

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

**MEETING MINUTES**

**Date: 11<sup>th</sup> August 2021**

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

**Meeting opened 12:08**

**Roll Call:** Jon Braine Jim Cameron (Immediate Past President), Glenys Hough, Bruce Jackson (President), Ian Ludford, Andrea McCandlish, David Milton, Kerri Nicholls, Andy Hill, Alex McLachlan

**Apologies:** John Atkinson, Barbara Jennings

**Observers :**

**Confirmation of previous minutes:**

Minutes 14<sup>th</sup> July 2021 COM meeting. Acceptance Moved Glenys Hough, Seconded Jon Braine. **Passed Unanimously.**

**Safety matters**

- Robin Campbell tripped and fell after the Gosnells WeWs while helping to pack up. A box she was carrying was broken. Fortunately, there was no injury to Robin. Insurer and Gosnells Group informed of the incident. No further action required.

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

- 18<sup>th</sup> Jul email from Glenys Hough re trailer issues (see attachment)
- 18<sup>th</sup> Jul cc of email to Competition co-ordinator from Kerri Nichols re measurement and judging improvements
- 19<sup>th</sup> July Email from Barbara on items for next CoM meeting (see appendix)
- 20<sup>th</sup> July email from Steve Forster re privacies issue of names and information in Newsletter. Response given about inclusion of only necessary information due to low number of generic contact details.
- 22<sup>nd</sup> July Contact details for Web Messages changed from Webmaster to Secretary.
- 22<sup>nd</sup> July email from Avon Show re Woodcraft judge requirements. Forwarded to Avon group for assistance which they will follow up on.
- 26<sup>th</sup> email from member of public for information on lessons in Joondalup area. Passed onto Wanneroo Joondalup Group.
- 26<sup>th</sup> July email from Insurance Broker requesting data for issuing new invoice etc for Insurance. Awaiting Audit report.
- 27<sup>th</sup> July email from member having trouble with feedback form submission. Information provided.
- 27/7 email from Stephen Adams asking for his removal from email list. Completed.
- 28/7 email from member of public inquiring on availability of lessons
- 29/7 email from member of public concerning jarrah furniture available in Swan area. Swan group advised.
- 29/7 email from Kevin Cheetham re Owen O'Neill Merit citation possible location. Still looking for it.
- 29/7 emails from Denis Tapley re promoting STEP program and the circulation of Callisthenics apparatus. Mail jet sent out.
- 30/7 email from Beyond Tools re new dates for support of their open days. Clash with Joondalup WeWs. Conveners meeting informed.
- 1/8 email of minutes of Conveners meeting, forwarded to all Conveners and Secretaries.
- 3/8 email from Bunbury member querying his result from Gosnells WeWs, particularly measurements. After a review and providing member detailed information on his results and how they were determined he agreed that they were correct.

- 3/8 email from Swan Secretary with 2021-22 Office bear info. Passed onto Registrar and Treasurer.
- 3/8 email of tree felled in Swan valley available for wood turning. Swan group advised.
- 5/8 email from Avon member re STEP workshop venue, forwarded to co-ordinator.
- 5/8 email from Wandi member re STEP workshop dates, forwarded to co-ordinator
- 5/8 email from Melville with new committee names.
- 5/8 email request from Mundaring to keep both Peter Compton and Hans on Executive mailing list.
- 6/8 email from Bunbury with new committee names.
- 6/8 email complaint from Swan member about web page For sale site. Investigated the issue and found that an error made in loading information, information correctly loaded and member informed requesting additional information and problem resolution. No response from member to date.
- 6/8 email from Swan member re STEP workshop dates, forwarded to co-ordinator.
- 7/8 cc email from STEP co-ordinator to applicants with details of their course for Long Stem Box and payment details
- 7/8 email re problem with information on webpage with respect to the Bunbury workshop venue. Correction made.
- 8/8 email with Swan's competition item
- 8/8 email with Melville's competition items
- 8/8 cc of treasurer email with financials for July
- 9/8 email from Swan member re STEP workshop venue, forwarded to co-ordinator
- 9/8 email of Collie's competition item
- 9/8 mail from PO Box 6 invoices for registrations of trailers,

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

- 14<sup>th</sup> Jul emailed Merit award nominations circulated to CoM. CM response supports awards.
- 15<sup>th</sup> Jul emailed draft minutes, on small change to SIM card details. Minutes on web on 21<sup>st</sup> July.
- 18<sup>th</sup> July email to Robin Campbell re any injuries from a reported fall. Insurer alerted and Gosnells convener follow up.
- 18<sup>th</sup> July email to Terry Holl re Rudi diagram of Ibis on web page.
- 20<sup>th</sup> July email to member of public following up on job request being completed satisfactorily. All Ok.
- 2/8 emailed out Conveners meeting Agenda.
- 2/8 emailed request to Jock McFadyen to bring his piece exhibited at the AAW virtual gallery to Bunbury Workshop for WAWA members to see. He agreed.
- 9/8 email to Returning officer requesting update of nominations for CoM. Two received, D.Milton and David Finch.

