



**Minutes of AGM following the end of our Financial Year (FY) 2025 (1<sup>st</sup> of January to 31<sup>st</sup> of December)**

**Program**

**JLTAV Annual General Meeting 2026**

**Location: Catholic Leadership Centre, 576 Victoria Parade, East Melbourne VIC 3002**

**Date: Friday 27th March 2026**

**Time: 4.30-5.00pm**

**Minutes taken by Shu Ohki**

**Attendees:**

Nathan Lane, Amali Gode Vithanage, Andrew Cerini, Hatsuho Watanabe, Jessica Curtis, Jessica Winstone, John Hearn, Junko Nichols, Karli Mynott, Kathleen Duquemin, Lana Thorpe, Masae Uekusa, Masako Chikushi, Megan McLaughlin, Paul Bartlett, Pippa Murray, Shingo Gibson-Suzuki, Showji Ito, Shu Ohki, Yuichi Deguchi, Katelyn Hurley, Kathryn Giles, Chris Yuan, Nocola Struthers, Michelle Hansen, Maki Nemoto, Doug Noack

**Apologies:** No apologies

**President's welcome**

Welcome everyone.

Let's see first if the quorum is met.

**Secretary's report that the quorum of 15 has been met (or otherwise)**

Number of members present: 27

Number of valid proxies: 0

Total: 27

**Approval of the Minutes of the previous AGM**

Moved by: Nathan Lane

Seconded by: Jessica Winstone

Result of voting: All in favour

**President's Annual Report on the FY2025 Activities**

***Refer to Appendix 1 below***

Moved by: Nathan Lane

Seconded by: Katelyn Hurley

Member votes: 26 (meeting chair does not vote)

Other member votes by proxy: 0

Result of voting: All in favour

### **Treasurer's FY2025 Financial Report**

***Refer to Appendix 2 below***

Moved by: Katelyn Hurley

Seconded by: Karli Mynott

Member votes: 26 (meeting chair does not vote)

Other member votes by proxy: 0

Result of voting: All in favour

### **Election of the Committee Members for the FY2026**

The President declares all the business relating to FY2025 has been dealt with and declares all the committee positions vacant and the election of the FY2026 Committee Members begins.

Election of President, Vice President, Treasurer and Secretary is separately done according to the rules.

#### **Election of President - One nomination received**

Nominee: Nathan Lane

The Chairperson invited more nominations. No more received.

The Chairperson declared Nathan Lane as President.

#### **Election of Vice President - One nomination received**

Nominee: Jessica Winstone

The Chairperson invited more nominations. No more received.

The Chairperson declared Jessica Winstone as the Vice President

#### **Election of Treasurer - One nomination received**

Nominee: Katelyn Hurley

The Chairperson invited more nominations. No more received.

The Chairperson declared Katelyn Hurley as the Treasurer

#### **Election of Secretary - One nomination received**

Nominee: Shu Ohki

The Chairperson invited more nominations. No more received.

The Chairperson declared Shu Ohki as the Secretary.

Other committee members are elected all together.

Before their election the meeting must decide the maximum number of ordinary committee members, e.g. the number of the nominated plus 4 (depending on the number of the nominated).

Nathan Lane **proposed** that the maximum number of ordinary members for FY 2025 be 11.

Seconded by: Pippa Murray

Result of voting: All in favour

#### **Ordinary Committee Members**

1. Pippa Murray
2. Masae Uekusa

3. Karli Mynott
4. Masahiro Yamazaki
5. Sumiko Ranjitkumar
6. Han (Jessica) Cao
7. Doug Noack
8. Yoshi Uemura
9. Celeste Scott

Moved by: Nathan Lane

Seconded by: Nicole Struthers

Member votes: 26 (meeting chair does not vote)

Other member votes by proxy: 0

Result of voting: All in favour

The President declared all business for the AGM complete and closed the meeting.

Nathan Lane

President

JLTAV Inc. (Reg. No. A0024691U)

### **Appendix 1: President's Report on JLTAV Inc. Activities 2025**

I am very pleased to present the Japanese Language Teachers' Association of Victoria Inc. (JLTAV) report for 2025 which is a summary of the activities for the year and an assessment of the current state of the Association.

#### **2025 Memberships**

- School Memberships: 151 schools
- Our correspondence is sent to 302+ teachers in our school memberships
- Individual Memberships: 127
- Corporate Memberships: 17
- Students: 20
- CRT: 19
- Lifetime Memberships: 13

In 2025, we were able to organise many events and activities for students and teachers. The committee continued to meet online once a month to plan events.

#### **Student Events**

##### **2025 Events Poster Competition**

Students were invited to submit an entry and the winning design was included on the front cover of the Year 12 Morning booklet.

##### **Year 12 Morning**

The materials prepared for the Year 12 Morning were again shared to members via Google Drive. The materials included:

- Videos explaining the oral and written exams for Japanese Second Language
- Good and bad mock oral example videos
- A practice exam with suggested answers

- Listening texts to accompany the practice exam
- A booklet outlining information about the oral and written exams
- A university presentation prepared

On Sunday 27 July, Julie Devine presented a two-hour online session focusing on preparing for the oral and written exams for Japanese Second Language. 20 government schools and 33 non-government schools registered for this session. Many thanks to Julie for preparing the online materials for the Year 12 Morning and for presenting the online session. We sincerely appreciate Julie’s support and the wealth of knowledge and VCE experience she brings to our Year 12 Morning each year.

