

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

MINUTES OF MEETING

Date: 8th July 2020

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

Meeting Opened at 12:32pm

Roll Call: John Atkinson Jon Braine, Alex McLachlan, Jim Cameron (President), Andy Hill, Bruce Jackson, Barbara Jennings (by Skype until 3:30pm), Kerri Nicholls (Treasurer), Andrea McCandlish, David Milton (Secretary),

Apologies: Peter Cunnington

Confirmation of previous minutes:

Minutes 10th June COM Acceptance Moved Jon Braine, Seconded Andy Hill; Passed unanimously

Secretary:

Correspondence In: (for noting, unless listed elsewhere)

- 10th June email from Council of Wood Work Clubs Inc (CWC) re renewal of "Friend" membership for \$30 per annum. Approved by president and payment and new contact details submitted.
- 10th June cc of email to Noel Moyes from President re speaker box construction as per COM meeting decision.
- 11th June cc of correspondence between Wandi convener and President re the recommencement of activities at Wandi group
- 13th June email Bunbury secretary re competition item for 2021, forwarded to Competition Coordinator.
- 16th email from Competition coordinator with cup and saucer results, published in Bulletin 6
- 16th June cc of email from Swan Secretary re opening of Swan group club rooms and recommencement of activities.
- 17th June cc of email from John Aitkson trialling email addresses
- 18th June request from Bunbury Secretary for copy of Constitution. Provided by return email
- 19th June email Swan Secretary re feedback on Bulletin, Newsletter and Website.
- 19th June Feedback from Member Robin Campbell on Bulletin and Newsletter (see text below closure)
- 22nd June email copy from Aiton Sheppard of Segmenter SIG minutes of meeting and associated activities
- 22nd copy of email from Ian Kealley to Jim Cameron et al re update on Flora processing licence issue
- 23rd June cc of email to Wandi convener from President requesting lathe for July 18th WEW, Wandi convener gave permission, but Melville need to contact him re accessing lathe.
- 28th June CC of email from Melville re agenda for weekend workshop on 18th July
- 28th June advice from Manjimup Secretary of the passing of David Butler member No. 2072. requesting records to be amended.
- 28th June cc of Natural edge vase competition photos sent out by Competition coordinator for voting.
- 30th June AMAYSIM confirmed disconnection of mobile phone service 0468360284
- 1st July email from Melville group stating that they did not want the Bulletin to continue
- 1st July copy email from Melville group to Competition re 2021 competition item details

- 3rd July Manjimup Shire Administration Officer query on location of statutory declaration signing. Information provided by return email.
- 5th July email copy from Aiton Sheppard of Segmenter SIG minutes of meeting and associated activities.
- Post Mail out
- 6th July email from Busselton re competition item for 2021
- 6th July email of June financial Transaction, Balance, Income and EOY full income statements from Treasurer sent to all COM members
- 6th July email from Treasurer re unrepresented cheques (total \$625)
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Correspondence Out (for noting, unless listed elsewhere)

- 10th June emailed all treasurer with annual return documents provide by treasurer and explanatory notes.
- 10th June email to Melville convener and WEW coordinator inviting Melville to hold a WEW on 18th July if possible.
- 13th June draft COM minutes sent out
- 19th June Bulletin No. 6 sent out
- 22nd June email to Peter Tutt re chain saw training course availability. COM members advised of the intention to run courses and approval given by email responses. Dates sent to groups Conveners and Secretaries, Responses from Melville, Mandurah, Wandi and Mundaring. Dates not yet set.
- 30th June resent at request of treasurer annual return documents provide by treasurer and explanatory notes.
- 30th June Melville's 18th July WEW flyer sent to all WAWA email members

Treasurer:

General

June Balance, Transaction, Income statements circulated by email to all COM members by Treasurer. Acceptance moved Kerrie Nichols, Seconded by Bruce Jackson. Passed unanimously

