

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

MEETING MINUTES

Date: 12th August 2020,

Location Wandi Carvers Club rooms, Wandi Progress Association Complex De Heaer Road

Meeting Opened 1:12

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

Apologies: Andy Hill

Confirmation of previous minutes:

Minutes 8th July COM (circulated with by email)

Acceptance: Moved Lex McLachlan Seconded John Atkinson. Passed unanimously.

Secretary:

Correspondence In: (for noting, unless listed elsewhere)

- 8th July email from Gosnell Convener re sale of 3 Mini Jet Lathes. Circulated to group Conveners and Secretaries
- 10th July email from Bunbury secretary re August weekend workshop proposed program, return of trailers to Wandi and AGM voting procedures. President responded to all matters, see addendum on AGM matters response noted for COM meeting
- 11th July email from member of public re mulberry wood for distribution, circulated to members
- 12th July email from Wandi Treasurer re missing annual report papers and postal address confusion. Papers emailed and contact details altered
- 13th July Copy of Melville's Covid 19 plans sent to WPA
- 13th July email confirmation of Chainsaw course to be held on 11th August from provider. 8 participants advised and provided with paperwork to be sent direct to provider.
- 14th July email copy of response to President from Department of Biodiversity and Conservation re craft wood licences from Dr Fran Stanley. Circulated to COM. Included in addendum.
- 15th July email copy of Treasurer response to COM query on stationary cost (new brochure printings)
- 16th July email from Andy Hill on First Aid Training recommendation (see Training)
- 17th July email copy from Gregory Machinery re lathe sale promotion. Advise editor that we should only advertise on a commercial basis not freely through our list.
- 20th July email copy from President re Beyond Tools Wood work promotion at their Malaga show rooms at the end of August. Lex McLachlan and Secretary to follow up and report to COM
- 21st July email copy from President re Lotteries West Funding and its focus for the year.
- 22nd July email from Barbara with amendments to minutes of COM to include merit award grant
- 26th July email with Avon Group annual returns. Forwarded to treasurer
- 26th July email copy of advice to Lex McLachlan from Royal show re confirmation of it going ahead.
- 27th July email from Busselton Secretary re availability of Hare & Forbes WL46A lathe surplus to their requirements. All groups contacted. Deadline 15th August
- 28th July email from Mundurah Secretary re passing of Paul Dudfield Member number 3144

- 29th July email of Wandi AGM results and new committee members
- 29th July email from Competition Coordinator re quote for EOY trophies being \$700. Request for addition information on previous costs
- 29th July email forwarded by president from member of public offering Boab timber. Circulated to all members for their private action.
- 29th July email copy of information on a "Tools, Timber and Techniques Weekend presented by Timbecon and the Perth Wood School" at Timbecon Salroom on 5th September.
- 31st July email from Treasurer to all COM with consolidated accounts for al groups (expect Mundaring, shopping centre and WAWA assets)
- 3rd August email copy of details of Showgrounds Community Mens Shed competition during show week. To be circulated in Bulletin
- 3rd August email from Centre West re renewal of insurance information Numbers of 80 and 90 year old persons).
- 4th August email from Busselton Secretary advising that their new premises are nearing completion and that the new lease will need to be executed by WAWA officers and sealed.
- 5th August email advice from Mandurah secretary re competition item, forwarded to Competition coordinator
- 5th August email request from Member re advertising Handtool preservation society tool sale. In Bulletin.
- 5th August email with details on two members nominated for merit awards. Circulated to COM
- 5th August email from Swan Group re new committee members, advised Registrar and Treasurer
- 7th August email from Melville Group re new committee members, advised Registrar and Treasurer
- 7th Aug copy of email from Wandi re competition item for 2021
- 7th Aug email from Wandi convener seeking contribution for maintenance of AED. See Addendum
- 9th Aug email from Registrar with details of 80 and 90-year-old members for insurer
- 9th Aug Copy of July financials and cash flows from Treasurer

Correspondence Out (for noting, unless listed elsewhere)

- 13th July Bulletin 7 published
- 20th July email to Wandi and Melville Conveners re SIG ongoing funding. Response received from Melville (3rd August), awaiting Wandi. See Addendum.
- 20th July email of draft COM meeting minutes
- 28th July email of minutes of 8th July COM meeting circulated to all Conveners with request for WEW dates and competition items to be submitted to Competition Coordinator

The meeting order was changed at this point to allow the demonstration of the web page and contents to be displayed by John Atkinson.

The web page is in a from which it can be demonstrated at Bunbury WEW. There are still some matters outstanding, particularly with the login for members and the various banner and page headers. The committee has authorised John Atkinson at the conclusion of the current phase of development (including the outstanding matters) to ensure the fees for the developers' time are brought up to date.

