

ANNUAL REPORT 2025

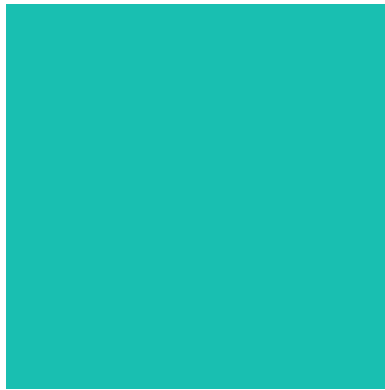


Table of Contents

About MRFEC	1
Agenda	2
Minutes	6
Chairperson Report	8
Centre Managers' Report	9
Courses and Classes Offered in 2025	10
Adult Community and Further Education	11
MRFEC's Pottery Upgrade	12
2025 Financial Statements & Audit Report	14

About MRFEC

The Macedon Ranges Further Education Centre (MRFEC) is a not-for-profit, community-based organisation providing a wide range of educational, skill-building, and recreational programs across Gisborne and the broader Macedon Ranges. We pride ourselves on offering a friendly, inclusive, and welcoming environment where people of all ages can learn, connect, and grow. As a Learn Local provider, we deliver accessible community-based courses that support lifelong learning, pathways to further study, and improved employment opportunities. Our programs continue to evolve as we listen closely to the changing needs and aspirations of our community.

Our History

MRFEC began in 1980, founded by a passionate group of local education advocates who recognised the need for accessible learning opportunities in the region. Originally known as the Gisborne Leisure Learning Centre and later the Gisborne Adult Learning Centre, the organisation adopted its current name in 1993 to reflect its expanding reach across the Macedon Ranges.

From its early beginnings offering just four programs, MRFEC grew into a thriving Neighbourhood House and Registered Training Organisation, delivering more than 50 diverse programs each school term across Gisborne and Sunbury. In 2016, the Committee of Management made a strategic decision to relinquish the RTO component and strengthen the organisation's focus on ACFE and community-based courses, ensuring greater flexibility and responsiveness to local needs.

Our Programs and Community Impact

Today, the Centre delivers a broad range of pre-accredited training programs designed to support people seeking employment, re-entering the workforce, or preparing for further education. These programs build essential employability skills, confidence, and practical knowledge, particularly for unemployed individuals and parents returning to work after a break.

We also offer a rich selection of lifelong learning programs, shaped by community interest and local demand. The Macedon Ranges is well known for its vibrant arts and cultural scene, and we proudly contribute to this by engaging local artists, makers, and craftspeople to deliver creative and skill-based courses.

MRFEC continues to play a vital role in strengthening community connection, supporting personal development, and providing accessible learning pathways that enrich the lives of people across the region.



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 2025 Annual General Meeting

To be held on

Tuesday, 19th May 2026

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 2025 AGM Attendance Register

Name of attendee	Position and name of organisation
Kerri Diss	Chair, COM Macedon Ranges Further Education Centre Tenure March 2025 – March 2027
Terry Larkins	Committee member, Macedon Ranges Further Education Centre Tenure March 2025 – March 2027
Jenny Malberg	Secretary, Macedon Ranges Further Education Centre Tenure March 2025 – March 2027
Vicky Murdoch	Committee member, Macedon Ranges Further Education Centre Tenure March 2025 – March 2027
Helen Riddell	Gisborne Secondary College Representative on the Committee Macedon Ranges Further Education Centre
Jacqui Marshall	Committee Member and JCJ Bookkeeping & tutor Macedon Ranges Further Education Centre

Lee Palumbo	Committee Member Macedon Ranges Further Education Centre
Sally Drummond	Committee Member Macedon Ranges Further Education Centre
Pauline Fyfe	Manager, Macedon Ranges Further Education Centre
Bridget Wade	Macedon Ranges Further Education Centre staff
Alison Joseph	Councillor, Macedon Ranges Shire Council
Rod Guthrie	Councillor, Macedon Ranges Shire Council
Pauline Tarrant	House Member
Jane Campbell	House Member

1.2 Apologies - to be confirmed.

Caitlyn Sinclair	Staff, Macedon Ranges Further Education Centre
Shari Mitchell	Tutor, Macedon Ranges Further Education Centre
Lindy Chapman	Volunteer, Macedon Ranges Further Education Centre

2. Welcome by Chairperson Kerri Diss

3	Confirmation of Minutes of the Annual General Meeting held on
4	Presentation Annual Reports and Financial Statements
	4.1 Annual Report from the Chairperson Annual Report from the Manager
	4.2

	Financial Statements for 2025
	Adoption of Annual Reports
5	Committee of Management Nominations March 2026 – March 2028
	5.1 Nominations for the board. Lee Palumbo Sally Drummond Jacqui Marshall
6	Annual Subscription for Members
	6.1 Motion: That the Annual subscription for Membership of Macedon Ranges Further Education Centre Incorporated, to remain at no cost.
7	Appointment of Auditor for the 2026 finances
	7.1 Collins & Co Audit Pty Ltd



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

MINUTES of the Annual General Meeting

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.