Other Finance

- 2020/2021 Budget considerations. Draft budget was presented by Secretary and briefly gone through. As a guide the draft budget indicated that COM should wait until new financial year starts and we have idea of renewals.
 - **MOTION:** Decisions on budget expenditure should remain as currently planned as we have sufficient cash reserves to cover fixed cost for at least 12 months. New COM should consider finalising budget matters around October 2020. Moved John Atikson. Seconded Jon Braine. Passed unanimously on a show of hands.
- Group Annual Returns, about half have been received (Wandi, Melville, Avon, Swan, Bunbury outstanding) Mundaring need personal contact by President on this matter.
- Other Finance, treasurer presented paperwork from Bank for the Credit Card Facility to allow electronic payments. Signatures required from authorised officers.

Registrar:

- Membership: 1 new member from each of Busselton and Mandurah groups, 1 potential from Joondalup.
- Award Conferrals: Melville Convener requested a Merit Award for a member and provided supporting documentation. COM approved this award by email correspondence excluding awardee..

Reports

- Biodiversity Conservation Act 2016, information of informal meeting to progress matter was that meeting was not held, department has indicated Minister is wanting to consult more widely. It would appear that this process is not being attended to by department. President will write formally to Department as a follow up on requesting what actions are being taken to progress matter.
- Other Reports: None

General Business

COM Election/AGM Issues

- Positions to become vacant to be brought to members attention by way of Bulletin item
- Amendments to Constitution; No items to be considered at AGM. There is no need to consider Registrar role as an amendment as it is an internal COM matter of responsibility and task delegation.
- Business items to be presented to AGM and special meeting to AGM
 - Recommendation of Fee Structure for 2020-21. It was agreed that fees should be held the same as this year.

Strategic Plan

- COM structure and duties: (see COM Election AGM Issues)
- Archiving of office and photographs (calendar year anniversary)

Governance

- Forward Planning

Publications

- Newsletter.
- Bulletin – status/contents for seventh issue out by 10th July; public comment to be invited.
- Website – Web management and development status was provided by John Atkinson.
 - The Web framework is now in place and needs to be finalised to allow it to go live. The initial release will be a hybrid with functionality mainly pitched at desktop viewing but with some limited smart phone capability. This will need to change in future release or updates
 - The second phase will require content management issue to be resolved on who has permission, who does what and how.
 - We need to setup a regular review of functionality, at maximum every 2 years. The main issue will be who is using web page and what for. Current page strategy is public information and recruitment. Need to use internal analytics to gather statistics.
 - Various links with outside organisations need to be updated once the page goes live. We will not have dynamic links with outside groups or sponsor just acknowledgement editor to provide to the Web co-ordinator.
 - Various matters relating to Blog, forums are hidden at moment.
- **.COM agreed that John should release the web page (go live) in current form and see what the reaction is from members. Current hidden functionality to remain hidden at this stage.**
- **Review/evaluation** of publications held over until additional comments and feedback received from WAWA members

Competitions

- Round 4 Competition results are available and will be published in Bulletin
- 2021 competition response from groups has been poor (only 4 responses). Groups to be reminded of need for their input in near future.
- Review of criteria for competition entries held over until next meeting
- Discussion held on role of SIG role in WEW and the consensus is that they need to be aligned with their host group WEW but the main aim is for them to be teaching and training and idea incubators for all WAWA members to have access to and participate in and develop skills in these areas. Action: Secretary to send letter to conveners of host group re this.
- The Competition Coordinator proposed the following for resolution of effect of suspension of the competition normal judging for four rounds. The COM agreed to this course of action.
 - That we do not do any physical judging of the four competitions held via photos. At the weekend workshop on the 18th a photo presentation of the winning entries in novice, intermediate, advanced, and overall and hand out

the certificates to the overall popular winners as is normal. There is no prize money attached to popular anyway. This means that at the end of the year we would have results for 10 popular votes (one less than normal as no Wood show), and 6 sets of judged results for the novice, intermediate, advanced and open which would be representative enough to present all yearly awards. This would also include the Keith Stout Trophy for the Open. We would not be able to present the trophy for the Open at the Wood Show which has been cancelled. The Perpetual President trophy would be also awarded.

