

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

MEETING MINUTES

Date: 8th September 2021, at 12:00pm

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

Opened 12:00 Noon

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

Apologies:, None

Observers : None

Confirmation of previous minutes:

Minutes 11th August 2021 COM meeting. **Moved:** "That minutes be accepted" Jon Braine. Seconded Ian Ludford. Passed unanimously.

Safety matters

- None reported.

Correspondence In: (for noting, unless listed elsewhere)

- 9/8 cc of email to Web consultant re additional email addresses for all groups executives; Have been provided but awaiting implementation protocols. See subcommittee reports
- 9/8 various emails re concern of member about for sale page issues. Matter resolved.
- 10/8 email of Joondalup/Wanneroo AGM results of new committee and competition item.
- 11/8 email of Avon's competition item
- 11/8 Auditor report hand delivered along with financial report and invoice. Treasurer has copy.
- 13/8 email inquiry for courses in Fremantle area, referred to Melville group.
- 16/8 email from Mandurah with competition item
- 16/8 email from Mundaring with EOY information, forwarded to Treasurer
- 17/8 email cc from Men's Shed CEO about attending WA men's Shed Conference. Se attachments.
- 17/8 email correspondence sorting out judge for WEWS.
- 18/8 email from Roller door installer confirming order of door and installation in early September
- 18/8 email cc of Wandi Program for AGM WeWs.
- 18/8 email from Collie advising Ian Whiteaker will be their reporter.
- 19/8 email from member of public re advertising a lathe. Arranged for it to be put on web site for one month.
- 19/8 email from WPA re fair in November. Forwarded to Wandi Convener.
- 20/8 email from insurer with new policy and invoices. Forwarded to treasurer.
- 20/8 email from Glenys Hough on the success of first STEP course, forwarded to trainers.
- 23/8 email from member of public re courses in Heathridge area, sent to Joondalup /Wanneroo group.
- 24/8 cc email from Denis Tapley re information on Hollow form STEP course re scheduling.
- 24/8 email from Bunbury re missing item from WeWs. Circulated with mail jet
- 25/8 email from Bunbury group with competition item
- 25/8 email from member of public re sale of custom lathe, placed add for one month on web for sale page.
- 25/8 email from group secretary requesting CoM consider banning non vaccinated persons from any WAWA meeting. No details provided nor arguments, referred back to group requesting additional information and details. Request withdrawn.
- 27/8 email from Busselton group re competition item (2 supplied)

- 24/8, 27/8, 1/9 email forwarded from Busselton with information to help run Non for Profit groups. Circulated to group executives and Com members for their information.
- 27/8 email from member of public concerning turning 4 2m long posts, referred to commercial turner.
- 27/8 email forwarded to editor with Collie group information for newsletter.
- 29/8 email from member of public about turning of teak finials, referred to Swan Group.
- 30/8 email from Matt Lanagan re offer to take on Editors role. Correspondence with Matt and Andrea to make this happen. See Subcommittee report.
- 30/8 Query from member of public re getting shoehorn, forwarded to Brian Fowlie.
- 30/8 email of Agenda item from Glenys Hough. See Competitions
- 30/8 email general enquiry about woodturning furniture finish. Referred to look up closest group to get advice.
- 30/8 email from Insurance Broker with interim certificates of currency while awaiting issuance of final certificates. Circulated to all groups.
- 1/9 email from group convener about fees for member joining this week. Provided.
- 2/9 email from roller door installer confirming door will be ready on 6/9 and will advise of installation date.
- 2/9 email from Insurance broker with al new certificates, circulated to all groups
- 3/9 cc email of august financial information sent to CoM members
- 3/9 email from Competition Co-ordinator with 2022 competition item proposals. See attachment.
- 6/9 email re codes for trailer key boxes. Responded
- 6/9 email of additional NFP resources and help.
- 6/9 email of information on Mundaring group and suggestion CoM don't care about it. Responded appropriately with facts.
- 6/9 email cc of building application for Melville's groups Storage Shed.

Correspondence Out (for noting, unless listed elsewhere)

- 1`2/8 email to Beyond Tools confirming we will attend October trade show and have members man the display.

Matter of clarification requested on item of 6/9 concerning Mundaring and suggestion of CoM don't care. Full email read out and full response read out t o CoM.

Moved: "That Correspondence be accepted" Ian Ludford Seconded Barbara Jennings. Passed unanimously.

Treasurer:

Accounts

- August Financial Reports; Transaction, Income and statements tabled to al CoM.
- Note yet to have Noel Moyes miss payment reversed.

