

Annual General Report 2024



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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: 2024 Annual General Meeting

To be held on

Thursday 20th March 2025 @ 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. In Attendance

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	Manager, Macedon Ranges Further Education Centre
Bridget Wade	Coordinator, Macedon Ranges Further Education Centre
Jacqui Marshall	Tutor, Macedon Ranges Further Education Centre & JCJ Bookkeeping
Peter Cramer	Member

1.2 Apologies - to be confirmed

2. Welcome by Chairperson Kerri Diss

3. Confirmation of Minutes of 2024 Annual General Meeting

4. Presentation of 2024 Annual Reports and Financial Statements

4.1. Annual Report from the Chairperson

4.2. Financial Statements for 2024

4.3. Adoption of Annual Reports

5. Committee of Management Nominations March 2025 – March 2027

5.1. Nominations for the Board.

6. Annual Subscription for Members

6.1. Motion: That the Annual Subscription for Membership of Macedon Ranges Further Education Centre Inc. to remain at no cost.

7. Appointment of Auditor for the 2025 finances

7.1. Collins & Co Audit Pty Ltd



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MINUTES of the Annual General Meeting

Held on **Tuesday, 16th 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.

8. Attendance and Apologies.

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
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

Bruce Dudon	COM member, Manager Macedon Ranges Further Education Centre Tenure March 2023 – March 2025
Rick Murrihy	Member
Caitlyn Sinclair	Tutor/Administration
David Hartwig	Tutor
Brandy Monteith	Tutor

Geoff Jackson	Tutor
Ray Rattenbury	Tutor
Jim Reilly	Tutor
Shari Mitchell	Tutor
Beverley Eikli	Tutor
Raf Fabris	Tutor
Matt Griffiths	Tutor
Kelly Griffiths	Tutor
Glenda McLuckie	Tutor
David Stein	Tutor
Stephen Wright	Tutor
Peter Cramer	Tutor
Christine Crosby	Tutor
Vicki Murdoch	Tutor

9. Welcome by Chairperson Kerri Diss

Meeting opened 5.00pm

3	Confirmation of Minutes of 2022 Annual General Meeting held on Tuesday 21st March 2023. Motion: That the Minutes of the 2022 AGM be approved. Moved - Terry Larkins Seconded - Melissa Kroker Carried
4	Presentation of 2023 Annual Reports and Financial Statements
	4.1 Annual Report from the Chairperson – delivered by Kerri Diss. 2023 began with enthusiasm and high expectations but we experienced a fall in enrolments for our traditional ACFE courses. Happily enrolments are returning to previous levels. The leadership of the centre has undergone some changes as has the Committee. We farewelled long time Committee member Pauline Tarrant and Jonh Tikulin, Manager Monica Smyrek and Rebecca Harris. Our admin team and the volunteers continue to provide a welcoming and professional environment for tutors and class participants. Thanks to all our staff and the volunteers for their work enabling MRFEC to support our local community. Centre Manager’s Report delivered by Melissa Kroker Acting Centre Manager. Building on the Chairpersons report Melissa highlighted the 2023 successes and funding opportunities and communication improvements website, monthly articles in the Gazette. She thanked the Shire for their funding support and highlighted the numerous partnerships with other neighbourhood houses including the Macedon & Mount Macedon community house. The organisation is using the new Social Planet data base, a big improvement from VETtrak. Special thanks to Monica Smyrek, Rebecca Harris, Bridget Wade and Diane, John and Lindy, volunteers in reception.
	4.2 Financial Statements for 2023 Tabled, addressed by Terry Larkins. Auditor endorsement. Centre has been impacted by declining ACFE course numbers. Committee has a plan to address cash flow, heading in the right direction.

