

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

MEETING MINUTES

Date: 14th July 2021

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

Meeting Opened 12:05 pm

Roll Call: Jon Braine Jim Cameron (Immediate Past President), Glenys Hough, Bruce Jackson (President), Barbara Jennings (by Skype), Ian Ludford, , Andrea McCandlish, David Milton, Kerri Nicholls

Apologies: John Atkinson, Andy Hill, Alex McLachlan

Observers :

Confirmation of previous minutes:

Minutes 10th June 2021 COM meeting. **Acceptance, Moved Jim Cameron, Seconded, Ian Ludford Passed unanimously.**

Procedural matters

- Nil

Correspondence In: (for noting, unless listed elsewhere)

- 10th email from Jim McDonald of Swan with missing two newsletters which are now on webpage.
- 9 to 15th June email concern about web page and competition items being incorrect raised by Swan group. Action taken to ensure full and complete competition descriptions and attachment are provided on webpage and in Newsletter.
- 15th email request from Mary Byers re attending Conveners meeting and discussing members profile and stories compilation. Passed on to Wandi Convenor chair of Meeting.
- 16th June various emails on finding outstanding Merit citations. Currently unable to find
 - presented 1995 Pat O'Connor 29 Bunbury Group
 - presented 2005 Bob Sparrow 288 Bunbury Group
 - presented 2013 Edward Norrie 619 Bunbury Group
 - presented 2013 Tom Brixey 1424 Bunbury Group
 - presented 1995 MEMBER NUMBER UNKNOWN Hayward Clifton Mandurah Group
 - presented 2006 Graham Stacey 1894 Mandurah Group
 - presented 2002 Jeff Meldrum 329 Swan Group
- 22nd June email from Noel Moyes re purchase of new HDMI video cables. Cost \$159 authorised.
- 24th June Advice from Craft and Quilt Fair on cancellation of fair new date 3rd to 7th November.
- 24th to 28th various emails on merit award wording feedback from CoM.
- 27/6 email query on date of Conveners meeting, confirmed it to be on 31st July.
- 5/7 cc of email from Registrar re her absence in end of July and August. Ian Ludford responded to assist.
- 5/7 email from Treasurer with EOFY accounts sent to all CoM members.
- 6/7 email from Associations and Charities Branch Consumer Protection with Newsletter No. 28 and a lead article on disputes resolution.
- 6/7 email request from Aiton Sheppard re someone to do a special woodturning job for a member of the public. Circulated to all WAWA members by email due to embedded photo issues
- 11/7 email from Melville convenor Denis Tapley with items for Conveners meeting, passed onto George Murphy.

- 11/7 email cc from Melville Secretary advising Registrar of three deceased members during the month, RoB Shannon #2897, Norm Gratte #1847, Keith Alexander # 1771
- 13/7 email advice from Mundaring Convener re his resignation effective 1st August due to ill health. CoM advised
- 13/7 email copy from Registrar to segmenters SIG group re unregistered previous WAWA member attending meetings not allowed. Segmenters to take action.

Correspondence Out (for noting, unless listed elsewhere)

- 10th June email to private vendor of Tasmanian Timbers indicating we can advertise his timber on our web page. Received photos and placed them along with description on web page.
- 11th June cc of email from Denis Tapley to STEP Trainers and meetings to progress course contents and trainers requirements.
- 11th June draft minutes of CoM meeting sent out to CoM
- 13th June email query to Secretary of Collie re length of lunch break at WeWs. Matter resolved along with menu.
- 14th June email to WPA re quotes for roller door installation asking for approval and cost sharing. Approval to cost share and to proceed given. We pay and ask for reimbursement of half. (See ATTACHMENTS)
- 16th June CoM minutes place on website page.
- 21st June Collie WeWs competition results on web page with photos.
- 24th June CoM advised of the passing of Norm Gratte, Life Member. Agreed a Death Notice be placed in Westralian Newspaper on behalf of WAWA members. Arranged
- 6/7 Query sent to Beyond Tool Concerning a replacement activity for Woodshow
- 12/7 Enquiry to Roller Door contractor re time frame to install door.

Acceptance, Moved Ian Ludford, Seconded, Jon Braine Passed unanimously.

