



**Balai Bahasa Indonesia Perth Inc**  
**Board Meeting Minutes for 26 March 2026**  
 Venue: Online (Adobe Connect) Started: 7:00pm

**1. Welcome and apologies**

Present: Karen, Simon, Sue, Hara, Wilfred, Zac

Apologies: Danielle, Indah, Tri, Alice

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

- Accepted Hara; seconded Simon.

**3. Business arising from minutes**

- Actions from previous meeting – addressed in discussions below.

**4. Correspondence**

- 18/2 Invoice from Rise Merchandise (name badges)  
 18/2 To Tommy Lam, accepting auditing quote for 2023-4 and 2024-5  
 26/2 From Jan Carmody, expressing interest in BBIP Ambassador program  
 6/3 To Valentina Meta Srikartika and Dwi Suatman, regarding Language Assistant Program  
 6/3 To WILTA, II, AIBC, AIYA, ICCWA regarding joint statement to school principals  
 7/3 From Helen Sitaniapessy advising her immediate departure to Indonesia  
 8/3 WA message to Mela Tustiawati regarding her expression of interest in becoming a teacher for BBIP  
 10/3 To Atlas Pearls, offering a 10-week online course with Pak Andre  
 12/3 From Damar Yudhistiro, Faizal Akhmad, John Pieter and Shania Kurniawan expressing interest in becoming teachers for BBIP  
 12/3 Invitation to Halal Bi Halal from ICCWA  
 12/3 From Atlas Pearls accepting offer of 10-week online course with Pak Andre  
 12/3 From Elisabeth Martin, expressing interest in BBIP Ambassador program  
 17/3 From ICCWA supporting the Joint Statement to schools  
 19/3 From AIBC supporting the Joint Statement to schools  
 23/3 Letters to Principals and Teachers of primary/secondary schools teaching Indonesian attaching Joint Statement of Support for Indonesian Programs in Schools  
 24/3 From Leon Walker in relation to GST

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

Proposed meeting dates for 2026:

26/3/26	23/4/26	25/6/26	27/8/26	22/10/26
	21/5/26	23/7/26	24/9/26	26/11/26

Karen noted that according to the previous Minutes a face-to-face Board meeting may occur every third meeting, and that if so the dates above may change. Sue and Hara said this hadn't yet been decided. Sue suggested given people's commitments that two face-to-face meetings per year may suffice. Karen offered her house for an end of year Board meeting and Sue thanked her for the offer.

**ACTION: Sue to propose face-to-face dates for a vote via WhatsApp.**

## 6. Finance (Karen)

1. Karen presented the Treasurer's Report – **see Appendix 1**. She noted that due to cash flow the teachers would be paid a little late this term, i.e. 2 weeks after the last class.
2. Auditor. As previously noted, we have appointed SMSF Audit Specialists run by Tommy Lam to audit our books from 2023 to the present, and Karen is liaising with them.
3. GST. As the Board knows, we have been informed by Lenita Thompson of All Office Solutions that as a GST-registered organisation offering community language courses we should be charging GST on both membership and course fees. When we set BBIP up as a GST-registered association in 2009, we were obliged to do so because our income at that time was over the \$150,000 cutoff point due to a large amount of government funding. Further, our auditor at that time (and who remained our auditor up to 2022) informed us that our courses were deemed GST-free because they were categorised as education. This advice turned out to be erroneous, because the definition of "education" in the context of GST means directly employment-related, which our courses (currently) are not. Despite this fact, the ATO has never pursued us for outstanding GST. Nevertheless, we now wish to comply with our obligations and from Term 2 2026 will add 10% GST on membership and course fees until such time as we may decide to remove our GST registration. This will require further discussion at Board level.

Subsequently, Sue received a letter from BBIP member and former Chairperson Leon Walker, querying the qualifications of the bookkeeper who gave us this GST advice and whether we have consulted the Australian Taxation Office on the decision to add it. The letter further stated (as we already know) that organisations with an income of under \$150,000 do not need to be GST registered. The letter from Mr. Walker was threatening in tone with an implication of further action being taken by the writer if a response was not received within a week.

