



Balai Bahasa Indonesia Perth Inc

Board Meeting Minutes for 24 September 2025

Venue: Batavia Corner Restaurant Scheduled Start: 18:00

1. Welcome and apologies

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

Apologies: Hara, Danielle

2. Minutes of the previous Board Meeting

- Accepted Glenys / seconded Sue

3. Business arising from minutes

- Pak Deidy was invited but we have not heard from him.

4. Correspondence (info only)

1. 26/8/25 Request to KJRI for meeting of Chairperson & Treasurer with the new Consul-General
2. 27/8/25 Response from KJRI confirming meeting with Pak KonJen on 11/9/25
3. 28/8/25 Invitation for Chairperson to Tranby College Junior School Assembly 12/9/25
4. 15/9/25 Invitation to BBIP from KJRI - IWAFF Opening Ceremony 27 September
5. 18/9/25 Email from office of Tim Watts MP re press releases
6. 19/9/25 Email to AIYA WA asking if they want to co-host ReelOzInd in Nov/Dec 2025
7. 22/9/25 Email from Diana Hustawan enquiring about "native speaker equivalence" certificate

5. Meeting dates 2025 (info only)

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

6. Finance (Karen)

1. Treasurer's report – TBA

There is currently a problem linking QuickBooks to all our bank accounts. Karen has followed up. Karen also working with Carol at CE Accounting to finalise the BBIP 2023-24 Auditors' Report. Sue reported that fortunately we have been able to renew our Association Liability insurance on the strength of a statement of finances rather than an official Auditors' Report.

7. Promoting BBIP core business

1. BBIP teacher training / preparation / performance

- Decided that a survey of class participants, with teachers' knowledge, would be conducted at the end of each semester. In the case of new teachers, a student survey would be conducted after the first term of teaching, with feedback to teachers.
- Decided that before appointing a new teacher, a team of two BBIP Board members will have an informal meeting with them to gauge their suitability and make sure they are clear about curriculum, teaching approaches and general expectations.
- Regarding the performance of a current teacher, Wilfred has approached him with suggestions and guidance, and Sue has provided sample materials for a typical lesson. There has been some improvement but there are still issues. It was decided that

Wilfred would team-teach with him in Term 3 to ensure that lessons provided sufficient speaking practice for participants.

- A previously designed (but never implemented) Teachers' Agreement was discussed.
Action: Sue to circulate the draft Agreement from 2022 for comment.

2. Review of class resources, class progression, support/guidance for teachers

- Agreed that teachers of Beginners 2A, 2B, 2C and 2D need to be clear about the outlines and topics for each unit, and select resources that fulfil the outlines.
Action: Sue to forward to Wilfred the Beginners 2 outlines for reference.
- Regarding progression from Beginners 1 Survival to Beginners 2 and other progression through the BBIP course curriculum, Sue suggested it might be helpful for students to have an informal test ("formative assessment") to illustrate exactly what progress they have made, which can be difficult to "feel" subjectively. This could encourage them to move to Beginners 2 rather than repeating Beginners 1.

3. What can BBIP do to promote membership and classes? E.g. improved website / social media / immersive events (Board)

- Since most of our new members/students find us on Google, and the BBIP website is their first contact with BBIP, it makes sense to make a great impression right from the home page so people can easily see what we do, how to get involved etc. Some discussion on the shortfalls of the scrolling banner (now replaced by an image), the fuzzy out of focus images etc. and that the main focus is information rather than pictures. Agreed that new design ideas are required.
- Karen indicated that the BBIP website style sheet exists but has not always been used to best effect. See Addendum 1 for original BBIP website style.
- Tri has indicated via the website subcommittee that he is in touch with a web designer who would be able to take a look at our website and suggest design and marketing upgrades. She would then meet with us to discuss this. Tri confirmed that the website would remain as a WordPress website and that we would not be liable for any payments until we have agreed to the web designer's plan.
Action: Tri to contact the web designer and enlist her to undertake the tasks described above.
- Sue thanked Tri for all his work on the website to upgrade the user experience of enrolling, taking out membership and paying. Stripe is now integrated alongside PayPal and the new system has been applied to all Term 4 courses and membership registrations.
- Karen mentioned she used to go to Australia-Indonesia Business Council breakfasts and distribute BBIP flyers. Tri suggested leveraging other networking events in the same way. Discussion to be continued.
- Sally and Glenys suggested putting some flyers up on shopping centre notice boards and offered to do so.
Action: Sue will organise flyers for the purpose.
- Karen suggested that local radio stations have in the past agreed to make announcements for BBIP. We need a Board member to liaise.
- Indonesian restaurants may also be willing to support BBIP by making flyers available. We need a Board member to liaise.
- Josephine Ratna is a local psychologist originally from Surabaya who has offered to collaborate in running some "Ngobrol Kopi" Indonesian conversation sessions for BBIP members on a Saturday morning. The Board liked the idea and Board members currently studying BBIP classes indicated they would likely attend. Ideas discussed were: moving the sessions around to different coffee shops each week; inviting native speakers to participate and act as catalyst for conversation- "we

invite you to ... your job is to ...”; liaise with café owners to find participants from the Indonesian community. It was generally agreed not to open it more widely so that a balance of learners and native speakers can be kept.

