

THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)
COMMITTEE OF MANAGEMENT
MEETING MINUTES
Date:14th April 2021

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

Meeting commenced at 12:11pm

In attendance: Jon Braine, Glenys Hough, Bruce Jackson (President), Barbara Jennings (By Skype to 3:30pm), Alex McLachlan, Andrea McCandlish, David Milton, Kerri Nicholls

Apologies: John Atkinson, Ian Ludford, Jim Cameron (Immediate Past President)

Observers: Nil

Confirmation of previous minutes:

Minutes, 10th March 2021 CoM meeting. Moved to be adopted, Barbara Jennings
Seconded Lex McLachlan. Passed unanimously.

Procedural matters

Correspondence In: (for noting, unless listed elsewhere)

- 11th Mar email of from Swan Secretary with program for the April WEWS
- 12th Mar email request from Joondalup/Waneroo re HDMI cable details. Information provided.
- 13th Mar email from Andrea confirming contact details for wood collection from a private landholder in the Gidgegannup area.
- 15th Mar email enquiry through webpage concerning woodturning courses, directed them to Joondalup/Waneroo group.
- 15th Mar email invitation to attend opening of Busselton workshop (all CoM members invited)
- 15th Mar email from Registrar re access to webpage using administrator rights. Forwarded to webpage administrator for action.
- 16th Mar email from Busselton Secretary with advice on stolen woodturning equipment. Webpage updated with information on main page.
- 17th Mar email advice from Webpage administrator re photos from competition being up on webpage for members' access.
- 16th Mar email from Wandi Convener concerning resignation of Wandi secretary effective immediately.
- 16th Mar email from Avon Convener advising of demonstration.
- 18th Mar phone call from Mike Miller asking for updated membership list for Collie group. Registrar advised.
- 23rd Mar email reminder Aus Post re renewal of PO Box fee to be paid.
- 23rd Mar email from swan Secretary with details of parking arrangements for Swan WEWS in April. Posted on web site.
- 23rd Mar email of agenda items for Conveners forum from Denis Tapley. Placed on agenda.
- 23rd Mar email from Swan Equipment Manager asking for circulation of demonstration stage disposal free to any group. Note circulated.
- 24th Mar email of agenda items for Conveners forum from Mike Miller. Placed on agenda.
- 25th Mar email forum attendance apology from John Atkinson and Andrea McCandlish with some notes from Andrea concerning Newsletter. Noted.
- 27th Mar email forum attendance apology from Glenys Hough. Noted.
- 27th Mar email from Steve Foster re follow up of stage offered to groups. Advised Steve that this had been circulated.
- 27th Mar email reminder of annual Microsoft license renewal due in April. Credit card to be sorted out before 26th April.

