

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

MEETING MINUTES

Date: 9th September 2020

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

Meeting commenced 12:32 pm

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

Apologies: John Atkinson

Confirmation of previous minutes:

Minutes 12th August COM Moved Jon Braine, Seconded Peter Cunnington. Approved unanimously.

Secretary:

Correspondence In: (for noting, unless listed elsewhere)

- 11th Aug email request from David Rechter for governance document. Provide pdf copies of Rules and Guidelines
- 11th Aug email advice from Swan Secretary of the passing of Bob Nichols member 744. Request to remove from email list acted on by Registrar, Editor and Secretary
- 11th Aug email from Terry Nichols and Robyn Mclean re the excellent nature of the chainsaw course.
- 11th Aug email from Peter Tutt with invoice for chainsaw training, forwarded to Treasurer for payment.
- 12th Aug email response from Beyond Tools confirming arrangements for display and demonstration activities. Forwarded to Lex for his action and finalisation.
- 13th August emails on follow up questions on insurance coverage with Andrea and Norm Hoskins
- 13th August, email list of recent delisted members from Registrar.
- 13th August email from various COM members confirming minutes of 12th August meeting
- 14th August email advice from treasurer for EFT payments for Chainsaw and trailer rego requiring second authorisation. Executed by Secretary
- 14th Aug email from Wandi Convener confirmation of receipt of advice from COM rejecting claim for AED maintenance costs
- 16th Aug email copy from President of note sent to Collie re WEW in June 2021
- 18th Aug email from Beyond Tools confirming we may sell items at the demonstration days
- 21st Aug mail at PO Box, returned book to put back in library. Librarian made aware of book
- 21st various email between President, Registrar and Secretary re issue relating to Covid 19 restrictions staying at stage 4 and AGM meeting venue capacity and timing
- 21st Aug email from Swan Secretary re demonstrators at Beyond Tools event
- 21st August email of Bunbury AGM results and office bearers for 20-21
- 23rd Aug email from Group convener concerning merit award. Circulated to COM for advice, responses all positive.
- 24th Aug email from Competition Co Ordinator re proposed disbursements for 2019-20 competitions
- 25th Aug email from Insurer requesting additional information and clarification. Responded to queries.

- 25th Aug email response from Wandie re SIG funding and Host groups Involvement. See appended for full response.
- 25th Aug email from Swan Secretary requesting WAWA Leaflets. Advised to get from Shopping Centre Group
- 26th Aug email from member asking if numbers would be restricted at Wandie WE. President and Secretary responded.
- 27th Aug email responses from Swan re First aid, 3 persons nominated, Not interested in Stage
- 27th Aug verbal response from Melville, have several members wanting first aid training and do not want stage.
- 28th email from Lex McLachlan with names of members attending Beyond Tools demonstration and for Shopping Centre group
- 28th email from Treasurer with information on EFT payment to be made for insurance and status of Zero fee credit card facility. Registrar executed second authorisation for payment of Insurance invoice.
- 28th Advice from Registrar on 4 new members details.
- 29th August email from Aiton Sheppard with Segmenters SIG meeting minutes.
- 30th August email from Editor requesting list of all new conveners. Still waiting on advice from 4 groups. Also request for AGM agenda, which was provided.
- 31st August Insurer issued new certificates of currency for insurances up to August 31st 2021.
- 31st Aug copy of email from President re Wandie WEW agenda.
- 1st Sep forwarded email from CWC of news at 30 Aug
- 1st Sep copy of email sent to President re request for Lamp stands to be turned. Melville group contacted and member from Melville will do this job.
- 1st Sep copy of email to all COM from Competition Co Ordinator with details of 2021 competition items, asking for COM feedback.
- 1st Sep email from Registrar with partial updated contact list for groups
- 1st Sep email from Busselton Secretary with results of AGM and new office bearers.
- 1st Sep copy of email sent by Competition Co Ordinator to all Conveners and Secretaries re 2021 competition calendar and items
- 1st Sep email from Ian Hamilton requesting email to all members re additional items for sale at Segmenters SIG weekend timber sale event. Sent to all members.
- 1st Sep email from member of public requesting information of groups close to Highgate. Provided contacts for Swan and Melville and details of their meeting times.
- 2nd Sep email from President circulated to all COM re Biodiversity Craft Timber Licence issues, for consideration at next COM.
- 2nd Sep email from Swan Secretary requesting latest copy of Governance documents. Documents sent
- 3rd Sep email request from Gosnells Convener for handout brochures. Directed to Shopping Centre Group, Brian Fowlie.
- 3rd Sep email from Collie re AGM and new office bearers. Forwarded to President, Registrar and Treasurer.
- 3rd Sep email request from Treasurer re additional information for Auditor. Follow up email sent out to shopping centre group and librarian.
- 3rd Sep email from Ian Hamilton re cancellation of Timber Sales by Segmenters SIG. Circulated to all members. Response from several members expressing significant disappointment.
- 4th Sep email from Wandie convener re non-member appointment as Secretary. Approval given due previous precedence's and allowable under the rules of the Association. The person will be recorded as an Associate Member (has two junior members in group)
- 6th Sep email from John Atkinson with apologies for not being able to attend COM meeting
- 6th Sep copy of email from Andrea McCandlish re lottery West Funding circulated to all COM
- 6th Sep email from Barbara Jennings indicating she will be Skyping to the meeting.
- 7th Sep email copy from President re additional purchases required for Wandie AGM, circulated to all COM for information.
- 8th Sep email of Report and proposals from John Atkinson for COM meeting (read out to meeting)