Further, Mr. Walker approached another BBIP Board member without Sue's knowledge and forwarded to that person a copy of his letter to the Chairperson. This was highly inappropriate.

Karen has provided Sue with a letter of advice (**see Appendix 2**) as to how to respond to Leon Walker's letter. His assertions that we have not followed appropriate advice nor consulted the ATO are completely incorrect. It is also incorrect that we have stated BBIP is required to be GST registered.

**ACTION: Sue will respond to Leon Walker using advice provided by the Treasurer.**

## 7. Website (Tri)

Tri provided the following updates:

### 1. Term 2 classes and membership

Courses and membership with new GST inclusive prices have been published on the website and are ready for enrolment.

### 2. Website maintenance

Tri is undertaking the following maintenance work:

1. adopting the latest website backup
2. upgrading Wordpress and plugin versions
3. the maintenance window is Friday evening to Saturday morning, with hopefully no significant downtime. Tri will keep us informed.

### 3. Mailchimp

Tri has found a similar service that has a more generous free tier that we can use instead. He will write the report up and circulate it to the web subcommittee within the next week.

### 4. The Board members only page

This is in progress and should be up and running in the next 2 weeks.

## 8. Classes

1. Classes. Wilfred reported that classes are going well with 3 face-to-face and 2 online classes.
2. Teachers. Our F2F Conversation teacher, Hellen Sitaniapessy, had to return suddenly to Indonesia because her mother is very ill. Lukman Saleh, a postgraduate student who expressed interest in teaching for BBIP last year, was able to fill in for Weeks 5 and 6. Mela Tustiawati, another postgraduate student specialising in BIPA and recommended by Ibu Theresia Seputro, has agreed to teach Weeks 7 and 8. A participant in the Conversation class has emailed to say the class really enjoyed Ibu Mela's teaching and hoping that Ibu Mela could continue teaching that class. As we have not promised either teacher any continuation to Term 2 for either teacher, it was agreed that we would offer the Term 2 Conversation class to Ibu Mela and suggest to Pak Lukman that we would appreciate his availability for relief.

Sue mentioned that Ibu Mela had asked about a contract which we do not currently use. Sue suggested that we should revisit the idea of teacher contracts/agreements and also procedures around appointing teachers.

**Action: Sue will bring ideas for teacher agreements to the next meeting.**

3. Atlas Pearls. As Ibu Hara is unable to continue teaching Atlas Pearls for their block of 10 x 1-hour sessions April to June 2026, we have engaged Pak Andre to run the course online for them. They have been in touch with Pak Andre with regard to course content.
4. Fremantle Sailing Club. Sue has contacted them but with no reply so far – will follow up.
5. Promotional video with Pak Anton (KJRI). We have 3 willing actors – Zac Nichols, Alice McDonald and Casey Bond. Alice will be back in Perth in mid-April. Sue has agreed with Pak Anton that we will organise a time to meet at KJRI and chat about the video, then film it.

**Action: Sue to organise the actors and Pak Anton to meet at a mutually acceptable time.**

## 9. WILTA update (Indah)

Indah provided the following updates:

### 1. Professional Development Program – Bali (Belajar di Nusantara)

WILTA is going to precede with the Belajar di Nusantara professional development program to be held in Bali. The program itinerary will include language and cultural lessons at Ibu Sri's BIG Language School from 8–10 July, followed by school and community visits from 11–14 July, including Brendon's sister school Harapan and a local orphanage.

At present, seven participants have confirmed their attendance. To optimise costs and enhance collaboration, WILTA is extending invitations to teachers from other states, with a target of up to 20 participants. There is also the possibility of inviting BBIP members should additional participants be required; this will be confirmed at a later stage.