- 27th Mar email from Busellton Secretary re wanting to take engine crane from WAWA to their group to handle logs for their log mill. Noted
- 28th Mar email from Swan secretary concerning problems with web login for new member. Forwarded to web administrator.
- 31st Mar email cc of correspondence between Registrar and Mary Byers concerning Life members.
- 31st mar email cc of correspondence between Registrar and Web Administrator concerning method of handling new members with no email address.
- 1st Apr email enquiry through webpage concerning woodturning courses, Freemantle address, directed them to Melville group. Melville followed up.
- 1st Apr email request through WAWA enquiry line from member of public concerning wood for turning availability and suppliers. Responded with information.
- 4th Apr email query concerning AVG virus protection software for Registrar computer and licences. Continuing follow up.
- 4th April Email from Competition Co-ordinator concerning a discrepancy in Gosnell's competition item. On going correspondence. Amended drawing to be issued to all members.
- 5th Apr email from Denis Tapley with survey form on woodturning to be sent to all WAWA members. Sent out by email and decided to have form put on Webpage for members to fill out and lodge electronically. Mailjet used to send out link for all members.
- 5th April email from Treasurer concerning notice to circulated to all Group Treasurers concerning End of December 2020 financial reports. Sent to all Treasurers.
- 6th Apr forwarded email from Peter Cunnnington from Marianne Roberts concerning Perth Craft and Quilt Fair in May (19th to 23rd May) at Convention Centre. See General business. Response from President and Shopping Centre group is that they will support the activity.
- 8th Apr Email from Swan Secretary concerning change to Swan meeting times information on Webpage. Changed.
- 8th Apr cc of email to all CoM members from Treasurer with March reports.
- 9th Apr email from Bunbury Secretary concerning the passing of Ted Norrie Member # 619 and funeral details.
- 9th April email from Mandurah Secretary concerning details of members First Aid Certificate details. Forwarded to Registrar.
- 9th Apr email from member of public in Harvey concerning availability of camphor laurel for turning. Requested contact details. Details passed onto Bunbury and Mandurah groups.
- 9th Apr email from Jim Cameron re two agenda items for CoM meeting. Added.
- 10th Apr Email from Mary Byres re life membership examples. Noted.
- 11th Apr phone call from Mike Miller requesting a copy of incorporation certificate. Sent.
- 12th Apr email apologies Ian Ludford, John Atkinson. Noted
- 12th Apr email request from Neil George concerning CoM ruling on handling competition items at Swan WEWS.
- 13th April Email from member of public re camphor laurel has all been picked up.
- 13th April email from craft fair organiser with conditions of attendance. Deposit paid 15% of sales commission.
- 13th email from member querying the Insurance position for proposed turning skills workshop if WAWA members run course and are paid, may not be covered by Insurance
- 13th Apr email from Jim Cameron with apology for not attending with attachment of comments on STEP program and chain saw training along with correspondence from Denis Tapley. To be tabled at meeting.
- 13th Apr email concerning shopping centre group request for consideration of WAWA to pay fees at shopping centre and they pay WAWA 15% commission.
- 13th Apr email from Jim Cameron concerning issue with keys for trailers.

Correspondence Out (for noting, unless listed elsewhere)

- 10th Mar emailed certificate of currency and policy to Timbecon for Segmenters display on 17th April.
- 11th Mar email to Anthony Goddin re access to webpage and permissions for Ian Ludford. Permission given.

- 11th Mar email letter to Wandi Progress Association re consideration for electrically operated roller door and protection Bollard for trailer storage shed to replace existing manual door on safety and operation grounds. Verbal response that they will share cost of door and Bollard, fixed quotes required.
- 11th Mar Draft CoM 10th March meeting minutes sent to all CoM members. Amendments from Glenys Hough made.
- 12th Mar email to all group Conveners and Secretaries concerning the disposal of demonstration stage, lifting cranes and old shopping centre trestles. Note re trees for woodturning from fire affected areas in Gidgegannup available from private land holder.
- 16th March email to Key2 Creative setting up meeting to discuss webpage possibility to outsource. Response from Alan Jennings with meeting setup with Secretary and Ian Ludford.
- 18th Mar email to all group Conveners and Secretaries, SIG and CoM members requesting items for Conveners Forum (27th March, at Mandurah Group Club Rooms).
- 22nd Mar emailed results Manjimup WEWS to Web page Administrator for update on web page
- 23rd Mar emailed Web Administrator list of library books for Webpage.
- 24th Mar emailed Mary Byer re acceptance of offer to coordinate the publication of Life member data onto web page. Extract from CoM minutes sent.
- 25th Mar emailed more detailed agenda for Conveners Forum to all Group Executives and CoM.
- 25th Mar emailed web administrator Mandurah and Melville demo schedules for upload onto web page.
- 26th Mar emailed simplified agenda for Conveners Forum to all Executive members and CoM with Covid 19 requirements.
- 26th Mar emailed member who offered to assist in helping with webpage issues. No response.
- 29th Mar Emailed to Mary Byers all Life membership citations (scanned and unedited OCR word form) held in secretary files along with list of members awarded honour.
- 29th Mar emailed Noel Moyes with request to provide list of Technical drawings wanted to be available to public. No response to date.
- 31st Mar emailed Milton Rundle re information on Life members.
- 3rd April emailed draft minutes of Conveners Forum to all attendees and CoM members.
- 4th Apr emailed CoM members with request for April meeting agenda items
- 5th Apr emailed out Treasurer's request for Financial information from all Group Treasurers.
- 13th Apr emailed Syd Harvey brochure insert handout sheet of group contacts.

