



Annual General Report 2023

Photo: Open Day 2023



Table of Contents

Agenda 2023 Annual General Meeting	2
Minutes of 2022 Annual General Meeting.....	4
Chairperson/Committee of Management Report.....	6
Centre Manager Report.....	7
2023 Financial Statements & Audit Report	8
Committee of Management, Staff & Volunteers	28
Neighbourhood House Activities & ACFE Program Delivery 2023.....	29



Macedon Ranges Further Education Centre Inc. A0004432s ABN 24 812 980 382
P.O. Box 68 GISBORNE Victoria, 3437. Phone: (03) 54283799 email: manager@mrfec.net.au

Agenda for the 2023 Annual General Meeting

To be held on: Tuesday, 14th April 2024 @ 5pm

Welcome and acknowledgement

The Committee acknowledges the Wurundjeri people, the Traditional Custodians of the Land on which we meet. We also pay respect to the Elders both past and present and extend that respect to other Indigenous Australians present.

1. Attendance and Apologies - to be confirmed.

1.1 2024 Attendance Register

Name of attendee	Position and name of organisation
Kerri Diss	Chair, COM Manager Macedon Ranges Further Education Centre Tenure March 2023 – March 2025
Terry Larkins	COM member, Manager Macedon Ranges Further Education Centre Tenure March 2023 – March 2025
Bruce Dudon	COM member, Manager Macedon Ranges Further Education Centre Tenure March 2023 – March 2025
Jenny Malberg	Secretary, COM Manager Macedon Ranges Further Education Centre Tenure March 2023 – March 2025
Melissa Kroker	Education Coordinator Macedon Ranges Further Education Centre
Bridget Wade	Staff Macedon Ranges Further Education Centre
Jacqui Marshall	JCJ Bookkeeping & Tutor Macedon Ranges Further Education Centre
Rebecca Chen	Tutor Macedon Ranges Further Education Centre

1.2 Apologies - to be confirmed.

Rick Murrhy	Member
Caitlyn Sinclair	Tutor

2. Welcome by Chairperson Kerri Diss

3	Confirmation of Minutes of 2023 Annual General Meeting
4	Presentation of 2023 Annual Reports and Financial Statements
	4.1 Annual Report from the Chairperson
	4.2 Financial Statements for 2023
	Adoption of Annual Reports
5	Committee of Management Nominations March 2024 – March 2026
	5.1 Nominations for the board.
6	Special Resolution for Ratification of the MR FEC Rules for Incorporated Associations. CONSUMER AFFAIRS VICTORIA Associations Incorporation Reform Act 2012. Associations Incorporation Reform Regulations 2023
	6.1 Resolution motion: That the tabled MR FEC Rules for Incorporated Associations 2023 be approved.
7	Annual Subscription for Members
	7.1 Motion: That the Annual subscription for Membership of Macedon Ranges Further Education Centre Incorporated, to remain at no cost.
8	Appointment of Auditor for the 2024 finances
	8.1 Collins & Co Audit Pty Ltd



(Macedon Ranges Further Education Centre Inc.)

12 Hamilton Street, Gisborne Vic 3437

Email: manager@mrfec.net.au

Phone (03) 5428 3799

webpage: mrfec.net.au

ABN 24 812 980 382

Incorporation No.A0004432S

Minutes of 2022 Annual General Meeting

Held on: Tuesday 21st March 2023 @ 5pm

Attendance: Kerri Diss – Chair, COM Manager Macedon Ranges Further Education Centre
Monica Smyrek – Manager, Macedon Ranges Further Education Centre
Terry Larkins – COM Manager Macedon Ranges Further Education Centre
John Tikulin – COM Manager Macedon Ranges Further Education Centre
Pauline Tarrant – COM Manager Macedon Ranges Further Education Centre
Melissa Kroker – Education Coordinator Macedon Ranges Further Education Centre
Helen Flentje – Tutor, Macedon Ranges Further Education Centre
Peter Cramer – Tutor, Macedon Ranges Further Education Centre
Yvonne Mimmo – Tutor, Macedon Ranges Further Education Centre

