



Balai Bahasa Indonesia Perth Inc

Board Meeting Minutes for 23 April 2026

Venue: Online (Adobe Connect) Started: 7:00pm

1. Welcome and apologies

Present: Sue, Simon, Alice, Zac, Wilfred, Tri, Hara, Indah

Apologies: Danielle, Karen

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

The correspondence below excludes regular operational emails with SMSF Audit, BBIP teachers, Board members and others.

29/3 Letter to Leon Walker responding to his letter of 24/3.

31/3 Invitation from ICCWA to attend their “Kartini Connection” event for International Womens Day

1/4 To Mela Tustiawati, welcoming her as Conversation teacher for Term 2

2/4 Invitation from KJRI to attend the “Buya Subi” Fashion Showcase on 17/4/26

15/4 From Lenita Thompson, All Office Solutions – end of contract.

17/4 From Jean-Marie Rudd, Atlas Pearls – corporate course beginning 28/4/26.

5. Meeting dates 2026 (info only)

Confirmed meeting dates and venues for 2026.

Date	Time - Day	Mode	Date	Time - Day	Mode
28/2/26	1000 - Sat	F2F	23/7/26	1900 - Thur	Online
26/3/26	1900 - Thur	Online	22/8/26	1000 - Sat	F2F
23/4/26	1900 - Thur	Online	24/9/26	1900 – Thur	Online
23/5/26	1000 - Sat	F2F	22/10/26	1900 – Thur	Online
25/6/26	1900 - Thur	Online	21/11/26	1000 – Sat	F2F

6. Finance (Karen)

- In Karen’s absence, Sue shared today’s bank balances as follows:

Day to day account: \$15,240.72

Debit card: \$64.89

Projects account: \$11,770.62

7. Website (Tri)

- Membership expiry glitch. Recently we found that membership statistics had not been accurate since about July 2025 because the website was automatically renewing memberships to the following year. Tri has found a workaround to correct all the memberships that should no longer be active and issue a reminder email to members.
- Mailchimp and alternatives. See Tri’s notes attached in Addendum 1.
Action: Sue will ask for the Board to make a decision on Tri’s recommended alternative platform by WhatsApp poll.
- Board members’ only page. See Tri’s notes attached in **Addendum 1**.

8. Classes (Wilfred/Sue)

1. Classes. Wilfred updated the Board on enrolment numbers for Tem 2 so far.
Scotch: Beg 1B 7, Beg 2B 3, Conversation 8
Online: Beg 1B 5, Beg 2B 0, Conversation 2
Sue explained that we need a minimum of 7 students to be able to pay the teacher the full rate of \$60 per 16-hour term. We have an informal agreement with teachers that if the class does not reach 7 people, a pro-rata payment is made in order for the class to run but not incur a loss.
2. Teachers. We have a new teacher for Conversation face-to-face, Mela Tustiawati, who proved very popular with students when she took two relief lessons last term.
3. Teacher agreements – decided to carry forward to next meeting since the term is about to begin.
Action: Sue to share possible agreement formats with the Board for discussion.
4. Atlas Pearls. This corporate course has been set up for a 10-week block of 1 hour with Andre Maure on Tuesday mornings, beginning on 27 April.
5. Promotional video with Pak Anton (KJRI). Meeting scheduled with actors and Pak Anton on Monday 27/4. The resulting video can be used for course promotion for next term.

9. WILTA update (Indah)

No updates. Indah will liaise with the Board if required in regard to the visit of the Sidoarjo school in May.

10. AIYA update (Zac)

1. Bahasa Bingo. A total of 42 people attended. The event was judged successful and people who attended enjoyed it.

11. Language Assistant Program (Sue/Danielle)

1. Danielle, Sue and Indah have met and liaised to produce an updated set of Guidelines/FAQ and an updated application form with Wufoo. All information and the application link has been posted on the BBIP website. Some questions are arriving from potential candidates via lap@webmail, info@webmail and social media – Danielle and Sue are responding.
2. Application process. Applications will close at midnight on 19 May, after which Danielle will begin the process of creating a longlist of about 10 top candidates and will liaise with educators on the Board to rank them. We will then provide a shortlist of candidates to the Department of Education who will take over the process of bringing the Language Assistants to Perth for 2027.

