



Balai Bahasa Indonesia Perth Inc

Board Meeting Minutes for 3 July 2025

Venue: Online Scheduled Start: 19:00

1. Welcome and apologies

Present: Sue, Madeleine, Sally, Glenys, Karen, Tri, Hara, Wilfred

Guest: Moya

Absent: Danielle

2. Minutes of the previous Board Meeting

- Accepted Karen, seconded Hara.

3. Business arising from minutes

1. See items brought forward (b/f) under various headings below

4. Correspondence

1. Letter of appreciation from BBIP to KJRI re Students Awards Night
2. Letter of appreciation from KJRI to BBIP re Students Awards Night

5. Meeting dates 2025

Sue would like to set the following meeting dates (Wednesday evenings) for the remainder of 2025. Board members are requested to add them to their diaries.

23 July / 20 August / 24 September / 22 October / 26 November

6. Finance (Karen)

1. **Treasurer's report:** Karen detailed the following financial aspects of BBIP. It is an ongoing process, hence reports are as yet not completely accurate nor finalised.
 - Interim profit and loss statement of activity 1/11/24 to 30/6/25 – this is not completely accurate due to a number of factors but shows a slight loss on class income versus expenditure which we need to monitor.
 - Working through QuickBooks (our accounting software) to bring transactions on our four bank accounts up to date after being neglected for more than 2 years. This includes tracking down invoices for particular payments and reimbursements.
 - Dealing with outstanding Association Information Statements (AIS) for Associations Online (completed).
 - Taking steps to address outstanding Business Activity Statements (BAS) along with our accountants CM Accounting, including authorisation with the Australian Tax Office and the recovery of GST on goods/services purchased by BBIP (ongoing in collaboration with our auditor Carol at CM Accounting).
2. **Bank balances:** Karen further explained:
 - the functions of our 4 accounts – the Day-to-Day account for everyday payments [currently 9,278.40]; the Debit Card account for online transactions [currently \$984.04]; the Projects account for larger projects [currently \$23,000.00 of which \$15,000 is BBIP funds and \$8,000 is ASILE* funds]; PayPal account from which funds from membership, course and event payments to BBIP which Karen will transfer weekly to the Day-to-Day account.
 - *ASILE (Australian Society of Indonesian Language Educators) in the past organised conferences in different states on a two-yearly basis. This has not occurred since 2020

due to Covid and other factors. As the last conference was to be held in Perth (but did not occur), BBIP is custodian of the funds until such time as ASILE decides on a way forward to future activities.

- Wilfred and Karen agreed on the steps being taken to correct an overpayment to Andre Maure in 2024.

3. The Treasurer's report was accepted by the Board: moved by Hara, seconded by Sue, all in favour.
4. Sue thanked Karen for all the work she has done and continues to do in order to bring BBIP's financial situation up to date.

7. Membership update (Wilfred)

BBIP active membership currently stands at 118.

8. Classes update (Wilfred)

1. The teachers for Term 3 2025 face to face classes will be – Ibu Amanda (Beginners 1 Survival), Ibu Delvi, (Beginners 2C) and Mas Lutfi Ismail (Conversation). At the beginning of the year, Wilfred arranged with the two Perth-based Language Assistants to teach the Conversation class – Mas Reiwind in Semester 1 and Mas Lutfi in Semester 2. The online teacher will continue to be Pak Andre Maure.
2. B/f Class resources and class progression review subcommittee. Sue would like to organise a subcommittee of the BBIP Board to review aspects of the classes: programs for each level, materials, which classes to run, teacher pool and availability and other factors such as ways to encourage students to progress through the levels. **Sue will contact Wilfred and Hara about forming a subcommittee with the aim of implementing updated courses and strategies at the start of 2026.**
3. Possible extra BBIP class venues. BBIP has received enquiries at various times about classes closer to home from people both north and south of the river. **Sue will look into potential new locations for BBIP courses, for example John Septimus Roe Anglican Community School in Mirrabooka (which has already expressed interest), other schools NOR and SOR as well as community centres.** We will also offer our lecture chairs (currently in storage) for sale or donation to any venues requiring them. See also note under Koala Storage below.
4. Karen suggested advertising the classes by email to the complete BBIP database of present and past members, to reach a larger audience. Those members or ex-members not wishing to be on the mailing list can have their email address removed from the database. To avoid having to export the entire membership list to Excel, we can use MailChimp, the website-based email facility, which has a professional interface and reaches every email address on the BBIP database. Sue, Karen and Wilfred looked at how to access MailChimp via its own URL and login. **Sue to email Wilfred details of the login plus access to the secretary@balaibahasaperth.org webmail, to which MailChimp sends the access code.**

9. Website and social media

1. Report on website and dummy product page: Sue thanked Tri for a very thorough and useful report which looked at user feedback on all the perceived issues with the website.
2. Website sub-committee: It was decided to set up a website subcommittee consisting of Tri, Sue, Moya, Karen and Wilfred. The subcommittee will have its first meeting on Saturday 19 July at Karen's house. **Sue to email members of the subcommittee with the details of the meeting.**

10. Programs, events and collaborations

1. B/f past events summary: the following events have occurred and been reported on previously via email, WhatsApp and/or BBIP social media:
 - AIYA Trivia Night (13/6/25)
 - BBI se-Australia meeting with Ibu Yuli (24/5/25)
 - KJRI Student Awards night (20/6/25)
 - UWA joint schools' excursion (26/6/25)
2. B/f ICCWA update on Susi Susanti: Susi Susanti will take part in a range of activities with ICCWA. A screening of the film "Susi Susanti" is still planned for 19 August but venue TBA.
3. B/f Sue contacted Ibu Agnes Harijanto of Bali Modern Cuisine. Ibu Agnes is happy to arrange a special menu for BBIP possibly with an East Java focus. She is awaiting confirmation of the date.
4. Sue and Karen met with Pak Deidy, who agreed to be the speaker at BBIP re members' lunch and is available on Saturday 2 August 2025. **Sue to contact Ibu Agnes to confirm Saturday 2 August as arranged with Pak Deidy the speaker.**
5. Sue has informally invited Pak Deidy to be a Board member of BBIP since he has very substantial skills and experience that can be of great use to BBIP. Karen clarified that there are still vacancies on the Board, and if Pak Deidy joined it would be as a member of the Indonesian diaspora in Perth with no particular allegiances. The general feeling of the Board was that they would like to know him better, so a decision on co-opting Pak Deidy is postponed until we have had a chance to know more about him, for example, at the members' event on 2 August.
6. Robbie Gaspar has offered some free tickets to the WA State Team vs Persebaya on Wednesday 9 July. **Sue to offer the free tickets to the BBIP membership via social media.**
7. BBIP events Sept-Dec 2025: may involve ReelOzInd and another BBIP members; event. To be discussed further.

11. Koala Storage update (Sue)

1. Computer items have been disposed of by donating to the Wembley community via their Facebook Page.
2. Chairs are the only items for which we still need the storage unit. They have been advertised for sale on Gumtree and Facebook Marketplace but no serious interest so far. It was decided to maintain the storage until the end of 2025 and meanwhile to try to sell or donate the chairs, ideally to a location (e.g. school or community centre) that may become a new SOR or NOR BBIP class venue. See action in 8.3 above.

12. Any other business

No other business.

13. CLOSE 8:45pm