Acceptance Moved Jon Braine, Seconded Andy Hill. **Passed Unanimously.**

**Treasurer:**

**Accounts**

- July and EOFY Financial Reports; Transaction, Income and statements circulated by email Acceptance Moved Kerri Nchols, Seconded Ian Ludford. **Passed Unanimously**

**Registrar:**

- Membership update, 4 new members joined in the month.

**Competitions:**

- The Open competition normally held at Woodshow in August could be run either at Beyond Tools (October 15 to 17<sup>th</sup>) or at Royal Show (25<sup>th</sup> September to 2<sup>nd</sup> October). Consideration of this matter included that we need to ensure items are secured, may need more space. Royal Show offers the greatest public exposure and they support us by donating \$1,000 and free entry for demonstrators. If Royal Show becomes a problem, we could consider the Craft and Quilt Fair in November as an alternate venue. **ACTION:**

- **Secretary to advise membership that we are going to hold Open Competition at Royal Show with details to follow**
- **Lex to follow up on Machinery Hall managers re space**
- **Secretary/Competition Co-ordinator to provide details of competition organisation etc. and publicise.**

- **Beyond Tools demonstrations to be supported , roster to be drawn up by Secretary, clash with Wanneroo Joondalup WeWs recognised but manageable.**
- A request to have an overall phot of all items either collectively or as skill levels.  
**Action: Lex to trail this at Bunbury WEWs.**
- From Conveners meeting: “CoM to confirm decision on handling of competition items by attendees at the WeWs. It was also recommended that makers who know their item is fragile that they put a small sign next to their item so that members are particularly careful when handling them”. **Decision: Competition items were permitted to be handled at Gosnells in line with Government easing restrictions. This will continue unless government re-impose restrictions. Competitors to label their items if handling an issue (Competition Officials excluded).**
- Avon date and Melville dates, Melville approached “WAWA would like to pull back the WeWs date from 3rd Sat Feb to either 1st or 2nd Saturday in Feb 22 to accommodate Avon date (1st Sat March)” Awaiting advice from Melville.
- 2022 COMPETION ITEMS, **see attachment.**

#### **Procedural Matters for noting**

- Group Public Displays for noting
  - Swan group September 4<sup>th</sup> York Agricultural Show
  - .Various groups Perth Royal show

#### **DBC Act & Regulation Negotiations**

NO REPORT

#### **Affiliation Membership Sub Committee**

NO REPORT.

#### **Training Sub Committee**

Jim Cameron gave an update, first STEM course will be run on the 19<sup>th</sup> August at Wandi (Long Stem Box) Some confusion on payment system as no payment in cash can be made on day. Club treasurer must issue a receipt if payment made to them, WAWA treasurer to advise if payment made direct to WAWA by EFT. **Ian Ludford and Jim to clarify payment process with Denis Tapley.** Glenys requested that the STEP course be placed in chronological order on web. **Ian Ludford to arrange.**

From the Conveners meeting “in regard to numbers/subsidies available for Chainsaw Training. Action: Recommendation to CoM for a budget to be allocated to the training department for chainsaw training. Empower the training group to have a say in the WAWA budget, also enabling them to spend the allocation as required.” **Decision: Accepted unanimously**

- WAWA CoM will prioritise the training needs, CoM have allocated a budget of \$4,200 for training related activities in 2021-22 financial year.
- Current priorities are First Aid and Chain saw training. The training subcommittee to advise CoM of requirements of training, including Demonstrator, Judging etc. YTD approx \$1,500 of WAWA subsidies already expended on chain saw and first aid training.
- Web will be used to list trained people, particularly Chain saw accredited.
- Jim Cameron, Ian Ludford and Bruce Jackson to review training proposals, policy, procedures and guidelines and make recommendations to CoM on expenditures.

