

Annual Report 2023

Bellarine Living & Learning Centre Inc

5th September 2023





The Committee, staff and volunteers respectfully acknowledge the traditional owners of the lands and waters of Australia. We also acknowledge the land we work on is Wadawurrung country and belongs to the Wadawurrung people of the Kulin Nation. We respect and acknowledge this land and its ecosystems and all elders: past, present and emerging and we thank Aboriginal people for 60, 000 years of caring for and nurturing country. We will invite guidance in the development of the Bellarine Living and Learning Centre through the cultural knowledge and wisdom of the local Wadawurrung community.



2022- 2023 Annual Report

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BLLC Mission

OUR VISION

What we want to see

A community that values connection, celebrates diversity and encourages empowerment and growth for all.

OUR MISSION

How we do this, now and into the future...

We support our community by providing a place that is responsive to community needs and encourages connection, growth and participation.

OUR VALUES

- Connection
- Respect
- Support
- Responsiveness
- Opportunity and Empowerment
- Sustainability



Chair Report

Welcome to the Bellarine Living and Learning Centre 2022/23 Annual Report. It has been another busy year and one where we worked hard to reconnect after the previous 2 years of a pandemic.

Over the past 12 months BLLC has:

- Advocated for the effective redevelopment of the building and improved the look, feel and resources of the Centre
- Reviewed management processes to ensure compliance and effective and efficient operation of BLLC.

This included development of a Child Safety Framework and policy, review and redevelopment of volunteer policy and management, transfer to a new financial management system including a Square payment facility

- Created a range of social programs and events to connect people and develop a sense of pride in the Whittington area
- Expanded food themed activities and programs to connect people and develop their knowledge and skills

In the 2023/2024 year key actions will include to:

- Consolidate and strengthen established relationships with partners and community
- Investigate changing the centre name based on the past engagement project
- Investigate alternative income streams to move towards financial sustainability

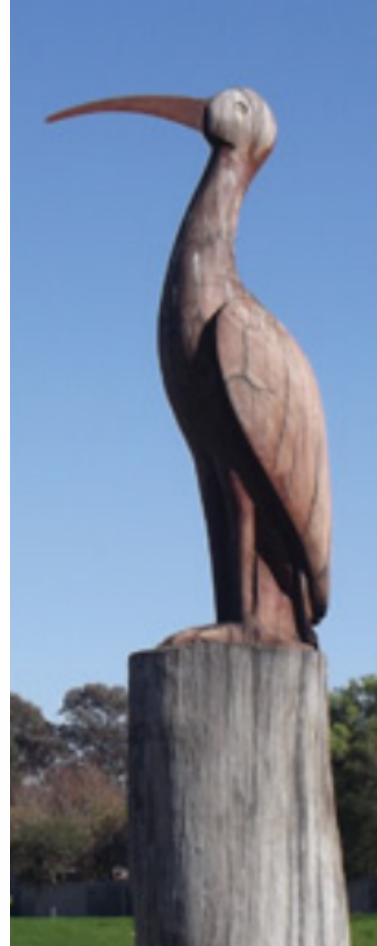
The Centre achievements and future directions have been supported by a dedicated group of Volunteers through the Committee of Management including: Tim Courtney, Terri Wilby, Rebecca Taylor, Melissa Hutchinson and myself. Thank you all for your commitment and attendance at committee meetings, events and training. This work often goes unnoticed and your time and effort is greatly appreciated.

The Centre volunteers provide a great support to a variety of programs each week. Thank you for all the work you do in this very important role within the Centre. We couldn't do what we do without you!

Thank you to Deanne, Lisa, Peter, Food bank staff and the students on placement for your continued support of BLLC and community members through your various roles. You are all amazing!

Finally I wish to thank the BLLC and Whittington community for the opportunity to lead this organisation as Chair. It can be challenging, exciting, fun and that's all in one day!

Jenny Speed



Manager's Report

I am pleased to present the Manager's Report for 2023 on behalf of Bellarine Living and Learning Centre. This report outlines our accomplishments, challenges, and plans for the future as we strive to create a thriving and connected community that embraces diversity, empowerment and growth.

1. Overview: Over the past year, BLLC has continued to be a hub of community engagement and support. In line with our strategic plan, we have worked directly with community and partners to create an attractive, vibrant and inclusive Neighbourhood Centre. We have endeavoured to identify and meet community needs and create a warm and welcoming space.

