

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

MEETING MINUTES

Date:10th March 2021, commenced at **12:11pm**

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

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

Apologies: Glenys Hough

Co-opted Member : Denis Tapley (12:30 to 12:45pm)

Confirmation of previous minutes:

Minutes 17th February 2021 CoM meeting. Moved; Jon Braine Second John Atkinson
Passed unanimously

Procedural matters

- Record noted of result of Special General Meeting held on 20th February opened at 9:05 am by Rodney Cox (returning officer) at Wandi Recreation Room. That "Bruce Jackson unanimously endorsed as President for the remainder of the 2020-21 year by 78 members present" Special general meeting closed at 9:08am
- Barbara Jennings Moved That Ian Ludford be appointed as Vice President" Ian accepted the nomination which was seconded by Jon Braine. Passed unanimously.

Correspondence In: (for noting, unless listed elsewhere)

- 18th Feb Mail PO Box with invoice for PO Box renewal. Forwarded to Treasurer.
- 18th Feb email from Wandi Convenor giving information on two demonstration dates. Noted.
- 19th Feb email from Busselton Secretary re membership protection course. Circulated to convenors.
- 21st Feb email from Avon Convenor concerning deceased estate burls. Circulated to all convenors.
- 23rd Feb email from Wandi convenor re Not-for-Profit Status. Certificate of Association and rules provided.
- 24th Feb email from Treasurer re authorisation of payments to Wandi Recreation association for WAWA leases (Annual) for meeting room and trailer store.
- 26th Feb email from Wandi convenor re name of members attending demo at Baldivis
- 26th Feb email from Swan Secretary asking about insurance coverage in outside demos (overnight storage of lathes) and engraving policy. Referred item 1 to COM amd provided annual return document which state WAWA policy on engraving.
- 27th Feb phone call from President re confirmation of 16-year-old attending meeting with parent not requiring working with children to Collie group on 28th Feb
- 28th Feb cc email from Denis Tapley accepting Presidents request to join the training subcommittee and requesting members contact information. President dealing with matter.
- 1st Mar phone call from Collie Secretary suggestion re bowl or similar for selling for recent fire appeal. They propose that WAWA ask al members of all groups to contribute. Items to be sold and all funds donated to appeal; See general business.
- 4th Mar cc of email from web master to all members directing them to web page for COM minutes
- 4th Mar email from Andrea McCandlish as editor of Newsletter indicating several members contacted re not receiving newsletter and the possibility of using an email to members indicating newsletter is on web site. See Communication Subcommittee report.

- 4th Mar email from Glenys Hough offering apologies for COM meeting and request for Comp place getter items being put up on webpage. See general business.
- 4th Mar email from Treasurer with November Financials
- 4th Mar email request from Mandurah new member re updating webpage fees schedule. Schedules updated and other minor corrections made.
- 5th Mar email of February Balance sheet, Income statement and transaction report from treasurer to all CoM.
- 8th Mar email from President with attached correspondence re “getting in touch last week regarding the Woodturners Association of WA and your need for a new website to support your new brand messaging and visual identity” forwarded to Communication and publication sub committee for their consideration.
- 8th March email from Swan secretary re WEW information to be put on web page. Now on web page
- 8th March email from Swan Secretary re issue with downloads from Webpage and format of document. Noted for Comm & Pub SC
- 9th Mar email from Swan Secretary suggesting Honours board to be electronic, with members photo and citation on Web page. Offer to help with this. See other Business.
- 9th Mar email of Communication and Publication Subcommittee report, forwarded to CoM

Correspondence Out (for noting, unless listed elsewhere)

- 23rd Feb Emailed to Denis Tapley Presidents invitation to join training subcommittee for northern group.
- 1st Mar email to all conveners re calling of meeting on 27th March at either Wandi or Mandurah. Copied to CoM members. Only one response by 6th March.
- 7th March President provided list of conveners to follow up on Conveners meeting date and venue.
- 7th March CoM Agenda sent out
- 9th March Report for Comm & Pub SC sent out to CoM

Correspondence accepted Moved Ian Ludford, Seconded by Andy Hill. Passed unanimously.

Treasurer:

Accounts

- February Financial Reports: Transaction, Income and statements circulated by email.

Accounts accepted Moved Kerri Nicholls, Seconded by Jon Braine. Passed unanimously.

Registrar:

- Membership update. 4 new members for month
- Registrar wishes to dispose of old laptop, hard drive to be removed and destroyed. computer to be recycled, Registrar to advise secretary when done for asset register update. Moved by Barbara Jennings “That disposal of old computer is authorised” Seconded Ian Ludford. Passed Unanimously.