1.1 2025 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 Manager Macedon Ranges Further Education Centre
Bridget Wade	Staff Macedon Ranges Further Education Centre
Caitlyn Sinclair	Staff Macedon Ranges Further Education Centre
Peter Cramer	Tutor Macedon Ranges Further Education Centre
Jacqui Marshall	JCJ Bookkeeping & Tutor Macedon Ranges Further Education Centre

Vicki Murdoch	Visitor Former ACFE Coordinator MR FEC
Lee Palumbo	Visitor

1.2 Apologies.

Bruce Dudon	COM member, Manager Macedon Ranges Further Education Centre Tenure March 2023 – March 2025
Sarah Rose	COM Member Gisborne Secondary College Rep

2. Welcome by Chairperson Kerri Diss

Meeting opened 5.00pm

3	Confirmation of Minutes of 2023 Annual General Meeting held on Tuesday 14th April 2024. Motion: That the Minutes of the 2023 AGM be approved. Moved – Terry Larkins Seconded – Bridget Wade Carried
5	Presentation of 2024 Annual Reports and Financial Statements
	5.1 Annual Report from the Chairperson – delivered by Kerri Diss. 2024 COMMITTEE OF MANAGEMENT REPORT tabled Summary; The appointment of our previous ACFE Co-Ordinator Melissa Kroker to the role of Centre Co-Ordinator. The admin team welcomed Caitlin Sinclair during the year to join Bridgett Wade and Melissa Kroker. Enrolments have remained at a lower level than the Pre Covid period. Our art and craft courses continue to be well attended, and Financial results are very encouraging. The centre is always open to new course suggestions. Front of house volunteers Lindy, John, Di and Julie continue to support the team and ensure the future of MR FEC being able to support the local community. The website update has been completed, and it is hoped this will enable MR FEC 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 MR FEC 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. Centre Manager's Report delivered by Melissa Kroker Acting Centre Manager. Highlights CENTRE MANAGER'S REPORT Tabled Summary: Building on the Chairpersons report Melissa highlighted the 2024 successes as MR FEC recovers from the COVID -19 pandemic. Brand awareness improvement has been a focus of the admin team, leveraging social media platforms to promote and connect more deeply with community. Bridget Wade was promoted to coordinator Caitlyn Sinclair joined the team in the role of Office support. Volunteers, Lindy Chapman, Diane Harte and John Haydock continue to provide valuable support in reception. Julie Guiney joined the volunteer team and leads the bingo group every month. Community awareness strategies were highlighted. Training courses were delivered at other Neighbourhood Houses. Numerous partnerships were highlighted. PS My Family Matters, Macedon and Mount Macedon Community house, Intereach, Gisborne Foodbank, Anglicare Victoria, Regional Victorians of Colour.
	5.2 Financial Statements for 2024 Tabled, addressed by Terry Larkins. To note that the Auditor gave a positive endorsement. Treasurer states that it is pleasing to see significant turnaround in the financial situation and impacts after covid. Treasurer is confident that we now have a firm base to work from. Melissa and the staff worked hard to reduce spending and turn around class numbers. Thanks also to Jacqui Marshall for her Bookkeeping and for keeping us informed.
	5.3 Adoption of Annual Reports Motion: That the three Annual Reports be approved. Moved Terry Larkins Seconded Jenny Malberg Carried
6	Committee of Management Nominations to serve March 2025 – March 2027
	6.1 Nominations for the board March 2025 – March 2027. Nominations submitted. 1. Kerri Diss, Chairperson 2. Terry Larkins, Treasurer

	3. Jennifer Malberg, Secretary All three accepted. Nominations were called from the floor. 1. Vicki Murdoch was nominated and accepted. We welcome Vicki Murdoch to the MRFEC Committee.
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 Diss Seconded Melissa Kroker Carried
8	Appointment of Auditor for the 2025 finances
	8.1 Motion: That Collins & Co Audit Pty Ltd be appointed as auditor for the 2025 Audit. Moved Kerri Diss Seconded Jenny Malberg Carried
9	General Business
	Meeting Closed – 5.40 pm

Annual Report 2025

Chairperson Report

In 2025, a small MRFEC Committee of Management focused on reversing the enrolment decline of the post-COVID years while continuing to compete with better-funded providers.

Our popular art and craft courses remained well attended, helping to stabilise our finances. With support from a Bendigo Bank grant, we expanded the pottery shed and purchased new equipment and wheels.

After Centre Coordinator Melissa Kroker resigned in October, Bridget and Caitlyn in administration kept the centre operating while we recruited a new Centre Manager. Pauline Fyffe commenced on 1st December and has already brought strong experience and valuable ideas to the Committee. Front-of-house volunteers Lindy, John and Diane continue to provide ongoing support to the team and community.

The Committee of Management grew this year, with Lee Palumbo joining in June and bringing extensive experience in Neighbourhood House operations and business management. In October, we welcomed Helen Riddell as the Gisborne Secondary College representative, and we were also delighted to have tutor Jacqui Marshall join the Committee.

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 as we look forward to new ideas and a vibrant year ahead.