2. Achievements:

- **Program Expansion:** We successfully expanded our program offerings to include new workshops, classes, and groups catering to a wider range of interests and needs within our community.
- **Learn Local :** Our ACFE program has seen great success over the year with new additions to our courses, Café and Barista Skills and Horticulture. We have purchased some café furniture thanks to a grant from COGG to run pop-up cafes for our students to practice their skills and to bring community together. Introduction to Horticulture runs at the Grinter Community Garden and has expanded to offering a projects-based course for those wishing to extend themselves further.
- **Community Outreach:** We strengthened and created new partnerships and relationships with local businesses, services and organisations, fostering collaborative efforts for the benefit of the community. In line with this we have been fortunate to have, firstly Encompass and then GForce situated in our building.
- **Greater awareness of BLLC in the community:** We increased our footprint through a marketing plan including greater social media presence and dissemination of eye-catching flyers and posters and coverage in newspapers. With the assistance of a grant from COGG and advice from Lion's Club Leopold, we are creating a local community directory as a pilot program. With the aim of connecting people to businesses and services in their local area, the directory will also contain comprehensive information about BLLC. We have held meetings and networking opportunities for employment providers and other services which have increased the reach of the BLLC.



- **Grants awarded:** BLLC has been fortunate to receive grants from Give Where You Live, Geelong Community Foundation, City of Greater Geelong, Australian Neighbourhood Houses and Centres Association, Victorian Government.
- **Volunteer Program:** We have reviewed and redeveloped our volunteer program with reinvigorated policy and procedures with which to build our volunteer team. We have recruited 6 new volunteers to our team who each bring new ideas and energy to BLLC.
- **Students:** BLLC supervised a number of students on work placements from Deakin University, the Gordon TAFE and Geelong High School.
- **Building redevelopment:** BLLC has been in ongoing consultation with COGG in regards to the redevelopment of the BLLC building.

3. Challenges:

- **Pandemic Impact:** The ongoing effects of the pandemic presented challenges through staff and volunteer absences and participation in programs. However, we managed to work within these constraints to continue and build programs.
- **Resource Constraints:** Like many nonprofits, we faced resource limitations that occasionally impacted our capacity to deliver certain programs. Despite this, we continued to prioritise community needs.

4. Financial Overview: Our financial position remained stable throughout the year, thanks to the continued support of our donors and government grants. A detailed breakdown of our financials is available in the attached financial report.

5. Future Plans: Looking ahead, we remain committed to our mission of fostering a connected and empowered community. Our plans for the upcoming year include:

- Continuing to provide programs and events based on community feedback
- Exploring alternative income streams to move towards financial sustainability
- Strengthening partnerships with local businesses and services to create more opportunities for our community
- Investing in technology to enhance the delivery and management of programs and courses
- Continuing to build our volunteer team

6. Thank You: I would like to express my sincere gratitude to our dedicated staff, volunteers, committee members, students, partners and supporters. Your unwavering commitment to BLLC has been the driving force behind our success.

In conclusion, I am incredibly proud of what we have achieved over the past year, and I am excited about the future of BLLC. Together, we will continue to build a stronger, more connected community. Thank you for your ongoing support.

Deanne Linde



Our Partners

BLLC would like to acknowledge and thank our partners and funders:

PARTNERS

- Feed Me
- Foodbank Victoria
- Geelong Food Relief Centre
- Geelong Food Assistance Network
- Rolling Pin Leopold
- Baker's Delight Leopold
- Orange Sky Laundry
- Grinter Community Garden
- Wyldworks Projects
- Foundation 61
- GForce
- Matchworks
- Neighbourhood Houses Barwon
- Neighbourhood Houses Victoria
- BCYF/Meli
- ERMHA
- Barwon Health - Public Health Unit
- Volunteering Geelong
- Geelong Regional Libraries - Newcomb
- Whittington Early Learning Centre

FUNDERS

- Department of Families Fairness and Housing
- Department of Education and Training
- Give Where You Live Foundation
- Geelong Community Foundation
- City of Greater Geelong

BLLC Team

Committee of Management

| Position | Name |
|-----------------|---------------------|
| Chair | Jenny Speed |
| Secretary | Vacant |
| Treasurer | Therese Wilby |
| Member | Tim Courtney |
| Member | Rebecca Taylor |
| Member | Mellissa Hutchinson |