Moved: "That financial reports be accepted" Kerri Nichols Seconded Andy Hill. Passed unanimously.

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Registrar:

- Membership update.
 - 4 new members this month

Competitions:

- The draft 2022 calendar and proposed items discussed.
 - Need to get photo of ginger jar
 - Some clarification of items wording made
 - Intention is to make items more utilitarian and open to a range of methods and utilising a variety of techniques including segmenting and embellishing to be sent out ASAP.
 - Consider getting SIG more involved in judging and aware of the criteria used.
- Proposal from Glenys Hough concerning expanding classes, notes were provided in agenda.
 - How do we define beginners/new turner Barbara will look at this matter and provide a briefing for next CoM meeting, Including matters of financial implication, scoring, defining who is in what class and any guideline implications?

Procedural Matters for noting

- Group Public Displays for noting
 - Baldivis Lions Club Market Sat 4th September Wandi group three members.
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DBC Act & Regulation Negotiations

Nothing happening. Need a letter to director general. Secretary to progress this matter

Training Sub Committee

Proposal attached as separate document, Training Program Guidelines Moved Jim Cameron, Seconded by John Atkinson.

Approved that the guidelines be adopted as presented.

Recruitment and Publicity Sub Committee

NO REPORT

Communications and Publications sub Committee

- Newsletter New Editor, Matt Lanagan from Bunbury has agreed to take over. Andrea will hand over all editorial files and equipment, to liaise direct with Matt.
 - Need co editor out of com to ensure content ok. Web site meshing issues. New committee to consider.
- Website :The Melville group web site has been developed as a model for all groups who need it web sites. Comments are required but none were forth coming to meeting, Held over to next meeting.

Facilities and Equipment

- Trailer Storage shed door modification. The contractor to install in the next week or so.

Community outreach

- Men's Shed Conference in November invitation to participate with a table/exhibition. Meeting approved to go ahead with this if there is an advantage for WAWA to participate. Secretary to follow up.

Other Business (Business raised by COM members or groups)

- Melville are progressing their storage shed and have applied for building permit which has WAWA nominated as the builder signed by the Secretary on WAWA's behalf.
- Only three nominations for CoM Bruce Jackson (President), David Finch, David Milton both committee nominations. Mailjet, form on web site. CoM members reminded if they wish to re stand, they need to submit nomination form to Returning Officer Rod Cox
- For Wandi AGM honours board and lathe. needs to be accessed and setup. Secretary to organise
- Update tags for honours board after AGM. President to organise.
- Jon Braine has all trailer information and will hand over at AGM. Code for the trailer key box is 2690
- Glenys Budget shortfall budget was briefly discussed, and it was decided that new committee wil look at this matter and make a recommendation to the next Conveners meeting (February 2022?). Consideration of raising annual subscriptions and trimming expenditures are needed. Possibly consider a 3 or 5 year plan in line with strategic plan.
- Royal show heritage building, moved back to where we used to be can have area for showing competition items. Lathe to be displayed have write up for the lathe.
- Andy trees for salvage identified, may have surplus, stored in Balcatta. Will advise when more details known.
- Bruce royal show pickup of competition items

Bruce thanked the retiring committee members Andrea McCandlish, John Atkinson and Jon Braine for their contribution to CoM and their service.