Apologies: Jenny Malberg – Secretary, COM Manager Macedon Ranges Further Education Centre
Bruce Dudon – COM Manager Macedon Ranges Further Education Centre
Jacqui Marshall – JCJ Bookkeeping & Tutor, Macedon Ranges Further Education Centre
Bill Stevens – Tutor, Macedon Ranges Further Education Centre
Julie Luck – Member
Bridget Wade – Staff, Macedon Ranges Further Education Centre
Glenda McLuckie – Tutor, Macedon Ranges Further Education Centre
Stephen Wright – Tutor, Macedon Ranges Further Education Centre
Ray Rattenbury – Tutor, Macedon Ranges Further Education Centre
Rick Murrihy – Member
Maryanne Thomas & Rob Mitchell

Welcome and acknowledgement:

The Committee acknowledges the Wurundjeri Woi Wurrung people, the Traditional Custodians of the Land on which we meet. We also pay respect to the Elders both past and present and extend that respect to other Indigenous Australians present.

1	Meeting opened 5:05pm
2	Confirmation of Minutes of 2022 Annual General Meeting Motion: That the minutes of the 2022 meeting be approved. Moved: Pauline Seconded: Terry Carried
3	Presentation of 2022 Annual Reports and Financial Statements 5.1 Annual Report from the Chairperson Continued COVID lockdowns and restrictions, lead to drop in enrolments. Chairpersons Report isn't correct – Monica will resend correct version to everyone.

	Praise to Monica for gaining partnerships with local businesses and success of grant for a new kiln. COM will begin with new Strategic Plan. Thank Staff, Tutors and volunteers. Thanks to COM members. Motion: That the minutes of the 2022 meeting be approved. Moved: Terry Seconded: Pauline 5.2 Financial Statements for 2022 No comments or questions That the Annual Financial Statements for the year ended 31 December 2022 including the Auditors report on the financial statements as presented be accepted. Moved: Terry Seconded: Pauline 5.3 Adoption of Annual Reports Grant for new kiln Updated website – positive feedback Two uni volunteer placements Employer Engagement Steering Committee – improve relationship with employers across region. Bring new technology into the building (85” and 55” TV’s and camera) used for Zoom meetings and hybrid classes. Piloting different classes eg. Permaculture run out of MMMCH
4	Committee of Management Nominations March 2023 – March 2025 6.1 Nominations for the Board Received from Pauline, Jenny, Terry, Kerry and Bruce. John will be up for nomination in 2024. No election required.
5	Appointment of Auditor for the 2023 finances 5.1 Collins & Co Audit Pty Ltd First time using this firm, so far so good. Moved: Kerri Seconded: John
6	Correspondence
7	General Business No Treasurer nominated.
8	Next Meeting Date/Time/Location

Meeting closed at 5:22pm

2023 COMMITTEE OF MANAGEMENT REPORT

MRFEC began 2023 with enthusiasm and high expectations but it became apparent that with high employment rates post covid, we experienced a fall in enrolments for our traditional ACFE job preparation courses. The competition from various organisations such as government funded free TAFE, offering some of our regular courses for very low or no fees, had a significant impact on our budget, and our course provisions.

Our Neighbourhood house courses, both short, and long, and our one-off events, were slow to build during early 2023. Again possibly due to post covid hesitancy. I'm happy to say they are now attracting healthy numbers and increasing enrolments.

Our tutors provide the learning and connection for our students, and feedback from classes is always excellent.

We have partnered with other local neighbourhood houses to provide appropriate and interest-based courses to the wider Macedon Ranges Community. We value those partnerships and appreciate other groups' willingness to share and host our courses at their venues.

The Committee of Management have developed a new Strategic Plan to guide the centre through 2023-2027.

The MRFEC Committee was sad to say farewell and thank you to Vice President Pauline Tarrant who served the organisation so well. Pauline gave over 20 years of service to MRFEC Committee of Management team in serving our Macedon Ranges community. We also thanked John Tikulin our Gisborne Secondary College representative, who took up a new teaching position out of the area. John was with us for over three years. We look forward to the new representative from Gisborne Secondary College.

The Centre leadership has also undergone some changes. Manager Monica Smyrek who led the admin team through Covid, left mid-year and was replaced by Rebecca Harris. Regrettably Rebecca left us, and the Committee is currently recruiting a new Co-Ordinator for the centre.

