

THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)
COMMITTEE OF MANAGEMENT

MINUTES OF MEETING

Date:11th March 2020, at 1203 pm

Location WAWA Office Dehaer Road Wandii

Roll Call: John Atkinson Jon Braine, Alex McLachlan, Peter Cunnington Jim Cameron (President), Andy Hill, Bruce Jackson, Barbara Jennings (by Skype), Andrea McCandlish, David Milton (Secretary), Kerri Nicholls (Treasurer)

Apologies:

Non-Attendee

Confirmation of previous minutes: Moved by Jon Braine Seconded Peter Cunnington Accepted on show of hands.

Secretary:

Correspondence In: (for noting, unless listed elsewhere)

- 13th Feb PO Box mail received Renewal for mail box rental invoice. Scanned copy forwarded by email to treasurer.
- 13th Feb phone call request from Brian Fowlie of Shopping centre group requesting high resolution of Logo for application for Warwick Shopping centre use. Logo emailed.
- 13th Feb email from Bunbury Secretary with general enquiry about possible funding routes they could consider for possible relocation/new building of club rooms, discounts may be available at Bunnings and outlining issues with trailers. Responded on options of funding available, COM noted discount in minutes and passed on trailer issue to Jon Braine
- 17th Feb Email from member re sale of lathe equipment. Circulated to Secretaries and Convenors for their attention
- 18th Feb email from Noel Moyes (via President) re proposed extension speaker and additional cables plus repairs to screen splitter. Circulated to COM members for responses to be provided to President or Secretary. COM members responded by email in support of expenditure and installation for Collie workshop. Suggestion from Peter and Lex re mini Point of View camera built into face shield to be considered. Andrea and Barbara suggested need for hearing impaired considerations be investigated. John Atkinson recommended a stand required for speaker.
- 19th Feb copy email from President to editor seeking to delay magazine one week to allow Website matters to be firmed up on. For File
- 21st Feb Mail to PO Box, receipt for PO box annual fees, Letter from Manjimup Group re advising WAWA (INC.) of negotiations for lease renewal due latter this year. Filed for records.
- 21st Feb Email re sale of jarrah boards at Bunbury for sale, Circulated to all Convenors and Secretaries.
- 22nd Feb Email copy of note to Jon Braine re First aid equipment deficiencies. (attached) ACTION Required
- 25th Feb Peter Cunnington email Insurance policy certificates required for Craft Fair Application. Certificates sent
- 25th Feb email from Brian Fowlie re shopping centre dates for the year. Noted
- 25th Feb email from President re trees from road clearing of High Street. Melville Group advised. Melville have matter in hand with three trees selected.
- 26th Feb Lotteries West ReGrants Information Session. Forward to Andrea.
- 26th Feb Email to all Convenors and Secretaries re Joey Richardson demonstration interest. Declined from Swan. Positive response from Embellisher SIG, Bunbury, Mandurah, Melville

- 27th Feb Email request from Busselton Secretary for Certificate of Incorporation and latest Rule required for lease negotiations for New premises with Busselton Council. Documents sent. Rules require 2019 amendments to be incorporated. ACTION required.
- 28th Feb Email Confirmation of booking for Craft and Quilt Fair. Has floor plan location available. Receipt of payment attached.
- 3rd Mar Email with attached minutes from Segmenters meeting of 1st March. For Files
- 3rd Mar Swan Secretary requesting email address change for correspondence form WAWA. Changed
- 5th Mar Email enquiry from Swan Convener about trailer return from Collie and whether there is assistance available and the use of signage only as they don't need trailers. Forwarded to Jon Braine and responded that assistance and signage would be available.
- 7th Mar Email of February Financial information from Treasurer. Circulated to all COM members.
- 7th Mar Email from Kerie Nichols re agenda item for COM, Discussion on CoVid 19 pandemic. Noted on COM agenda
- 7th Mar Email from Wandi group re demonstrations. Noted
- 7th Mar email from Glenys Hough outlining aspirin role in emergencies. Circulated to all Group Executives
- 7th March email from Wandi Secretary querying Defibrillator maintenance procedures, first aid kit recommended contents. Responded that none exist to detail requested. On COM agenda
- 8th Mar email response from Melville re SIG MOU with their comments. Forwarded to subcommittee.
- 9th Mar email advice from Gosnells group re the need for the \$2000 grant is confirmed to purchase two Rikon Lathes. Copied to President and Treasurer
- 10th Mar email re change of email address from Bruce Jackson
- 10th email copy of nomination for Merit Award forwarded by Registrar. For information

