

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

MEETING MINUTES

Date: 9th June 2021

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

Meeting opened 1:09pm

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

Apologies: John Atkinson, Glenys Hough, Andrea McCandlish

Observers :

Confirmation of previous minutes:

Minutes 12th May 2021 CoM meeting. Moved Andy Hill Seconded John Braine. Passed unanimously.

Procedural matters

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Correspondence In: (for noting, unless listed elsewhere)

- 11/5 email from Andrea re David Eyres profile being prepared by Max Heath
- 11/5 email from Andrea with Newsletter 216 attached. Sent to web administrator and link sent out to all members.
- 12/5 email from Insurance broker with details of indemnity policy and invoice and confirming corrected address.
- 12/5 email from Andrea with Collie WEWS agenda attached. Provided to web administrator for calendar.
- 12/5 email from Kerri re copy of insurance quotes for indemnity insurance and query on WAWA contribution to chain saw payments \$100 or \$150. Confirm that it is \$100 on the WAWA minutes but recent Mailout by Secretary stated \$150 by WAWA See Finances.
- 12/5 email from John Braine confirming the cost of replacing trailer chains to be \$60 for each trailer. Forwarded to Bruce Jackson. Approval given as per instructions from May CoM. See other finance.
- 12/5 email from Kerri with EOFY returns requirements and documents for groups to complete. Copied to web administrator for advice on if we can put up on web. Sent out hard copies by conventional email 1/6/21.
- 13/5 email from Alan Williams re website designer and local marketer. See appendix and C&P Sc.
- 14/5 email from Alan Andrews with problem of recovering Newsletter. Not resolved.
- 16/5 email from Andrea re David Eyres funeral service.
- 17/5 email from Gosnells member appreciating making available old Newsletters on web page.
- 18/5 email from Gosnells Convener Alan Andrews advising that the committee can not arrange WEWS for July and making recommendation for a twice yearly super WEWS. Forwarded to all CoM members (See appendix and other business)
- 18/5 email from Andrea on her thoughts on Gosnells letter. See appendix.
- 19/5 email from Glenys Hough on her thoughts on Gosnells letter. See appendix.
- 19/5 email copy from George Murphy (Wandi Convener) advising all group Convners of meeting on 31st July at Wandi calling for agenda items.
- 24/5 email copy of advice and details on chainsaw training requirements
- 24/5 email from CWC on renewal notice. See other financial.
- 25/ onwards various emails with Mary Byers re Merit award citations copies. Ongoing with less than 10 outstanding.

- 26/5 email from Mary Byers Swan Secretary re public demo on 30th May at Gidgegannup.
- 26/5 email from Swan member Steve Foster re number of entries for Competition on 17th April 2019 at Swan. Provided details.
- 26/5 email from Mary Byers Swan Secretary re “that along with the photos of the competition items at each WEWS could the Web mention how many entries in total or across the divisions.” See Group Business.
- 27/5 email copy from Denis Tapley to proposed STEP trainers.
- 28/5 email copy of correspondence re Synergy grant money for Collie group paperwork and payment trail from Collie Secretary and WAWA Treasurer. Noting
- 29/5 email from Registrar to President, Treasurer, and Secretary concerning new debit card facility. See Other financials
- 31/5 email from Andrea re progress on “Arts and Craft mental Health”. See R&P Sc.
- 3/6 email from Lex re details on recent camera purchase. Nikon B500 S/No. 238811 Cost \$387.88 with SD card.
- 4/6 email from treasurer outlining protocols for debit/credit card use. See treasurer are for proposals.
- 4/6 email from Ian Ludford re expenditures for upgrade of Web packages from Wordpress. See C&P Sc for details
- 4/6 email copy from Denis Tapley re subjects preferred by 10 Trainers. See appendix.
- 4/6 email from Ian Ludford with affiliation discussion papers. Appended to agenda.
- 5/6 email from Glenys Hough with apologies for CoM meeting.
- 5/6 email from Kerri Nicholls with additional information on debit card limits policy. Added to minutes.
- 6/6 email query from Registrar re approval of Merit awards (approved last CoM) and with Registrar report notes. Added to the agenda.
- 6/6 telephone contact with Royston Hickenbotham with half a container of various Tasmanian timbers collected in Derby area Tasmania about 20 years ago. Moving interstate and wishes to sell timber and turning equipment. Mixture of wood turning suitable and ordinary wood work (boards). Has provided detailed photos.
- 8/6 email query from Jim Elliot re web page and drawing number 104 location. Provided advice on what and where it is.
- 8/6 email from treasurer with debit card application forms.
- 8/6 email from Registrar re invoice for new badge blanks. See registrar.
- 8/6 email from Andrea with last two newsletters (#2 and 39) to be put up on web.
- 9/6 email from group re merit award nomination. Circulated to CoM for comment.
- 9/6 email from Mary Byers Swan secretary re September competition item query on measurement. Passed onto Barbara for comment.

