BBIP the Place to learn about Indonesian language and culture

PO Box 7156 Karawara WA 6152

Board Meeting of Balai Bahasa Indonesia Perth (Inc)

Minutes

Date: Tuesday 15 September 2020 **Venue:** Aula, KJRI

Open: 1730 hrs 134 Adelaide Terrace, Perth

Present:: Leon, Karen, Sue, Fiona, Nanda, Robbie, Nick, Moya, Georgina

Apologies: Danielle, Domi **Absent:** Bruno, Syahri

Minutes of previous Board meeting: 21 July 2020

- Minutes accepted: moved Fiona, seconded Karen.

Business arising from minutes:

- All business covered under current agenda.

1. Correspondence

- 21/7-17/8 Emails to and from DoE schools and teachers regarding Ketawa course enrolments and invoices
- 21/7-17/8 Emails to and from BBIP online teachers and students regarding changes in enrolments etc.
- 21/7-17/8 Emails from and to potential BBIP students enquiring about future course dates etc
- 29/7 Email from KKI IAIN Salatiga (Islamic tertiary college) regarding possible online internships with BBIP August to November 2020
- 30/7 Email enquiry from Rosmery Suwanti in Perth regarding ways to get involved with BBIP
- 7/8 Email enquiry from Michelle Hartono in Perth regarding possible employment
- 10/8 Email from Paul Davidson, Scotch College Bursar, regarding MOU and classes
- 10/8 Email from Sue Cooper to BBIP Treasurer regarding payment for Ketawa work
- 17/8 Email from Karen Bailey to BBIP Treasurer regarding payment for Ketawa work
- 17/8 Email to Martina regarding teaching BBIP classes
- 21/8-15/9 Emails to and from applicants for LAP 2021, regarding various issues
- 1/9 Emails to Post and Community Newspapers regarding advertising costs
- 2/9 Emails to Riza Suryandari & Amanda Suyatna regarding teaching BBIP classes
- 15/9 Emails from and to DoE regarding Language Assistant selection process

2 Finance (Bruno)

- Financial Report
  - August 2020 – not presented due to Treasurer's absence.
- Bank a/c signatories – Leon has been added as an authority and can now access NetBank.
- Corporate credit card – has not yet been followed up.
- BAS statements

3 Membership (Moya)

- Updates – 151 members as of today.

4 Website (Moya)

- Issues for Ronald: Board Members page / PayPal / Contact Us issues / Ronald's invoice / slow operation of website / phishing and virus emails coming up every day on webmail. Re. phishing it seems Ronald has not added sufficient firewall protection on his server.
- Ronald is away and not contactable at present.
- Ketawa 3 & 4 and Conversation F2F classes are up on the website; Moya to adjust Ketawa links so public cannot enrol.
- **Action: Moya to create a consolidated list of website issues by 27/9; email Ronald and cc Leon.**

5 Social media (Karen, Leon, Nick, Robbie)

- Social Media Policy Guidelines – Karen has updated these with email addresses of responsible persons.
- Karen is continuing to put necessary social media up; Nick apologised for not having time lately to write posts. Nick to resume writing posts and run them past Robbie and Karen for approval and comment with the aim of taking over by the end of November.
- Robbie hasn't found any orgs for us to follow on Twitter yet.
- **Action: Nick to resume writing social media posts in liaison with Robbie and Karen.**
- **Action: Robbie to research organisations for BBIP to follow on Twitter.**

6 2020 Classes Update (Moya, Sue, Karen, Leon)