12. Membership

1. Current active member numbers are 114. NB: at the meeting, Sue incorrectly estimated membership numbers at 185, but it seems that since the interventions by Tri noted in 7.1 above, active membership numbers have significantly declined.
2. Life Members / Associate Members. Alice has kindly provided some ideas about criteria for these membership categories for Board members to consider. See **Addendum 2**.
Action: Board members to read through Alice's document in preparation for further discussion at the next Board meeting.

13. Programs, events and collaborations

1. Ngobrol Ngopi is ongoing on the last Saturday of the month and has been attracting good numbers and a variety of people.
2. Wayang Stories event at UWA Saturday 16/5/26. Sue has been liaising with AIYA and UWA on this free event and advertising will begin soon.
3. Indonesian Language Ambassador Program (ILAP). As we don't get much interest in this currently and we don't have a coordinator, Sue suggested we hide this information on the website until such time as we decide to reintroduce it.
Action: Sue to request Tri to hide the information and contact form on the website.

4. Mid-year BBIP members' event. There was discussion about the type of event that would be interesting for members. Speakers from Fremantle Sailing Club and Bryce Green were suggested. A feeling emerged that perhaps lunch/dinner and speaker would not be particularly interesting for everybody. Alice suggested a more interactive format, for example, with Indonesian games such as congklak, or a "Bahasa WhatsApp" session. Zac suggested a mini traditional market for language use. Indah offered to run a workshop on dancing/songs, as long as a venue with good sound system was found. Sue suggested using Kayu Manis on a Monday evening when they are normally closed (as they have run Monday events for us previously).

Action: Board members to contribute further ideas via WhatsApp.

5. End of year BBIP event. There was a feeling that the venue for this needs to be close to public transport. Suggestions included Fremantle and Perth CBD. Simon mentioned that the museums are increasingly open to community events and could be worth investigating. Sue suggested something involving the Indonesian community in Perth.

Action: Board members to contribute further ideas via WhatsApp.

14. Forward/strategic planning

1. Discussion on strategic planning ideas previously document circulated by Sue. Sue reminded the Board of BBIP's stated goals from the Constitution, and suggested that the discussion for this meeting should centre around suggested priorities for 2026, i.e. building up our financial base, improving membership and student numbers and working on events with member benefits. To assist Board members to understand the daily running of BBIP, Sue tabled a document "Stuff BBIP does", listing our main activities, and providing detail on the steps involved and who is usually responsible (also attached as **Addendum 3**). Alice requested that this document be placed in the Board Members' only page on the website.

Action: Sue to send Tri the document for uploading to the website.

Zac addressed the priorities of 2026 improvements by suggesting that one strategy could be to set key performance indicators of a 5-10% improvement in membership, online presence, enrolments etc.

Sue suggested that improved advertising at universities with a connection to Indonesia but no Indonesian courses may yield benefits. Possibly Curtin, Notre Dame, ECU. Zac has contacts at Notre Dame who may be useful.

Action: Sue to place specific items on the agenda for next meeting.

On the topic of improving membership/class numbers, Alice suggested providing "taster" sessions. One idea for this was to work with a popular venue such as a pub, and organise a night where patrons could learn some basic Indonesian in a relaxed fashion as well as hear about what BBIP offers. Sue suggested that a sub-committee be formed to investigate and plan this idea; volunteers for the sub-committee are Alice, Zac, Hara, Indah + Sue. A WhatsApp group was set up at the meeting and a rough plan of action has emerged including a potential event name "Bar-Bahasa". Alice suggested this could be a regular event 2-3 weeks before each term's enrolments open.

Action: "Bar-Bahasa" group to continue planning and report back to the Board on progress.

15. Any other business

1. Sue to be interviewed by SBS radio about the Language Assistant Program and BBIP's role on Wed 29 April
2. Zac flagged that he may be in Palembang from mid-year onwards.

16. The meeting closed at 8:45pm.

ADDENDUM 1

MAILCHIMP overview from Tri 23/4/26

Mailchimp's free plan has shrunk significantly over time: it used to allow 2,000 contacts and 10,000 sends/month (2009–2022), down to 500 contacts (2023–2025), and now just 250 contacts starting 2026.

