*PO Box 7156 Karawara WA 6152*

**Board Meeting of Balai Bahasa Indonesia Perth (Inc)**

**Minutes**

**Date:** Thursday 26 March 2020 **Venue:** Video conference from your location

**Open:** 1730 hrs

**Present**: Leon, Sue, Karen, Moya, Fiona, Robbie, Nick, Bruno, Georgina, Vicki, Pak Nanda, Pak Domi, Pak Syahri

**Apologies**: Danielle

**Minutes of previous Board meeting:**  15 January 2020

**Business arising from minutes:**

* Minutes accepted as a true record: moved Leon, seconded Karen, all in favour.

**1. Correspondence**

* 6 Jan-8 Feb Emails from Karen Bailey to ASILE Conference Committee regarding aspects of ASILE planning: ASILE logo, using Eventbrite ticketing, ASILE webpage, Conference Dinner Venue

 ***See comments regarding Crystal Swan (Conference Dinner venue) under item 10.***

* 5 Feb Email to Carl Newmark of Eventbrite confirming ASILE
* 6 Feb Invitations to VIPs to attend BBIP AGM:

 - Bapak Imran Hanafi, Education and Cultural Attache, KBRI

 - Hon Peter Tinley MLA, Minister Housing, Fisheries, Veterans’

 Issues, Asian Engagement

 - Hon Bill Johnston MLA, Minister Mines & Petroleum, Energy,

 Industrial Relations

 - Hon Kate Doust MLC, Member for South Metropolitan Region

 - Duncan Ord OAM, Director General Dept Local Government,

 Sport & Cultural Industries

 - Kim Ellwood, Executive Director Dept LGSCI

 - Phil Turtle, President Australia Indonesia Business Council

 - Rebecca Brown, Director General, Dept Jobs, Tourism, Science

 & Innovation

 - Jennifer Matthews, Deputy Director General, Dept JTSI

 - Walter Gomes, Manager Strategic Projects, Dept JTSI

 - Ngor Tan, Country Manager (Singapore, Malaysia, Vietnam,

 Indonesia, India), Dept JTSI

 - Ibu Dewi Gustina Tobing, Consul-General of the Republic of Indonesia, Perth

 - Ross Taylor, Director Indonesia Institute

 - Kate Reitzenstein, Languages Consultant, Association of

 Independent Schools of WA (AISWA)

 - Danielle Horne, President, Westralian Indonesian Language

 Teachers’ Association (WILTA)

* 6 Feb Email to Dept of Education regarding BBIP classes for teachers of the Ketawa programme & enclosing MOU for use of Centra
* 11 Feb Response to Afifah Elkifaki regarding her offer to volunteer;

 invitation to join BBIP and attend AGM

* 9 Mar Email to 47 expired BBIP members to encourage renewal of

 Membership

* 13 & 14/3 Emails from Eventbrite re Coronavirus & ASILE Conference event

 ***See comments under Item 10.***

**2 Board Members 2020** (Leon)

* Introductions

 **Action: if you have not already done so or are not already on the BBIP website,**

 **please send a brief introduction/bio plus head and shoulders photo of yourself**

 **to the BBIP Board email group.**

 **Action: Moya will compile current Board bios and edit the website accordingly.**

 ***NB: see*** <https://balaibahasaperth.org/membership/introducing-bbip-board-members/>  **for existing Board member profiles.**

* Roles: the most important roles already exist, while others may be allocated for future
* BBIP activities as they arise. Moya is in the process of passing the role of Class Enrolments to Sue, while Sue and Georgina continue to liaise on the handover of the Secretary role

**3 Finance**

* Treasurer’s Report (Bruno)
* January and February Financial Reports: Bruno had circulated these by email on 17

 March. Balances as of 26 March: Main account $10,682.85; 2nd account $11,500.01; PayPal $1764.95. Paypal monies have been transferred to main account.

* Bank a/c
* Signatories: Chairperson should be added to current signatories; to do this all

 signatories need to be present at the bank and the new signatory needs to bring 100pts of ID if not a Commonwealth customer.

 **Action: to be arranged between current signatories and Chairperson at a date of their choice.**

* Change to electronic statements: suggested by Leon, Bruno will action
* Accounting packages: Leon requested Bruno research some options

**Action: Bruno to bring details of some accounting packages to next meeting.**

**4 Membership** (Sue)

* Current active membership: 127
* 47 expired since beginning of January 2020: an email was sent to expirees but has resulted in very few renewals. There have been a few new memberships, mainly people wishing to join BBIP courses.
* Glitch on website – membership search problem: exported lists of expirees do not contain those expirees with a membership start date of 2018. Problem has been reported to the webmaster.
* Payment – PayPal / credit card options: it appears currently that there is confusion regarding payment by credit card, where some people do not wish to use PayPal.
* **Action: Sue to follow up the website glitches and PayPal issues, and report back next meeting regarding progress**
* Member survey: Leon would like to hold a survey of members to ascertain their views on what they would like from BBIP and what they can offer BBIP (skills, talents etc.). We have a SurveyMonkey subscription.

  **Action: Leon, Sue and Fiona to liaise on survey questions and bring draft**

 **questions to next meeting for discussion.**

**5 Website** (Moya)

* Moya requested all Board members who have not yet done so to provide a head and shoulders photo plus a short bio for the website. See Item 1 above for action.
* Discussion regarding search engine positioning – currently a search for Indonesian language classes on Google brings BBIP up in first place after some paid ads. If we wished to adjust our settings for Google Analytics that is easy to do.

 Discussion regarding list of Indonesian restaurants on website.

