



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 27th May 2020

Location Melville Club rooms, Kardinya Lesser Hall, Morris Buzacott Reserve, Meeting commenced 12:10 pm

Roll Call: John Atkinson, Jon Braine, Alex McLachlan, Peter Cunnington, Jim Cameron (President), Andy Hill, Bruce Jackson, David Milton (Secretary),

Apologies: Barbara Jennings, Kerri Nicholls (Treasurer), Andrea McCandlish

Confirmation of previous minutes:

Minutes 13th May COM

Moved acceptance of minutes Peter Cunnington, seconded: Alex McLachlan.

Approved by show of hands

Secretary:

Correspondence In: (for noting, unless listed elsewhere)

- 13th May email from Barbara Jennings with guidelines from Busselton group for opening clubrooms and Covid 19 protocols
- 13th May copy of email of letter sent to Dr Fran Kelly of DoBCA re licence for processing of flora
- 14th May email from Treasurer re credit card and annual returns. Credit card see General under Treasurer, Groups notified through Bulletin re annual returns
- 14th May email from Andrea McCandlish re correction to minutes
- 15th May email advice that Manjimup have posted lease documents for signing, 3 copies received by post on 20th May, advise Manjimup that received ok
- 15th May email advice from Bunbury group about intention to prepare for opening of group activities if committee can arrange, Council have given approval
- 15th May email request from Bunbury Secretary re release of members details (See attachments)
- 16th May copy of email from President responding to Collie Convener re news that they are recommencing activities at their clubrooms on 20th May.
- 17th May copy of email correspondence from President and Wandie Progress Association re delay in reopening Wandie facilities.
- 18th May CC of email from Peter Cunnington to Craft Fair organiser indicating we will make decision on attendance to Fair on 15th June.
- 18th May confirmatory email re setting up of WAWA Sealer accounts for You tube and lightworks (editing software, no fee)
- 21st May email request to circulate Wandie Progress Association information re status of Wandie centre to COM, email circulated
- 22nd May email advice from Bunbury group indicating decision not to reopen due onerous requirements on cleaning, committee to review decision on 11th June. Some ad hoc use may occur with maximum of two persons
- 22nd May email advice from Mandurah Secretary re Jim Hill hospitalisation with brain bleed
- 25th May Email from Melville re reduction in fees for student half way through training course unlikely to resume until new financial year
- 25th May email apology from Barbara Jennings for COM meeting
- 25th May email with draft lease from Busselton Secretary for comment by President and Secretary
- 26th May email apology from Andrea McCandlish for COM meeting with agenda comments for meeting to be tabled.



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- 26th May email forwarded from President from WPA re Wandi Facilities terms of use when reopening in June and 6 attachments and paperwork to be completed prior to use of any facility.
- 27th May email from Barbara Jennings with comments on Agenda items, to be tabled at meeting.

Correspondence Out (for noting, unless listed elsewhere)

- 13th May email of draft minutes to COM
- 19th May email to Barbara Jennings re You tube channel set up for WAWA and permission to use as test area.
- 21st May email to president re query on insurance for fire and water damage being required for Manjimup lease. To be discussed at next COM meeting as is the location of Association seal.
- 24th May email to Melville Convener re offer of help for WEW and COM's decision.
- 25th May email to Manjimup Secretary querying the Insurance arrangements for building. Return email confirming the Shire arranges Insurance and the group reimburses them annually.

Moved acceptance of correspondence, John Atkinson, seconded: Bruce Jackson.
Approved by show of hands

Treasurer:

General

- Recommends for us a Mastercard debit and credit card on a Zero Transaction Account no fees and no security required.
MOTION: "That the Treasurer is authorised to apply on WAWA (INC.)'s behalf for a credit card which will be used only by the account authorised signatories." Moved by Peter Cunnington, Seconded Andy Hill. Passed unanimously by show of hands and by tabled email responses from absent members.

Other Finance

- 2020/2021 Budget considerations (held over till next meeting)
- Reduction in fees was discussed at length with some input with previous years income and expenditure statements. The current years income from fees has been largely expended on return of monies to groups on the per head capitation basis, insurance, and provision of WEW held to date running costs (prizes, demo fees, hire). Revenue has not been received from WEW and shopping centre groups during Covid 19 closures but also no expenditure has been incurred. A fee reduction would only result in reduced capitation to groups as fixed running costs will still be incurred but our other income sources (except interest) will be probably reduced.
MOTION: "That there will be no reduction of WAWA (INC) fees for next financial year due to Covid 19 suspension" Moved John Atkinson Seconded Bruce Jackson.
Approved by unanimously by show of hands. NOTE the Bulletin will have a note about this decision and the reasons for it.