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

NO REPORT

#### **Communications and Publications sub Committee**

- Newsletter due out at end of the month. Pressing Issue is the replacement Editor with Andrea stepping down. Members to be more widely canvased on replacement
- Website: The Melville group web site has been developed as a model for all groups who need it web sites. Comments are required before Ian intend to complete by end of next week.
- Richard Berkman drawing can be put onto web but need to be in sequential order, Ian is sorting out direct with Richard. The issue of public access is yet to be resolved but it is likely that the are will remain a members only area.

#### **Facilities and Equipment**

- Trailer Storage shed door modification. The contractor has measured up the door and it was ordered on 9/8. Awaiting delivery and installation. Bollard purchased and will be installed after new door placed.
- Trailer REPORT PENDING. Issue of modification of the audio-visual trailer with respect to safely handling new speaker box is to be resolved. **Jon Braine and Glenys authorised to have trailer modifications made to remove the hazard(s) Moved David Milton Seconded Ian Ludford. Passed Unanimously.**
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#### **Other Finance**

- Budget forecast for 2021-22 is attached. It was noted that the forecast income may be in jeopardy due to items of income unlikely due to Covid related issues with Woodshow and Shopping centre group (possible \$4,000 shortfall) Moved Jim Cameron Seconded Ian Ludford: **“ That the draft budget be presented in its current form to the incoming committee alerting the potential income shortfall this financial year” Passed Unanimously**

#### **Community outreach**

- Steve Horley (Mandurah) Video of turning onto web has progressed internally only with some recording of teaching but is finding editing and large files an issue. Work in progress.

#### **Matters from Conveners meeting (unless noted else where.**

1. “WAWA policies regarding generic emails addresses for convenors and secretaries of the groups. It was suggested that this is covered in the Handbook. Action: CoM to examine the policy of electronic communication in the hand book” Ian Ludford has already developed a generic list of email addresses for each group executive and these are now available. Yet to be completed are the procedures policy and guidelines for the use of these addresses before we implement.
2. “There are many more drawing done by Richard which Swan group has access to on their Swan Link. Should WAWA wish to avail themselves of these drawings they would need to talk directly to Richard. Action: CoM to address” Ian Ludford has contacted Richard and progress has been made on up loading drawings with continuous sequence numbers. Issue of public access to be finalised but it would appear that the drawings will remain in members only area, no public access.

#### **Other Business (Business raised by COM members or groups)**

- Melville are progressing their storage shed design now that planning approval has been given and finalising the plans for building approval. They may need to approach WAWA CoM for some repayable bridging finance possibly in the order of \$5k to 7K. latter this year. With the consent of CoM Melville members were allowed to stay and answer questions but took no part in deliberation. **Recommendation. CoM in principle supports an application from Melville for a repayable loan (capped at**

**\$7,000), no interest, monthly repayments probably only for one year but would wait for specific actual details before finalising agreement.**

- Lotteries West Grant process Andrea to follow up on this matter and report back to CoM on current application process.
- Lex has a request from Mary Byers that the Wooden Lathe (Our Logo) be displayed at the AGM and Royal Show along with the gifted turned items collection. **Approved.**
- Ian Proposed that we look at providing deceased WAWA members estate executor the services of members to place fair values on turning equipment and materials. To be placed on webpage. **Approved.**
- Bruce raised the issue of machine aided turning i.e. CNC type turning on behalf of a Mandurah member. **CoM's position at the moment is that we need to accept that this is a reality, and we cannot prevent this from happening or items that may come to the competition may be made in this way.**
- Andrea brought up the matter of Swan Group may be in need of a new meeting location and activity centre due to imminent closure of the Senior Citizens centre. NOTE: Subsequent to this the Swan Secretary informed the WAWA Secretary this may be as early as May 2022.
- Shopping Centre Group discussion held over to future meeting.
- Bruce to have Honour Boards updated for AGM.

Meeting closed 2:59 pm

**Date of next meeting: Wednesday 8<sup>th</sup> September 2021 12:00 pm Carvers Room Wand.**

Appendix

# WAWA Inc. Balance Sheet 31/07/2021

## Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$33,725.30	
<u>Cash held by Groups</u>	\$114,286.38	
<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>	\$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>	\$803.20	
<u>Loan to Gosnells Group</u>	\$0.00	
<u>Prepayments</u>	\$905.00	
<u>Non Current Assets</u>		\$0.00
<u>Plant &amp; Equipment</u>	\$256,045.92	
<u>C</u>		\$0.00
<u>Imbalance-AUD</u>		\$0.00
<u>Orphan-AUD</u>		\$0.00
<b>Total Assets</b>		<b>\$519,958.06</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>	\$25,404.08	
<u>Plant &amp; Equipment</u>	-\$11,603.47	
<u>Members Funds b/fwd</u>	\$492,892.49	
<b>Retained Earnings</b>		<b>\$13,264.96</b>

