



## Balai Bahasa Indonesia Perth Inc

### Board Meeting Minutes for 26 November 2025

Venue: Online    Scheduled Start: 19:00

#### 1. Welcome and apologies

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

Apologies: Madeleine, Glenys, Sally

#### 2. Minutes of the previous Board Meeting

- Accepted by Wilfred, seconded by Karen

#### 3. Business arising from minutes

- All items carried forward are included under various headings below.

#### 4. Correspondence

1. 22/9/25 Tim Watts MP invitation to make a submission to the Inquiry into Building Asia Capacity in Australia. Joint BBIP-WILTA submission made 6/11/25.
2. 15/10/25 Intan Realista enquired about an internship with BBIP for Master's program. We explained we are not an educational institution – no further news.
3. 30/10/25 Jemma Purdey of ReelOzInd enquired about possible pop-up screening. We have partnered with Murdoch, AIYA and ICCWA on a **screening on 3/12/25**.
4. 31/10 Invitation to attend the Language Assistants Farewell at SIDE on 5/12/25. **Hara to attend in Sue's absence.**
5. 1/11/25 notice from Department of Energy, Mines, Information Regulation & Safety (DEMIRS) about BBIP Activity Information Statement due 30/4/26. **Karen to follow up.**
6. 4/11/25 KJRI invitation to Diplomatic Reception to celebrate 80 years of Indonesia's Independence and 35 years of WA-East Java relationship (27/11/25). **Sue and Hara to attend.**
7. 12/11/25 Robbie Gaspar of Indonesia Institute requesting support for John Calvin College to maintain teaching hours of Indonesian. **Sue is working on a general letter to all schools from BBIP, II, AIYA, ICCWA (see Item 9).**
8. 17/11/25 KJRI invitation to launch of Gastronomy Directory of Indonesian restaurants in Perth on Saturday 6 December. **Hara and Karen to attend.**
9. 24/11/25 Invitation to BBIP and WILTA to attend a hearing of the House Standing Committee on Education on 8/12/25 in relation to our joint submission to the Inquiry into Building Asia Capacity in Australia. **Both Sue and Brendon (Pres, WILTA) will attend Parliament House in Canberra on that day.**

#### 5. Meeting dates 2026 (info only)

Proposed meeting dates for 2026:

21/1/26	22/4/26	22/7/25	21/10/26
25/2/26	20/5/26	19/8/26	25/11/26
25/3/26	25/6/26	23/9/26	

## 6. Finance (Karen)

1. No financial reports presented at this meeting because we have engaged All Office Solutions to check the last 3 years of QuickBooks bookkeeping in order to get the books compliant and fully correct. Financial reports will be presented when they finish, and we will then get our books audited in time for the AGM on 12 February.
2. Online auditing requirements in WA have changed and are now based on financial reporting tiers. BBIP is a Tier 1 Incorporated Association with less than \$500,000 in annual revenue. In this tier, a review or audit is not mandatory unless the Constitution requires it, a general meeting resolution is passed or the Commissioner directs it. Therefore, in the interests of cost saving, Karen proposed that the Board vote on a Motion to amend the BBIP Constitution. The vote requires 75% of the Board members (i.e. 7 members) to vote in favour in order to carry the vote. The vote to be conducted via the WhatsApp group and its result to be included in these minutes.

**MOTION: that the BBIP Constitution be amended at the 2026 AGM to remove Clause 9 (a) (v) *Appointment of an Auditor who shall not be a member of the Board.***

Motion proposed by Karen; seconded by Sue. **Motion passed via WhatsApp poll by a 75% majority of the Board.**

## 7. Website (Tri)

1. Tri explained for Board members not yet aware that the BBIP website and domain have been successfully migrated to a new web hosting provider, Perth Web Hosting. The new provider will cost us \$130 less per year than the previous provider and give the Board complete control of the website.
2. The website subcommittee has already met with Rebekah, a web designer, who showed us some mock-ups of how the new website design could look, retaining BBIP's brand colours but improving the design and user experience. Tri has produced a Statement of Work document detailing the stages of the design and development of the website through his Jakarta company, Innovate 62. In collaboration with the website subcommittee, Tri will oversee this work over the coming month with an estimated launch of the revamped website in early 2026.

Sue thanked Tri on behalf of the Board for all his work.

3. Tri has provided the website subcommittee with an at-cost quote for the design and development work, i.e. \$300 for design and \$500 for development, totalling \$800.

**MOTION: that BBIP pay the total \$800 for website design/development in full.**

Proposed: Karen, seconded: Danielle, all present in favour. **Motion passed.**

**ACTION: Tri to provide an invoice for BBIP to pay.**

4. Karen asked Tri to investigate if there is a way to integrate Stripe on the website so that it sends transactions directly into QuickBooks in the same way that PayPal does. Currently, this has to be done manually which is very time-consuming. Karen is also working on this with All Office Solutions.

**ACTION: Tri and Karen to continue follow up.**

## 8. Promoting BBIP core business

1. Classes and membership update: Wilfred reported that there have been no new memberships during Term 4 and no email enquiries about next year's courses.
2. Sue tabled a draft end of semester class participant survey for feedback. Several adjustments were discussed. For Scotch classes, the survey will be provided as a hard copy to be completed and returned at the last class on 9 December; all face-to-face and online participants will also receive an emailed link to the same survey online.