Procedural Matters for noting

- Group Public Displays for noting
 - Wandi Group will be attending the following;
 - The Rotary Club of Palm Beach Rotary Beachside Festival on Sunday 14 March 2021 at the Bent Street Boat Ramp, Safety Bay Road, Warnbro Sound between 9am and 4pm; and
 - The Wandi Progress Association Annual Wandi Community Centre Neighbourhood Day on Sunday 28 Mar 2021 at the Wandi Community Centre between 3 and 6 pm. Also in attendance will be representatives of Embellishers SIG.
 - Members of Wandi group (John Scarfe, Willie Nelson, Ben and Ned Attfield) will be attending the Baldivis Lions Club monthly market from 0800 - 1200 on Saturday 6 Mar
 - Bunbury group will be at Tree St Art Safari on March 20th.
 - Andrea McCandlish indicated that some fallen timber from the recent Wooroloo Gidgegannup bush fires is being offered by a member of the Small Farm Field days. More details to be sought and provided to secretary for circulation to members.

Meeting broke for Sub committee meetings 12:35 to 12:50pm

Affiliation Membership Sub Committee

No further progress, yet to meet with Claremont Men's shed group.

Training Sub Committee

Chairperson reported that Denis Tapley has joined group in its deliberations and the item in the 2021 Training Operational plan relating to "Turning Techniques" has been further developed with Denis's input. A concept plan of "Turning Techniques" training based on breaking WAWA groups into two loose districts is being developed with nomenclature being provided as a guideline for discussion at proposed Conveners meeting. A survey of members needs is proposed post conveners meeting. The intention is to be beyond basic turning that is of more skilful techniques and design issues.

CoM Discussion: Lex McLachlan raised the possibility of sending out earlier than conveners meeting to all members a list of the proposed techniques via web/email or upcoming Newsletter to all members to gauge interest and popularity. It was suggested that this be widened further to all the training Operational Plan areas eg Chainsaw, First Aid etc but with feedback to conveners rather than CoM/subcommittee.

Action: Jim Cameron to provide information to go into Newsletter and a separate notice to go to Groups Secretaries and Conveners.

Recruitment and Publicity Sub Committee

No Activity.

Communications and Publications Sub Committee (Com & Pub SC)

- Newsletter Editor (Andrea McCandlish) indicated letter is due to go out this weekend but only has news for 5 groups so it is content poor at the moment, Groups not submitting information have been contacted.
- Bulletin – No intention of Bulletin to be published at the moment
- Website –Administrator John Atkinson indicated that
 - Password reset is not being used by members when they forget their password. A reminder is being sent out.
 - Mailjet is working well with some bounce issues, which are being sorted through as most are related to members internet issues.
 - John will be unavailable from mid May to end of August and has restricted availability from latter this month. Ian Ludford will assist in the administration role of web from latter this month. Access rights to be given to Ian.
 - Barbara raised the matter of automatic assignment of new members passwords which is on list of fixes. Some problems being caused by search engine variability

A report was tabled from sub committee with four recommendations:

- That the subcommittee continue current negotiations with Entity Consulting continue aiming to resolve super administration access right to Webpage and administration rights to woodturnerswa.org.au domain. This will result in some ongoing financial commitments and settling of accounts for work done in any of the strategic directions taken.
- That the subcommittee be allowed to continue its activities to ensure problems and issues on the webpage are rectified with the limitation of its access ability.
- That the sub committee continues to develop a webpage expectation delivery strategy for CoM consideration
- That the sub committee enter discussions on behalf of CoM with the third party introduced by the President (or other providers) with the intention of determining the costs, timeline, deliverables, ongoing maintenance and support requirements and costs ownership and any other matters and reporting back to CoM on this matter.

Com discussion

Additional providers to be approached for quotations on providing service.
CoM directed to look at web site for New Zealand Association of Woodworkers (NAW.org.nz) for an example of possible template for our web page.

Moved Barbara Jennings, Seconded Ian Ludford "That subcommittee recommendations be accepted" Passed unanimously.

Business raised by COM members or groups

Facilities and Equipment

- Trailer options, email to be sent to Conveners and Secretaries re disposal of stage, ramps and possibly trailer. Action Secretary
- Trailer Storage shed door modification has been further investigated and it is not feasible to provide a single door access due to structure and internal fittings (Alarm system and electrical). Alternative of replacing door with an electric door with remotes, quote obtained which total approx. \$3,000 (inc GST) Cost of a drop down Bollard yet to be obtained but estimated at \$500. Email to be sent to WPA outlining the situation asking for door to be replaced and bollard to be installed. Secretary to send before WPA meeting of the 17th March.

Other Finance

- Credit card application, Treasurer has prepared paperwork and CoM signed them at this meeting. Application to be progressed. Noted.