BLLC Staff 2022 - 2023

| Position | Name |
|--------------------------|-------------------------|
| Manager | Deanne Linde |
| Administration/Reception | Lisa Berry |
| Program Co-ordinator | Peter Burge |
| Volunteer Coordinator | Lisa Berry |
| Foodbank Worker | Kevin Bowers/Jess Hobbs |
| Bookkeeper | Summer Mc Dermott |

BLLC Volunteers 2022 - 2023

Foodbank

Anthea Enterkin

Kenneth Howell

Marlene Jerinic

Rose Herrera

Mellissa Hutchinson

Foodbank cooking

Audrey Felniak

Rose Horton

Caroline Mackay

Wendy Tate

Reception/Admin

Caroline Mackay

Tax Help

Sue Wood

Power Saving Bonus

Terri Wilby

General

Leonie Saundry

BLLC Students 2022 - 2023

Deakin University - Social Work

Monique Brooks

Rosie Everett

Deakin University - Public Health

Stephanie Stefanja

Geelong High School

Lani Grieve

The Gordon - Community Services

Georgia Baker

BLLC Programs

ACFE Pre-accredited Training

- Introduction to computers
- Computers - Next Steps
- Digital essentials 1
- Digital essentials 2
- Tell My Story
- Art and Personal Development
- Café and Barista Skills
- Barista Skills - short course
- Introduction to Horticulture

Other programs and activities

- Foodbank
- Cooking (take-home meals)
- Yoga
- Introduction to Handmade Ceramics
- Art courses and workshops
- Ukulele for Beginners
- Photography - Your Best Shot
- Walking Group
- Fit N Balance - exercise
- Community Kitchen
- Food growing workshops
- Grinter Garden Community Drop- In
- Gardening courses and workshops
- Line Dancing
- Craft and a Cuppa
- Youth Groups - City of Greater Geelong
- Book Chat - Geelong Regional Libraries
- Managing Your Money Better - Volunteering Geelong

BLLC Annual General Meeting 2022

Tuesday October 18, 2022
4pm – 5.30pm

Present: Rebecca Taylor, Fiona Schultz, Petre Goode, Tim Courtney, Peter Burge, Melissa Hutchinson, Terri Wilby, Deanne Linde, Monique Brooks, Summer McDermott, Leonie, Amy Hunter, Jenny Speed, Jerry Knudson, Jacinta Wells

| |
|--|
| 1. Welcome and Acknowledgement of Country – Rebecca Taylor |
| 2. Apologies - Nil |
| 3. Presentation of Foodbank Research Project – Monique Brooks Monique presented on her work to better understand Foodbank and community needs. |
| 4. Review of actions from previous general meeting - Nil |
| 5. Acceptance of minutes from previous general meeting Moved: Peter Burge Seconded: Melissa Hutchinson CARRIED |
| 6. President/Chairperson's report – Rebecca Taylor |
| 7. Manager's report – Deanne Linde |
| 8. Financial report Bookkeeper's report and presentation of financial statements Summer BLLC Bookkeeper Moved: Terri Wilby Seconded: Peter Burge CARRIED |
| 9. Acceptance of Annual report Moved: Peter Burge Seconded: Jenny Speed CARRIED |
| 10. Appoint auditor for 2023 PAL accountants (Same as previous) Moved: Rebecca Taylor Seconded: Peter Burge CARRIED |