**ACTION: Sue to adjust the survey as agreed, send a document version to Wilfred for photocopying and provide the link to the online survey.**

3. Sue outlined the need for a Courses subcommittee to review and make recommendations to the Board on issues relating to classes and teachers. These may include class attendance, selection and confirmation of teachers for each new term, a formalised teacher agreement, teacher training and support, review of curriculum and resources, and class progression. Hara indicated she is willing to work with Sue on this.
4. Sue tabled a brief audit of BBIP Beginners 2 Course Outline topics compared with what has actually been taught in 2025 and it is clear that topics taught have not aligned with our standard course outlines. To ensure accurate information on our website and social media, and that students can move between face-to-face and online classes if necessary, the Board agreed that teachers need to be made aware of the stated topics for each unit and plan their courses accordingly.  
**ACTION: the Courses subcommittee will form and begin to address the issues in points 3 and 4 above.**
5. January bridging course: Sue had previously proposed a 4-week online course in January, primarily to encourage 16 participants in Term 4 Beginners 1 Survival (10 face-to-face and 6 online) to continue their study during the 8-9 week break between Term 4 and Term 1. Andre has indicated his availability to teach the course. However, attendance in the online course has been poor – 1 or 2 out of 6 participants each week and several who have not attended at all. Other factors are that January is travel time for many people, time is too short for adequate promotion and the new website is in the pipeline. Danielle suggested a different focus e.g. “Brush up your Indonesian”. It was decided to revisit the idea of a January course later in 2026.  
**ACTION: Sue will contact Andre to let him know the course will not go ahead in January.**
6. Promoting courses (face to face and online): Sue outlined a few thoughts as follows.
  - We can directly target potential interest e.g. companies involved with Indonesia; WA state government departments; schools teaching Indonesian, both metropolitan and regional. Danielle suggested any letter could include both our regular face-to-face and online courses, and our availability to provide tailored corporate courses.
  - Our new improved website offers opportunities to upgrade the information available for various purposes e.g. professional, travel, recreational, cognitive benefits. Renewed website content will be on the agenda for the website subcommittee in coming weeks.
  - Possible new face to face course venues: Sue suggested a way to approach this could be to partner with Indonesian teaching schools SOR and NOR to negotiate ways in which BBIP could offer viable paying classes for adults (staff, parents, the community). This kind of partnership could have supporting benefits such as a mutual interest in Indonesian, a free venue, more publicity for the school’s Indonesian program and a wider reach for BBIP.
7. Atlas Pearls – the 8-week course taught by Hara was well received, and Atlas have indicated they will contact us to book another course in the New Year.

## 9. Programs, events and collaborations

1. Ngobrol Ngopi update: last Saturday 22 November was the best attended session so far, with BBIP students from 2D and Conversation attending. The last one for 2025 will be on 29 November. There is a general feeling that people would like to continue in 2026. Sue mentioned that people have not needed or wanted scaffolding materials and are happy with a simple and natural chat format. Suggestion that it could be structured with a roster for native speakers next year.
2. ADF Dinner at Kayumanis 1/12/25. 10 BBIP members and/or Board will attend.
3. ReelOzInd 3/12/25 4-7pm, Murdoch (Hill Lecture Theatre). BBIP are sponsoring the event by sharing the cost of Indonesian snacks with the Indonesian Chamber of Commerce WA.
4. AGM – Pak Anton has confirmed that the KJRI can offer a date in February.  
**ACTION: Sue to correct previously advised date to Thursday 12 February.**
5. Sue flagged a possible BBIP members’ event at Murdoch in March/April/May 2026.

6. BBIP support of WILTA Lomba Bahasa Indonesia. We have been requested to provide a perpetual trophy with an Indonesian image/figurine such as a Garuda or wayang. Sue received advice from Pak Anton KJRI that if we use a Garuda it should be an informal design since the Garuda Pancasila emblem has protocols attached. Sue and Danielle suggested various ideas for an Indonesian theme.  
**ACTION: Sue to follow up with people who may be going to Indonesia.**
7. As previously flagged, several NGOs in Perth (BBIP, AIYA, Indonesia Institute, Indonesian Chamber of Commerce) are interested in co-signing a letter of support to schools teaching Indonesian. Discussion about whether all schools will need this or see it in a positive light; however, general agreement that it will be beneficial for other schools.  
**ACTION: Sue to look at the wording to ensure it is appropriate for all schools and follow up with the Board and other organisations.**
8. Sue outlined various grants that are available for Indonesian-related activities:
- DFAT Australia—Indonesia Institute: Karen and Sue have looked at a possible grant application from All for an online Indonesian course for young people, and Karen drafted a lot of possible text. The grant amount is \$20,000 and there are a number of requirements that need to be fulfilled. The application was due in November but Sue felt that more planning time was needed, both for BBIP and for potential referees, to ensure successful management of the project. Hence it has been postponed until such time as it appears more manageable. Karen noted that Bryce Green, the WA Trade Commissioner to Jakarta, has indicated he will be willing to provide a reference next time.
  - Office for Multicultural Affairs: grants for community organisations to assist Asian language fluency in schools and/or organise cultural events are available and could be considered in 2026.

#### 10. Any other business

No other business.

#### 11. 8:45pm CLOSE