Correspondence Moved to be adopted, Jon Braine Seconded Glenys Hough. Passed unanimously.

Treasurer Accounts:

- March Financial Reports: Transaction, Income and statements circulated by email It was noted that the statements were incomplete. To be reissued.
- Advice from Bank that Society Bank facility being discontinued and replace by a zero fee Business type account. All account numbers and facilities to stay the same. **Moved "that Bank recommendation be accepted, and accounts moved to Zero Business Account" by Kerri Nichols Seconded Bruce Jackson.** Passed unanimously.
- The Zero fee credit card final paper work requires Barbara Jennings signature and then two cards will be issued to Kerri and Barbara. (Treasurer and Registrar)
 - Procedure on how cards to be used and operating the account will be prepared by Treasure and provided to CoM for ratification.

Registrar:

- Membership update
 - 14 new members since March spread across several clubs including Mundaring.
 - Some joining members are paying wrong fees, not considering the discounted fee due to part way through financial year. Has created issues for Treasure and Registrar in how to deal with funds and balancing accounts. Issue compounded with REFT payments not easily partially refunded. **ACTION 1.:** Registrar to contact recent (12) members with overpayment and advise they have overpaid, suggest they may make a donation or we can arrange refund.

Email trail required on decision and cc to group treasurer and WAWA treasurer. **ACTION 1.: Secretary** to contact each group Convener, Treasurer and Secretary reminding them of discounted fees and pointing them to the fees schedule.

- Ongoing problems with Roundcube mail and the woodturnswa.org.au address, mail being rejected as spam or not getting mail. Secretary to follow up with Web Administrator.

Procedural Matters for noting

- Group Public Displays for noting
 - Avon will be attending the Toodyay Farmers Market this Sunday 21st March
- Two nominations for merit awards forwarded to CoM (hand delivered to meeting)

Affiliation Membership subcommittee

Sub Committee chair reported that the subcommittee members met with The President and Secretary of the Showgrounds Mens Shed (SMS) and the following points were discussed.

- Possibility of some type of reciprocal arrangement with SMS members having full membership but at reduce cost.
- WAWA aim is to get a separate group operating in the area either through a sub-lease or other type of arrangement.
- Loose arrangement with WAWA to continue.
- Response was.
 - Reciprocal OK and worth considering
 - No to sublease and no female membership possible
 - Need to be something for SMS in arrangement not all WAWA way
 - Mentioned other vacant facilities at showground may be available
 - Invited WAWA representatives to attend AGM on 28th April to state WAWA position/concepts.

Recommendation

- Subcommittee member(s) attend AGM on 28th, possibly Ian Ludford and Lex but subcommittee chair to make decision. Can invite other CoM members if needed. Must push benefits of WAWA.
- Propose a position that SMS members could join WAWA but we waive joining fee, this give them full rights to WAWA membership but no need for safety and insurance. This will be restricted to SMS group only not other Mens shed members.
- Possibility of vacant shed to be followed up with Agriculture society. Lex McLachlan to use his contacts and explore the matter. This could be a fall-back position for Joondalup if their clubroom matter is not resolved.

CoM accepted recommendations and subcommittee to carryout recommendations and report back.

Training subcommittee

No report from subcommittee but correspondence from Jim Cameron and Denis Tapley received by secretary on 13th read out. Verbal advice that approx. 60 persons to date interested in training. Email from member re query on Insurance issues and payments potentially voiding insurance also read out.

