



Balai Bahasa Indonesia Perth Inc

Board Meeting Minutes for 20 August 2025

Venue: Online Meeting began: 19:00

1. Welcome and apologies

Apologies: Madeleine, Sally, Danielle

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

2. Minutes of the previous Board Meeting

- Minutes accepted: moved Hara, seconded Karen, all in favour.

3. Business arising from minutes

Sue highlighted actions from the last meeting not yet completed:

- BBIP class materials subcommittee (yet to meet)
- Investigate extra class locations both north and south of the river

These items to be carried over to next meeting.

4. Correspondence

1. Invitation from KJRI to Upacara Bendera Hari Kemerdekaan. Sue attended along 2 other BBIP members.

5. Meeting dates 2025

Meeting dates for remainder of 2025: Wednesday evenings 24 Sept / 22 Oct / 26 Nov

6. Finance (Karen)

1. Treasurer's report

- Karen presented the Statement of Activity report Nov 2024 to August 2025 which showed a positive result of +\$664 for the period. This was due to a refund of GST from the ATO following the submission of 10 outstanding Business Activity Statements (BAS). Without this refund (\$2,292) BBIP would have shown a shortfall in funds for the period.
- Invoices for teachers: at the end of each term, Karen will send an invoice template to each teacher showing exactly the dates worked and the correct hourly rate + preparation fee. This is to ensure that each teacher is correctly paid.
- **Motion: the Enrolments Coordinator (Wilfred) will email the Chairperson and Treasurer all class lists at the end of Week 1 of each term. At the end of Week 8 each term, Wilfred will email final class lists and teachers' names, noting the number of hours for each teacher for the term.**

Moved: Sue, Seconded: Hara, all in favour, motion carried.

2. Bank balances

- Day to Day Account \$12,104.42
- Debit Card Account \$369.58
- Projects Account \$23,000.00 (of which \$8,000 is not at BBIP's disposal but to be used for ASILE – to be discussed at some time in the future)
- PayPal Account \$647.19

Sue stated that a top-up of the Debit Card Account was not required currently as a \$200 deposit for the hired projector is due to be credited.

3. Insurance

Our Public Liability and Business Insurance fall due on 25 September, and the insurance broker has requested we complete a Liability Proposal Form to find appropriate cover for us for 2025-2026. To submit this form we need an auditors' report for the 2023-2024 period which has not yet been produced.

Action: Karen will get the necessary documents to CE Accounting (Carol) to expedite an Auditor's report for this purpose.

4. The Treasurer's Report was accepted. Moved: Sue, Seconded: Wilfred, all in favour.

7. Board Members

Sue flagged that the lack of a Secretary and Social Media Coordinator means the Chairperson's role is overly busy. She would like to hand the Secretary's role to another Board member. With no-one volunteering from the present Board, Sue requested that Board members keep an eye out for anyone else who would like to join us in that role as a co-opted Board member.

Karen asked the Board how they felt about inviting Pak Deidy to be a BBIP Board member.

Discussion centred around getting to know Pak Deidy, and his particular expertise and interest in supporting and promoting Bahasa Indonesia and Indonesian culture in WA. Karen reminded the Board that BBIP's mission is to promote the teaching and learning of Indonesian in WA generally, including schools. She also stressed the need to rebuild BBIP to a profit situation with our classes to accomplish this mission. Sue mentioned that BBIP's activities over the past few years have been less active in the schools area, concentrating on Indonesian classes for adults and members' events, but that she would be very keen to see BBIP taking much more of a role to support Indonesian education in schools. The Board was generally supportive of Pak Deidy joining us and saw it as an opportunity for progress. It was decided that Pak Deidy would be invited to the next Board meeting on 24 September, and that this would be a face-to-face meeting (venue to be decided).

Action: Sue to consult with the Board to select a venue for the next Board Meeting, and invite Pak Deidy to attend.

8. Membership update (Wilfred)

There are currently 114 active BBIP Members.

9. Classes update (Wilfred)

1. Term 3 classes

Student numbers in face-to-face classes are relatively good in Term 3: 10 in Beginners' Survival, 11 in Beginners 2C and 6 in Conversation. Online numbers are much lower, with only 2 in B1, 3 in 2C/3C and no Conversation class running. Sue indicated she would like BBIP to engage in a campaign to increase online student numbers. This could target teachers in remote or country WA schools, similar to a program we ran in 2020-21 based on "Ketawa", the Indonesian resources used in public primary schools. The campaign could also target teachers in other states, for example South Australia. As other online courses are available in Victoria and Tasmania, we need to avoid competing with those. Tri suggested that not only teachers, but other members of the public in country areas and interstate could be interested. While time differences would not affect WA, we need to be mindful of class timing because SA is 1.5 hours ahead of WA in winter and 2.5 hours ahead in summer. Karen mentioned that one BBIP member is an Indonesian teacher in Victoria who may be able to give us advice.

Action: Sue to investigate ways to prepare a campaign.

2. Pro-rata payments for small classes

Karen reminded the Board that the break-even point of our classes is 7 participants, therefore we should not run courses if we do not reach 7. Sue said the downside of not running courses was that we disappoint people who often do not return to BBIP, but that of course the main aim is to improve numbers so that BBIP makes a profit on classes.