A few other limitations:

- If we exceed the 250 contact limit, a hold is placed on sending live emails or test emails until we either upgrade or reduce our contact total.
- Mailchimp counts everyone on our list toward our limit (including people who unsubscribed or never confirmed their email), so our usable sending list is effectively smaller than 250.
- Automation is gone from the free tier too. All automation features have been removed from the free plan. This is something that would definitely be a time saver for Ibu chairperson dan Mas Vice Chairperson when managing emails and email lists.

1. Mailchimp

As you are aware, our Mailchimp account has not been in active use for some time. Currently, whenever we need to email members, our Chairperson or Enrolment Officer must manually compile email addresses from our WooCommerce membership data and send emails from their personal mailboxes.

I have been looking into a proper solution to address this, and would like to share my findings and a proposed path forward.

The situation with our current data

Before setting up a new email platform, we must consolidate our email data. At the moment, we have three separate sources:

1. **Newsletter subscribers:** people who signed up via the BBIP website. This list is sitting in Mailchimp but has not been maintained or sent to in a long time.
2. **Past membership emails:** also in Mailchimp, but this list has not been updated for years and likely contains many inactive members.
3. **Current member/student emails:** held in our Wordpress database.

In Mailchimp alone (sources 1 & 2), we have 1,239 total contacts, 1,039 of whom are subscribed to emails. The Mailchimp lists may not reflect our current membership/student and will need to be reviewed and merged with the other lists before we start running with any new platform.

Proposed solution

After comparing several options, I shortlisted two platforms that are free and suitable for BBIP's needs.

Option 1: Sender (<https://www.sender.net/pricing/>) [Recommended]

Sender is our recommended choice. It is free for up to 2,500 contacts with no daily sending limit (15,000 max email/month), meaning we can send a newsletter to all members at once without delays.

It connects with our WordPress and WooCommerce website, so new members can be added to our email list automatically in the future. All features, including automation and campaign tools, are included at no cost.

Option 2: MailPoet (<https://account.mailpoet.com>)

MailPoet is a WordPress plugin that lives entirely inside our website dashboard, making it the most seamless option technically. It has strong WooCommerce integration and would feel familiar to anyone already managing the website. However, its free plan only supports up to 500 subscribers, which means BBIP would need to upgrade to a paid plan (approximately AUD \$10 per month) to accommodate our current membership size, and more as we grow. MailPoet remains a strong long-term option if the board is open to a small ongoing cost in the future.

Why I recommend Sender over MailPoet right now

Given that BBIP currently has over 1,000 active email subscribers and operates on a budget, Sender offers everything we need at no cost. MailPoet would require an immediate paid subscription, which is an unnecessary expense when a capable free alternative exists. Should BBIP's needs grow significantly in the future, we can revisit upgrading Sender or moving to MailPoet as a paid option at that time.

The common downside of free plan from any providers is that the emails we send will include their branding, usually in the footer.

Proposed next steps, pending board agreement:

1. Agree on the platform (Sender recommended)
2. Consolidate and clean up our member email list across all three sources above
3. Set up the new platform, import the existing email list, and connect it to our website
4. Setup email templates in the new platform

I am happy to lead this effort and manage the technical setup. The consolidation of the email list will need input from our Chairperson and Enrolment Officer, but I will coordinate with them directly.

Please let me know if you have any questions or if the board would like to discuss this further.

2. Board-Member-Only Page

If you log in to the website, and your role is Board Member, you will now see a floating button on the bottom right of your screen. This button will take you to the new Board-Member-only page: <https://balaibahasaperth.org/membership/bbip-boardroom/>

Currently it only contains:

- BBIP Constitution
- Minutes of Meeting

This button and the page won't be accessible from any other members.

User roles are managed in Wordpress, and I have updated the roles for all board members accordingly, including demoting past board members.

ADDENDUM 2

Life Membership and Associate Membership Research by Alice, April 2026

ASSOCIATE MEMBERS

Persons other than the above whose participation in the work of the Association is considered by the Board to have advantages for the Association may be offered Associate Member status on such terms and conditions as the Board may determine, but such persons shall not have the right to vote or to hold office. Associate membership is automatic for twelve months if a course is undertaken through the Association.

