Magazine, but it was pointed out that the Peninsula is a magazine which promotes City events and therefore is not an advertising vehicle.

8. Janet Renner suggested that collaboration with other entities in order to bring about diversification rather than competition would result in positive outcomes for providers and for the large community population.
9. It was suggested that the South Perth Learning Centre Committee review its five-year Strategic Plan to determine future direction.
10. Cr Milner summarised that duplication of courses was unproductive and that communication was the key. It was necessary to avoid duplication, identify where synergy existed and determine how operations could be done differently and more efficiently, as well as identification of what content and costing would attract maximum interest and participation from the community. Cr Milner also asked how much dialogue was shared by the Learning Centre and Senior Citizens Centres etc, and was advised that the Term Program mailing list includes such entities.

Motion: That the Chairman's Report, be accepted

Moved: Gerry Derksen

Seconded: Michael Cazalet

FINANCIAL REPORT

In the absence of a treasurer after Brian Adams' retirement owing to ill health in January, Janet Renner had been working on, and presented the Centre's financial report for the year ending 30th June 2019. The report had previously been circulated to members with the AGM documents. Janet summarised the financial position of the Centre to 30th June 2019 as follows:

- It had been difficult to fill the position of Treasurer despite extensive advertising, but she was pleased to announce that Alan Abraham would now be taking up the position.
- The Centre's bank balance had been the same since she took over, but the Profit and Loss Statements did not look very good. This was the reason the Committee had decided to look for an auditor and accountant who could assist us in analysing the Centre's finances. Janet had dealt with Macri Partners, whose highly detailed report had been distributed to members. Macri had assisted in identifying where things could be done differently, including the operation of software packages MYOB and Class Manager. It had appeared the Centre had a solid profit last year and a loss this year but there were reasons for this: The cost of Class Manager was additional, however Class Manager is considered to be a great asset and well worth the expenditure; consultants used to apply for a grant had cost \$5,000; there had been a substantial increase in wages which had necessitated examining Centre operation from the point of view of courses; BAS had to be completed and Single Touch Payroll had to be incorporated, both of which are now running and operating efficiently. Macri had also helped us to identify where certain things may have been missed. We had lost approx. 30-45 members over the 12 month period, and considering some members attended multiple courses this represented a large sum of money. It is now necessary to examine our courses and decide which can continue to run and which

cannot. In addition there had been a changeover balance at the end of the year of \$15,000 which had been included in last year and should have been included in this year so the situation was better than it appeared from the statements. We now know what the auditor needs so the information will be collated during the year and the process will be a lot easier next year.

- Alan Abraham will be working on a budget and a future forecast.
- In answer to a member's question Janet confirmed that the Centre is paying superannuation and all ATO requirements are being met.
- The matter of the ongoing problem with the faulty projector in Room 3 was raised, and Patrick Quigley responded that this was being investigated.
- Janet thanked Stefanie Collette and Didi Mudigdo for their efforts in getting the AGM documents out to members.

Motion: That the Treasurer's Report be accepted

Moved: Julie Bain **Seconded:** Andrea Henning

AUDITORS' REPORT

The Auditor's Report had been circulated to members prior to the meeting.

Motion: That the Auditor's Report be received and accepted

Moved: Norma Crossing **Seconded:** Wayne Muller

ELECTION OF OFFICE BEARERS FOR 2019/20

The Chairman advised that there was one nomination only for each position.

The following members of the Executive Committee were nominated:

Chairperson: Clementine Kohler

Vice Chairman: Cleve Main

Treasurer: Alan Abraham

General Member: Janet Renner

General Member: Julie Bain

General Member: Annette Crabbe, nominated by Janet Renner

General Member: Wayne Muller, nominated by Cleve Main

Minutes Secretary: Erlyn Dale, nominated by Janet Renner

No further nominations were received.

Two Committee members were standing down, those being Warren McCamey and Nadine Porter.

There being no objection recorded at the meeting, all those nominated were accepted and elected unopposed.