3. Partial courses

It was decided that we should not allow any partial enrolments, for the main reasons that our courses are designed for 8 weeks, such enrolments have to be done by bank transfers which we are no longer allowing, and such students do not appear as current students on the website.

4. Sue asked Tri if he could have a look at MailChimp and whether its database of email addresses is getting automatically updated by the website. Sue would like to send an email to the entire BBIP database as a way of promoting Indonesian classes and the benefits of membership to people who may be persuaded to join us again.

Action: Sue will send the MailChimp login details to Tri and he will have a look at the MailChimp plugin.

10. Website

1. Website sub-committee meetings – committee only and Ronald Colijin (Tri)

Tri reported that the website is working much better since Ronald performed some updates recently. The Board has access to the aspects of the website we are targeting for improvement now, and we can consider getting fuller control over the coming year while the domain and hosting is still with Ronald.

Tri is working on:

- The payment gateway with PayPal for some users and Stripe for users wanting to use a credit card only. Both options will be available and will hopefully cause fewer issues for users.
- A way to automate membership purchases for first-time members wishing to purchase a course or event. The user's shopping cart would have membership as one item, and an enrolment or registration as another item, to be paid for together but differentiated in our accounts.

Tri confirmed that there is time to trial both of these options on a test website and then introduce the new system for Term 4 enrolments at the end of September.

Motion: That BBIP will open a Stripe account with the authorised persons on the account being the Chairperson Sue Cooper and the Treasurer Karen Bailey.

Motion voted on via WhatsApp Poll and passed (all in favour) on 21 August 2025.

Action: Karen will create a BBIP account for Stripe and pass on the details to Tri.

2. Responsibility for website enquiries (e.g. enrolment, registrations)

Sue mentioned the various enquiries we receive, often from people having trouble registering on the website. These often go to Wilfred, but as Enrolments Officer he should only need to deal with course enquiries. Sue requested that any event enquiries be sent on to her for actioning.

11. Corporate Indonesian classes

1. Atlas Pearls Subiaco (Sue and Hara)

Sue and Hara met with the office staff of Atlas Pearls and agreed on a time frame and course content for their particular needs, based on beginners' level Indonesian, Balinese culture and customs and the structure of various provincial or regency level governmental departments.

2. Ratification of costs

Sue presented to the Board the costing proposal for an initial 8-week course that has been accepted by Atlas Pearls. Discussion focused on the amount of the teacher preparation fee allowed, i.e. \$20/hr, compared to our regular teacher preparation fee of \$9.38/hr. The Board ratified the costing, on the understanding that we will review aspects of the costing for any future corporate classes.

Action: Karen will produce an invoice for Atlas Pearls based on this costing.

Action: Sue will work with Hara where required on aspects of the course content.

12. Programs, events and collaborations

1. Ngobrol Santai event

General feedback was good, and people enjoyed the event. The attendance was also healthy. Tri suggested that Pak Deidy's talk would have benefited from a microphone; Sue confirmed that Pak Deidy had asked on the day if a microphone was available. Those present felt that the talk could be heard, but would have been more impactful with a microphone.

Action: Karen will investigate the purchase of a small Bluetooth microphone or microphone/speaker.

Wilfred felt that BBIP Board members should have been spaced out around the restaurant to talk to attendees. There was general agreement that other attendees should be free to sit with friends or wherever they like.

Action: At our next event depending on the format (e.g. whether seated or standing) we can either have Board members' names placed strategically or we can ensure we all mingle and chat with non-Board members.

2. Language Assistants – request for references

Sue has been asked by Lutfi Ismail, one of the DoE Language Assistants, for BBIP references to assist him to apply for an Indonesian government sponsored BIPA teaching position overseas in 2026. He has provided 3 standard reference letters in Indonesian as a guide. The Board agreed that the wording needs to be changed on two of the letters because BBIP is not an employer or supervisor; that the letters should be in English; and that one letter cannot be used because BBIP is not Lutfi's direct employer.

Action: Sue will draft two letters and get Board members' comments and advice before providing them to Lutfi.

3. B/f Ibu Yuli request for 1-2 min videos by young or high-profile people about learning Indonesian (Sue)

Hara advised that Brendon has been creating these and is in touch with Ibu Yuli.

13. Koala Storage update (Sue)

No updates, chairs are still in storage.

14. Any other business

Glenys wondered if we had further considered print advertising for our courses. Karen advised that print advertising is expensive and that to maximise impact you would need 4 advertisements in any one newspaper in the weeks preceding a term. This would amount to \$700-\$800 per term depending on the page of the newspaper. For this expenditure to be worthwhile, we would need it to produce not just the same income in terms of student enrolments, but a profit. It's clear we can't afford to spend more on advertising than we receive in corresponding student enrolments. Sue showed the Board a map with the demographics of our current face to face students. While 7 students are from the Swanbourne-Claremont area, the rest are widely scattered to the north, the east and the south of the metropolitan area. This means that advertising in one newspaper would cover only a portion of our demographics.

In further discussion the following points were made:

- Most of our students find us by Googling Indonesian classes. BBIP still appears at the top of the page. Sue thought that BBIP was possibly the only organisation in Perth offering Indonesian for adults, which is an advantage for us currently.
- We will continue to maximise BBIP's online presence via social media (possibly making use of boosted posts) and communications to our database. There has been an uptick in responses to posts so far this year.

15. CLOSE

The meeting closed at 9:00pm.