Treasurer:

Accounts

- June and EOFY Financial Reports; Transaction, Income and statements circulated by email. **Acceptance, Moved Kerri Nichols, Seconded, Jon Braine Passed unanimously.**
- ACCEPTANCE OF EOY account and readiness for Audit. Issue of donations being made direct to groups by members and how this is recorded is to be clarified by Treasurer with Auditor providing recommendation. Some outstanding EOY matters to be resolved, missing information from Mundaring, and some from Wandi. Treasurer following up these matters and promised reports ready for Auditor on 19th July.
- A Draft Budget for the 2021-22 year is to be prepared for tabling at next CoM meeting **Moved Jim Cameron, Seconded Glenys Hough. Passed unanimously.**

Registrar:

- Membership update. Two new members. Three deceased all from Melville Rob Shannon (#2897), Norm Gratte(# 1847 Life Member) and Keith Alexander (#1771 Merit Award).
- ,Ian Ludford standing in as Registrar for Barbara while absent in late July and August.

Procedural Matters for noting

- Group Public Displays for noting
 - NONE REPORTED
 - Craft and Quilt Fair postponed until November 3rd to 7th
 - Replacement event for WoodShow, Beyond Tools negotiations in progress. To be resolved before 17th July Gosnells WeWs.

DBC Act & Regulation Negotiations on Craft Wood Licence

After a review of correspondence from Ian Keally and update on discussion held at Creedon Station last month it was decided that further escalation of action be taken due to stalled situation by officers of department in clarifying situation. A letter will be sent to the Director General of the Department of Biodiversity, Conservation and Attractions (DBCA), (reviewed by Bruce Jackson, Jim Cameron, Barbara Jennings)

Affiliation Membership Sub Committee

A report on the meeting with the SMS indicated that there was little or no interest in any of this group joining WAWA. No further action to be taken on possible affiliation process.

Training Sub Committee

Jim reported that STEP programs are being put together by Denis and trainers. It was expected that details will be out in late July/August. David outlined the types of courses being considered by the trainers who have been paired up based on meeting held three weeks ago. Jim indicated that Denis may need a float to run program but no specifics provided. Some discussion ensued on the use of the term Masterclass to describe the programs. Jim to clarify with Denis the description. No proposal yet made on how the program details will be circulated to members, may be by web, newsletter or Conveners meeting or group meetings. CoM expressed a need to get the program going to see what the level of interest is and how the courses actually deliver the expected results to members. Ian suggested we should video key training for future reference.

Recruitment and Publicity Sub Committee

NO REPORT

Communications and Publications Sub Committee

- Newsletter 217 published today and sent to secretary. To be posted on web and link sent to all members tonight.
 - Andrea indicated that she will not be nominating for CoM after serving for 8 years and as Newsletter editor for that period and that this may mean a new editor is required. Matter to be decided by CoM on how editors role will be handled. **The CoM heartily endorsed the President's thank you to Andrea for the effort over the past 8 years.**
 - The Newsletter has the nomination form and the status of current CoM members, who is up for re-election, who is not re-standing and who is mid term. No nominations yet received by Returning officer.
- Website
 - Proposed Survey form to be loaded onto web and link to be sent to get member feedback.
 - Proposed video conferencing facility for CoM meeting to be investigated along the line of the proposal and trialled. Purchase of Telstra SIM with monthly data package (5 Gigabytes) for \$15 per month approved. Type of web camera, screen and microphone to be trialled by Ian and Secretary with possible implementation in August.

Facilities and Equipment

- Trailer Storage shed door modification. Approval to commence work has been given. along with WPA agreeing to pay half the cost. Contractor approached for time to commence work.
- The Audio visual and "chuck wagon" trailers were inspected in June, wiring harnesses and towing chains repaired and made more usable. There is a minor repair needed on one of the flat connector cables (Jon to resolve). All electrical equipment was inspected and tagged as safe by licenced electrician. Issue with current locks and keys in that locks have recently been destroyed and we are unable to get replacement ones that have the common key. Can be remedied by purchase of new locks for both trailers which can be reconfigured for common key (bigger lock). CoM decided to wait until trailer consolidation is considered.
- Trailer issue of condition and materials contained within them. Jon reported problems with Audio Visual trailer with rust and hazardous doors. Issues with surplus equipment and items in "chuck wagon" trailer. To allow a decision by CoM a clear list of what equipment is needed by WeWs and groups with intention of consolidating all into a single larger trailer purpose built. Jon to prepare for next CoM.