- 8th Sep email from Busselton Secretary with responses to first aid, atage and Competition items. Read out to COM meeting

Correspondence Out (for noting, unless listed elsewhere)

- 11th August email to Beyond Tools confirming our participation in the 4 days of activity at end of month and that there will be no separate competition conducted by WAWA.
- 16th Aug email of note from President re cost of Annual Award trophies and repairs to Keith Stout trophy circulated to COM for comment. Responses affirming action proposed by President.
- 19th Aug chainsaw certification advice to participants.
- 19th Aug email returning officer with scan of Ian Ludford's nomination for WAWA Committee.
- 24th Aug email to all COM of note from President about issues of AGM, venue and date and the Covid 19 stage 4 restrictions, requesting COM views. All members provided views in email responses.
- 1st Sep email to all members re Timber Sales by Segmenting SIG after request from Aiton Sheppard with flyer for FWWA demonstration on 5th Sep at Timbecon.
- 5th Sep email to all COM requesting Agenda items for COM meeting

Correspondence accepted by meeting

Treasurer:

General

- August Balance, Transaction, Income statements circulated by email
Acceptance Moved Kerri Nichols, Seconded by Bruce Jackson. Passed unanimously.

Other Finance

- Auditor Report has been received with some minor recommendations on improved processes. No issues of substance raised.
- Endorsement of cost of trophy purchases for AGM presentations, approved the expenditure of \$642.30
- Ratify the enlargement of award plate for Keith Stout Trophy by Denis Tapley, this has been done but there is no cost associated with this.
- Request from Mandurah for WAWA to pay approx. \$1515 for lathe repairs.
 - Andrea McCandlish moved , seconded by Peter Cunnington that "The cost of \$954.20 for repair of fusion damage to jet lathe be paid by WAWA as a self-insurance expense from cheque account" Vote take with members Kerri Nicholls, Bruce Jackson and Jon Braine abstaining (Mandurah members), passed unanimously.
 - Rejected the \$561 for Vicmarc lathe upgrade.
 - Issue of guidelines for "insurance type" claims for groups raised. Secretary to provide initial draft/guideline to next COM meeting.
- Ratify Competition entry payout as per Competition Co Ordinator proposal of disbursement total \$3,000 (see appended breakdown). Approved unanimously.
- Ratify purchase by Alan Williams for additional cables for video screen remote location. (approx. \$180 as per circulated note 7/9/20). Moved Jim Cameron, Seconded Jon Braine: Approved unanimously.
- Lex McLachlan authorised to purchase new lights for photo hood.

Registrar:

- Proposal to use credit cards for payment of annual fee requiring either purchase of a terminal facility or making arrangement with bank is deferred until new COM formed
- Clarifying proposed nomination fee reduction – Proposal is to reduce Member application fee to \$20, leave Junior application at \$20. Unanimously approved to be put to AGM.
- Award Conferrals, one merit award proposed has been approved by COM by way of email vote and ratified by this meeting.
- Ratified Shell Attfield (has two junior members registered at Wandi) as an Associate to become Wandi Secretary
- 4 new members and one re enrolling member this month.