At this point, Cleve Main vacated the Chair and was replaced by the newly elected Chairperson, Clementine Kohler.

Janet Renner introduced new Committee member Annette Crabbe. Erlyn Dale and Alan Abraham were unable to attend.

Clementine Kohler introduced herself to attendees, giving a brief background of her current employment and experience, and explaining that she enjoys giving back to the community.

Janet Renner led a vote of thanks to Cleve Main for his hard work on the Committee as Chairman.

Cleve Main thanked Brian Adams, Warren McCamey and Nadine Porter for their contribution on the Committee.

APPOINTMENT OF AUDITOR FOR 2019/20

Motion: That Macri Partners, Suite 2, 137 Burswood Road, be appointed as auditor.

Moved: Norma Crossing

Seconded: Annette Crabbe

GENERAL BUSINESS

1. Liaison between Volunteers and Committee Members

Andrea suggested that greater liaison between volunteers and Committee members would result in greater efficiency and understanding. Clem Kohler confirmed that this matter had been raised in Committee. Cleve Main said although it had been suggested that a volunteer sit on Committee, this raised questions of confidentiality. CM said he would be happy to sit in on the volunteer meetings and act as Liaison. It was stated that volunteers are now intending to meet once each month. Glyde-In had made an offer for their committee to meet with our committee to share information. It was suggested that Glyde-In be asked how they organise liaison between their committee and their members.

2. City of South Perth and South Perth Learning Centre Liaison

Patrick Quigley spoke, explaining the role of the Community Culture and Recreation Department is to promote more collaboration and in some cases assist as advocates between organisations in South Perth. He had noted the problem with the projector and would assist with any issues relating to use of the building as well as professional development as they run a lot of workshops on topics such as recruitment of volunteers. Patrick said Margaret King would advise the Centre when workshops were to run.

- Cleve Main raised the issue of improvement of the al fresco area in order to increase its use. Patrick advised that for a minor capital works project the Centre could access the City's Community Funding Programme, co-ordinated by his colleague Margaret King. This could grant up to \$5,000, but requests for expenditure greater than that had to be part of the City's annual budget process and applications needed to be in by August one year for assistance in the following financial year. They have a landscape architect who could give general advice but if a general plan was requested there would be costs associated with this.

GENERAL BUSINESS (cont'd)

- It was suggested that a monthly members' meeting at which members could voice any concerns would be helpful.
- Cr Greg Milner advised that other community groups had accessed grants from the Federal Government's Building Better Regions Fund.
- Patrick Quigley said his department would continue to send grant opportunities to SPLC dependent on the criteria required to apply.
- In response to a query whether the Learning Centre could access rooms in the new building, Patrick Quigley advised this would be at a cost.
- It was suggested that regarding the frontage of the building the signage is not effective, and it would be more appropriate for it to be on the edge of the balcony, rather than recessed back.
- Cleve Main said with regard to the defibrillator there had been an offer of training two people in CPR but people were not in the Centre on a full-time basis. He understood people in the library were trained so asked if the Learning Centre could call on them in an emergency. Patrick Quigley said this may raise problems because of OH&S regulations and suggested calling triple O before calling the library to ask if there were any people trained in CPR. He advised that if we wanted additional training in First Aid or another area, the Community Funding Programme would be the correct avenue through which to apply for financial support, and this could be done at any time of the year. It was asked if there was any reason why the access code to the defibrillator was not distributed and advice was given that 000 would give it when called.
- Regarding a group of children attending courses in rooms three and five, it was suggested Working with Children permits may be needed by people involved. Janet Renner said this would be investigated.

The Chairperson, Clementine Kohler, thanked everyone for their attendance and their support for the Centre, for their questions, suggestions and their feedback.

There being no further business, the Chairperson declared the meeting closed at 2.27pm.

Members and guests were invited to join the Chairman and Committee for light refreshments.

Signed:

Date:

Clementine Kohler
CHAIRPERSON

Signed:

Date:

Nadine Porter
Minutes Secretary