Our admin team and the volunteers continue to provide a welcoming and professional environment for all who tutor and attend our classes and events.

An update of our Website is progressing, and our social media presence is proving to be a valuable tool to inform and keep up to date communication, with current and prospective students.

On behalf of the Committee of Management I wish to thank our staff and volunteers that work hard to enable MRFEC to continue in its role to support our local community. I would encourage others with similar community values to inquire at the office and consider joining our committee team.

Kerri Diss
Chairperson
Committee of Management
Macedon Ranges Further Education Centre

2023 Centre Managers' Report

Macedon Ranges Further Education Centre (MRFEC) has experienced a steady increase in enrolments throughout 2023, in comparison to the last couple of years. Over the course of the year, enrolment numbers have increased each term.

The results can be attributed to greater confidence of people in social settings (after COVID), greater efforts in brand awareness through social media and general advertising and offering different courses/workshops particularly Christmas workshops.

I would like to thank **Monica Smyrek** who stepped down mid 2023 from the Manager role for all her dedication and efforts as both a staff member but also as a tutor with Macedon Ranges Further Education Centre. I would also like to thank **Rebecca Harris** who was with MRFEC in the last half of 2023 in the Manager role for her efforts. Finally, I would like to thank Bridget Wade who continually provides valued assistance across all facets of the business.

A special thanks to our volunteers over the year who assist us in reception and other tasks. All have been a welcome addition to our small and friendly team. Thank you to **Diane Harle, John Haydock** and **Lindy Chapman**.

Successes during 2023 include;

- Purchased new kiln from grant received in 2022.
- Received a grant from Foundation for Rural & Regional Renewal to replace furniture in foyer area.
- Received funding support from Macedon Ranges Shire Council to support our Economic Development projects and activities.
- Transition from VETtrak to Social Planet.
- Participated in the Rotary Volunteer Expo.
- Conducted an Open Day during Adult Learners Week during Gisborne's Market Day.
- Submitting monthly articles in Gisborne Gazette to gain further community awareness.
- Partnered with PS My Family Matters to deliver monthly walks and morning teas (supported by Neighbourhood Houses Victoria) to support local carers in the area.
- Partnered with Woodend Neighbourhood House and Goonawarra Neighbourhood House to run Floristry, Pottery and Barista classes.
- Continued our partnership with Macedon & Mt Macedon Community House in running Permaculture courses via an MOU.
- Partnered with Deakin University Student Freelancing Hub to conduct a project on Community Engagement
- Employer Engagement Steering Committee completed the Employer Engagement Consultation via surveying local employers and youth.

We look forward to 2024 and growing the programs and community engagement at Macedon Ranges Further Education Centre.

Melissa Kroker – Acting Centre Manager

Macedon Ranges Further Education Centre

Committee of Management, Staff & Volunteers

Committee of Management		
		
Kerri Diss, Chairperson	Jennifer Malberg, Secretary	Terry Larkins, Treasurer
		
Bruce Dudon, Member	Vice Chairperson - Vacant	
Staff		
		
Melissa Kroker, Education Coordinator/Acting Centre Manager	Bridget Wade, Office Support	Centre Manager, Vacant
Volunteers		
John Haydock Reception/Marketing	Lindy Chapman Reception	Dianne Harle Reception/Administration

Macedon Ranges Further Education Centre

Neighbourhood House Activities & ACFE Programs 2023

Neighbourhood House Activities		
Furniture Restoration	Pastels	Watercolour
Calligraphy	Tai Chi	Pottery
Floristry Workshops	Pottery Workshops	Keyboard
Drawing for Beginners	Knitting/Crochet	Scone & Piklet Time (community morning tea)
Digital Photography for Beginners	Photo Walk Club	Safe Seats Program
RSA	Silk Scarves Painting & Eco Dyeing	Write & Create Your Family Memoir
Cosmos Information Session	Craft morning's with Lisa from The Craft Table	Card Making Workshops
ACFE Courses		
Bookkeeping	Improve Your English	Floristry
Digital Know How	Barista	Floristry Introduction
Creative Writing	Creative Writing – Editing & Publishing	Microsoft for Newbies
Xero	Xero Payroll	Xero for Small Business
Excel Intermediate	Permaculture	