- Costs for Term 4 classes: online - $180; F2F - $200 to cover costs of sanitizer and disinfectant.
- Term 4 classes to comprise 4 online (Ketawa 3 & 4, Beg 1, Beg 2, Elem 3, Conversation); 2 classes at KJRI (Beg 1 and Beg 2); 3 classes at Scotch College (Beg 1, Beg 2, Conversation)
- Advertising and promotion schedule for Term 4 classes – MailChimp to all members/ subscribers; BBIP Facebook and other social media; community news community diary; radio stations online, Curtin Radio, 96FM, 6-EBA FM, RTR FM etc.
- MailChimp – we can only have one account owner (it is Karen) but the account can be used by anyone to whom the details are provided. To do so we had to uncheck the telecode security option so it is less secure.
- MailChimp goes to everyone on the BBIP database. To send an email to members only, the current membership list needs to be downloaded and copy-pasted into webmail.
- We have received many enquiries about F2F classes including 3 from Australian Border Force.
- Scotch College conditions for enrolment: students required to sign Child Safety Code of Conduct; a letter of indemnity against claims for personal damage or injury if not caused by Scotch College or BBIP; and an acceptance of conditions for sanitizing, disinfecting and social distancing in relation to COVID19.
- Suggestion to link all documents to the enrolment process alongside the BBIP Terms & Conditions, and incorporate a check box in the enrolment process so people agree to content and to sign hard copy documents provided at the first lesson.
- **Action: Sue to action advertising via MailChimp, community newspapers and community radio.**
- **Action: Social media team to action advertising via social media.**
- **Action: Moya to investigate how to add the conditions of enrolment documents to the enrolment process.**
- **Action: Moya to advertise Term 4 classes and place enrolment links for all classes on BBIP website.**

7 Language Assistant Program (LAP) 2021 (Karen)

- Selection process – Karen received an email from DoE stating that the LAP selection process has been temporarily suspended. Karen has responded saying the BBIP selection process has begun and will continue, and requesting reimbursement for Wufoo expenses from DoE.
- So far we have received 17 complete LAP applications, with 287 applications still being completed. We will proceed to draw up a short list that we can use at a later date if the 2021 LAP is suspended.

8 Indonesian Language Ambassadors Program (ILAP) (Fiona)

- No interest has been expressed lately.
- Suggestion that Language Ambassadors profiles be submitted to WILTA every term via their newsletter, Warta WILTA.
- **Action: Nick to apply for a Working with Children Check in liaison with Leon.**
- **Action: Fiona to draw up Language Ambassador profiles and submit them to Danielle for inclusion in WILTA newsletters, and report to Leon on this.**
- **Action: Fiona to ask Jack Collard to formally advise us about whether he can currently be one of our Language Ambassadors**

9 Programs and events

- Online book club.
- **Action: Karen and Georgina to bring a proposal about book club to next meeting.**
- Film night - Karen is happy to coordinate this if it is held next year. Possibility to hire an outdoor cinema in January, and to invite Ibu KonJen before she leaves Perth. To be further discussed in relation to an Office of Multicultural Affairs grant application.
- End of 2020 social event – Murdoch University. Suggestion of a Friday evening from 4.00pm, on 20th or 27th November. Gather at the Pendopo at Murdoch, mix with native speakers, play gamelan and angklung, event catered with Indonesian food.
- **Action: Sue to liaise with Pak Irianto and Pak Sofari, work on a schedule for the event.**
- Other suggestions for events: car rally, progressive dinner, cooking classes. We have previously run a successful series of cooking classes at Osh5One with Agnes Harijanto.

10 Future programs for members and community

- Futsal – Robbie is keen to organize coaching sessions, run a competition. There are futsal clubs at many Perth venues: Bibra Lake, Fremantle, Osborne Park, Wembley, Cockburn. General agreement that it would be run in Indonesian language, be a family focused event for BBIP members, preferably in school holidays or possibly a Sunday afternoon during Harmony Week in March 2021.
- **Action: Robbie to continue to liaise with futsal players/clubs and negotiate how the session(s) could run, and report to Leon on this.**
- Office of Multicultural Interests grants are available, the Board agreed in principle to can submit two applications for $2000: a film evening and a futsal event both in early 2021.
- Karen noted that we have had 2 previous applications rejected by OMI, on the grounds that the organisers/participants have to be members of that ethnic community group.
- **Action: Moya to check to see if this is still a requirement.**

10 KJRI

- Pak Nanda expressed support of the idea of an event (such as futsal) that combines language and sport as a good example of multicultural influences.

11 WILTA

- WILTA has had a low-key year but has run a few professional learning sessions focused on upskilling primary and middle school teachers.
- They are also currently running “Kompetisi Klip-Klip for all levels of schools where students submit videos of Indonesian songs, skits etc. for prizes supplied by the KJRI.

Any other business

- Georgina will take over as Secretary from next meeting.

Meeting closed: 7.00pm **Next meeting: 20 October 2020**