

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

**MEETING MINUTES**

**Date: 12<sup>th</sup> May 2021,**

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**Location** Wandi Headquarters Club rooms, Wandi Progress Association Complex De Haer Road  
**Meeting commenced 12:03pm**

**Roll Call:** Ian Ludford, Jon Braine, Andy Hill, Alex McLachlan, Andrea McCandlish, David Milton, Kerri Nicholls

**Apologies:** Bruce Jackson (President) John Atkinson, Jim Cameron (Immediate Past President), Barbara Jennings, Glenys Hough,

**Observers :**

**Confirmation of previous minutes:**

Minutes 14<sup>th</sup> April 2021 CoM meeting. Moved Jon Braine Seconded Lex McLachlan.  
Passed Unanimously.

**Procedural matters**

- NIL

**Correspondence In:** (for noting, unless listed elsewhere)

- 13<sup>th</sup>
- 15/4 email from Craft Fair offering slight discount tickets. No action.
- 15/4 email from treasure with corrected March financials. All CoM copied.
- 15/4 email from Competition organiser re slight adjustment to precision vase diagram. Sent to web administrator and also as Mailjet to all members.
- 16/4 email from Gosnells Convener requesting CoM help with sourcing demonstrators. Mailjet request sent out.
- 18/4 email from member re problems with old newsletters 172 and 173. Corrected.
- 18/4 email from Swan Secretary re clarification of WAWA Face shield policy. Information supplied.
- 19/4 email from Swan secretary concerning possible unauthorised link details release. Web administrator advised and matter resolved.
- 19/4 email from Collie treasurer with financial information requested by treasurer. Forwarded to treasurer.
- 20/4 email from member querying the competition scoring system. Responded with explanation.
- 20/4 cc of email from treasure to Melville treasurer re audit requirements.
- 20/4 email from Treasurer re annual returns for Audio visual, Chuck Wagon, HQ and Shopping centre equipment. Ongoing
- 20/4 email from John Atkinson concerning transfer of credit card from his personal account to the WAWA card. Treasurer advised and card transferred.
- 21/4 email from Aiton Sheppard of segmenters group with notes from Timbecon open day. Forwarded to editor.
- 22/4 email from editor re better uptake from groups on providing content for newsletter.
- 22/4 email from treasurer re possible compromise of emails by phishing. Web administrator contacted for review of matter.
- 23/4 email from Lex McLachlan re his camera not being serviceable. Request from CoM to purchase a camera for competition photos. See General Business
- 24/5 emails from Barbara Jennings, Kerri Nichols, confirming standing for re-election at AGM
- 24/5 email request from Collie Treasurer re how to access webpage. Information provided.