Correspondence Out (for noting, unless listed elsewhere)

- 12/5 email to Insurance broker requesting coverage for peer to peer insurance as agreed to by April CoM. Invoice received and paid.
- 13/5 placed a funeral notice in The West Australian for David Ayres
- 19/5 emailed Ian Ludford with details on WebMail that Secretary has.
- 21/5 emailed Beyond Tools querying whether they were considering a in house sale display like last year due to cancellation of Woodshow. See Appendix for correspondence and Community Outreach for proposal.
- 7/6 email to WPA re roller door quote and cost requesting permission to go ahead with installation.

Adoption of correspondence Moved Jon Braine Seconded Barbara Jennings. Passed unanimously.

Treasurer:

Accounts

- May Financial Reports: Transaction, Income and statements circulated by email. *Adoption of reports Moved by Kerri Nichols Seconded by Lex McLachlan. Passed unanimously.*
- **Debit card use proposed policy**
 - **It's proposed to call this account “The Debit Card Account”** *Approved unanimously*
 - The card provider is changing the method of operation to a two level authorisation rather than current only provision of card details by introducing

- phone/email SMS notification on 1st June. This means previous operation of card details being provided to other members to use is no longer applicable.
- Current Card holder are the Treasurer and the Registrar. **It is proposed that the Secretary is also issued with a card (application will be needed).** *Approved unanimously.*
 - Initially debit card proposal was to only use it for online purchase where the only option was for a credit card payment i.e. software subscription, death notices and post box renewal etc. This should continue.
 - The card account has a \$1,000 float and it is **proposed that we top it up by \$1,000 when it falls below \$500** (This amount to be reviewed in two months if it is in adequate) *Approved unanimously.*
 - **It is proposed that the Secretary, Treasurer and Registrar should be using it for all insignificant day to day purchases like a petty cash float, with card holder providing a monthly transaction record to reconcile against account records and cost centre allocation.** *Approved unanimously.*
 - **Current petty cash floats held by Registrar to be returned to main account.** *Approved unanimously.*
 - **Collie group grant of \$5,000 from Synergy has been received and to be transferred.** *Approved unanimously.*

Registrar:

- Since middle April (my last COM report) we have had 13 new members, lost 2 deceased, bringing our current total to 506 plus 21 Honorary's, Associates etc.
- I looked back thru the database and found 9 new members who had paid \$40 joining fee since last year's AGM (2 from Melville, the rest from Joondalup. Also, one Mandurah member who paid \$90 renewal in Dec last year and one new Collie member who paid the full year membership in February this year. Most have been contacted regarding the overpayment, with some so far electing to leave as a donation, or put toward next year's fees, and one refund made.
- For finances it might be worth noting that I will need to buy some supplies shortly - name badge stock, toner and drum for the printer, and more envelopes and stamps for sending out new members info. I'm also still waiting for the invoice for the competition certificates which I had printed (400 of each, total \$495).
- **Invoice for new badge blanks for approval to pay \$216.70.** *Approved unanimously.*
- Registrar advised she will be away from last week of July until mid August and their will need to be some backup required.