- STEP proposal on fees to be charged and payments to trainers as outlined in Jim and Denis's emails
 - CoM directed Secretary to clarify with insurer the matter of insurance coverage in the case of WAWA paying members as trainers and possibility of void or no insurance coverage.
 - Defer decision to allow training to commence until advice from Insurer received as there may be complications.
 - **Moved Glenys Hough "Approved in principal charge of \$50 per participant and \$200 per trainer (max 2) per day of training." Seconded Kerri Nicholls. Passed unanimously.**

- Chainsaw training as noted from correspondence from Jim Cameron and Denis Tapley received by secretary on 13th read out. Matters raised at Conveners Forum drawn to CoM attention.
 - **Moved Jon Braine “Current process to be continued, that is max of 2 person per financial year (30th June close) per group subsidised \$150 each to attend approved chainsaw training course. Additional person will not be subsidised by WAWA but may be by Group.” Seconded Lex McLachlan. Passed unanimously.**

Recruitment and Publicity subcommittee

No report

Communications and Publications subcommittee

- Newsletter, Number 216 close date is 26th April for articles.
- Editor still short of content, groups to be reminded of deadlines and forwarding content.
 - Will have some information on recently deceased member and some biography information from Bunbury. Some photos may be required.
 - Will need to have notice of AGM and call for Nominations along with nomination form. Forms needs checking and also to be put up on webpage.
 - List of CoM members up for re-election or standing needed.
 - Returning officer needs to be confirmed, Rod Cocks to be approached.
 - There is a problem with editions 172 and 173 on web not being able to be downloaded, web administrator to be informed.
- Bulletin No bulletin proposed at the moment.
- Website Secretary provided quick update on progress on webpage with most issues raised recently at Conveners Forum and by members have been addressed.
 - Ian and David met with 2Keycreative concerning web page redesign process and have attempted to co-opt further WAWA member help in putting together a scope of work for redesign. This work held in abeyance while current page is brought up to more usable standard.
 - Use of Mailjet for notification now working ok and will be used by Secretary in future to communicate to members with information like new notices, advice on Newsletter being published etc. This allows us to monitor success or other issues with our electronic advice systems.
 - Jon Braine indicated that the recent survey form needed to have a not interested box also. Noted for next form to be sent out to contain this provision.
 - **CoM endorsed current progress on webpage and advise that it will wait and see how the current page goes before proceeding with a redesign.**
- Andrea raised the matter of recent research being carried out with various community service and volunteer groups members who may be suffering PTS issues and the use of hands-on therapy in helping recovery or coping. Andrea to follow up on whether Woodturning may be useful and if we may be able to help such people and report back to CoM.

Facilities and Equipment

- Trailer options concerning replacement or trailer usage (held over at **this** meeting)
- Trailer Storage shed door modification, a letter was written to Wandri Progress Association (WPA) requesting replacement of roller door with electric door and protection Bollard. The response from WPA was that they would agree to fund half the cost of door replacement and installation of bollard provide there was a written quote provided. Secretary to follow up and obtain quotes.
- Trailer Keys (Jim Cameron), issue of keys not being available or lost which meant locks had to be cut to gain access.
 - **Proposed by Secretary “That Jon Braine obtain a Lockable key safe for each trailer to be mounted on trailer with key inside and install on trailers, providing code to unlock so all groups can access trailer” Approved unanimously.**

- Busselton (only group to respond) wish to have engine crane for log handling, to take from WAWA office and install at Busselton workshop. **Approved unanimously.** Note Jon Braine and Bruce Jackson advised Busselton Secretary that need to be aware of trying to move crane on surface other than concrete can be dangerous due to small size of wheels.
- Ramp and stage and old shopping centre group trestles have no one wanting them. Secretary instructed to contact WPA to see if they may be of use to them. If not then may advertise on Gumtree/Ebay, Kerri Nichols willing to do this.

Other Finance

- Treasurer indicated that follow up on groups asset register is continuing.

Community outreach

WAWA Brochure (Jim Cameron) Held over until next meeting. Secretary has updated insert sheet and will be putting this on webpage.