Kerri Diss
Chairperson
Committee of Management
Macedon Ranges Further Education Centre

Annual Report 2025

Centre Managers' Report

Macedon Ranges Further Education Centre (MRFEC) had a busy 2025, with new courses, classes and activities for the community. MRFEC provided the community with opportunities to learn, connect and grow through ACFE funded digital skills programs and general education programs.

In term four Melissa Kroker, the manager for most of 2025, resigned. I would like to thank Melissa for her leadership at MRFEC and wish her every success and happiness. I joined the team here on the 1st of December and am enjoying working closely with the admin team, committee of management, tutors and the participants to help create an environment of learning, care and growth.

During 2025, MRFEC continued to connect deeply with our community. Partnerships and collaborations with the Macedon Ranges Neighbourhood Houses, Macedon Ranges Shire Council and community organisations and businesses have also contributed to increased community engagement.

A special thanks to our amazing volunteers Diane Harle, John Haydock, Lindy Chapman and Julie Guiney who continue to provide valuable assistance on reception and other tasks as needed.

Ongoing highlights for 2025 include

- Submitting monthly articles in Gisborne Gazette to gain further community awareness of our programs and activities
- Partnered with Macedon & Mount Macedon Community House (via an MOU) to deliver Permaculture and horticulture courses
- Continued to partner with Gisborne Foodbank to deliver free community morning tea, as well as Food Drives throughout the year to support their community.
- We delivered a Multicultural lunch event with support from MRSC during multicultural week.
- Delivered a Free Aged Care information session, regarding the aged care changes
- Delivered our first Chat GPT class
- Purchasing new pottery wheels with the Bendigo Bank Grant

We look forward to 2026 and growing the programs and community engagement at Macedon Ranges Further Education Centre and creating a lively community hub where we are known in the community for our quality courses and nurturing relationships.

Pauline Fyffe - Centre Manager

Courses and classes offered in 2025

Neighbourhood House

- Advanced Watercolour
- Applied Calligraphy
- Beginners Watercolour
- Calligraphy
- Floristry
- Floristry Night
- Furniture Restoration
- Keyboard Beginners
- Keyboard Intermediate
- Latin Dance
- Learn to Sew
- Mixed Media Still Life Drawing
- Pastels
- Pottery
- Tai Chi

ACFE

- Barista Skills & Understanding
- Bookkeeping
- Business Administration Skills
- Horticulture
- Job Ready
- MYOB
- Permaculture
- Social Media Marketing
- Xero
- Xero - Payroll

Social Activities

- Cultural Diversity Week
- Community Lunch
- Community Morning Teas
- Social Calligraphy
- Social Craft
- Social Pottery

Workshops and Events

- All about space!
- Artificial Christmas Wreath Workshop
- Beginners Guide to ChatGPT
- Beginners Guide to ChatGPT
- Changes to Aged Care
- Floristry Christmas Lantern
- Fresh Christmas Wreath
- Grant Writing
- History of Spacesuits
- Latin Dance Workshop
- Learn to Budget
- Memories to Memoir
- Mental Health First Aid
- Mind Spa
- Mother's Day Floristry Workshop
- Pottery Christmas Ornaments
- Pottery Workshop
- Self-Publishing Success
- How our media manipulates
- Write a short story in 3 hours

Adult Community and Further Education

MRFEC is fortunate to have a strong relationship with the ACFE Board.

This relationship supports us financially to help us provide pre accredited training in the community.

ACFE programs support participants to develop work ready skills across a range of areas.

The ACFE programs delivered to the community in 2025 in have been highly successful, creating meaningful pathways into learning, employment, and social participation.

Courses such as Barista Skills, Bookkeeping, Business Administration, MYOB, Xero, and Xero Payroll equipped participants with practical, job-ready competencies that directly improved their employability and confidence in navigating modern workplaces.



Programs like Horticulture and Permaculture fostered hands-on skills, environmental awareness, and personal wellbeing, while Social Media Marketing supported learners to engage with digital tools essential for small business growth.

The Job Ready program tied these elements together, helping participants build resumes, practise interviews, and understand workplace expectations.

Across all programs, participants reported increased confidence, stronger community connection, and a renewed sense of purpose.

Many progressed to further study, volunteering, or employment, demonstrating the transformative impact of accessible, community-based adult education.

MRFEC's Pottery Upgrade

Community Bank
Gisborne & District



Words from Community Bank Gisborne & District

A small upgrade can make a big difference — and at MRFEC it truly has. We are delighted to have supported Gisborne's local neighbourhood house with a grant to add three brand-new pottery wheels to their art studio.



With the extra equipment, MRFEC has been able to increase class sizes, add an additional pottery class, and give students more time at the wheel. The new wheels are quieter, easier to clean, and a huge upgrade for teachers and learners alike.

The impact has been immediate. Sonia, who waited almost 18 months to join a class, finally secured a spot — and she's loving not just the pottery, but the friendships and sense of belonging that come with it. For many participants, the social connection is just as valuable as the skills they're learning.

With MRFEC's pottery classes now fully booked, to secure a spot you will need to join their waiting list. Sessions run on Wed & Thurs mornings + afternoons and Mon, Tues & Thurs evenings.