Participants will be responsible for arranging and funding their own airfares and accommodation. The cost for the language and cultural program is estimated to be between AUD \$250–\$450 per person, depending on final participant numbers.

Sue added that Brendon has extended the invitation to Indonesian teachers interstate in an effort to increase numbers.

### 2. TABBI Competition (Senior School Level)

WILTA is also planning to organise an inter-school competition for senior students titled TABBI (Turnamen Akademik Budaya dan Bahasa Indonesia). WILTA extends its sincere appreciation to BBIP for generously contributing the competition trophy.

### 3. Sidoarjo school (Bumi Sholawat) Program Update:

An update A visit from Bumi Sholawat School in Sidoarjo is still pending. In the event that the program proceeds, Arek Jatim has kindly offered to host a weekend picnic for the teachers and students (either on 2nd or 3rd May). Should this take place, BBIP members would be welcomed to join.

#### 4. AIYA update (Zac)

Zac confirmed two news items from AIYA:

1. LX (Language Exchange) has begun again and was successfully launched on 26 March.
2. On 15 April 2026 there will be a social Indonesian language related Bingo event at UWA.

**Action: Zac to provide further details of the Bingo event when available.**

#### 5. Language Assistant Program (LAP)

1. Wufoo. Karen has discovered that a 12-month Wufoo subscription was taken out on a private credit card in early 2025 and has automatically renewed. This is problematic because we do not need a full year and a monthly subscription for 5 months is cheaper.

**Action: Sue to contact Danielle to ensure the private credit card is removed and to discuss progress with LAP Guidelines and applications for the 2027 program.**

#### 6. Membership

1. Current active member numbers are 181.
2. Life Members – criteria. **To be brought forward to next meeting.**
3. Associate Members – criteria. **To be brought forward to next meeting.**
4. Concessional Membership. Concessional membership can now be obtained on presentation of a pension, health or student card and using a code when taking out membership.

#### 7. Programs, events and collaborations

1. Ngobrol Ngopi beginning 28/3/26 at Oxford Yard, Leederville and will occur on the last Saturday of each month.
2. Sue and Zac attended the ICCWA Halal Bi Halal on 25/3/26.
3. A previous postgrad student at UWA, Dr. Zulia Karini, has suggested an online project “Wayang Stories” to be run from her University (Universitas Amikom Purwokerto) with a local dalang. The project is part of her community service obligation. A working group of UAP, UWA, BBIP and AIYA has discussed how to implement the project which will be free and open to anyone of any age interested in Indonesian culture. The date will be Saturday 16 May 2026 1-4pm and the venue is the Social Sciences Lecture Theatre, UWA. A flyer has been produced (**Appendix 3**) and a local working group is organising. Zac indicated that AIYA national have agreed to allocate funds for Indonesian snacks and a takeaway souvenir for attendees.

**Action: Sue, Zac, Alannah (AIYA) and WILTA to continue local planning and promotion.**

4. Jan Carmody & Logan Boardman and ILAP (possible volunteers for Indonesian Language Ambassador Program). Karen mentioned that the BBIP ILAP program was conceived for young people with experience of Indonesia/Indonesian to visit schools to inspire students. Sue said that the Ambassador program indo had been transferred from the old to the new BBIP website but does not stipulate the age of participants. PPIA/AIYA could be potential sources of Ambassadors for ILAP, possibly visiting schools in pairs.

**Action: to be further discussed, e.g. wording of the ILAP program, ILAP coordinator.**

#### 8. Forward/strategic planning

**To be brought forward to next meeting.**

#### 9. Any other business

Sue noted that the Joint Statement of Support for Indonesian Programs in Schools signed by BBIP, AIYA, WILTA and Indonesia Institute, had been sent to 38 secondary and 43 primary schools.