BLLC Annual General Meeting 2022

| |
|---|
| <p>11. Membership fee for 2023</p> <ul style="list-style-type: none">Maintain \$2 annual fee <p>Moved: Melissa Hutchinson Seconded: Peter Burge CARRIED</p> |
| <p>12. Number of ordinary committee members for 2023</p> <ul style="list-style-type: none">Discussion held on the difficulty to get numbers each meeting. Increased numbers would help. Confirmation that a quorum required is 50% +1 <p>Special Resolution</p> <ul style="list-style-type: none">Change the number we are allowed to have on committee as currently 8. Moved to make it 6 ordinary + 3 committee = 9 members for 22/23 <p>Moved: Fiona Schultz Seconded: Terri Wilby CARRIED</p> |
| <p>13. Farewell and thank you to retiring Committee – Read by Rebecca Taylor</p> |
| <p>14. Election of new members to Committee – conducted by Amy Hunter (returning officer)</p> <p>Nominations:</p> <p>Chairperson – Jenny Speed and Rebecca Taylor Secretary – Jacinta Wells and Fiona Schultz Treasurer – Terri Wilby</p> <p>Jenny Speed appointed as Chairperson Fiona Schultz appointed as Secretary Terri Wilby appointed Treasurer</p> <p>Ordinary members up to 6</p> <p>Nominations received:</p> <ul style="list-style-type: none">Jacinta WellsRebecca TaylorMelissa HutchinsonJerry KnudsonPetre GoodeTim Courtney <p>All declared elected.</p> <p>Accepted and approved nominations</p> <p>Moved: Peter Burge Seconded: Rebecca Taylor CARRIED</p> |
| <p>15. Meeting closed: 5.10pm</p> |

2022-2023 Finances

Profit and Loss Statement

Bellarine Living and Learning Centre Inc
For the year ended 30 June 2023

| | 2023 | 2022 |
|--|-----------------|----------------|
| Income | | |
| Donations Received | - | 50 |
| General Income | 35,837 | 17,499 |
| Government Covid Payments | - | 20,000 |
| Grants | 181,900 | 228,740 |
| Interest Income | 558 | 159 |
| Total Income | 218,295 | 266,448 |
| Expenditure | | |
| Accounting & Bookkeeping | 11,106 | 6,131 |
| Advertising | 338 | 1,396 |
| Audit Fees | 4,000 | 909 |
| Bad Debts | 5,957 | - |
| Bank Fees & Charges | 99 | 45 |
| Catering & Event Supplies | 2,803 | 2,715 |
| Centre Amenities | 684 | 907 |
| Cleaning | 13,251 | 11,284 |
| Consulting Fees | 3,283 | 9,305 |
| Contractors - Other | 7,302 | 7,563 |
| Depreciation | 1,501 | - |
| Donations Paid | - | 100 |
| Grant Expenses | 5,132 | - |
| Insurance | 1,091 | 990 |
| IT & Computer Maintenance | - | 8,767 |
| Miscellaneous Expenses | 2,021 | - |
| Printing & Stationery | 1,720 | 3,005 |
| Payroll Expenses | 217,282 | 198,531 |
| Professional Development | 1,075 | 662 |
| Professional Memberships | 1,599 | 3,652 |
| Program Expenses | 12,544 | 6,406 |
| Rates & Utilities | 4,863 | 5,370 |
| Recycling & Rubbish Removal | 478 | 891 |
| Repairs and Maintenance | 512 | 200 |
| Security & Alarms | 597 | 390 |
| Subscriptions | 4,024 | - |
| Telephone & Internet | 2,404 | 2,198 |
| Travel Expenses | - | 153 |
| Volunteer Expense | 227 | 210 |
| Website Design & Development | 658 | 620 |
| Total Expenditure | 306,551 | 272,401 |
| Current Year Surplus/ (Deficit) | (88,256) | (5,954) |

2022-2023 Finances

Statement of Financial Position

Bellarine Living and Learning Centre Inc
As at 30 June 2023

| | NOTES | 2023 | 2022 |
|----------------------------------|-------|----------------|----------------|
| Assets | | | |
| Current Assets | | | |
| Cash and Cash Equivalents | 2 | 175,575 | 279,120 |
| Receivables | 3 | 1,334 | 4,585 |
| Total Current Assets | | 176,909 | 283,705 |
| Non-Current Assets | | | |
| Property, Plant and Equipment | 4 | 10,627 | 4,480 |
| Total Non-Current Assets | | 10,627 | 4,480 |
| Total Assets | | 187,536 | 288,185 |
| Liabilities | | | |
| Current Liabilities | | | |
| Trade and Other Payables | 5 | 30,200 | 27,402 |
| Employee Provisions | 6 | 13,920 | 11,511 |
| Grants received in Advance | | 12,400 | 30,000 |
| Total Current Liabilities | | 56,519 | 68,912 |
| Total Liabilities | | 56,519 | 68,912 |
| Net Assets | | 131,016 | 219,272 |
| Member's Funds | | | |
| Retained Surplus | | 131,016 | 219,272 |
| Total Member's Funds | | 131,016 | 219,272 |





For further information:

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