<b>Total Equity</b>	<b>\$519,958.06</b>
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<b>Total Liabilities &amp; Equity</b>	<b>\$519,958.06</b>
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		Chris Ring Audit Outcome	Kerri As of 30/06/2021 YTD	Budget 2021	Budget for COMM Consideration 2022
<b>INCOME</b>			<b>2021</b>		
Subscriptions	Includes refunds of overpayments	\$ 28,461.00	\$ 28,461.00	\$ 28,000.00	\$ 28,000.00
Nominations	Includes refunds of overpayments	\$ 1,900.00	\$ 1,900.00	\$ 3,000.00	\$ 3,000.00
Name badges		\$ 100.00	\$ 100.00	\$ 200.00	\$ 200.00
Late Subs			\$ -		
Shopping Centre Group		\$ 1,768.00	\$ 1,768.30	\$ 2,000.00	\$ 2,000.00
Woodshow ?? Cancelled Covid				\$ 2,500.00	\$ 2,500.00
Weekend Workshops		\$ 3,828.00	\$ 3,828.00	\$ 4,500.00	\$ 4,500.00
Royal Show Cancelled Covid				\$ 1,000.00	\$ 1,000.00
Term Deposit Bank Interest plus Cheque Acc interest....Reinvested in term account... Money not available		\$ 1,407.00	\$ 1,407.11	\$ 2,500.00	\$ 2,500.00
Advertising		\$ 300.00	\$ 300.00	\$ 400.00	\$ 400.00
Trailer licence reimbursement		\$ 262.00	\$ 261.35	\$ 200.00	\$ 200.00
Training Reimbursement from Participants		\$ 1,600.00	\$ 1,600.00	\$ 2,000.00	\$ 2,000.00
Master Classes			\$ -		
Donations (Beyond Tools + Busselton Shire Hall Costs)		\$ 1,200.00	\$ 1,200.00	\$ -	\$ -
Other Income (Flower Georgi Widgit and Swallow payment errors)	New "suspense" account created for payment errors	\$ -	\$ 418.50	\$ -	\$ -
Busselton Community Grant			\$ -	\$ -	\$ -
Main Roads Grant Avon			\$ -	\$ -	\$ -
Mandurah City Grant Mandurah Group			\$ -	\$ -	\$ -
Lotterywest			\$ -		????????
Equipment sales			\$ -	\$ -	\$ -
Collie Group Synergy Grant		\$ 5,000.00	\$ 5,000.00		
	<b>TOTAL INCOME including interest</b>	<b>\$ 45,826.00</b>	<b>\$ 46,244.26</b>	<b>\$ 46,300.00</b>	<b>\$ 46,300.00</b>

## EXPENDITURE

Advertising and Promotions		\$ 110.00		\$ 600.00	\$ 600.00
Audit Fee		\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00
Bank Fees		\$ 12.00	\$ 11.50	\$ 60.00	\$ 60.00
Bereavement Notices			\$ 110.50	\$ 200.00	\$ 200.00
Com meeting expenses... catering and room hire	Room Hire(\$1200)	\$ 1,387.00	\$ 1,399.40	\$ 1,450.00	\$ 1,450.00
Computer Expenses software costs	New registrar computer added to equip purchase	\$ -	\$ 1,207.55	\$ 1,000.00	\$ 1,000.00
<b>Equipment Advance</b>		\$ 10,005.00	\$ 10,005.00		
Equipment Purchases	Trailer??? Camera, light, 1st aide trailer	\$ 1,934.00	\$ 636.88	\$ 4,500.00	\$ 4,500.00
Equipment repairs	Mandurah Insurance Claim and Speaker Box	\$ 2,010.00	\$ 1,981.20	\$ 500.00	\$ 500.00
Gifts		\$ 45.00	\$ 45.42	\$ 300.00	\$ 300.00
Hall Rent/Hire		\$ 2,645.00	\$ 2,645.50	\$ 3,000.00	\$ 3,000.00
Insurance		\$ 4,221.00	\$ 4,250.00	\$ 5,300.00	\$ 5,300.00
Library Books and Journals		\$ 290.00	\$ 289.71	\$ 500.00	\$ 500.00