Correspondence Out (for noting, unless listed elsewhere)

- 12th Feb emailed COM minute of approval of Grant to Gosnells Convener
- 12th Feb emailed COM minute of approval of use of WAWA membership as raffle prize for SIG
- 13th Feb emailed Insurance Agent re 3 queries (correspondence attached). Circulated Insurers replies to COM
- 14th Feb emailed minutes of COM meeting to all Group Convenors, Secretaries and COM members
- 14th Feb emailed all Convenors and Secretaries the Draft COM SIG MOU and addendum for Rules for their comment and input. Received results from Embelisher, Segmenters and Melville. Forwarded to sub committee chairperson.
- 14th Feb copy of email from President to visiting Canadian Turner welcoming him and informing on deliberation on reciprocal rights.
- 17th Feb email to all convenors and secretaries re Chain saw training policy and where courses are held with course details asking for responses. Munding one person nominated, Melville two persons. Gosnells noted.
- 18th Feb Email query to Noel re time to complete upgrade of speakers etc. Noel informed that this would be done prior to Collie Weekend Workshop.
- 18th Feb email query to provider of Chain saw training requesting details. Response received and circulated to all group Convenors and Secretaries
- 19th Feb Email to Dr Stanley at DBCA following up on progress to our query on current Biodiversity Regulations. Response from Dr Stanley that a response was expected in the next few weeks.
- 21st Feb copy of email from president authorising expenditure on Audio and video system upgrade by Noel Moyes.
- 25th Feb test scan of old Woodturner Magazine as PDF file sent to President and Editor. Response that quality suitable for web publication.
- 26th Feb emailed President re destruction of cheque made out for \$1,000 for SIG WEW as it was not required. Noted by President

- 6th Mar emailed Convenors and Secretaries asking for comments on proposal that all Weekend workshop demonstrators must use face shield when turning. Feedback from Gosnells also raised issue of loose cables and other trip and fall hazards,

Treasurer:

Transaction Reports: Noted reports for February 2020 circulated to all COM members. Acceptance of reports. Moved Kerrie Nicholls Seconded John Atkinson. Accepted on show of hands.

Other Finance

- Interest struck for roll over accounts was 1.5% for approx. \$85K and 1.45% for approx. \$29K. Treasurer queried why two accounts different maturing times. Treasurer recommended that we look at rationalising accounts to better attract higher interest and better access at next time rollover decision to be made. **Agreed**
- Currently about \$39K in cheque account, and Treasurer asked could we invest some of this? COM decided to not change levels due to low interest rate but monitor situation should it change.

Registrar:

Membership

- Query re overseas member participating in competition, meetings. Insurance issue clarified that provided they meet our membership rules they could participate. Registrar to look at a new category how such a person could become a prorata member with a minimum three months registration. **Action:** Registrar to make recommendation at next meeting.

Award Conferrals

- Merit Award proposal received from three members not the executive of group nor demonstrating that convenor involved.
 - Committee reviewed nomination considering the Handbook procedures and adherences to these. Nomination to be referred to proposers for action in accordance with guidelines. **Action:** Secretary

Reports

- The Biodiversity Conservation Regulations 2018. Follow up with department has occurred but no response yet but will again follow up. **(Action - JC)**
- Timber Salvage, widening of High Road near Fremantle golf course trees. Melville group to have three trees harvested. **(Action – No further)**
- **Special Interest Group** - Based on feedback to subcommittee there is a need to just provide guidance documents e.g. Amendments to Rules preamble page and an attached guideline MOU. Bureaucratic process to be avoided. **Action:** Registrar to make recommendation .to be circulated for approval at April COM