Community outreach

- No activity

Other Business

- Glenys Hough has requested "Can photos of place getters re competition items be added to our website." **CoM discussion** indicated that we should pursue this matter as a Web page expectation but notes that any photos of persons must have their permission to publish. Competition items should be focus of the post on website. Action Com & Pub SC
- Collie Secretary (Mike Miller) suggestion from Collie members re bowl or similar for selling for recent fire appeal. They propose that WAWA ask all members of all groups to contribute. Items to be sold and all funds donated to appeal. **CoM discussion**, concern that a single market attempt to sell not practical. Each group should be encouraged to arrange a stall for this cause. Collie group will be asked to develop the concept and use WAWA facilities such as Newsletter and webpage to communicate the concept. Item for Conveners Meeting
- Swan Secretary "thought maybe across WAWA groups we could at the very least get a photo of all honour award members (Life, Merit, etc) past and existing. We could use the Citation's that were written at the time they were presented and their photo. These could then be up loaded to the web as a record and an interest to all members. I would be happy to take this on." **CoM discussion** This is a good idea and Mary's offer is to be accepted. Permission from individuals and or families is needed if details and photos to be put up on web. The issue of who to focus on was discussed and it was recommended that Life Members and Annual Turning prize winners, particularly the Keith Stoa Trophy, winners be the initial focus. The Registrar and Secretary have citation records. Merit awards could be under each respective group page but of lower priority. Tabular listing of of executives should be considered in future as per the honour boards (groups may consider this also).
- IT assets eg computers three of which are now at least three years old (Secretary, Treasurer and Editor) are to be reviewed and a strategy of how and what we use and how we dispose of to be considered. Action Secretary.
- Segmeters demonstration at Timbecon on April 17th require copy of Insurance certificate, pamphlets, membership forms and a WAWA banner. All items requested arranged or provided.

- Conveners Meeting. Only one response. **CoM discussion**. Date set at 27th March to be held at Mandurah Group club room at 9:30 am for 10 am start. Jim Cameron tabled a discussion paper. The meeting will be called the Conveners Forum and 2 a year to be held outside of WEW dates. President of WAWA to chair meeting and agenda prepared by WAWA with input from groups. Jim Cameron to prepare with President agenda for 27th March and the outline of the intention of the meetings.
- Update of handout pamphlet is required with up to date information. Jim Cameron to provide draft by May. In meantime existing pamphlet to be used until supply exhausted. Insert contact details to be updated.
- Jim Parker request for show and tell table to be available at WEW to allow no competition items to be shown by any member during the meeting entirely at their own initiative. **CoM discussion** This idea is to be trial this year. All groups yet to hold a WEW be advised to make a table available for this purpose. Items displayed at owners risk and care not host group responsibility.
- Andy Hill noted that Joondalup/Wanneroo Mens Shed have been promised \$1m for new facilities by local state labour candidate. Local WAWA group attempting to discuss co-location with the Mens Shed. Link with Claremont/Subiaco Shoewgrounds group may be possible.
- Ian Ludford suggested we investigate possibility of a zoom/skpye video link meeting format for those in distant area. To be considered by Com & Pub SC.
- Bruce Jackson fore shadowed that we should look at content of WEW demonstrations to improve the content of subjects demonstrated. He also expressed need for som urgency in bringing web page up to a better standard.
- David Milton updated CoM on current status of potential Melville group clubroom extension. Melville Council Administration proposing option 3 but still has to go to budget committee and full council.
- John Atkinson table note from Kevin Hardman re sale of wood etc this weekend. To be published in mailout of password reset information.
- Barbara Jennings informed the meeting that their new rooms will be officially opened at 4pm on 25th March and all are welcome to attend but please advise Barbara if coming to opening.

Meeting closed at 3:07 pm.

Date of next meeting: Wednesday 14th April 2021 12:00 pm Carvers Room Wandl.

Appendix

Attachments

Feb Finacials

WAWA Inc. Balance Sheet 28/02/2021

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$40,795.69	
<u>Cash held by Groups</u>	\$88,882.30	
<u>Petty Cash & Floats</u>	\$0.00	
<u>Book Library Float</u>	\$100.00	
<u>DVD Library Float</u>	\$0.00	
<u>Registrar Float</u>	\$100.00	
<u>Shopping Centre Group Float</u>	\$600.00	
<u>Term Deposits</u>	\$0.00	
<u>Bankwest Term Deposit 1</u>	\$83,913.41	
<u>Bankwest Term Deposit 2</u>	\$29,155.94	
<u>Loan to Gosnells Group</u>	\$0.00	
<u>Prepayments</u>	\$909.00	
<u>Non Current Assets</u>		\$0.00
<u>Plant & Equipment</u>	\$267,649.39	
<u>C</u>		\$0.00
<u>Imbalance-AUD</u>		\$0.00
<u>Orphan-AUD</u>		\$0.00
Total Assets		\$512,105.73

Liabilities

<u>Current Liabilities</u>		\$0.00
<u>Non Current Liabilities</u>		\$0.00
Total Liabilities		\$0.00

Equity

<u>Members Funds</u>		\$0.00
<u>Adjustment - Group Assets</u>	\$0.00	
<u>Cash</u>	-\$2,809.70	
<u>Plant & Equipment</u>	\$6,167.27	
<u>Members Funds b/fwd</u>	\$489,534.92	
Retained Earnings		\$19,213.24
Total Equity		\$512,105.73

Total Liabilities & Equity

\$512,105.73