Library Videos/DVDs			\$	300.00	\$	300.00	
Master Class Expenses			\$	-			
Member Registration Expenses			\$	-	\$	-	
Miscellaneous	New "suspense" account created for errors	\$	-	\$	428.13	\$	-
Monogram Badges		\$	660.00	\$	660.00	\$	700.00
Name Badges		\$	217.00	\$	216.70	\$	200.00
Newsletter Printing (Including postage)		\$	-	\$	52.80	\$	-
Postage		\$	249.00	\$	249.00	\$	500.00
Printing and Stationery	Includes newsletter printing	\$	861.00	\$	848.57	\$	800.00
Prize Money - members	This year shows less \$400 Jeff Gitto & no woodshow \$480 * 10 = \$4800 + \$1800 woodshow	\$	4,160.00	\$	4,160.00	\$	6,500.00
Prize monies - interclub competition pieces	\$5 per piece	\$	2,999.00	\$	2,999.00	\$	3,000.00
Registration (Trailers)		\$	496.00	\$	495.55	\$	500.00
Repairs Trailers		\$	415.00	\$	533.67	\$	400.00
Royal Show Proceeds Distributed	Cancelled					\$	1,000.00
Beyond Tools Proceeds Distributed		\$	600.00	\$	600.00	\$	600.00
Storage (Trailers) Rent	Add New garage lock/access door???	\$	600.00	\$	600.00	\$	600.00
Subscriptions		\$	247.00	\$	246.63	\$	180.00
Telephone		\$	35.00	\$	35.17	\$	200.00
Towing (Trailers)		\$	424.00	\$	424.00	\$	1,650.00
Training		\$	2,500.00	\$	2,500.00	\$	4,200.00
Travelling Expenses		\$	450.00	\$	450.00	\$	1,500.00
Trophies		\$	768.00	\$	768.30	\$	700.00
Website Expenses		\$	74.00	\$	74.23	\$	2,000.00
Weekend Workshop Catering and other expenses		\$	878.00	\$	877.76	\$	600.00
Woodshow Expenses + Craft Fair Expenses						\$	3,000.00
Other (SIG WEWS Moneys)		\$	63.00			\$	500.00
Busselton Community Grant				\$	-	\$	-
Mandurah City Grant Mandurah Group				\$	-	\$	-
Main Roads Grant Avon Group				\$	-	\$	-
Lottery Commission Grant Mandurah				\$	-	\$	-
Lottery Commission Grant Avon				\$	-		
Lottery Commission Grant Bunbury				\$	-		
Lottery Commission Grant Collie				\$	-		
Lottery Commission Grant Gosnells				\$	-		
Lottery Commission Grant Melville				\$	-		
Lottery Commission Grant Mundaring				\$	-		
Lottery Commission Grant Wandi				\$	-		
Lotterywest							
Collie Synergy Grant		\$	5,000.00	\$	5,000.00		
<b>TOTAL EXPENSES</b>		<b>\$</b>	<b>44,675.00</b>	<b>\$</b>	<b>45,122.17</b>	<b>\$</b>	<b>47,360.00</b>

Surplus before equipment allowance

Surplus/Deficit

\$	1,151.00	\$	1,122.09	-\$	1,060.00	-\$	1,060.00
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# Competition Items for 2022

## February 20<sup>th</sup> — Melville

Three or more stacked or nested boxes of any size or form

## March 20<sup>th</sup> — Avon

Mortar and Pestle. Mortar Min 100x100 Max 150x150 . pestle to suit.

## April 17<sup>th</sup> — Swan

A multi axis bowl in a bowl from one piece of wood. Diameter of the outer bowl 180mm minimum. Maybe embellished.



## May 15<sup>th</sup> — Mandurah

A multi axis turning, minimum of 3 axis with no other restrictions

## June 19<sup>th</sup> — Collie

A three corner bowl, any size.

## July 17<sup>th</sup> — Gosnells

## August 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> — Wood Show

## August 21<sup>st</sup> — Bunbury

## September 18<sup>th</sup> — Wandi (AGM)

Ginger storage Jar and would like the measurements for height etc to be used. Embellishment of some sort must be a part of the finished items.

## October 16<sup>th</sup> — Joondalup-Wanneroo

'A Child's Toy (mostly turned)'. We request that, after the competition these be donated by the entrants' Group, to a charity collecting Christmas toys for needy children

**November 20th — Busselton**

## **SPARES**

Melville group submits the following two items for the 2022 calendar year competitions in order of preference.

2. Design and turn a box with a finial. The finial must be at least twice the height of the base. The overall height must be at least 180mm (60mm + 120mm). The box may be laminated, segmented and/or embellished.

Wandi has two items in order of preference (they attached diagrams)

2. Storage jar

Mandurah

2nd choice, Bowl consisting of 3 or more timbers, minimum 250 mm diameter