Other Finance

- Approval of purchase of replacement screen for failed Panasonic screen, Cost \$695, Hitachi 68' screen with three year warranty from JB HIFI, Myaree. **Approved**
- Approval of expenditure of \$177.75 on Norm Gratte Funeral Notice. **Approved**

Community outreach

- Lex investigated NDIS and possible community engagement by person seeking craft activities. It was recommended that the NDIS route is best pursued by individual groups letting local provider know of their facilities which may be of use to NDIS clients
- Lex also informed the CoM that the Royal Show will be proceeding (25th September to 2nd October) and that they want the Woodturners to carry out demonstrations like previous year. They will donate \$1,000 to WAWA. Lex will be contacting groups re their involvement, Melville group will be covering three days.
- Kerrie Nichols presented information on a proposal by Steve Horley (Mandurah) concerning permission to video training of new turners and publishing on Web (Doe WAWA have any policy). **CoM has no policy on this matter, so it decided that Steve should provide it with a or some videos that are intended to go onto web so that a decision can be made on what if any policy may be needed.** The issue of live streaming will only be addressed after the first proposal is considered by CoM.
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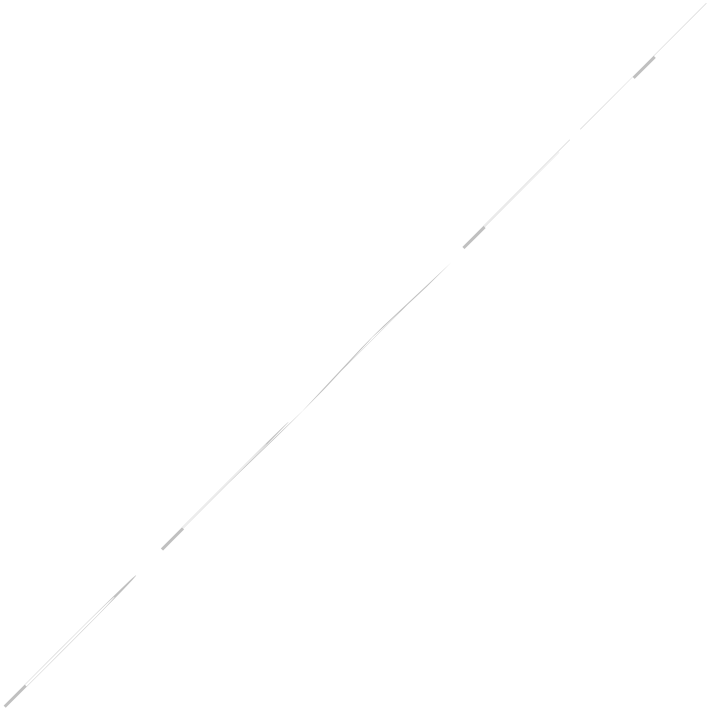
Other Business (Business raised by COM members or groups)

- Kerri and Glenys to learn the Audio visual skills and system used at WeWs from Noel Moyes with intention of recording WeWs demonstrations (with permission of Demonstrator). May need to purchase additional SIM cards. Editing of vision to be looked into and how the final form is used. Barbara has effectively used free software "Lightworks" for editing.
- A SWOT of shopping centre group and replacement activities to promote WAWA and woodturners output needed. To be prepared by secretary and reviewed by Jim Cameron for presentation at August CoM meeting.
- Convenors meeting agenda items are currently limited to about 6 (one received so far read out to CoM) and with matters raised at CoM today will form the basis of agenda being prepared by Wandi as hosts. Agenda to be circulated to both Convenors and Secretaries of groups.
- Letter to be sent to retiring Mundaring Convenors recognising his long service to keeping group active.
- Received Merit awards to be circulated. Registrar needs information within next few day so certificates can be prepared for any awards prior to absence in August.
- CoM decided that it the President must have authority to purchase a suitable award item should they decided an Eneabba Award will be made.
- Melville group has been informed by Melville council that a budget approval was made for the extension to their club rooms. Total expenditure approx. \$1.6 million, with approx. \$350k spent this financial year in pre works and the building in 2022-23 year with expenditure of \$1.25 million. The group has consequently committed to planning and erecting a significant storage shed adjacent to the room for an expected cost of about \$25k, to be completed before end of this year.
- AGM trophies will cost between \$650 and \$750 depending on annual awards.
Approval for Barbara to commit this expenditure and have trophies prepared. Moved Jim Cameron. Seconded David Milton. Passed unanimously.

Date of next meeting: Wednesday 11th August 2021 12:00 pm Carvers Room Wandi.

Appendix

Financial Statements



WAWA Inc. Balance Sheet 30/06/2021

Assets

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|------------------------------------|--------------|---------------------|
| <u>Current Assets</u> | | \$0.00 |
| <u>Cash at Bank</u> | \$37,218.74 | |
| <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> | \$0.00 | |
| <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>Debit Card Bank Account</u> | \$816.76 | |
| <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 | | \$509,668.45 |

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 | | \$16,775.96 |

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|---------------------|---------------------|
| Total Equity | \$509,668.45 |
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|---------------------------------------|---------------------|
| Total Liabilities & Equity | \$509,668.45 |
|---------------------------------------|---------------------|