- 25/4 email from Jim Cameron indicating he will not be standing for committee re-election at AGM.
- 25/4 email from Jon Braine re wishing to stand down from CoM at the next AGM and not standing for re-election.
- 26/4 email request from Busselton secretary with a for sale item. Passed onto web administrator who setup sale page and request forms.
- 27/4 email from Mary Byer indicating completion of all available materials for Life members. Is following up on missing information. Advised all should be put up on webpage as is and added to when new info become available.
- 28/4 email from member asking about the possibility of having a wanted web page as well as a for sale one. See general business.
- 28/4 email from member querying location of for sale area. Provided advice.
- 30/4 email enquiry from member of public re table leg turning job, put into contact with a Melville member who lives in the area.
- 30/4 email from WPA re Covid 19 requirements. Noted
- 1/5 email from registrar re judges for Mandurah WEWS
- 3/5 email copy of correspondence between Joondalup/Waneroo Group re the negotiations with mens' shed. Ongoing matter.
- 3/5 email from our insurer confirming lodgement of the Indemnity insurance form. Response pending.
- 3/5 email from CWC insurer re coverage for paid demonstrators. Requested a quote on coverage for WAWA members. Pending
- 3/5 email request from Denis Tapley re notice to be sent out on chain saw training. Completed.
- 3/5 email advice from WPA re location of community available defibrillator outside main community hall. Noted
- 4/5 email with quote for electric roller door for storage shed.
- 5/5 email from Registrar requesting authority to purchase new certificates for competition, Expenditure \$495 Given.
- 6/5 email from Melville member re comments on STEP program and instructor payment. See appendices for email and General business.
- 6/5 email from Jim Hills Family requesting removal from email list. All data base purged of Jim's email details, User, mail jet and registrar databases.
- 6/5 email from treasurer with all April financial reports plus WAWA consolidated. Circulated to all CoM
- 6-7/5 emails from CoM members confirming either attendance or nonattendance to 12<sup>th</sup> CoM meeting. Quorum of 7 confirmed
- 6/5 phone call from Collie Secretary for ABN for application for community grant. Treasurers provide ABN plus advice on how monies to be accounted for.
- 6/5 cc of email from Web administrator re information on the Gosnells precision drilled vase and supporting article copyright. See general business
- 7/5 email copy of paid invoice for safety Bollard
- 8/5 email from Mandurah secretary re chainsaw training nominee, passed onto Denis Tapley
- 9/5 emails re merit awards from Mary Byers and Registrar, information partially resolved
- 9/5 email various from registrar re assets lists.
- 10/5 email advice from Max Heath Avon convener informing of the passing of Life member David Eyres. Arrangements for a notice in Westralian undertaken
- 10/5 email from George Murphy Wandi convener re organisation of July Conveners meeting, minute taking and list of conveners. Responded with information

**Correspondence Out** (for noting, unless listed elsewhere)

- 14/4 email to CoM members re two merit award nominations. No CoM objections received.
- 15/4 email to Craft and Quilt Fair organisers re accepting position at fair and registering details.
- 15/4 email to Insurer broker re query on STEP proposal and insurance coverage. Response received suggesting indemnity. Further discussions and information being sought.
- 16/4 email of draft CoM meeting minutes sent out.

- 20/4 Mailjet to members re Craft and Quilt fair and call for WEWS demonstrators for Gosnells.
- 22/4 email to treasurer with cc to Registrar instructing the establishment of a \$1,000 amount in the credit card account as per advice from President and endorsed by secretary. See financials.
- 27/4 emailed CWC of Australia about insurance coverage for STEP training. Response pending.
- 27/4 Mailjet to all member concerning the for sale web page facility and disclaimers.
- 27/4 email to Mandurah Secretary requesting copy of WEWS program. Received.
- 3/5 email to editor re the status of CoM members up for re-election.
- 3/5 email to all volunteers re postponement of the Craft fair
- 3/5 email to previous treasurer re location of lifting spreader bar and slings. Matter resolved.
- 4/5 email to registrar, editor, and treasurer re HQ inventory asset register. Responses received from all.
- 6/5 Email response to Michel freeway extension project re not wanting salvage timber (sent to old gmail address)
- 5/5 Mailjet of notice from Denis Tapley re chainsaw training.

**Moved “That correspondence be accepted”** Andrea McCandlish. Seconded Kerri Nichols. Passed Unanimously.

**Treasurer:**

**Accounts**

- Corrected March and April Financial Reports: Transaction, Income and statements circulated by email.
  - **Moved “That accounts be accepted”** Kerri Nicholls. Seconded Ian Ludford. Passed Unanimously.
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**Registrar:**

- **Approval to spend \$495** (inc GST) on new certificates for competition prize winners.
- **Approval of two merit awards**
- Email circulation of two items requesting approvals which was given unanimously. **Meeting endorsed approvals.**

**Procedural Matters for noting**

- Group Public Displays for noting
  - Avon are demonstrating at the Mondyne festival weekend Sunday May 2nd
  - Bunbury Dardanup Art trail 1<sup>st</sup> and 2<sup>nd</sup> May
  - Shopping centre group at Bullcreek shops between 2<sup>nd</sup> May to 8<sup>th</sup> May
  - Swan group will attend Gidgegannup Small Farm Field day doing a demonstration on 29<sup>th</sup> and 30<sup>th</sup> May.
  - Mandurah will be demonstrating at Pinjarra Festival on 5<sup>th</sup> and 6<sup>th</sup> June.