- Likely to be current president/s of
 - o AIYA - WA
 - o ICCWA
 - o Indonesia Institute
 - o Other organisations / Members of Parliament / Would look at who we would normally consider inviting to the AGM dinner/ people we would like to know about our events / receive out newsletters, etc

LIFE MEMBER

Persons voted by the membership as Life Members, due to their longstanding contribution to the Association at both the membership and Board levels. The Nominator must be a full member of the Association and the nomination must be submitted in writing and approved by a two thirds majority of the Board, before being submitted to a general meeting for ratification. If approved by a three quarters majority of members present, the nomination will take immediate effect. A Life Member need not pay the annual membership fees. A Life Member retains their voting rights

★ Recommended Life Membership Criteria

(Aligned with your constitutional definition and informed by common practice across Australian NFPs)

1. Length of Service

A clear threshold helps avoid subjective decisions.

Options you could adopt:

- Minimum 10 years of active membership, OR
- Minimum 7 years of service including at least 3 years on the Board, OR
- A combination of membership + Board service totalling 10+ years

Most organisations set 8–15 years as the benchmark.

2. Contribution at Membership Level

Your constitution requires “longstanding contribution at the membership level.”

This can be operationalised as:

- Consistent participation in events, programs, or initiatives
- Demonstrated commitment to the organisation’s mission

- Voluntary contributions beyond normal membership expectations
- Acting as an ambassador for the organisation in the community
- Supporting new members, volunteers, or students (if relevant)

You can also define examples of *exceptional* contribution:

- Leading or delivering major projects
 - Representing the organisation publicly
 - Providing specialist expertise over many years
 - Sustained fundraising or partnership-building efforts
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3. Contribution at Board Level

Since your constitution explicitly requires contribution “at both the membership and Board levels,” you can define:

- Minimum 3 years of Board service, OR
 - Holding an office bearer role (Chair, Deputy, Secretary, Treasurer) for at least one term
 - Demonstrated governance impact, such as:
 - strengthening strategy
 - improving governance processes
 - building partnerships
 - supporting organisational growth
 - contributing to financial stability
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4. Impact Criteria (Qualitative)

Most organisations include a “significant impact” clause to capture exceptional service that goes beyond time served.

Suggested wording:

- The nominee has made a sustained, positive, and measurable impact on the organisation’s development, reputation, or community relationships.
 - Their contribution is considered above and beyond what would normally be expected of a volunteer, member, or Board member.
 - Their behaviour consistently reflects the organisation’s values and enhances its standing.
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5. Character and Values

Common across cultural and community organisations:

- Demonstrates integrity, respect, and cultural sensitivity
 - Acts as a role model for members
 - Upholds the organisation's mission and values
 - Has contributed to a positive organisational culture
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6. Nomination Requirements

Your constitution already sets the process, but you can add clarity:

- Nomination must include a written statement outlining:
 - years of service
 - key contributions
 - impact on the organisation
 - endorsement by at least one full member
 - Supporting evidence may include:
 - project summaries
 - testimonials
 - records of service
 - examples of leadership or community impact
-

Examples from Other Organisations

Arts & Cultural Organisations (Australia)

Often require:

- 10+ years of service
- Significant contribution to cultural programs
- Leadership in community engagement
- Board or committee service

Diaspora & Multicultural Associations

Typically emphasise:

- Long-term cultural advocacy
- Strengthening bilateral or community relationships
- Mentoring younger members
- Representing the organisation publicly

Professional Associations

Often include:

- 15+ years of membership
- Outstanding service to the profession
- Governance or committee leadership
- Contribution to organisational growth



Suggested Life Membership Decision Rubric

(Optional but very helpful for fairness and transparency)

Category	Suggested Weight	Example Threshold
Length of Service	20%	10+ years
Board Service	20%	3+ years
Contribution to Organisation	30%	Demonstrated sustained impact
Leadership & Values	20%	Role modelling, integrity, cultural contribution
Ambassadorial Impact	10%	External representation, partnerships



A nominee might need to meet **at least 80%** of the total score.



Recommended Process

1. **Nomination submitted in writing by a full member**
2. **Eligibility check against the criteria**
3. **Assessment by a small panel (e.g., Chair + 2 Board members)**
4. **Board vote (your constitution requires $\frac{2}{3}$ majority)**
5. **General meeting ratification ($\frac{3}{4}$ majority)**
6. **Recognition (certificate, announcement, website listing, etc.)**

Addendum 3

“Stuff BBIP does” document by Sue on everyday BBIP operations.