Facilities and Equipment (must progressed this meeting)

- Trailer options (to be held over until 2021) use current trailers until then.
- Door modification (held over)
- Speaker system carry system report from Segmenter SIG, final quote requested and estimate of delivery date.

Education and Training

- Chainsaw training for groups as per policy – secretary reported that course has been organised for the 11th August and there will be 8 persons attending. Three from Mandurah, three from Melville and one each from Mundaring and Wandii.
- Judge training and skills development Barbara Jennings and Charlie Broadbent to provide recommendation on next round of training, timing and locations.
- Demonstrators training at group level, notice to go in the Bulletin.
- You-tube presentation and making skills, methods, and techniques to be documented by Secretary. List of existing videos to be obtained from Librarian for potential to use as You tube item. Will be available by end of July. Copy right issues yet to be resolved.
 - Lex indicated he had recently acquired a video recorder and may be able to use it at the 18th WEW. Sound recording issues are one of the main issue in making a good quality video.
- First Aid training, Andy Hill to provide details to COM on courses available and costs.
 - It is policy that each group should have at least two persons with current First aid Certificates. A discussion on level of reimbursement by WAWA to groups will be based on costs. The need to keep updated register of skills by registrar is to be investigated.

Community outreach

- Held over until next meeting.

Other Business

- Proposal from Bruce Jackson that" COM consider the raising of expenditure for competition related matters and WEW from the current circa \$9,000 to \$18,000 pa.." Bruce Tabled a document outlining his proposed expenditures anticipated to begin in September 2020 WEW. (see attachment). COM discussed this matter at some length. The matter was unresolved and further discussion was required after feedback from members after calling for submission by way of notes in Bulletin/Newsletter.
- NOTE Barbara Jennings left meeting at this stage.
- Regional Award Nominations information sent out by Peter Cunnington but poor response from groups.
- Resumption of group activities, including AGM/election – report
- Sorting out of WAWA papers/office/shed has continued with archiving of secretary files. Cabinets in shed need sorting out. Need to adhere to State Record Office requirements as outlined in WAWA guidelines. Groups to be reminded of record

keeping requirements, new conveners, and secretaries to be informed of requirements. Action Secretary.

- Royal show appears to be happening, but details are not yet known. Current plan is show will run on normal dates but whether WAWA will be involved is not certain. Lex to monitor situation.
- Honour board to be updated (Bruce Jackson)
- WAWA Defibrillator, replacement may be needed soon. Andrea to get quote on cost of new units.
- John Atkinson advise that Gosnells will be disposing of three mini jet lathes. Normal asset disposal guidelines to be followed.

Meeting closed 3:50pm

Date of next meeting: 12th August 12:30 pm Carvers Room Wandl.
Wednesday

<u>CURRENT EXPENSES</u>		7/7/2020
WORK SHOPS: 10		
PRIZE MONEY: 1 st \$30 2 nd \$20 3 rd \$10 (\$180)		1800
DEMONSTRATOR'S: \$200		2000
JUDGES \$100		1000
PARTICIPANT INCENTIVE		2000
DEMO WOOD SHOW 200 x 3		600
WOOD SHOW PRIZE MONEY		1050
		<u>\$8450</u>
<u>EXPENSES COMMENCING SEPT. WORKSHOP 2020</u>		
PRIZE MONEY		3600
DEMONSTRATOR'S		4000
JUDGES		2000
JUDGES WOODSHOW		300
PARTICIPANT INCENTIVE		4000
DEMO WOOD SHOW		200
PRIZE MONEY WOODSHOW		2100
		<u>\$16,900</u>
WINNER'S ACCUMULATED POINTS		
ADVANCED INT. NOTICE		900
		<u>\$17,800</u>