**SUB COMMITTEE REPORTS AND BUSINESS**

**Affiliation Membership Sub Committee**

Sub Committee member (Ian Ludford) reported that the meeting with the SMS was delayed due to Covid 19 lockdown and restriction and will now be held in two weeks' time. Depending on WAWA personnel availability the 20mins presentation has not been finalised, committee to decided. May need some examples of high quality turning at meeting, groups to be approached on this matter. The Showground manager have indicated that there are no premises that are available for lease to WAWA.

**Training Sub Committee**

Sub Committee member (Kerri Nichols) reported that there are 10 applicants for chainsaw training and 63 for STEP program 10 members indicated that they would be willing to become trainers.

Secretary has sought clarification on insurance issue reported at last CoM. Response from our insurer is that we need take two additional forms of insurance:

1. Peer to Peer where we have even in our current situation of beginners courses a situation where a person being instructed creates a situation where a bystander is injured is not covered. (See general business)
2. The STEP training is considered by the insurer to require Professional Indemnity Insurance. A quote was received which was for a one year coverage a cost of \$1,700 will be incurred.

The Combined Woodworkers Council (Eastern state body previously our insurer broker was sourced through them) was approached and the under writers indicated that their insurance covered this STEP situation. A quote has been sought.

CoM discussion considered that the Insurance Issue is becoming quite complex and potentially we may not have the right cover or be incurring expense where not needed.

**ACTION: Secretary to seek advice from the Government Not For Profit advisory service on insurance matters we need.**

### **Recruitment and Publicity Sub Committee**

No report.

### **Communications and Publications Sub Committee**

- Editor (Andrea McCandlish) indicated that Newsletter 216 has been completed and will be made public to all members latter today, using Mailjet notification and a hot direct link. The groups have been providing significant information and materials to editor.
- Website Administrator (Ian Ludford) has progressed many outstanding matters in the past month and the web page is now taking on a more professional look. The Life members Citations and in some cases, profiles are now ready for release on the web. Progress is being made on the Merit award members. Guidance is required on the use of the profiles and citations previously published in the newsletters and other media for members. **Unanimous decision by meeting “That the use of existing citations for all awards or previously published profiles is approved for publication on the webpage where relevant. That should any member (or descendant) object to the item that consideration of removal must be made if appropriate. Future award citations and articles will require an opt out provision.”**
- Issue of copyright and publication of a reference article for the Gosnells July WEWS competition item of a precision drilled vase was raised. The article sourced from a magazine/website. Web Administrator to follow up on links (Attempt to link to article at meeting resulted in a Red Alert Security Warning not allowing access through Secretaries computer.) and see if its just possible to put this link into competition item information page.
- Provision of a wanted page is to be considered.

### **Business raised by COM members or groups**

#### **Facilities and Equipment**

- Jon Braine advised that trailer towing chains are too short and require lengthening with approved chains (not Shackles). **Unanimous decision by meeting “That Jon get a quote for replacing the two trailers at Mandurah with compliant chains and advise CoM Executive who will advise on course of action”**
- Trailer Storage shed door modification. Formal Quote received for electrically operated door total cost \$2,948 (inc GST), Bollard purchased \$317.90 and sundry items needed for key security, concrete for bollard estimated at \$150. **Total cost requiring approval is \$3,465.90. WPA will be approached to pay half. Approved unanimously by meeting.**
- Jon Braine informed the meeting he has purchased the security boxes for the two trailers keys and will install them. **Total cost requiring is approximately \$140. Payment Approved unanimously by meeting.**

#### **Other Finance**

- Update Credit card (Treasurer). **On 24/4 President and secretary have instructed a float of \$1,000 be placed into the credit card account which needs endorsing by CoM. Moved Ian Ludford Seconded Jon Braine. Approved unanimously.**
  - Treasurer to include the credit card monthly statement in the monthly financial accounts provided to Com as a record of transactions.