- Query re fees for part finished training course that may carry over to new financial year. ACTION: Secretary to write to Melville advising that COM believes that training could be completed under visitor conditions without them re-joining should they not renew membership provided its only for three lesson.

Registrar:

Membership

- No issues

Award Conferrals

- Nil

Reports

- Biodiversity Conservation Act 2016, still yet to receive a response from DoBCA.

General Business

Strategic Plan Considerations held over
Governance



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- Forward Planning WEW/Activity Schedule July to December was tabled and the possibility of recommencing of WEW discussed if further lifting of restriction occur. Gosnells has indicated that it is unable to hold its July workshop (no venue available)
ACTION: Secretary to contact (under assumption that public type meetings of up to 100 persons can be held):
 - Bunbury (August 15th) WEW can they hold their planned meeting
 - Melville (on standby) to see if they can hold a WEW in place of Bunbury or Wandii meetings, including arranging a venue to house meeting.
 - Wandii to advise them that WAWA intends to hold AGM as planned at their September WEW, are they able to do this
 - Joondalup are they able to hold October WEW which may become a AGM meeting also.
- Group AGMs – inquiry re committee rollover (Bunbury). WAWA COM response is that Groups can roll over committee only if the following conditions are adhered to.
 - That all the members of the group are formally notified of this intention prior to the decision to roll over the committee. Its recommended that at least 14 days notice is given to members of the intention.
 - That the notice of this intention clearly states that nominations to stand for the committee are open to any member who may nominate and or contest a position. If this is the case, then an election will be required to decide the position contested.
 - That convener does not serve more than two consecutive terms without prior approval of WAWA (INC) COM as per The Guidelines
Action by President
- Policy on releasing members details. The groups are referred to pages 47 to 50 of the Handbook for policies on this matter. In summary permission must be obtained from members for their details to be provide to other members of WAWA and can only be distributed on this basis. This policy overrides any State or Federal statements and was adopted at a WAWA AGM. Changes to the policy can only occur through a WAWA AGM. **Action** Secretary

Publications

- **Newsletter** The May Newsletter has gone out however, there may have been email notification issues in the mail out. Editor need articles for Newsletter, groups and members are to be reminded through bulletin to provide these to direct Andrea, ASAP.
- **Bulletin** – status/contents for fifth issue. It is planned to have the next Bulletin out over this weekend, and it will contain matters referred to in these minutes.
- **Website** – progress report/development by John Atkinson outlined progress being made in reorganising the structure and banners to make it more tablet, mobile phone friendly and attractive to younger users. COM members asked to provide their views on it. Email addresses for key COM positions have been finalised and will be linked to required pages.
- **Review/evaluation** of publications (discussion)

Competitions

- **Round 2 Competition** Entry numbers are down to 21, voting is slow (there may have been email notification issues)
- **Round 1 result** feedback is that we should break it down into 1st, 2nd and 3rd for each skill group. The Competition organiser to be asked to break down results based on Skill groups for Round 2.
- **2021 Competition** There is a need to resolve the competition for 2021, either roll over current competition item or get new ones or get some replacement with some roll over. Members to be canvased via Bulletin.

Facilities and Equipment (held over)

- Trailer options
- Door modification
- Speaker system



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Education and Training

- You Tube update, we have a short one on the Wine Glass, Bottle holder by Dennis Haddon ready to go, and a two part one by Charlie Broadbent probably ready by weekend on cup and saucer. A further one by Syd Harvey on Dizzy Turning is being made.
 - The issue of Intellectual property and copyright is to be considered for each video/you tube presentation.
- Review of education and training plan - training priorities for discussion (held over)

Community outreach

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Other Business

- Approval of lease renewal for 5 years for Manjimup Cub Room to be executed by President and Secretary and Seal attached to documents. This was approved by email Moved by Andy Hill and seconded by Jon Braine. (note insurance is taken out by Shire who then are reimbursed for cost by the Manjimup Group as is the document preparation costs)
- Resumption of group activities. Update (as this is a fluid situation and changing weekly groups appear to be making some progress in reactivating activities, no action required by WAWA (INC) COM at this stage.
- Sorting out of WAWA papers/office/shed (held over until meeting at Wandi)

Meeting closed 2:09pm

Date of next meeting:

Wednesday 10th June at Wandi Clubrooms unless further organised 12:30 pm start, bring your own lunch.