Procedural Matters for noting

- Group Public Displays for noting
 - Avon on 5th June at Northam Markets
 - Avon display at Gidgegannup Small farm Field Day on Sunday 30th May.
 - Shopping Centre group at Kardinya shopping centre 21st June to 27th June

Affiliation Membership Sub Committee

Document provided to CoM in agenda papers were discussed at length. This included considerations of waiving joining fee, only full membership being offered (no "second class members") providing Safety and Training standards, embedding a turner with group, other community groups being applicable eg Women in Wood, A meeting will be held with the SMS members interested in woodturning next Tuesday. Until this meeting is held and the sub committee then understands the expectations of SMS will it be in a position to make a recommendation to CoM.

Training Sub Committee

Sub Committee chair to report on progress.

PROPOSALS ON TRAINING –

Some patterns are emerging from the very positive response to Dennis' call for trainers. These prompt the following observations.

REMUNERATION: in general, remuneration should conform to the established policies relating to weekend workshops, the whole day of training being equated with a four session day. This form of remuneration reimburses reasonable costs, including preparation time and the purchase of consumables.

A mileage allowance, in line with currently approved repayment may be provided, but there should be no accommodation allowance, except under exceptional circumstance.

[NB: This arrangement should avoid having to meet requirements related to GST.]

Variation of the remuneration rate can be considered where appropriate but any variation must be approved in advance by WAWA's Committee of Management on the recommendation of the Training Subcommittee.

TRAINING VENUE: the venue for training should facilitate training purpose and will normally be a Group workshop. Regional-based training should be encouraged, consistent with containing costs of venue hire and travel.

TRAINING COURSE FEE: all participants will be required to pay a training fee, normally set at a minimum of \$50 for a four-session day.

VIABILITY of TRAINING PROGRAM: consideration must be given to training opportunities that attract a small number of participants. However, in general, the lower limit for all training should be set at five participants. The upper limit of participants shall be determined by trainers according to the training being provided and the facilities available.

A lower number than five participants can be considered in exceptional circumstances, but this will require approval in advance from the Committee of Management on the recommendation of the Training Subcommittee.

OTHER CONSIDERATIONS

1. Participants will provide their own lunch; morning and afternoon tea plus tea and coffee being provided for them.
2. Participants will provide their own training materials or make a pro rata payment for them when provided.
3. Participants will provide their own transport at personal cost unless other arrangements are entered into and approved in advance.

Adoption of proposal Moved Jim Cameron Seconded Andy Hill. Passed by majority.

STEP training meeting of probable trainers (9) on 16th at Melville to map out initial training.

CHAINSAW TRAINING

Course is booked by Denis Tapley for July and will have maximum participants.

Recruitment and Publicity Sub Committee

Sub Committee chair to report on progress.

- Andrea has reported "I haven't been able to progress my search for information on either the research or budget allocations for the "art and craft for mental health" possibilities. I spoke with Jim Cameron at Mandurah and he said his experience suggested that it could be some time before the agencies to be funded from the budget get the money or the "guidance" on how things will be rolled out. So, I'll just have to keep an eye on such media releases before being able to go further."

Communications and Publications sub Committee

Sub Committee chair to report

- Newsletter No matters for CoM
- Bulletin None planned, superseded by Mailjet notices. To be removed from Agenda.
- Website
 - Alan Williams introduction of a potential website developer was followed up. The pages referred to were viewed and are well presented. Based on previous CoM commitments to review the website in July (after 2 months) it is **recommended no further action is take on discussion with external web developers until the review is undertaken in July by CoM. Approved unanimously.**
 - **WPBakery** is the main software package we are using for the website and we still using the free version. **I would like approval to upgrade this package at a cost of a one off U\$45 Approved unanimously.**
 - **TablePress** is the package we use for creating tables - **I would like approval to make a donation of U\$20. Approved unanimously.**

- **Visual Composer Addons** - various features on the web pages - **I would like approval to upgrade at a cost U\$19.** *Approved unanimously.*
- **Proposed that we add the SIGs to the website in the same method as each group** rather than just a page(s) for each SIG. i.e. The address for the Segmenters SIG would be <https://www.woodturnerswa.org.au/segmenters/> Likewise for the embellisher: <https://www.woodturnerswa.org.au/embellishers/> *Approved by majority.*

CoM requested that a questionnaire be sent out to all members via web mail jet requesting feedback on webpage and from items for upcoming conveners meeting to be forward to conveners.

