

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

**MEETING MINUTES**

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**Date:**14<sup>th</sup> October 2020, Meeting commenced **12:01pm**

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

Meeting initially chaired by Jim Cameron

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

**Apologies:**

**Confirmation of previous minutes:**

Minutes 9<sup>th</sup> September COM

Moved John Atkinson, Seconded John Braine. Passed unanimously

**Procedural matters post AGM as required by Rules at first committee meeting**

- 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: Action Appoint Chairperson for meeting.

Proposed: Bruce Jackson to chair meeting, Accepted

- Under rule 29 (8) COM appointed the following,
  - Vice president (not filled)
  - Secretary: David Milton
  - Treasurer: Kerrie Nicholls
  - Registrar: Barbara Jennings

**Correspondence In:** (for noting, unless listed elsewhere)

- 9<sup>th</sup> Sept email from Busselton Secretary with Lease document of new premises for execution by WAWA Executive (permission given for execution at COM meeting of 9<sup>th</sup> September)
- 10<sup>th</sup> September email from Treasurer with auditors report (circulated to all members in Bulletin 9)
- 10<sup>th</sup> Sept email from Wandi Convener re WAWA stage, intend to use for Wandi WEW and then advise of long-term position
- 10<sup>th</sup> Sept email from Bunbury Secretary re feedback on the WEW at Australind centre. Responded that generally members thought it was better than Dardanup but could use some more space, not ideal for competition or trade suppliers but other wise excellent facility.
- 12<sup>th</sup> Sept email copy of correspondence with web administrator requesting getting registrar email new address working so we can email out membership renewal requests (email addresses are operational)
- 13<sup>th</sup> Sept Gosnell Convener requested some brochures for handing out. Sent about 40 brochures via a Gosnells member.
- 13<sup>th</sup> Sept email from Registrar with correction to minutes on trophy costs \$642.30 inserted in minutes
- 14<sup>th</sup> Sept email from President requesting circulation of FPC timber auction details (Auction 5<sup>th</sup> October) Circulated to all members by email

- 15<sup>th</sup> Sept PO box Executed agreement for Manjimup group club room lease.
- 16<sup>th</sup> Sept email from Gosnells re change of committee, circulated
- 16<sup>th</sup> Sept email from Joondalup Secretary with draft of WEW program, to all executive of WAWA
- 16<sup>th</sup> Sept email from Manjimup Secretary with Insurance Certificate query, matter resolved
- 18<sup>th</sup> Sept email with notes attached from Segmenters SIG meeting.
- 21<sup>st</sup> Sept email query from MRD re interest in timber from Tonkin Gap Project Roadworks. Groups contacted. Awaiting responses.
- 22<sup>nd</sup> Sep email query from Swan secretary re COM office bearers and First Aid Training. Responded on these matters, resolved
- 22<sup>nd</sup> Sept copy of email from Registrar re updated list of Group office bearers.
- 22<sup>nd</sup> Sept copy of email from Registrar re update of fees as per AGM and calling for payment.
- 22<sup>nd</sup> Sept email from a group Secretary re 3 merit nominations (circulated to COM)
- 22<sup>nd</sup> Sept email copy of Swan Snippets for Newsletter
- 23<sup>rd</sup> Sep email from Joondalup Secretary re finalised WEW program
- 23<sup>rd</sup> Sept PO Box Mundaring Annual Returns received, Scanned and sent to Treasurer.
- 24<sup>th</sup> Sept email from Alan Williams re chainsaw training nominations from Wandi and request for next chainsaw group date. Earliest dates November, still need two more applicants
- 24<sup>th</sup> Sept email query from Gosnells Treasurer re insurance certificates. Matter resolved.
- 28<sup>th</sup> Sept email copy from President and Noel Moyes re speaker boxes.
- 28<sup>th</sup> and 29<sup>th</sup> sept various emails from treasure and Registrar re competition payments , second authorisation, and group bank details.
- 1<sup>st</sup> Oct forwarded email from Busselton Council with executed Lease for Busselton Group.
- 2<sup>nd</sup> Oct query from Mandurah Secretary re potential Claim against Insurance for personal Injury to member travelling home after a meeting. Insurer informed, form s passed onto Mandurah, matter resolved with no claim being lodged.
- 2<sup>nd</sup> Oct email query from Swan Secretary re insurance certificate, matter resolved.
- 3<sup>rd</sup> Oct email from David Rechter re Potential New Membership "Group" see attachment 1.
- 5<sup>th</sup> Oct email advice about AED defibrillator electrode pads expiring at end of month. See General business.
- 5<sup>th</sup> Oct copy of email about Craft wood stakeholder meeting with DBCA. IPP handling this matter.
- 6<sup>th</sup> Oct email from member wishing to cease to be a member. Advised Registrar and Editor
- 6<sup>th</sup> Oct email from Swan secretary with public demo information. Noted in Reports.
- 10<sup>th</sup> Oct email copy of Bunbury new meeting times and correction of contact information
- 10<sup>th</sup> October email from Bunbury Secretary re First Aid Training.
- 11<sup>th</sup> October Avon secretary query re Joondalup WEW going ahead, responded with agenda attached.
- 11<sup>th</sup> October email notice from Wandi Convener re public demonstration. Noted in Reports.
- 11<sup>th</sup> October email from Melville (CC) about public display. Noted in Reports
- 11<sup>th</sup> October email from Alan William re deceased estate tool sale. Circulated to members
- 11<sup>th</sup> October email copy from Decimil re timber from Albany Ring Road project. Requested additional information.
- 13<sup>th</sup> October copy of email from Armidale access alliance re road widening and timber available. To be discussed at COM.