#### Community outreach

- WAWA Brochure (Jim Cameron)
- Perth Craft and Quilt Fair update on postponement to July 14<sup>th</sup> to 19<sup>th</sup>. Booking had been made when postponed with additional expenditure of **\$216 made to book power for site. Expenditure approval required. Moved Ian Ludford Seconded Jon Braine. Approved unanimously.**

#### Other Business

- Competition photography has been done by Lex McLachlan but his camera is now inoperable. A request is being made to CoM for consideration of a new camera owned by WAWA for this purpose. Two Quotes provided to meeting. **Moved Lex McLachlan "That a Nikon Camera, carry bag and SD card be purchased for \$390" Seconded Ian Ludford Approved unanimously.**
- Letter concerning STEP program and trainer payment was discussed at length with no resolution. **Com referred the matter to Training Subcommittee to provide CoM with a response.**
- Advice from the Royal Show is that the decision on the show taking place is expected early in June
- Advice from organiser of the Woodshow is that the show is cancelled for this year. Some discussion was had on whether a special competition is run in lieu of the Woodshow competition. Possibility of Beyond Tools holding an event like last year. Held over until next CoM meeting.
- Treasurer requested end of financial year documents be sent out so that we can get sorted out before audit is started. **Action Secretary to forward documents once received from treasurer.**
  - The possibility of using the web to fill out forms to be reviewed with web administrator.
- Andy Hill advised that negotiations are still proceeding on relocation of the groups club room with two Mens Shed groups. One is nonresponsive, other some progress. The possibility of buying a factory unit specifically for the group will be considered and this may need assistance from WAWA.
- Ian Ludford recommended that we should be trying to elevate the profile of WAWA both in local and regional (State-wide) sense by promoting what we do and its community importance. Several CoM members stressed the importance of developing a good community profile with council. Joondalup/Wanneroo Group may need help in this regard. **Recruitment and Publicity Sub Committee to consider the recommendation and report back to CoM with a strategy**
- Andrea update progress on various studies on importance of manual arts and craft in helping volunteers and service persons deal with PTSD. The access to the researchers is restricted to Linked In. Possible that recent Federal Budget initiative on Women's Health may have some useful links. Andrea to continue to research avenues and report to Recruitment and Publicity Sub Committee.
- Secretary reminded CoM that we need to continue the process of more written reports and submissions when the CoM agenda is calling for items as this helps make the meeting more efficient and allows CoM members to focus on issue and resolving it rather than debating or making statements.

Meeting Closed 2:45 pm.

**Date of next meeting: Wednesday 9<sup>th</sup> June 2021 12:00 pm Carvers Room Wandl.**

## Attachments

# WAWA Inc. Balance Sheet 01/05/2021

## Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$39,394.71	
<u>Cash held by Groups</u>	\$88,882.30	
<u>Petty Cash &amp; 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>	\$29,578.85	
<u>Loan to Gosnells Group</u>	\$0.00	
<u>Prepayments</u>	\$909.00	
<u>Zero Bank Account</u>	\$1,000.00	
<u>Non Current Assets</u>		\$0.00
<u>Plant &amp; Equipment</u>	\$267,649.39	
<u>C</u>		\$0.00
<u>Imbalance-AUD</u>		\$0.00
<u>Orphan-AUD</u>		\$0.00
<b>Total Assets</b>		<b>\$512,127.66</b>

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## Liabilities

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

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## Equity

<u>Members Funds</u>		\$0.00
<u>Adjustment - Group Assets</u>	\$0.00	
<u>Cash</u>	-\$2,809.70	
<u>Plant &amp; Equipment</u>	\$6,167.27	
<u>Members Funds b/fwd</u>	\$489,534.92	
<b>Retained Earnings</b>		<b>\$19,235.17</b>

<b>Total Equity</b>	<b>\$512,127.66</b>
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<b>Total Liabilities &amp; Equity</b>	<b>\$512,127.66</b>
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# WAWA Inc. Income Statement For Period Covering 01/07/2020 to 01/05/2021