Items from Convenors Forum

- Other entities such as SIG and club-based activities e.g. scroll sawing at Melville are not in Rules or Handbook. CoM to consider this matter and formalisation. Matter held over till next CoM meeting
- Concern at quality of Mailjet messages being sent out and the quality of the content. There is a need for better quality. **Noted Action WAWA Secretary, Completed.**
- Proforma needed for each group provided by WAWA so that group page process can be made more structured and uniform. Group mainly lack the skills to design or implement page at group level, ACTION WAWA to develop standard group webpage. Matter held over till next CoM meeting
- Show or Display only table. ACTION Note for groups to include it on their program for WEWS. **Noted Action WAWA Secretary, Completed**
- The segmenters SIG they feel that their entries are being disregarded by the judges who seem not to consider the time and effort to build a piece before turning. The competitions are not just about turning and they would like to have fair considerations for the effort in segmenting. The same situation probably effects embellishing groups. Bring the matter to CoM for further review if needed.
 - This matter was discussed at length with Competition Co-ordinator reinforcing we have adequate guidance in judge training notes but it would be timely to remind judges at each competition of these guidelines. These had been prepared with input from highly experienced SIG members.
 - Time to make an item will not be used as a criteria to determine difficult. Judges will be encouraged to seek advice on complex items ad degree of difficulty if they feel unsure.
 - Consideration of a separate section for segmenting embellishing in competitions was rejected.
 - CoM reaffirms the need to encourage members to enter competitions but also to ensure members are also encouraged to become judges and supports the current competition organisers decisions and rulings.
 - CoM supports current guidelines and recommends a watching brief on this matter, looking for any bias in embellishing or segmenting scores.
- Competition Item Handling; The matter was discussed at length and advice from recent government guidelines on Covid 19, along with comments recorded in minutes of Convenors forum were considered. **Moved: Kerri Nichols “That while the current stage 4 Covid19 government guidelines are in place there will be no handling of Competition items (except by Competition Officials) and that handing around items during demonstrations is prohibited. Seconded by Glenys Hough. Passed by majority.**
 - Secretary to prepare Notice to go on competition item table stating that “Covid 19 precaution Do Not Touch”

Barbara left meeting 3:30pm

Other Business

- Alan Andrews of Gosnells attended meeting briefly to
 - Inquire whether possible to get demonstrator(s) for Gosnells WEWS as they are having trouble getting them. Alan to advise how many he needs.
 - Made a recommendation that CoM consider dropping group WEWS on a monthly basis and hold two major full weekend workshop a year, one in Perth area , one in regional area with an out of state turner ie from interstate or New Zealand, have charge of say \$50 per member to attend.Discussion deferred until further CoM meeting.

Perth Craft and Quilt Fair in May 2021, proposed to attend. **CoM endorsed that we attend this fair**, a deposit has been paid and secretary to organise other details. Shopping centre group will be in attendance along with a lathe turning activity. Peter Cunnington and Brian Fowlie have offered to help with this advent. Commission will be 15% of sales and some additional cost for power and members attending stall will be incurred.

- Shopping Centre group re cost of now holding a stall in some shopping centres, how to reimburse, they propose raising their commission to 15% but WAWA pay all fees. Email from group read out. After a lengthy discussion,
 - **CoM considered motion, Moved Glenys Hough “ That the shopping centre group commission to WAWA be reduced to zero (in line with all other groups) and that they be responsible for all costs incurred by shopping centres to be covered by their sales.” Approved unanimously.**
- Lex Mclachlan raised the matter of safety shield/cage on lathes need to be used at all WAWA demonstration. **ACTION**; Secretary to advise all groups of this safety requirement and the need for demonstrations to adhere to WAWA safety guidelines.
- Bruce Jackson and Kerri Nichols advised that they have a sponsor advertisement looping display which wil be played at WEWS breaks commencing this coming Swan WEWS.
- Bruce Jackson advised meeting it is still at least 3 weeks before we know if Woodshow is being held this year.

Meeting Closed 4:32pm.

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

Appendix

Attachments

Nil