

BSWA AGM 2022 - Operations Manager Report

Period: Jan 2021 to Dec 2021

It was a privilege to be offered the role of Operations Manager in Oct 2021.

Stephen Connell, who was the Operations Manager, left BSWA in Apr 2021. We are thankful for his time in BSWA where he has achieved much as visible from his last AGM report.

After his departure, the BSWA Committee, in particular the Executive Committee, with tremendous support from Venerable Mettaji and the Admin team in Dhammaloka, kept the BSWA operations going.

Here are some of the highlights for 2021:

[Project Accord](#) – The team put together subcommittee documents, policies and procedures, committee role descriptions to meet ACNC Compliance requirements. Follow up action will be for the new committee to review the policies and procedures to ensure ongoing compliance and alignment to actual processes.

[Subcommittees](#) – Subcommittees had been formed to support the main BSWA Committees. Currently, they include the Monasteries, Dhammaloka Subcommittee, Broadcasting Management Group, Jhana Grove Subcommittee, Armadale Meditation Group and most recently, the Spiritual Educational Group.

[BSWA Admin](#) – In Dec 2021, Amanda Hunter resigned from the position of BSWA Admin. We would like to thank her for her years of services in BSWA. At the same time, we welcomed Elle Langley to the Admin role.

[EFTPOS Donation Terminals](#) - James von Funck has kindly donated and helped with the installation of donation stations in BSWA. Dhammasara was the first to install, followed recently by Bodhinyana and Dhammaloka. In Dhammaloka, the donation stations can be found in the Meditation Hall, Vihara and Community Hall, thus providing convenience for the public to make donations via the tablets.

[Covid-19 Restrictions](#) – In order to keep up with the changing Covid guidelines and to ensure compliance to the WA Health, timely updates have been provided to the various locations in BSWA. Additionally, Covid Safety plans for each of the BSWA Locations have been drawn up as required under the Covid rules. Events such as New Year's Eve party and New Year's Day dana has been scaled down to minimize spread of the virus.

[MYOB Advance – Membership](#) – With the implementation of MYOB Advance, membership applications including renewals are done using MYOB.

Reported by: Lay Har Goh

Date: 13 Apr 2022