**6 Social media**

* Policies and procedures: over the years this has been addressed by individual Board members in their roles, but it is time to set up an official Social Media policy. Karen shared and outlined a draft policy and its probable final official format. A Social Media Policy subcommittee to be formed to discuss and further develop the policy.

**Action: Karen, Leon, Nick and Robbie to form the subcommittee and meet on a day of their choice.**

**7 2020 Classes Update** (Moya)

* Classes at KJRI: face to face classes have been cancelled for the foreseeable future and at least until the end of Term 2 in the COVID19 situation. Currently both Beginners Survival and Elementary 3 are being taught online by Ibu Theresia using Adobe Connect, but only a few students have taken up the option.
* Update on Scotch College or other alternatie venues: not relevant in the current situation.
* Discussion on offering online classes in Term 2: we need a teacher experienced in online language teaching. Perhaps offer a free trial class so people know what online language learning will be like. We are in competition with a lot of other online Indonesian classes. Pricing to stay the same because (a) we still need to pay the teacher and (b) Adobe Connect is an expense for BBIP. Classes will be capped at 15 students, and will be open to anyone, not just in WA.
* Leon proposed an acknowledgement of the work done on this by Karen, Moya and Sue.

**Action: Karen to contact Yahya Zakaria (ex Language Assistant) to see if he will be willing to run our Beginners Survival and Conversation classes online from next term.**

**Action: Moya to take down the current face to face classes advertised on the website and replace with online class enrolments once we have confirmation of teachers.**

**Action: Karen, Moya and Sue to work on the way classes will be offered, advertised and run.**

**8 Language Assistant Program (LAP) 2020** (Karen)

* The third Language Assistant has arrived from Indonesia and is working in a school in the south of WA.
* Discussion on advertising and handling the next intake of Language Assistants that will need to start in May 2020. Generally agreed that Wufoo worked well in 2019 and we should use it again in 2020. The cost for 4 months is approximately AUD150.

**Motion: that BBIP take up a new subscription of Wufoo to handle Language Assistant applications for the 2021 year. Moved: Karen Seconded: Moya Passed - all in favour.**

**9 Indonesian Language Ambassadors Program (ILAP)** (Fiona)

* Kelly Crothers agreed last year to take part in the program. Nick Basan has also volunteered to become an Ambassador.
* Discussion about whether to place the program on hold – Fiona did not receive a response from WILTA previously, and now schools are closing. It was felt that the program could go ahead as an online option for teachers teaching classes remotely. WILTA could be requested to canvas teachers via their regular email newsletter.

**Action: Fiona to speak to Kelly about this; if she is agreeable, Fiona to re-contact Danielle Horne, President of WILTA, to offer the online ILAP service.**

**10 Australian Society of Indonesian Language Educators (ASILE) Conference** (Karen)

* As the COVID19 situation is likely to impact heavily on registrations, Karen put forward some suggestions:

(a) to postpone ASILE until the same time in 2021, i.e. 29/30 Sept & 1 October

(b) to leave the call for abstracts open to allow more time for follow-up and organization

(c) to ask Crystal Swan if they will hold our $2000 non-refundable deposit until 30 September next year

**Motion: 1) That ASILE 2020 be postponed to 2021; 2) that call for abstracts remain open; 3) that Crystal Swan be approached to hold our deposit over until 2021. Moved: Karen Seconded: Moya Passed – all in favour.**

**Action: Karen to contact Danielle Horne, WILTA President, to let her know our decision, then will inform the ASILE Committee.**

**Action: Karen to contact Eventbrite to see if the 3 paid registrations so far can be rolled over, or request a refund.**

**11 City of Joondalup Project** (Karen)

* Karen feels the project may not go ahead. The grant application is due in April but nothing has been heard from the Project Officer.

**Action: Karen to contact the Project Officer and report back.**

**12 Amendments to Constitution** (Leon)

* Discussion: amendments to the Constitution need a 2-step process, 1) agreed to by the Board and 2) voted on at an AGM. Suggested that we take the rest of this year to compile a list of possible amendments and update at each Board meeting. Moya proposed that we choose a meeting date to discuss collected amendments later in the year. The Constitution was last reviewed in 2018.

**Action: Moya to repair the link to the Constitution on the BBIP website and let the Board know when it is ready.**

**Action: Board members to read the Constitution by next meeting and bring any ideas for amendments.**

**Action: Leon, Sue and Georgina to liaise on collecting amendments.**

**13 BBIP Patron**

* Brief discussion: the Constitution allows for 2 Patrons, one Australian and one Indonesian. Karen suggested this person needs to be high profile and non-political.

 **Action: Board members to bring ideas for potential Patrons to the next**

 **meeting.**

**14 General Discussion** (Leon)

 Ideas for BBIP activities/responsibilities: Leon would like Board members’ input on the following

 and other ideas.

* Build BBIP financial resources including funding
* Broaden scope of language classes e.g. Indonesian teachers, business
* Build on links with business and WA Govt Asian Engagement e.g. Indonesia Australia Comprehensive Economic Partnership Agreement (IA-CEPA)
* Broaden range of language & cultural activities for members e.g. discount cards, cooking, dance etc.
* Website: publish list of Indonesian restaurants; publicise Indonesian community events; publish attendance at board meetings; etc.

 **Action: Vicki to continue pursuing possible BBIP supporters and ways for BBIP to**

 **support local businesses e.g. restaurants.**

**Any other business**

* Leon proposed a vote of thanks to Karen and Sue for organizing the online meeting.

**Meeting closed: 7.38pm Next meeting: 21 April 2020**