

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

MEETING MINUTES
Date:11th November 2020

Location Wandi Headquarters Club rooms, Wandi Progress Association Complex De Haer Road

Meeting Commenced 12 noon

Roll Call: John Atkinson, Jon Braine Jim Cameron (Immediate Past President), Andy Hill, Glenys Hough, Bruce Jackson (Acting Chairperson), Barbara Jennings, Ian Ludford, Alex McLachlan, Andrea McCandlish, David Milton, Kerri Nicholls

Apologies: Nil

Procedural matters

- Due to no President being elected at AGM the appointment of a Chairperson from COM members is required as under Rule 21.4(b), the President term was not extended by AGM then Rule 39.2 applies: **Meeting appointed Bruce Jackson as Chairperson for the meeting.**
- COM has agreed that over the period from this meeting to next meeting (10th February) that the Executive team of Chairperson, Treasurer, Registrar and Secretary are able to manage routine matters without COM meeting but should an important issue(s) arise then email correspondence to all COM will be used to inform and make decisions.

Confirmation of previous minutes:

Minutes 14th October COM Moved Jon Braine, Seconded Jim Cameron; Passed Unanimously.

Matters arising from Minutes.

- Query on the cost of maintaining defibrillator pads whether this is WAWA cost or group cost. Response is that this is group cost except for WEW trailer AED.
- Gosnells secretary informed COM that they did not want a set of Paediatric pads.

Correspondence In: (for noting, unless listed elsewhere)

- 15th Oct copy of email to Andrea from Knox and District Woodworkers Club enquiring about Administration info (Andrea forwarded to Registrar and Treasurer for assistance)
- 15th October email from Andrea re computer policy in Handbook and recommendation to update. Received update draft and inserted in COM agenda (see attachments)
- 15th October email request from Jim Hill's family to advertise sale of Jim's wood and some turning equipment. Circulated to members
- 16th October email from Public re availability of recently felled timber. Circulated to all members (caused crash of email due to SPAM and locked out all WAWA user on woodturnerswa site access.)
- 16th Oct email from John Atkinson re web page general enquiries being answered by him. Response that Ok to continue but ultimately once web settles down probably Secretarial responsibility.
- 18th Oct email from IPP re items for Bulletin.
- 18th Oct email query from Glenys re Training manual. Referred to Jim as he has this very large document. I have only a hard copy.
- 18th Oct email from Cardiac Science advising of name change to Cardiac Defibrillators and attaching Invoice for new pads for two defibrillators. One WAWA one in trailer and

- one at Gosnells (paediatric pads required). Tracking location of second unit serial number M00000002196 took some two weeks of emails
- 18th Oct email from Treasurer re payment of \$650 for speakers to Melville Group on behalf of Segmenter SIG. Payment by EFT executed.
 - 19th Oct email cc from Web developer re email system recommending Mailjet for multiple mail out use. Various email circulated to executive of COM on this matter.
 - 19th Oct email request from Embellisher SIG re mailing out to all members information on Embellishers meeting. Mailed out.
 - 22nd email from Gosnells treasure re contact of Registrar. Provided information requested.
 - 23rd Oct email from Tonkin Gap clearing contractor advising they will be in contact re walk through to identify timber. Advice received on 28th Oct by email and forwarded to two interested parties to allow them direct contact with contractor.
 - 23rd onward various email from treasurer re zero fees credit/debit card situation. Treasurer to report on.
 - 23rd Oct additional request from Jim Hill's family to advertise sale of Jim's wood and some turning equipment. Circulated to members
 - 24th Oct request from member to advertise deceased estate woodturning materials for sale (circulated to members)
 - 27th Oct cc of email sent by IPP to Armidale access alliance re no interest in salvage timber.
 - 28th Oct email from Andrea with briefing note for Copyright issues see attachments
 - 30th Oct email from Competition Co-ordinator re circulation of draft 2021 calendar and clarification notes for Busselton Competition item. Circulated
 - 29th Oct email request from Andy Hill for Word Version of Safety manual for editing mark-ups. Provided by email.
 - 30th Oct email request from Mundaring re membership form and fees schedule. Provided by return email
 - 1st Nov email from Registrar with updated new members and deregistered members list. Secretary records amended.
 - 2nd Nov emails concerning Busselton agenda. Agenda sent out on the 7th Nov.
 - 5th Nov email from chair Training subcommittee with draft training plan. Several cc email follow ups. finalised plan submitted 8th Nov . See attachments.
 - 3rd Nov email from Busselton secretary re WEW Agenda, circulated to all members.
 - 3rd Nov phone call from Collie convener re first aid courses. Email response
 - 5th Nov cc of COM circulated email from Andrea re volunteering. See attachment
 - 4th Nov phone request from the family of Keith McQueen (deceased March 2020) re burial ceremony details to be circulated to all members. Circulated
 - 6th Nov email from Bunbury Secretary, re First aid training of a member, general email information and Band saw training and safety matters. Responded 8/11 to these matter cc Andy Hill in on Band saw issues.
 - 3rd to 8th Nov various COM member items for agenda.
 - 6th Nov email from Bunbury Secretary re competition item description being ok
 - 8th Nov email query on location of the Busselton WEW. Replied with information.
 - 8th Nov email request to remove non renewed member from mailing list circulated and done.
 - 9th Nov mail from Treasurer to all COM of October financials statements and YTD figures
 - 10th Nov Email from John Atkinson with report on Website matters (appended)
 - 10th Nov email from Mundaring Shire requesting update of contact and annual information. Replied with requested information.
 - 10th Nov email from Registrar re oct 31st membership numbers and proposal for equipment fee rebate to groups (included in minutes)
 - 10th Nov email from Registrar re Affiliation subcommittee report (appended)
 - 10th Nov email from Busselton Secretary re public demo, noted in minutes.
 - 10th Nov email from Busselton Secretary re partners speaking program at weekend workshop, to be circulated in Bulletin.
 - 10th Nov email from Swan convener declining offer to sell outside group excess tools at their WEW. Noted for COM