STUFF THAT BBIP DOES

OUR “BREAD AND BUTTER” (where the money comes from)

- **Running Indonesian language classes.** Language classes have run since 2009. We make sure we do better than break even, but we need to maximise the profit we make so we can save for projects. We go through the process of promoting and enrolments 4 times a year. Our new website has improved the process by about 200%!

OUR “FLAGSHIP” PROJECT

- **Indonesian Language Assistant Program.** We collaborate (free of charge) with Department of Education – we collect applications, scrutinise them and provide a short list of candidates depending on how many they need each year. The LAP has been going since 2008. This process takes 2 months on and off of activity by BBIP between April and June. We keep in touch with the LAs and there’s a Facebook group called Keluarga Besar LAP.

EVENTS WITH BENEFITS FOR BBIP MEMBERS

- **Events with special members’ prices.** We haven’t been doing enough of these. Two types of events that have proved popular in the past are:
 - **Dinner/lunch/sundowner** with guest speaker
 - **Cultural and/or language immersion** events
 What could we do in 2026? E.g. one mid-year event, one end-of-year event? DISCUSSION!

OTHER STUFF THAT BBIP DOES *(not exhaustive)*

COLLABORATING WITH OTHER ORGANISATIONS

- **WILTA:** Turnamen Akademik Bahasa dan Budaya Indonesia (TABBI) October 2026. BBIP supplied the trophy and will be requested to help out on the day if possible.
- **AIYA / UWA:** Wayang Stories event – on the screen direct from Central Java, Saturday 16 May 2026. Local organising group is meeting tomorrow.
- **Indonesia Institute / AIBC / ICCWA:** supported the letter to schools teaching Indonesian and offered support for any other work we might do for schools.
- **Indonesian Consulate:** mainly representing BBIP at various events organised by KJRI and keeping the profile up.
- **Indonesian Embassy:** liaising with other BBI/BBBIs in Australia and with Ibu Yuli the Cultural Attache. The 2nd Congress of Indonesian Language is due to be held at ANU in December and BBIP will be invited to attend and possibly present.
- **Australia Awards Indonesia** (who award academic scholarships to Indonesians wishing to study in Australia): AAI runs the Indonesian Language Learning Ambassador (ILLA) program which places postgraduate students on an Australia Award scholarships in schools for 6 visits per semester to share language and culture. BBIP has been acting as a liaison between AAI and WA schools.

IN MORE DETAIL...

Running Indonesian language classes - what's involved each term:

STAGE	FOCUS	ACTION
Preparation stage 4-6 weeks prior to start of term	Teachers: <ul style="list-style-type: none"> Check they are available (most continue from before) and aware of term dates but sometimes we need to source new teachers Send them class lists with contact emails the weekend prior to term Check teachers know they should send the week's materials to participants a few days in advance Check new teachers know they should send the materials to Wilfred for printing 	WL, SC WL WL WL
	Enrolments: <ul style="list-style-type: none"> Prepare website enrolments page with any changes required e.g. price increases Monitor webmail for customer queries e.g. concession codes, term dates, which course to enrol in etc. Monitor enrolments to gauge which classes are filling up Make decisions about which classes can run and which cannot due to too few participants Close enrolment page 2 weeks into term. 	TS SC SC SC, WL TS
	Promotion: <ul style="list-style-type: none"> Promote classes via email to all active members at least twice Create a series of social media images promoting courses Post about courses on FB, IG and LinkedIn at intervals when enrolments are up e.g. 4, 3, 2 and 1 week before then a few days before 	SC, WL SC SC
In-term stage	Teachers: <ul style="list-style-type: none"> Occasional liaising for teacher absence/relief, class surveys, promotion of events to students etc Occasional monitoring of online class recordings for informal checking of attendance, student participation etc 	WL, SC SC
	Students: <ul style="list-style-type: none"> Discuss and create an end of semester survey seeking student feedback on a variety of topics such as learning, progress, reasons for learning, plus/minus points, ideas for improvement, ideas for events, etc. Administer the survey during the last lesson of the semester (Term 2 and Term 4) 	Board SC WL, SC
Post-term stage	Teachers: <ul style="list-style-type: none"> Manage submission of invoices in the correct format Manage submission of Statement by a Supplier if required Payment by EFT 	WL, SC, KB KB
	Students: <ul style="list-style-type: none"> Consider the results of the survey and any action based on these. 	Board

IN MORE DETAIL...