General Business

Strategic Plan

Governance

- Annual WAWA Events Calendar prepared for website and is being uploaded into web site. **Action:** Secretary
- Review allocation of responsibilities, for noting.
 - Website (Andrea McCandlish, Jim Cameron, David Milton and Jon Braine). Registrar will be needed to be drawn into others may be invited in e.g. John Atkinson has WordPress knowledge and Kerrie Nichols project background.
 - Weekend Workshop Co-ordination to be reviewed next COM meeting

Publications

- Web site
 - Collie meeting to start implementation of ownership of various portion of web page. Go live May 15th, Standardise email addresses, and contacts for groups. (may show email and phone) Training to Secretaries or a nominated person.COM Website subcommittee to ensure web page populated and procedures are drafted. **(Action – AM'C/DM/JB/JC)**

- COM discussion on and endorsement of development of a policy for the use of the new uniform e.g. convenor.wandi@woodturnerswa.org.au) email addresses:

Agreed

Competitions

- Maintenance of Judge training program, Saturday May 30th at Mandurah notification via convenors meeting at Collie newsletter and contact. **(Action Registrar)**
- Wood show entries to be photographed and put up on Web page as per normal competition. To be photographed at beginning of show to be organised closer to date. **(Action – LM'L/BJn).**

Facilities and Equipment

- WAWA Trailers:
 - Only two trailers inspected (not Shopping Centre Trailer due to access and chuck wagon at Collie, this had a problem with replacement tyre which is now fixed) Condition Ok some issues with padlocks, spare tyre access, electrical connectors for towing, multiple plug connection box with separated protected leads to be made, towing chains lengths not adequate, need certified chains attached **(Action – JB)**
 - Collapse two trailers into one, Quote for \$9,273 for Tandem Trailer circulated. Possibility of a small second-hand truck with trailer. Tandem trailer proposal has possible issues with restriction on who can tow due to weight, difficulty in manoeuvring. **(Action – JB)**
 - Access doors to trailer storage still an issue to resolved (Possible Unable to be done due to structure of building) Quote required **(Action – JB)**
 - Heavy duty racking to remove materials currently stored on floor is required, a couple of areas on wall need sheeting attached to protect panelling (Hold over until door situation resolved).
- Sound system upgrade – upgrades carried out along with repairs. Speakers need to be stored in suitable robust packaging for transport, cost of this required. COM authorised President to negotiate this matter and expend funds to complete task. **(Action JC)**

Education and Training

- Chain saw training, only three persons nominated with two additional willing to pay full cost. Program to be organised and booked. Southern groups are looking at organising their own training through local TAFE. Groups to be notified of schedule. Need 6 to 8 persons. **(Action Secretary)**
- Artist in Residence/Visiting Training Program, 2020, WAWA to explore Collaboration possibilities with visiting or local turners Joey Richardson 5 groups supportive Wandie also a possibility. Dates to be investigated by JC **(Action JC)**
- Targeted introduction of Partner Program in 2020, there is an increase in partners at weekend meetings. Busselton/Bunbury may be suitable venues, funding and program are consideration. To develop agenda over next couple of months.
- First Aid training requirements, level and provision to be raised at Convenors meeting in Collie to gauge what level is needed. **(Action AH and Dave Saunders)**
- Demonstrator Training request for more to be done this year. Plans to be developed. Hold over until next COM meeting.

Community outreach

- Development of an action plan for consideration in 2020. Ongoing discussion needed to form a plan.