The CoM thanked Ian Ludford and particularly Mary Byers for their efforts in getting the Life Members, Merit Awards and Keith Stout Trophy winners up on web page.

Business raised by COM members or groups

- Swan Committee re “that along with the photos of the competition items at each WEWS could the Web mention how many entries in total or across the divisions.” **Does CoM agree to this being put up on website?** *Approved unanimously.*
- Proposed Merit Award received just prior to meeting to be circulated to CoM for members recommendation.
- September Competition item dimension discrepancy referred to Competition coordinator.

Facilities and Equipment

- Jim Cameron raised the matter of possibility of WAWA reconsidering the extension of its current office area into recently cleared area West of office. There may only be a small window for the opportunity. There was a concept looked at about 3 years ago that may be relevant. Is this the best use of our funds? Further information required from WPA on this matter and to be discussed at next CoM meeting.

Other Finance

- **Approval** to pay annual subscription as nonvoting member of CWC, cost \$30. CoM has decided not to renew the membership to CWC due to no real value or use to WAWA.
- In the mailout advertising the chainsaw training the Secretary stated that the reimbursement from WAWA is \$150 but we have only previously agreed to pay \$100. Do we want to lift reimbursement to \$150 (additional annual cost of \$500 per year) or send out a retraction? **CoM agree to raising reimbursement to \$150.?** *Approved unanimously.*
- Jon Braine confirming the cost of replacing trailer chains to be \$60 for each trailer. Forwarded to Bruce Jackson. Approval given as per instructions from May CoM. To be noted.
- Jon recommended that the trailer electrical systems including modifications to trailer plugs be inspected and certified. *Jon approved to arrange this inspection and cost incurred.*
- Kerri informed CoM that the electrical equipment in the trailers has not been tagged as checked this year and this needs to be done. *CoM approved Jon Braine to organise this and any cost incurred for electrical equipment to be completed when trailers returned from Collie WEWS.*

Community outreach

- Consider participating in alternative to Woodshow at Beyond Tools over 4 days. Further advice required from Beyond Tools. Possibility of running a Competition to replace the Woodshow Competition and award of Cyril Jones trophy to be considered.

Other Business

- The President has negotiated with Gosnells (Alan Andrews) for the WEWS on 16th July to continue as planned and has arranged three demonstrators, Frank Evans,

Denis Tapley and Brian Kirkby for the demonstrations on the day. Gosnells will be arranging the venue and other supporting services such as registration, lunch and equipment.

- It is noted that CoM may need to consider in the future how WEWS are manned
- CoM decided that the proposal from Gosnells on have one or two annual workshops with “guest “ turners of high standing nationally or internationally was not attractive at this time as the monthly activities of WEWS attract about 25% of members and are important social and networking meeting plus central to competition process in improving turning standards.
- It is proposed that CoM consider refocusing the training activities to have at least one session this year in the training calendar that develops specifically the skills to demonstrate along the lines of the one day course run by David Rechter and Norm Gratte. No resolution was reached on this matter.
- Ian Ludford proposed that CoM look at setting up a video screen for skype meeting for its CoM meeting to enhance access by country members. Ian to provide feedback to CoM on costs and methods.
- There has been no response about Conveners meeting agenda. Notices only went out to conveners but need also to go out to secretaries.
- Auditor has requested all documents to be provided to him by 19th of July due to other commitments.
- Replacement TV screen consideration requires proper diagnosis of what the fault is in current screen and if not repairable then quote for new equivalent screen required.
- Missing First Aid box from Chuck Wagon to be replaced before Collie WEWS. Collie to be approached to replace and invoice WAWA for cost.

Meeting closed 3:25pm.

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

Appendix

Financial Reports

WAWA Inc. Balance Sheet 31/05/2021

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$38,767.36	
<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>	\$29,578.85	
<u>Credit Card Bank Account</u>	\$876.65	
<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		\$511,376.96

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		\$18,484.47

Total Equity	\$511,376.96
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Total Liabilities & Equity	\$511,376.96
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