## Revenues

<u>Income</u>		\$0.00
<u>Advertising</u>	\$300.00	
<u>Badge Sales</u>	\$70.00	
<u>Beyond Tools</u>	\$600.00	
<u>Donations</u>	\$600.00	
<u>Equipment Sales</u>	\$0.00	
<u>Grants</u>	\$0.00	
<u>Club Grant contribution</u>	\$0.00	
<u>Interest Received</u>	\$1,404.54	
<u>Master Classes</u>	\$0.00	
<u>Members Registrations</u>	\$0.00	
<u>Late Subs Penalties</u>	\$0.00	
<u>Nomination Fees</u>	\$1,610.00	
<u>Subscriptions</u>	\$27,976.00	
<u>Other Income</u>	\$418.50	
<u>Royal Show</u>	\$0.00	
<u>Shopping Centre</u>	\$1,768.30	
<u>Trailer Lic Reimburse</u>	\$261.35	
<u>Training Reimbursement</u>	\$1,600.00	
<u>Weekend Workshop</u>	\$3,023.00	
<u>Wood Show</u>	\$0.00	
<u>Unspecified</u>		\$0.00
<b>Total Revenue</b>		<b>\$39,631.69</b>

## Expenses

<u>Expenses</u>		\$0.00
<u>Advertising &amp; Promotion</u>	\$0.00	
<u>Annual Competition</u>	\$2,999.00	
<u>Audit Fees</u>	\$320.00	
<u>Badges</u>	\$0.00	
<u>Cloth Badges</u>	\$660.00	
<u>Name Badges</u>	\$0.00	
<u>Bank Fees</u>	\$11.50	



<u>Beyond Tools Demo Group</u>	\$600.00
<u>Book Library</u>	\$289.71
<u>COM Catering</u>	\$199.40
<u>COM Meeting Room Hire</u>	\$1,200.00
<u>Computer Expenses</u>	\$1,207.55
<u>DVD Library</u>	\$0.00
<u>Equipment</u>	\$0.00
<u>Equipment Purchase</u>	\$29.00
<u>Equipment Repair</u>	\$1,981.20
<u>Equipment Grants To Groups</u>	\$10,005.00
<u>Exhibitions &amp; Fairs</u>	\$0.00
<u>Quilt &amp; Craft fair</u>	\$0.00
<u>Royal Show</u>	\$0.00
<u>Wood Show</u>	\$0.00
<u>Gifts</u>	\$15.42
<u>Grants</u>	\$0.00
<u>Insurance</u>	\$3,694.00
<u>Laundry/Dry Cleaning</u>	\$0.00
<u>Master Classes</u>	\$0.00
<u>Hall Hire</u>	\$0.00
<u>Master Class Catering</u>	\$0.00
<u>Master Classes Fee Demonstrator</u>	\$0.00
<u>Miscellaneous</u>	\$428.13
<u>Phone</u>	\$18.17
<u>Postage</u>	\$249.00
<u>Printing &amp; Stationery</u>	\$231.16
<u>Prizes</u>	\$3,340.00
<u>Subscriptions</u>	\$246.63
<u>Trailers</u>	\$0.00
<u>Trailer Licences</u>	\$495.55
<u>Trailer Repair</u>	\$0.00
<u>Trailer storage</u>	\$600.00
<u>Trailer Towing</u>	\$424.00
<u>Travel</u>	\$360.00
<u>Other</u>	\$0.00
<u>Trophies</u>	\$768.30
<u>WAWA Newsletter</u>	\$52.80
<u>Website Expenses</u>	\$48.25
<u>Weekend Workshops</u>	\$0.00

<u>Catering</u>	\$377.99	
<u>Hall Hire</u>	\$2,345.50	
<u>Other Expenses</u>	\$353.13	
<u>Shopping Group Venue Hire</u>		\$0.00
<u>Training</u>	\$2,500.00	
<b>Total Expenses</b>		<b>\$36,050.39</b>
Net income for Period		\$3,581.30