Running the Language Assistant Program – what’s involved each year:

STAGE	FOCUS	ACTION
Preparation stage April each year	Department of Education “Learning Area Partnerships”: <ul style="list-style-type: none"> DoE liaises with public schools teaching Indonesian and receives requests for an Indonesian language assistant for the next year. Schools pay 50% of the cost, so only a few schools opt for an LA. DoE liaise with BBIP regarding the date by which they require a shortlist of candidates and provide a flyer for the LA program DoE inform BBIP how many candidates and reserves they need Ensure that our subscription to Wufoo application software is updated 	SC, DH, IH SC, KB
	Advertising: <ul style="list-style-type: none"> Update Guidelines and FAQ for the current year, e.g. dates, new requirements based on prior experience, aiming to streamline the process. Candidates must evidence certain data in order to be eligible for the appropriate visa and for the role. Create a new application form on Wufoo software, liaising with a few interested Board members Create a new LAP post on the website with flyer, Guidelines/FAQ and link to application form 	DH, SC, IH DH, IH SC, TS
Selection stage	Selection: <ul style="list-style-type: none"> Read all completed applications (ignore incomplete applications and ineligible candidates e.g. too old), noting vital discriminators such as video quality and answers to specific job-related questions. Create a long list of e.g. 10 candidates and liaise with interested Board members to rank them in order of suitability. Liaise with DoE to provide the required short list of candidates and reserves. 	DH, SC, IH DH, IH DH, IH
Employment stage	Employment: <ul style="list-style-type: none"> DoE contacts the candidates to offer the job and liaises with them on matters of dates, visa, travel, accommodation, school placements etc. DoE arranges temporary accommodation at a UWA college and meets LAs at the airport when they arrive. BBIP meets the LAs at some point after they arrive and may liaise with KJRI for a welcome event. LAs organise their own shared house rentals and begin liaising with staff at the schools to which they have been assigned. BBIP maintains occasional contact with the LAs and invites them to events 	DoE Schools Board
Post employment stage	<ul style="list-style-type: none"> DoE invites BBIP to a farewell for all LAs (all countries) BBIP invites LAs to join the Keluarga Besar LAP Facebook page 	DoE Board

IN MORE DETAIL...

Organising member events:

Type of event	Attendees	Benefits for members
Dinner, lunch or sundowner with speaker?	BBIP members, other organisations	Members' price
Cultural immersion event?	BBIP members, other organisations	Members' price

Collaborating with other WA organisations

Organisation	Event	BBIP role
WILTA	Turnamen Akademik Bahasa dan Budaya Indonesia (TABBI) – October 2026	<ul style="list-style-type: none"> • Provide trophy • Help on the day
AIYA, UWA + Universitas Amikom Purwokerto	Wayang Stories 16 May 2026 UWA	<ul style="list-style-type: none"> • Part of organising committee • Promote to membership & networks

Representing BBIP

Organisation	Event / activity	BBIP role & personnel
KJRI	<ul style="list-style-type: none"> • Welcome for Language Assistants • Celebration of Gastronomy and launch of Perth resto booklet • Buya Subi Fashion event April 2026 • Diplomatic receptions • School student awards night • School teacher awards night • 17 August flag raising 	Representing BBIP SC + Vice Pres or other Board members
KBRI / ANU	<ul style="list-style-type: none"> • 2nd Congress for Indonesian language in Canberra, December 2026 • Ongoing conversations on BBI WA group with Ibu Yuli AtDikBud 	Liaising with other BBIs re Indonesian language in Australia Possibly presenting about Indonesian language SC or other Board members

Supporting the Indonesian Language Learning Ambassadors (ILLA) program run by Australia Awards Indonesia

Organisation	Event	BBIP role
Australia Awards Indonesia in Jakarta	Visits by Indonesian post-graduate students to Australian schools – 6 per semester – to share language/culture with Indonesian language classes	<ul style="list-style-type: none"> • Promote to schools by sharing flyer each semester SC