	4.3 Adoption of Annual Reports Motion: That the Annual Reports be approved. Moved Terry Larkins Seconded Kerri Diss Carried
5	Committee of Management Nominations March 2024 – March 2026
	5.1 Nominations for the board. Nil
6	Special Resolution for Ratification of the MRFEC Rules for Incorporated Associations. CONSUMER AFFAIRS VICTORIA Associations Incorporation Reform Act 2012. Associations Incorporation Reform Regulations 2023
	6.1 Resolution motion: Motion: That the tabled MRFEC Rules for Incorporated Associations 2023 be approved. Moved: Jenny Malberg Seconded: Melissa Kroker Carried .
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. Moved Kerri Seconded Rebecca Carried
8	Appointment of Auditor for the 2024 finances
	8.1 Motion: That Collins & Co Audit Pty Ltd be appointed as auditor for the 2024 Audit. Moved Terry Larkins Seconded Kerri Diss Carried
	Meeting Closed – 5.10 pm

2024 COMMITTEE OF MANAGEMENT REPORT

The MRFEC small but enthusiastic Committee of Management team began 2024 with enthusiasm with the appointment of our previous ACFE Co-Ordinator Melissa Kroker to the role of Centre Co-Ordinator. Enrolments have remained at a lower level than the Pre Covid period and we continue to compete with higher funded providers. On a more positive side our ever popular art and craft courses continue to be well attended and our financial results are very encouraging. the centre is always open to new course suggestions.

The admin team welcomed Caitlin Sinclair during the year to join Bridgett Wade and Melissa Kroker to support our tutors and the daily running of the centre. Our wonderful front of house volunteers Lindy, John and Di and our Bingo volunteer Julie continue to support the team and ensure the future of MRFEC being able to support the local community.

The website update has been completed and it is hoped this will enable MRFEC to reach a far wider audience in our local area as well as providing ever changing and up to date information on what we offer to our Community.

On behalf of the Committee of Management I wish to thank our staff, tutors 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 that would like to bring their ideas and experiences to inquire at the office and consider joining our committed team.

Kerri Diss
Chairperson
Committee of Management
Macedon Ranges Further Education Centre

2024 Centre Managers' Report

Macedon Ranges Further Education Centre (MRFEC) has continued to successfully recover after the onset of the COVID-19 pandemic.

During 2024, MRFEC have improved brand awareness initiatives and leveraged social media platforms to not only promote our programs but to connect more deeply with our community. Partnerships and collaborations with other Neighbourhood Houses located within the Macedon Ranges, Macedon Ranges Shire Council and community organisations/businesses have also contributed to increased community engagement.

2024 has also seen Bridget Wade promoted to the role of Coordinator. Bridget consistently demonstrates her unwavering dedication to her new role as well as to MRFEC's overall success. Caitlyn Sinclair has also joined the team in the role of Office Support. Caitlyn has become a vital member of our team through her pro-active approach to her role and her experience of social media advertising.

A special thanks to our volunteers **Diane Harle, John Haydock** and **Lindy Chapman** who continue to provide valuable assistance on reception and other ad hoc tasks. We also welcomed to the team Julie Guiney as our newest volunteer. Julie leads our popular Bingo group that runs every month.

Successes during 2024 include:

- 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 Macedon & Mount Macedon Community House (via an MOU) to deliver Permaculture, Digital Device Know How, Pottery Workshop and Responsible Serving of Alcohol (RSA).
- Delivered Barista training at Romsey Neighbourhood House.
- Developed new partnership with Gisborne Foodbank to deliver free community morning tea's.
- Partnered with Intereach to deliver a Free Aged Care information session
- Partnered with Anglicare Victoria to deliver their Energy Assistance Program
- Partnered with Regional Victorian's of Colour to deliver their Moving Feasts program.

We look forward to 2025 and growing the programs and community engagement at Macedon Ranges Further Education Centre.

Melissa Kroker – Centre Manager

Macedon Ranges Further Education Centre

Committee of Management, Staff & Volunteers

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

Macedon Ranges Further Education Centre

Neighbourhood House Activities & ACFE Programs 2024

Neighbourhood House Activities

Furniture Restoration	Pastels	Keyboard – Beginners
Watercolour	Calligraphy	Keyboard – Intermediate
Tai Chi	Pottery	Pottery Workshops
Mandala Workshop	Macrame Workshop	Intro to QiGong
Floristry	Floristry Workshops	Silk Scarf Painting
Get your Genre Novel Published	Cosmos Space Talk	Card Making Workshops
Craft, Cookies & a Cuppa	Men's Health Workshop	Bingo
Women's Health Workshop		
Bushfire Preparedness Workshop	Responsible Serving of Alcohol (RSA)	

ACFE Courses

Barista Skills & Understanding	Bookkeeping (Manual)	Permaculture
Digital Device Know How	Xero	Xero Payroll
Xero for Small Business	Social Media Marketing	