Other Business

- Issues arising from 000 emergency at SIG Weekend workshop
 - Defibrillator maintenance
 - First Aid Kit list of content/recommended contents. Do we get a First Aid Kit replaced on a periodic basis?
 - Maintenance of up to date medicines
 - Signage
 - Responsibilities
- Decided unanimously that groups are required to familiarises them with safety officer requirements of the Health and Safety Guidelines and Weekend Workshop workshop

- checklist. COM need to prepare guidelines and check lists particularly for emergencies. Implementation timeline by April weekend workshop **Action JC, DM, AH)**
- Recognition possibilities for groups providing salvage timber from Road works and other clearing through presentation of, for example, a plaque, bowl, clock or vase. Awaiting feedback from contractor. **(Watching Brief JC, DM)**
 - Funding loan request from Gosnells of \$2,000, to purchase two new Rikon lathes. Repayment at \$200 per month from purchase date. **Approved.**
 - COM replacement for Ian Hamilton, Still a vacancy.
 - WAWA Eastern States Bushfire support to carried over for one month
 - Disposal of individual members surplus tools. Swan has agreed to conduct a jumble sale at April Weekend Workshop Terms and conditions are published in latest Newsletter 207. **Approved**
 - Improving use of face shield while using a lathe during WAWA Weekend workshop events. Secretary instructed by COM to send out email reaffirming guidelines from Health and Safety Manual and Handbook. **(Action Secretary)**
 - Copy old WAWA magazines to digital (scanned pdf) format 16 to 39 done. Mike Phillips may have any missing magazines 1 to 15. **In Progress.**
 - 2020 the Perth Craft & Quilt 13th to 17th May. Site secured, paid up, groups to be approached about demonstrators. 20% of sales for commission to organisers. Demonstrators and equipment to be organised. **(Action PC)**
 - Review recruitment strategies for implementation in 2020, ongoing discussion
 - Support for smaller groups – President to visit and discuss issues with groups affected. **(Action JC)**
 - Crane lifting procedures and equipment required. Draft procedures to be prepared. **(Action AH)**
 - Response to COVID19: use public health guidelines as guiding principles. Email to All groups. **(Action Secretary)**
 - Re direction of mail to secretary's home address from PO BOX 4146 Harrisdale. **Approved**
 - The Registrar raised the question "Is our insurance best value for the type of coverage we have" COM requested Registrar to investigate the pros and cons of various insurance coverages and report back to COM. **(Action Registrar)**
 - Peter Cunnington absence during election period: Returning Officer required) **(Action Interim)**
 - Lotteries commission application and costings to be centralised by Andrea. Procedure outline and calendar needed for circulation to Groups. **(Action AM'C)**

Demonstrations (noted)

The Bunbury Group have planned :

20th March 2020 - Tree Street Art Safari - we will be selling at 16 Picton Crescent Bunbury.

2nd & 3rd May 2020 - Dardanup Art Trail - we will be selling at the Ferguson Hall, Ferguson

Busselton group Cruise ship visit demo and displays on

Friday 28th February 2020,

Monday 16th March

Tuesday 17th March

Friday 20th March

Wednesday 29th April

Saturday 23rd May

Friday 5th June

A sausage sizzle at Bunnings on Saturday 2nd May 2020.

The club is also organising an expedition to Ennuin Station, north of Bullfinch, from 4th May to 7th May inclusive.

Shopping Centre Group Dates

Bullcreek shopping centre.

4th -9th May 2020

Perth Craft Fair at the Entertainment Centre

13th -17th May 2020

Kardinya Shopping Centre.

24th -26th May 2020

Wood and Craft Show Claremont

31 July -2 Aug 2020

Forrestfield Hawaii shopping Centre.
Hawaii's Melville Shopping Centre.
The Park Centre.

24th -29th August 2020
19th -24th October 2020
26th -31st October 2020

Wandi Group

Wandi Progress Association "Neighbour Day" at the Wandu Community Hall on Sunday 29 Mar 2020 from 3.00pm until 6.00pm.

Turning demonstrations for the Timber Bloke Open Day at the factory site in Naval Base on 2 May 2020 from 9.00am until 3.00pm.

"COM noted Demonstrations" Moved: Peter Cunningham. Seconded: John Atkinson Approved by show of hands.

Meeting closed 3:55pm

Date of next meeting: Wednesday 8th April 2020 at 1200 noon (bring your own lunch).