#### 10. The meeting closed at 9:00pm.

## Appendix 1

**Treasurers Report to BBIP Board Thur 26 March at 7.00pm  
online via Adobe Connect**

1. Email from SMSF Audit received late yesterday afternoon (Wed 25 March at 5.01pm) from Andrew Craggs who is carrying out the audit under the Manager Tommy Lam. Andrew advised us that they have now completed the initial phase, which involved gaining an understanding of BBIP's operations and internal controls. The next stage will involve their detailed testing, where they review and sample transactions processed during the FY year 1 Nov 2023 to 31 Oct 2024. BBIP can expect a further set of queries from the Auditor early next week. He advised us that Tommy is away until 7 April, so if we have any questions in the meantime, feel free to contact him directly.
2. The BBIP PO Box annual renewal for 2026/27 was paid on Mon 23 March (Annual cost \$287).
3. I lodged an Amended BAS (Business Activity Statement) to the ATO on 19 March for the Oct – Dec 2025 quarter. This did not result in a GST refund for BBIP, rather we owed the ATO \$561 which was paid on the day of lodgement. A bill/payment to the ATO will be the case for the first quarter of this year as well due to the fact that we are now forced to take GST from our prices, that, in Term 1 do not currently account for this GST component. We should be right for the April – June Quarter 2026 and onwards (as in we will have included GST in the Membership and Course payments). The estimated GST payment in that quarter will be around \$650...
4. **Term One Teacher Invoices:** Please note that teachers may have to wait a couple of weeks after the end of term for their payment. I will send an email to the teachers explaining this.
5. I am waiting on a final meeting or phone explanation with Lenita from *All Office Solutions* in regards to questions I have asked about changes she made in Quickbooks but have yet to have answers for them. Hopefully, I will get these answers and be able to move on smoothly from there, as quickly as possible.
6. As of this evening the current status of BBP's 4 accounts are:
  1. Day to Day Account: **\$8,923.06**
  2. Debit Card Account: **\$64.89**
  3. Projects Account: **\$11,770.62** (*\$8,000 of this is not at BBIP's disposal but for ASILE use – to be discussed at some time in the future*)
  4. PayPal Account: **\$3,436.99** *will move this across to Day to Day Account tomorrow*

## Profit and Loss Statement for February 2026

Statement of Activity  
Balai Bahasa Indonesia Perth Inc.  
February 2026

	TOTAL
Income	
Class Enrolments	A\$1,040.00
Memberships	A\$181.84
<b>Total for Income</b>	<b>A\$1,221.84</b>
<b>Gross Profit</b>	<b>A\$1,221.84</b>
Expenses	
Bank charges and fees	
PayPal Fees_AUD	A\$38.68
<b>Total for Bank charges and fees</b>	<b>A\$38.68</b>
Event Expenses	A\$800.00
Subscriptions	A\$54.54
<b>Total for Expenses</b>	<b>A\$893.22</b>
<b>Net Operating Income</b>	<b>A\$328.62</b>
Other Expenses	
Unrealized Gain or Loss	
<b>Total for Other Expenses</b>	
<b>Net Other Income</b>	
<b>Net Income</b>	<b>A\$328.62</b>

Appendix 2 – see separate document

Appendix 3

Flyer for Wayang Stories event

**EXPERIENCE INDONESIAN CULTURE LIKE NEVER BEFORE!**

# Learn INDONESIAN Language & Culture Through WAYANG

Are you interested in exploring the beauty of Indonesian language and culture? Join our unique and interactive program featuring an authentic Wayang performance by Ki Dalang Kabul Idamanto, presented on the big screen

Watch an authentic Wayang performance	Practice Bahasa Indonesia in a fun & interactive way	Experience culture through storytelling
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 **Saturday, 16 May 2026**  
 **2 - 4 PM (AWST)**  
 **UWA Crawley Campus, 6130 SOCIAL SCIENCE Lecture Theatre**

Register your interest by: **2 May 2026**  
 Limited seats available  
 Secure your spot now!

**Scan the QR code to register**


A community engagement program initiated by Dr. Zulia Karini, M.Hum.