### Junior Speech Competition

Our Junior Speech Competition was held at the Hawthorn Arts Centre on Sunday 11 August. It is very pleasing to see students engaging in their study of Japanese and this event provides an opportunity for students to showcase their Japanese skills. 77 government school students and 72 non-government school students participated in the competition. The table below outlines the divisions for the competition.

Division
Primary – Foundation to Year 2 (group)
Primary – Year 3 and Year 4 (group)
Primary – Year 3 and Year 4 (individual)
Primary – Open
Primary – Year 5 and Year 6 (individual)
Primary – Year 5 and Year 6 (pair)
Secondary – Year 7 and Year 8 (individual)
Secondary – Year 7 and Year 8 (pair)
Secondary – Year 9 and Year 10 (individual)
Secondary – Year 9 and Year 10 (pair)

### Model UN Conference in Japanese

Our 2025 Model UN Conference in Japanese was held over two days on Tuesday 22 and Wednesday 30 July at the Victorian Academy of Teaching and Leadership in North Melbourne. This year we had 217 students participating over the two days. The theme for this year’s event was ‘Hear Our Voice: Recognising Indigenous Rights’.

This event was organised by the United Nations Association of Australia (UNAA) (Victorian Division) and supported by the Department of Education and the Japanese Language Teachers’ Association of Victoria Inc. (JLTAV). The Model UN in Japanese provides the perfect opportunity for students to use their Japanese in an authentic context, and to work with students learning Japanese at other schools.

Many thanks to the teachers for preparing their students for the event. Many thanks to Mr Satoshi Sanada for his amazing support as the Secretary General. We very much appreciate all the preparation Satoshi did leading up to and throughout the two days. Thank you for the excellent support from our Language Assistants, and to Dr Sally Northfield, the Executive Manager from United Nations Association of Australia (Victorian Division).

### Calligraphy Competition

The annual brush and pencil calligraphy competition took place in Term 3. In 2025, we had 214 government school students and 126 non-government school students participate in the competition. Thank you to the teachers who encouraged their students to submit entries.

## **Teacher Events**

### **2025 JLTAV Annual Conference**

On Friday 21 and Saturday 22 March we held our conference at a new venue, the Jasper Hotel in Melbourne. The keynote speakers were Helen Jarvis and Trisha Jha. The program was varied and included 62 breakout sessions focusing on: ICT/innovation, VCE, secondary, primary and curriculum/assessment.

### **2025 Language immersion day for primary and VCE teachers**

On Saturday 16 August, we held an immersion day for primary and VCE teachers at the Rendezvous Hotel in Melbourne. 14 government school teachers and 8 non-government school teachers registered for the event. They were supported by our presenters: Yuichi Deguchi, Shingo Gibson-Suzuki, Hana Ueda and Masae Uekusa. Participants were able to develop their Japanese language skills in an immersive environment throughout the day. They engaged in a variety of different activities to develop their listening, speaking, reading and writing skills in Japanese.

### **Year 12 Japanese Second Language Practice Exams**

To further support VCE teachers we continued to develop practice exams. In 2025, we paid two panels of teachers to create two practice exams. These exams were sold to generate more money for the Association. The exam package included:

- A copy of the practice exam
- An answer key with suggested marks for each question
- Sample responses to the writing in Japanese tasks
- Listening tracks

27 government schools and 44 non-government schools registered to access the practice exam resources.

Teachers are still able to purchase the exams written from 2020 to 2025, and this provides passive income for the Association.

### **Primary Resource Creation**

Yuichi Deguchi, a highly respected primary school teacher of Japanese in Victoria, created resources on a range of topics including: adjectives, animals, colours, family, general games, hiragana, katakana, my feeling, Nihongo rhythmic battle, self-introduction, and vegetables and fruits. 63 government school teachers and 58 non-government school teachers accessed the resources.

### **VCE Exam Preparation Resources Project**

Seven teachers were involved in creating resources for this project. The resources were organised into the following categories: grammar exercises, kanji exercises, listening tasks, reading tasks, speaking tasks, vocabulary exercises, writing tasks. 37 government school teachers and 40 non-government school teachers accessed the resources.

Other ongoing activities throughout the year have been monthly committee meetings, the maintenance of the JLTAV website and working on a new website, the running of the JLTAV Office, 2 days a week. In 2025, the JLTAV Office continued to operate out of the Japanese Studies Centre at Monash University in Clayton.

We recognise the importance of communicating to members about the Association's activities. The JLTAV website, Japanese Language Teachers of Australia and the JLTAV Facebook pages, as well as the JLTAV membership list and Nihongo Victoria email group were used to advertise all events and competitions. Events information was also shared with the Department of Education and Training Languages Regional Project Officers and uploaded on the Department of Education and Training's Access, Resource, Collaborate (ARC) website.