**Correspondence Out** (for noting, unless listed elsewhere)

- 9<sup>th</sup> Sept email to John Atkinson re outcome of todays COM meeting with respect to the web page
- 12<sup>th</sup> Sept email sent to all members with Newsletter number 212 due many members not receiving mailout. Editor advised.

- 12<sup>th</sup> Sept emailed draft of COM minutes to COM members for comments
- 15<sup>th</sup> Sept emailed out Bulletin 9 with AGM details and tabled reports
- 16<sup>th</sup> Sept emails to various Group Treasurers re auditor observations and recommendations from June 30<sup>th</sup>, 2020 Audit. Response received and action taken by groups
- 28<sup>th</sup> Sept email to all members with results of AGM and various information.
- 29<sup>th</sup> Sept welcome note to new COM members, outline of the COM activities and general procedures.
- 1<sup>st</sup> to 11<sup>th</sup> various outgoings on new woodturners.org.au server with some success but issues with spam mail rejections. Still to be resolved.
- 12<sup>th</sup> emailed all members the Joondalup WEW agenda and Deceased Estate Tool sale.

Moved: Barbara Jennings, Seconded: Andrea McCandlish. Passed Unanimously

#### **Treasurer:**

##### **September Accounts**

- September Balance, Transaction, Income statements circulated by email
  - Motion of acceptance: Moved Kerrie Nichols Seconded: Andy Hill. Passed Unanimously

#### **Registrar:**

- Merit awards confirmation of 3 nominations received. One motion of award of Merit certificate was made from COM floor, for award at Joondalup WEW.
  - Motion of acceptance Barbara Jennings: Seconder Bruce Jackson Passed Unanimously
- Membership renewal update. Currently 271 unpaid now, to be followed up before end of month by Registrar and Groups.

#### **Reports**

- Biodiversity Conservation Act 2016 consultation Update. – Public meeting proposed for Tuesday 20 October 11am to 2pm; WAWA nominees are James Cameron, Bruce Jackson and Barbara Jennings light lunch, to advise by 14<sup>th</sup> Oct numbers attending.
  - Barbara not available Kerrie Nichols to act as a replacement, to meet with Ian Keally and others prior to meeting
- Group Public Displays for noting
  - Wandi Group Saturday 7<sup>th</sup> Nov 8am to noon, Baldivis Lion Club Market
  - Swan Group Sunday 11<sup>th</sup> October 9am to 4:30pm Railfest, Bassendean
  - Swan Group Saturday and Sunday 7<sup>th</sup> and 8<sup>th</sup> Nov 10am to 9pm Darlington Arts Festival
  - Melville Group Tuesday 10<sup>th</sup> Nov, 10am to 1pm, Man Cave Expo, Blue Gum Centre.
  - Shopping Centre group
    - 19-24th October 2020. Melville Plaza. Melville
    - 25-31st October 2020. The Park Centre. Vic Park
    - 23-28th November 2020. The Phoenix Shopping Centre. Spearwood
    - Gosnells Group Canning Show 6 and 7<sup>th</sup> Nov
    - Gosnells Group Burswood have a go do day 11th Nov
    - Bunbury Group 19<sup>th</sup> to 21<sup>st</sup> November Sales and Demo at Bunbury Centrepoint.

COM Requested that Secretary inform all Conveners and Secretaries of the requirement for insurance purposes, that notification of the date and location of any activities outside group clubrooms too WAWA secretary is required. e.g. displays, demos, sale activities.

## General Business

### **COM and Executive Roles**

After discussion of a briefing note prepared by Jim Cameron, it was decided that based on a motion from Barbara Jennings and Seconded by Ian Ludford and passed unanimously That”;

1. Three sub committees be setup and that COM members appointed to each one based on their interests, but can co-opt ordinary members with expertise to assist:
  - a. Communications, consisting at least of the newsletter editor, website manager, bulletin editor (Andrea McCandlish, John Atkinson) and David Milton)
  - b. Training consisting of; James Cameron, Glenys Hough, Kerrie Nicholls and Andy Hill
  - c. Recruitment/Publicity consisting of Barbara Jennings, Ian Ludford and Lex McLachlan”

It was further decided that:

2. Review of Handbook, Safety Guidelines, and Training Manual; including preparation of statement of group procedures for dealing with a medical emergency for inclusion in Safety Guidelines: **Action** Glenys Hough to provide a draft on medical emergency policy for next COM meeting. Secretary to prepare documentation drafts. Jim Cameron to assist. A review of all or any changes to Handbook also to be sought from Groups and to send comments to Secretary and Secretary to advise groups and members.
3. That equipment would be the responsibility of Jon Braine and Bruce Jackson
4. WEW co-ordination will managed by Bruce Jackson
5. Safety matters and advice by Andy Hill

## **Affiliation Membership Classification Considerations**

After a discussion based on notes from David Rechter it was decided:

“ That a subcommittee chaired by Barbara Jennings with Ian Ludford, Lex Mclachlan and Andy Hill be formed to advise COM on this matter. That David Rechter be invited to join the sub committee Action Secretary to formally invite David. That the secretary advises David that any member of the group he is teaching or other Mens Shed members are most welcome as visitors to WEW or any group meeting.”

## **Business raised by COM members or groups**

### **Facilities and Equipment**

- Stage and stage trailer (lifting crane) status (group feedback was summarised, most in favour of not using). Joondalup intend to use at WEW. Any decision to be held over until next COM
- Trailer options (to be held over until 2021) use current trailers until then. (for noting only). Note issue of new speaker box does not fit in the current audio/video trailer. Towing and safety light adaptors still an issue. Also jockey wheel can be unable to lift to required towing height for some vehicles.
- Trailer Storage shed door modification
- Speaker system carry system, cost and logistical issues. Approval of costs and resolve issue of transport. (see attachment 3)

### **Other Finance**

- Budget consideration update not possible as uncertainty re numbers of re-joined members. (Hold over until next month. **Action** Treasurer and Secretary
- Credit card application Due to dual signatory requirements unable to get debit card. Moved Kerrie Nicholls, seconded John Atkinson “that the Treasurer sets up a single signature debit card with a maximum \$1000 (one thousand Dollars) and cards be issued to Treasurer and Registrar” Passed.

### **Publications**

- Newsletter Andrea recommended that next Newsletter be published in third week of January and thence after reverting to bimonthly. Moved a formal motion by James Cameron, seconded by Ian Ludford: passed.

- Bulletin –To be continued to be published on an as needs basis for advice to Members. Continuation after publication of Newsletter in Jan 2021 to be reviewed by COM/ Next one to be published in the next week.
- Website – Since implementing website some activity with members changing passwords, some links yet to be made.
  - Issue of Privacy policy was raised but not resolved. After discussion it was Moved by Lex McLachlan , seconded by Jon Braine “ That a privacy statement be prepared for presentation to next COM meeting and if needed Legal advice be obtained on its suitability” **Action;** John Atkinson and Secretary
  - Copy right issues also need to be clarified.

### Competitions

- Andy Hill passed on concern from Joondalup/Waneroo Group that there was recently some late notification of changes to items descriptions (Three cornered lidded box). There were some issues with communications early in the year that caused this. **Action.** COM members agreed they would review next years description of items and advise the Competition Co-ordinator by next COM meeting of any issues. The 2021 competition items will be also published in the Bulletin/Newsletter in full.

### Community outreach

- .NIL

### Other Business

- Second-hand tool sale –Swan Group to be approached re having the sale as proposed by them earlier this year. Action; Secretary to write to Swan group with this proposal.
- Lotteries West funding situation is still uncertain as officers have not been available to discuss matter. Andrea wil maintain a watching brief.
  - Jim Cameron indicated that previous WAWA recommendation is that groups be encouraged to apply for any local grants but keep Andrea informed of the situation.
  - Some discussion was held on the type of WAWA grant structure COM could consider. The concept of targeted age groups, linking the benefits of woodturning to individuals and communities being the core of strategy to increase membership and community profile.
- CHECK AED DIFIBRILATOR ECLECTRODE PADS EXPIRY DATE (email 5<sup>th</sup> Oct)
- Timber available from
  - Tonkin Gap and Albany Ring Road works. Ongoing discussions
  - The Armadale Access Alliance has another project on Thomas Road involving the construction of a bridge over the rail line. , Maintain contact as project develops.
  - Albany Ring Road , not of any use for WAWA but Denmark may be interested.
- Note from Shopping centre group on pending charges in 2021 “Southlands now want to charge but I have not been able to contact anyone to discuss the situation. Bullcreek also have policy change \$750 plus gst per week or one table promoting woodturning (no sales).” COM wil maintain a watching brief on this group in 2021.
- Melville group issue of completing training suspended due to Covid and the coverage of participants with insurance if non renewed membership. COM re affirmed that training could be completed under a visitor situation provide close supervision was maintained (Insurer has previously provided this advice)

**Meeting closed 4:00pm**

**Date of next meeting: Wednesday 11<sup>th</sup> November 12:00 pm Carvers Room Wandl.**