Treasurer:

General

- July Balance, Transaction, Income statements circulated by email.
 - Acceptance: Moved Kerrie Nichols Seconded Peter Cunnington. Passed unanimously

Other Finance

- Group Annual Returns all in except Mundaring Group. Tabled the consolidated accounts for the Association. Auditor will be in position to commence audit in about 1 weeks' time.

- Noted that payment of Chain saw training (for 8 persons), Trailer registration (6 trailers) and Annual Insurance renewal will be by EFT. Approved by the meeting unanimously.
- Other Finance, Wandí Request for contribution to AED maintenance costs was considered. and rejected as all group equipment including first aid and emergency equipment is maintained at each groups expense. Secretary to Advise Wandí Convener of decision.

Registrar:

- Membership, 1 new member from Swan
- Award Conferrals, two merit awards proposed have been approved by COM by way of email vote. The meeting endorsed to conferring of the awards.
- Request for purchase additional cloth badges was granted and Registrar to arrange.

Reports

- Biodiversity Conservation Act 2016 no addition information has been received from Department with respect to the pending consultation.
- Other Reports - NIL

General Business

COM Election/AGM Issues

- Report on nominations received, we have three current committee standing again.
- Amendments to Constitution- NIL
- Business items to be presented to AGM and special meeting to AGM
 - Recommendation of Fee Structure for 2020-21 will be presented by the Registrar, including the matter of nomination fees.

Strategic Plan

- COM structure and duties (Deferred until new COM formed)

Governance

- Forward Planning (Deferred until new COM formed)

Publications

- Newsletter. Editor is requiring additional information and article for Newsletter. The frequency of publication (Monthly or Bi-monthly) is to be reviewed once publication is transferred to Web page based method, to be trialled with next issue.
- Bulletin – will still be published on an as needs basis and used as a method of quick circulation of matters that cannot wait for Newsletter.
- Website – (see above).

Competitions

- Update on 2021 calendar was presented and competition dates and items were discussed. COM accepted change to Melville request of February date. Some matters of groups involvement and competition items yet to be resolved.
- Non WAWA competition of the Showgrounds Community Men's Shed during Royal show has been advertised in Bulletin # 8

Facilities and Equipment (must progressed this meeting)

- Trailer options (to be held over until 2021) use current trailers until then.
- Door modification
- Speaker system carry system report outstanding from Segmenting SIG

Education and Training

- You Tube – no items intended to be published. We have several items on CD of members turning at workshops that may be suitable. Discussion without resolution on whether WAWA continues You Tube videos possibly on the theme of competition items (like Charlie Broadbent's Cup and Saucer). Consideration of camera, audio, lighting and editing needing to be high standard will need to be addressed. A draft outline needed (Secretary to investigate). Hold over until new COM formed.
- Copyright issues – No action taken

- Chainsaw training for groups as per policy – 8 members (3 Mandurah, 3 Melville, one each from Wandi and Mundaring) undertook training to WAWA required standard on 11th August and feed back was that this was an excellent course and presented very well.
- Judge training and skills development (held over due to absence of contributors)
- Demonstrators training for groups (held over due to absence of contributors)
- First Aid Training Andy Hill's advice
 - Dave Saunders recommended that the HLTAID002 course would be adequate for WAWA's requirements - To provide basic emergency life support until ambulance assistance arrives. In addition, more targeted training is possible from other providers. COM to approach groups on their views on this matter (President and Secretary)

Community outreach

- Upcoming displays at Beyond Tools (See Bulletin #8) where there will be a static display and some turning of simple objects with aim to promote WAWA activities.
- Royal show will be proceeding and donating \$1,000 to WAWA to put on their normal demonstration/display. Lex is co-ordinating but some issues with getting roster of groups and members. Permission was given to use Wooden lathe and WAWA turned items collection in the display.

Other Business

- The WAWA portable stage safety and continued use was raised considering the Melville WEW and their concerns. The groups executives are to be asked for their views on stage and its use and COM to consider what action is required once responses are provided. ACTION: Secretary
- Lotteries West recent information indicated that we may be able to apply for funding relating to "Strengthening and Deepening Organisations" if we can develop a program of attracting new members. Andrea to follow up and provide more details to COM.
- Renewal of insurance forms have been received. A new application for levels of insurance is required and details of age demographics is required. Secretary to action and seek advice from past Treasurer on this matter.

Meeting closed 3:38pm

Date of next meeting: Wednesday 9th September 12:30 pm Carvers Room Wandi.