We remain thankful for the work and support of Language Teachers Victoria (LTV), the Monash Japanese Language Education Hub (MJLEH) and the Japan Foundation, Sydney, as well as the Department of Education, who over the past years have recognised our work and efforts and provided us with a substantial grant to enable us to organise activities for teachers and students.

There have been many participants in the operation of the JLTAV over the year and it is difficult both to single out individuals, but also to name the many who gave up their time and skills to help. However, I wish to thank our hard-working committee, who even though most are full-time teachers, manage to give more of their time to discuss, make decisions and carry out plans. To balance teaching, family and other commitments whilst working on the committee in a volunteer capacity is greatly appreciated. Just as committees have always done, they have made improvements and initiated changes which make it easier for others to follow on. My sincere thanks to:

**Vice President:** Jessica Winstone

**Secretary:** Shu Ohki

**Treasurer:** Katelyn Hurley

**Ordinary Committee Members**

- Ebony Braune
- Jane Liauw
- Arina Mizuno
- Sonia Morison
- Pippa Murray
- Karli Mynott
- Vicki Oki
- Sumiko Ranjitkumar
- Celeste Scott
- Masae Uekusa
- Yoshi Uemura
- Masahiro Yamazaki

**Permanent Adviser**

- Junko Nichols from the Monash Japanese Language Education Hub (MJLEH)

We extend many thanks to Junko in her role as Permanent Adviser on our Committee.

Many thanks to Terue Kato, the JLTAV Office Manager/Bookkeeper, for her amazing support. Terue does significant work 'behind the scenes' and manages our office expertly, and ensures the seamless administrative organisation of our events. Terue's support is greatly appreciated.

We thank our colleagues who generously give their time and graciously respond to our calls to present workshops for our members. The Japanese teaching community in Victoria, and indeed Australia, is very fortunate to have such passionate and dedicated professionals willing to give their time to share their knowledge and expertise with their colleagues.

Japanese Language Education in Victoria continues to head into an exciting new era. As individual teachers, as staff groups, as leaders and as Associations, we must continue to raise the profile of Japanese Language Education in Victorian schools and ensure Japanese learning and teaching remains strong in Victoria.

Summary of teacher activities in 2025	Summary of student activities in 2025
<p><b>Professional learning:</b></p> <ul style="list-style-type: none"> <li>· Language immersion day for primary and VCE teachers</li> <li>· Annual Conference</li> <li>· Year 12 Japanese Second Language Practice Examinations</li> <li>· Primary resource creation</li> <li>· VCE exam preparation resources project</li> </ul>	<p><b>Competitions:</b></p> <ul style="list-style-type: none"> <li>· JLTAV Events Poster</li> <li>· Calligraphy</li> <li>· Junior Speech</li> </ul> <p><b>Events:</b></p> <ul style="list-style-type: none"> <li>· Model UN Conference in Japanese</li> <li>· Year 12 Morning resources available through Google Drive</li> </ul>

Nathan Lane  
 President  
 JLTAV Inc. (Reg. No. A0024691U)

#### Appendix 2: Treasurer's FY2025 Financial Report

	Attendees	Total Fee	Income Received	Grant	Total Income	Expenses
<b>Annual Conference</b>	274	\$ 53,097	\$ 48,779	\$ 22,000	\$ 70,779	\$ 52,670
<b>Immersion Seminar/PD</b>	20	\$ 1,668	\$ 1,114	\$ 10,000	\$ 11,114	\$ 8,425
<b>Junir Speech Contest</b>	141	\$ 1,200	\$ 1,025	\$ 5,000	\$ 6,025	\$ 6,415
<b>Y Deguchi Resources</b>	233	-	-	-	-	\$ 1,000
<b>Year 12 Morning</b>	414	\$ 6,828	\$ 4,337	\$ 1,000	\$ 5,337	\$ 1,900
<b>Calligraphy Competition</b>	351	\$ 956	\$ 956	-	\$ 956	\$ 1,271
<b>Model Uni</b>	-	-	-	\$ 3,000	\$ 3,000	\$ 3,413
<b>Practice Exams</b>	75 Schools	\$ 17,552	\$ 12,596	\$ 4,000	\$ 16,596	\$ 2,000
<b>Poster Competition</b>		-	-	-	-	\$ 63
<b>TOTAL</b>		\$ 81,301	\$ 68,806	\$ 45,000	\$ 113,806	\$ 77,159
<b>Profit &amp; Loss</b>						\$ 36,648

	2025	2024	2023	2022	2021
<b>Opening Retained Profits</b>	<b>345,437</b>	<b>355,205</b>	<b>345,145</b>	<b>362,179</b>	<b>316,487</b>
Income	148,872	145,101	158,124	146,860	104,084
Expenses	107,860	154,868	148,065	163,894	58,438
Net Profit (Loss)	41,012	-9,768	10,059	-17,033	45,656
<b>Closing Retained Profits</b>	<b>386,449</b>	<b>345,437</b>	<b>355,205</b>	<b>345,145</b>	<b>362,133</b>