Correspondence Out (for noting, unless listed elsewhere)

- 14th Oct Email to David Rechter Inviting him to join the Affiliation Sub Committee and extending invitation to SMS to attend WAWA meetings as visitors.
- 14th October email to insurers advising of no claim will be made re member involved in car accident on way home from meeting. Acknowledged by insurer.
- 16th Oct email of draft COM meeting minutes to all COM members. No changes.
- 18th Oct email to Defibrillator supplier requesting quote for replacement pads.
- 28th October email to COM members re notes put together based on a Not For Profit organisations and Privacy Policy development and requirements. For comments. Two responses on this matter one by email and one verbal. See Reports and attachments
- 30th Oct email to two members re Tonkin Gap timber salvage meeting time for inspection with contractor
- 2nd Nov Query to Registrar re members in Denmark/Albany region for possible MRD salvage timber. Response one unpaid member.
- 3rd Nov response to Mike Miller at Collie re first aid training courses available. Offer of joining Melville courses.
- 8th Nov emailed out WEW Busselton program to all members

Treasurer:

October Accounts

- October Balance, Transaction, Income and TYD statements circulated by email
 - Motion of acceptance Moved Kerri Nichols Seconded John Atkinson. Accepted unanimously
- Approval to expend \$331.50 for replacement pads for AED in Chuck Wagon Trailer.
 - Motion of acceptance Moved Jim Cameron Seconded Glenys Hough. Accepted unanimously

Registrar:

- Membership renewal update tabled (appended). To date (7th Nov 2020) we have 439 paid members (including 21 Life Members). In addition, we have 18 Honorary members. We have had 16 members resign and currently have 51 members unpaid. Overall, this is a decrease of 13% in membership.
- The Registrar Barbara Jennings and seconded by John Atkinson proposed that “ The equipment capitalisation to be allocated to groups based on October 31st 2020 membership census (Appended) be \$10,000 drawn from the cash reserves held in main account”. After discussion of the budget position it was decided unanimously to approve this \$10,000 for return to groups. Treasurer to arrange EFT transfer and Secretary to advise groups.
- Replacement computer for the Registrars 5-year-old laptop which is unable to handle Window10 and Access Data base. Moved by Barbara Jennings Seconded by Jim Cameron “That up to \$1500 be allocated to purchasing a replacement Laptop for Registrar to run Database”. Approved Unanimously.
- Two merit awards application were approved by meeting.
- It was proposed that Honorary Membership be offered to Jim Hill (Mandurah) and Ed Louge (Busselton) both long standing members whose health is declining and have not renewed membership this year. Moved Barbara Jennings and Seconded Jim Cameron. Approved Unanimously.

Competitions

- Groups confirmed the competition items for next year 2021 with some minor changes made, to be published on Web site.

Reports

- Group Public Displays for noting
 - Melville at “Man Cave Expo” 10th November Blue Lake Community centre 10 am to 1pm.
- Joondalup/Waneroo a stall at the Poynter Primary Farmers Market on 28 November 8am to noon
- Mandurah group is doing a Sausage Sizzle on the 15th of Nov. At Bunnings, Halls Head
- Avon Group doing a demonstration at the Northam Markets Sat 7th Nov

- The Busselton group will be conducting a public demonstration and market at the Christmas Bazaar on December 5th at old workshop in the ArtGeo precinct.

DBC Act & Regulation Negotiations

- Biodiversity Conservation Act 2016 consultation. Update of outcome of Public meeting held on Tuesday 20 October attended by Jim Cameron, Kerrie Nichols and Bruce Jackson was that the department recognises the issue that have unintendedly arisen and after the consultation will be working through a solution by way of regulation changes but not Act changes. This is expected to take several months. In the meantime, no application for licences etc is advised for WAWA members. The attendees indicated that the Department officers are sympathetic to our position.