Reports

- Biodiversity Conservation Act 2016 consultation process and nominee(s) as requested by department. Nominees will Jim Cameron as President or immediate Past President, Barbara Jennings, and Bruce Jackson. In coming President to potentially replace Jim. Personal appearances at meetings endorsed.
- John Atkinson report on web read out to meeting. Items 1 and 2 noted and Secretary to advise office bearers. Proposal put to meeting
 - 1. We approve the current stage of the site and go live ready for AGM. JWA to action.
 - 2. We write to club advising them that the site is going live and that they have several options.
 - a. Appoint a club administrator and update their page as needed with the support of the WAWA webmaster- (J Atkinson.)
 - b. Update the page that is current with their own web site or facebook address.
 - c. Don't take any action and leave the page as it appears currently.
 - 3. That WAWA Comm decide what additional email address's are essential to the operation of the Association and negotiate their use with clubs. (this might be an agenda item for the AGM)

Moved by Andy Hill Seconded by Jim Cameron that "Proposal 1 and 2 be approved and the Bulletin used to promote the website opening to members, proposal 3 to be held over until next COM." Approved unanimously.

General Business

COM Election/AGM Issues

- No further nominations received
- Previous AGM minutes, Auditors report, financial statements, and Presidents Report to be published in next Bulletin

Strategic Plan (items Flagged for discussion)

- COM structure and duties Held over

Governance

- Forward Planning/Strategic Plan actions for incoming committee re publications review

Publications

- Newsletter. And Bulletin –. Incoming committee to look at relevance with the implementation of web. Newsletter to go to bimonthly publication, major issue is getting articles. Bulletin is effective in getting information out quickly.
- Website –. See report section

Competitions

- WEW dates and competition items for 2021 as circulated by Competition Coordinator approved and to be published to members.
 - Collie June date confirmed President to write thanks.
- Note from Busselton secretary received just prior to meeting read out concerning yearly meeting and ensuring simple items (noted by COM that 2021 calendar has at least three simple items)

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 from Segmenter SIG

Education and Training

- You Tube update held over for strategic plan consideration

- Copyright issues – ongoing investigation by Secretary
- Judge training and skills development held over due to commitments by trainers
- Demonstrators training at group level, requires review due to Covid 19 issues
- First Aid Training, response from 4 groups keen to go ahead
 - COM committed to providing \$150 (\$75 for each person trained up to 2 person) annually to groups who carryout training
 - Groups to be encouraged to organise independently their own training using the suggested course circulated as the basis of the training, to be promulgated through the Bulletin. Payment made when they register the completed certificate with Registrar.
 - Not to be mandatory that first aid certificated person be in attendance at all activities, but groups will be asked to ensure their Emergency and safety management plans are up to date and complied with. Action Secretary

Community outreach

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Other Business

- Lotteries West funding update (Andrea) and potential for particularly country groups to be involved in putting in submission for February 2021 funding consideration. Possible combine two groups in a pilot study is to be persued by Andrea. And discussed with Conveners.
- Busselton Lease documents have been forwarded to COM Secretary and COM endorsed the execution of the lease by the President and Secretary. Lease effective 12th October for the new building located in the Old Butter Factory Historical Precinct.
- Response to request by Wandi/Melville and SIG groups to meet with COM held over to incoming COM to handle.

Meeting closed 3:05pm

Date of next meeting: Wednesday 14th October 12:30 pm Carvers Room Wandi.

Competition Disbursements Proposal from Competition Co Ordinator

Something to ratify at the next COM meeting – the payout for the group competition. I propose that we keep the total payout at \$3000, the same as last year. To be divided as follows:

Group	JudgePoints	MemberPoints	TotalPoints	\$
Bunbury	1	18	19	\$ 228.92
Busselton	4	20	24	\$ 289.16
Collie		23	23	\$ 277.11
Gosnells		24	24	\$ 289.16
Joondalup		32	32	\$ 385.54
Mandurah	1	40	41	\$ 493.98
Melville	4	43	47	\$ 566.27
Swan	2	29	31	\$ 373.49
Wandi		8	8	\$ 96.39
Total	12	237	249	\$ 3,000.00