Action: Sue will liaise with Josephine and revert with timeline etc for the events.

4. Improving uptake in online courses - campaign in regions / interstate

Our online courses are not attracting very many participants. Discussion included the following:

- we do not reach a target audience of younger people who are more accustomed to online learning formats – how can we do this?
- we can reach out to Indonesian language teachers in Perth and beyond.
- Pak Andre has offered to make a promotional video – this needs to be clearly on behalf of BBIP – guidelines to be discussed and provided.

8. Programs, events and collaborations

1. BBIP support for WILTA Lomba Bahasa (March 2026)

Brendon from WILTA (Indonesian Teachers’ Association) has requested BBIP support their student quiz day (Lomba Bahasa) next year by providing a perpetual trophy. Karen has offered a gong but at this stage WILTA is thinking of a trophy with a golden Garuda on it. BBIP would be responsible for engraving a plaque with the winning school’s name each year.

Action: Hara will have a look for a suitable trophy when she is in Jakarta in coming days.

2. ReelOzInd – with AIYA? (Oct-Dec 2025)

Sue approached Zac Nichols (President AIYA WA) to see if they would be interested in jointly organising a pop-up ReelOzInd event in October, November or December with BBIP. Zac responded that Murdoch and KJRI were already planning one. Some discussion about whether there was confusion about ReelOzInd and the upcoming IWAFF film festival. In principle, the Board supported BBIP organising a ReelOzInd event similar to last year’s.

Action: Sue to find out if there is already a ReelOzInd event this year in WA.

3. End of year members’ event

It was decided that if we do ReelOzInd we will combine it as an end of year members’ event. If not, we could organise a dinner or a sundowner. TBA.

9. Membership & classes update (Wilfred)

Updates TBA.

10. Corporate Indonesian classes

Updates TBA.

11. Any other business

No other business.

12. Meeting closed at 8:20pm.

ADDENDUM 1

BBIP style sheet (new website 2018 and on)

Website Manual

balaibahasaperth.org



Website Design

The website design should be clean, simple and easy to navigate. Most content will be copied from current website.

Fonts

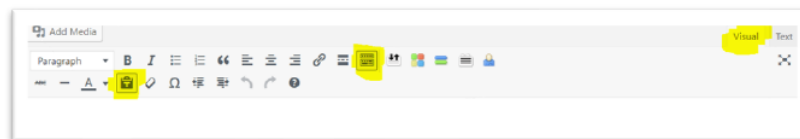
The website fonts will have 2 (and no more than 2) fonts for clarity and easy reading:

- 1) Primary Font: Montserrat (30px)
- 2) Secondary Font: Open Sans (16px)

Headings in Montserrat (30px)

Text in Open Sans (16px) – Interdum et malesuada fames ac ante ipsum primis in faucibus. Mauris posuere, leo tempor porttitor fringilla, enim orci eleifend ante, quis iaculis odio ante a mi. Phasellus luctus lacinia ornare.

All website content has to be copied WITHOUT formatting (in Chrome right click and select “Paste as plain text”). Alternatively, you can use the “Paste as Text” button in WordPress like so:



Colours

All website colours have been set by design so there is no need (and it is not recommended) to change any colours.

- 1) Primary Color (Normal Text): # 303030 or RGB(48,48,48) 
- 2) Secondary Color (Headings): # cc3333 or RGB(204,51,51) 
- 3) Third Colour (highlights / links): # cc9933 or RGB(204,153,51) 

Logo

The logo will display prominently at the left top of the website. It will be large at the start, and shrink to make space for other things on the website.

Dimensions enlarged:

Dimensions minimised:



Imagery

It is crucial that imagery is of the right size (in pixels, ie how large on a screen) and weight (in kilobytes, ie how long it takes to download).

In general, I would suggest the following rules:

- Size = No larger than 1920px wide and 1280 high
- Weight = No larger than 400kb to download (that is already high, I would prefer <200kb)

1) Images used in Sliders:

- a. I would suggest 1920 by 800

(or any ratio there off ie height is 41% of width or 240% of height).

2) Images used as "Featured Images" for posts and events:

- a. I would suggest square with a minimum of 800px

3) Images used within content

- a. Any size / ratio up to 1920x1280

This is best practise and guidance, if you see a purpose of uploading tiny, or larger images this is your prerogative.