12:45 Break for Subcommittee meetings (20 minutes)

Meeting recommenced 1:05pm

Training Sub Committee

Sub Committee chair Jim Cameron reported on progress and tabled a draft outline of proposed initiatives. (See Attachments). After some length of explanation and discussion agreed to adopt the proposal which will be for a calendar year cycle. It was moved by Jim Cameron and seconded by Kerri Nichols that the training proposal outlined and indicated budget of a Maximum of \$5,700 be initiated. Passed by majority

Affiliation Membership Sub Committee

Sub Committee chair Barbara Jennings report on progress (tabled document).After an explanation of the deliberations and a discussion of the possible ways forward COM requested the sub committee to consider the matters further and some possible other issues and if possible make a recommendation to the next COM meeting. It was noted that currently the subcommittee is not comfortable with affiliation process.

Recruitment and Publicity Sub Committee

Sub Committee chair indicated that this sub committee has not made any progress

Communications and Publications sub Committee

- Andrea (Newsletter Editor) called for more articles for next issue (Feb 2021)
 - Request for upgrade of software to help publish Newsletter is needed to allow better use of more up to date methods of publishing ie web page, email. Compilation is still a time-consuming issue. Approved for Andrea to seek better software for the task of compiling and publishing Newsletter
 - Copyright and fair use of materials briefing paper by Andrea was circulated to COM prior to meeting. It was proposed that updating policy in Handbook on copyright be made (Andrea to progress this matter) and that the website materials consider the requirements. Groups and individuals to be reminded that their responsibility is to acknowledge sources of reference or ideas is acknowledged. To be included in next Bulletin
- Bulletin planned for the next few weeks to fill in gap of no Newsletter until February.
- Website status given by John Atkinson. Webpage Approval given for recurring annual expenditure of about \$120 for Mailjet mail services for organisational mailout situations

Business raised by COM members or groups

Facilities and Equipment

- Stage and stage trailer (lifting crane) status (**Decision Required**)
- Trailer options (to be held over until 2021) use current trailers until then. (for noting only)
- Trailer Storage shed door modification

-

Other Finance

- Budget consideration update (all COM discussion based on revenue forecasts)
- Credit card application Status see attachments for Bank Ruling (Treasurer)

Community outreach

- .NIL

Other Business

- John Atkinson informed COM of an incident in the Gosnells workshop but no further action required by COM
- The sale of second-hand tools from all groups to be offered to Melville for their Feb2021 WEW. Action Executive
- Andrea has been approached by Peter McQueen who is handling Keith's estate re photos and a replica lathe owned by Keith McQueen that may be made available to WAWA. To be followed up by Andrea
- Update of Guideline/Handbook and Safety Manual edit to Secretary for document control.

Meeting closed 3:41pm

Date of next meeting: Wednesday 10th February 2021 12:00 pm Carvers Room Wandl.

Attachments



WAWA TRAINING PLAN 2021

Activity	Description	Frequency	Support provided	WAWA Provision	Estimated Cost
Chain Saw Training	Certificate based training in use of chainsaw conducted by registered training authority	As required	No limit on numbers; WAWA support for two from each group	\$xxx per participant; maximum of 2 participants per group annually	\$1000
First Aid Training	Approved training in first aid by registered training authority organised by groups	As required	No limit on numbers; WAWA support for two from each group	\$xxx per group annually on proof of expenditure	\$1000
Demonstrator Training	In-house provision of train-the-trainer program provided to groups on demand	As required	Maximum of three training sessions per year; minimum of three members from requesting group	Mileage and accommodation costs of trainers	\$500
Judge Training	In-house preparation of competition judges	Minimum of one course per year, on demand, in two locations	No limit on numbers with maximum of 12 participants per course	Mileage and accommodation costs of trainers; venue hire if necessary; catering for participants	\$600
Turning Techniques	Provision of advanced skills training by expert turners in specified skills areas	Two one-day programs annually in two locations	Self funding activity; seed money required; 8 participants per program required	Funding covers cost of training fee and venue hire where necessary	(\$1600 ^(a))
Group Assistance	In-house provision of specialist support, including demonstrations, to groups on demand	As required	Variable, depending on nature of requested assistance	Mileage and accommodation costs of facilitators	\$500

In-house Training	Annual review/evaluation of group-based training for novice turners	Annual review meeting	Funding of one trainer per group; no limit on participation	Mileage and meal costs/one per group.	\$500
COST					\$4100(5700)

(a) One-off cost, rolled over and reimbursed

Group	Honorary	Life	Paid_OnTime	Paid_InProcess	Unpaid @7/11	Late paid	Quit	Total	TotAllowance	Loss
Avon	0	1	10	0	0		4	15	11	27%
Bunbury	7	1	37	14	5		1	65	52	9%
Busselton	2	2	32	0	4	1	2	43	34	12%
Collie	0	1	20	4	3			28	25	11%
Gosnells	1	1	41	1	3		1	48	43	8%
Joondalup	0	1	23	0	6			30	24	20%
Mandurah	0	1	32	4	3			40	37	8%
Manjimup	1	0	14	0	0		1	16	14	6%
Melville	1	7	78	6	11		3	106	91	13%
Mundaring	0	0	4	0	0		3	7	4	43%
Swan	1	5	50	1	7			64	56	11%
Wandi	5	1	42	5	9		1	63	48	16%
	18	21	383	35	51	1	16	525	439	13%