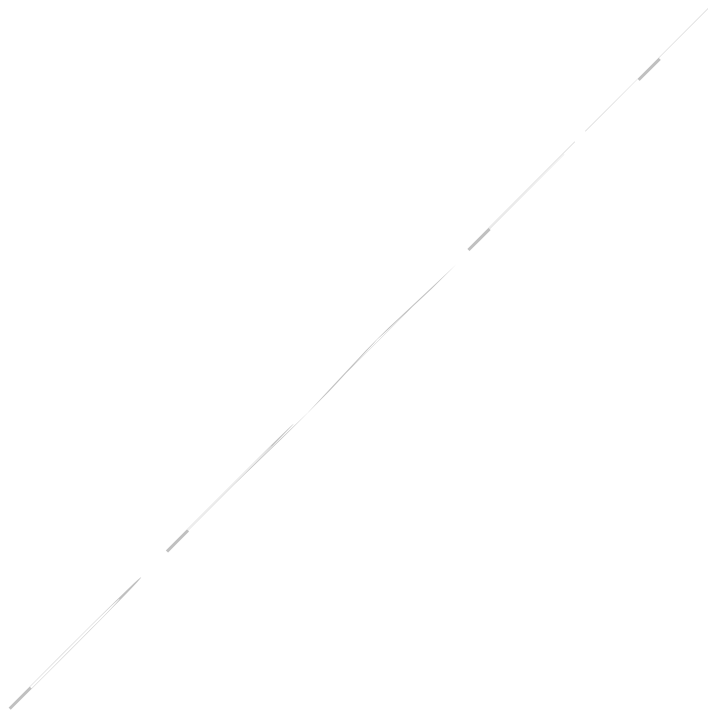
Closed at 2:55pm

Date of next meeting: Wednesday 14th October 2021 12:00 pm Carvers Room Wand.

Appendix

(Financials)

Training Program Guideline document.



WAWA Inc. Balance Sheet 31/08/2021

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$26,336.95	
<u>Cash held by Groups</u>	\$114,261.08	
<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>	\$84,143.54	
<u>Bankwest Term Deposit 2</u>	\$29,578.85	
<u>Debit Card Bank Account</u>	\$789.48	
<u>Loan to Gosnells Group</u>	\$0.00	
<u>Prepayments</u>	\$938.00	
<u>Non Current Assets</u>		\$0.00
<u>Plant & Equipment</u>	\$253,853.71	
<u>C</u>		\$0.00
<u>Imbalance-AUD</u>		\$0.00
<u>Orphan-AUD</u>		\$0.00
Total Assets		\$510,601.61

Liabilities

<u>Current Liabilities</u>		\$0.00
<u>Suspense</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>	\$25,378.78	
<u>Plant & Equipment</u>	-\$13,795.68	
<u>Members Funds b/fwd</u>	\$492,892.49	

Retained Earnings	\$6,126.02
Total Equity	\$510,601.61
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Total Liabilities & Equity	\$510,601.61

General Provisions

1. WAWA-wide training programs are controlled by the Committee of Management of WAWA through its training subcommittee.
NOTE: Groups, including the Special Interest Groups, retain control of their in-house training programs. They may initiate WAWA-wide training programs, using group resources, with endorsement from WAWA's training subcommittee.
2. The draft annual training plan will be prepared by the training subcommittee and submitted to the Committee of Management by July each year to be considered along with other items requiring WAWA funding. The draft annual training plan should be finalised by September for consideration by the incoming Management Committee following identification of skills/techniques utilised in the next competition cycle.
3. The annual training plan will normally contain three broad categories:
 - (i) activities *directed at Association-wide processes*: for example demonstrator training, judge training, and the provision of specialised assistance to groups;
 - (ii) activities *addressing health and safety issues* identified in the Health and Safety Guidelines or required by government agencies; for example chainsaw training, first-aid training, food preparation and the handling of food;
 - (iii) activities providing opportunities for members *to improve/enhance their turning skills* – currently the STEP program.
4. Funding arrangements will vary by training category:
 - (i) activities *directed at Association-wide processes* will normally be fully funded in line with WAWA's expenditure guidelines;
 - (ii) activities *addressing health and safety issues* will be jointly funded by WAWA and groups/members under arrangements determined by the Committee of Management;
 - (iii) STEP program activities, in general, are expected to be self-sustaining overall although not necessarily for individual programs and will operate under the broad guidelines established by WAWA which are outlined below.

NOTE: Although funding allocations by category are made when budgets are finalised, allocations may be adjusted between categories in line with emerging priorities and needs. Changes in allocation would normally require approval by the Committee of Management

The STEP Program

1. STEP activities are directed at developing the turning skills of Association members through specific purpose workshops conducted by experienced member turners. Workshops will normally be of one day's duration and may be accessed by members who have acquired the basic competence to benefit from them. Workshops will normally be conducted by two experienced turners, one to lead while the other supports.
2. STEP activities are identified and prioritised by the training subcommittee of WAWA through discussion with members, analysis of the requirements of the

annual competition cycle, and other sources of appropriate information, including national and international trends. All STEP activities must be approved by WAWA's Committee of Management.

3. While a financial allocation will be made in the WAWA budget for the STEP program, this should be viewed as covering contingencies such as unexpected costs or unanticipated training opportunities because the STEP program overall is expected to be self sustaining and self-funded.
 - (i) Participants, unless otherwise specified, are expected to pay a fee of \$50 per day which covers tuition and morning and afternoon tea. They are expected to provide their own lunches, timber, tools and other accessories.
 - (ii) Trainers, unless otherwise specified, are reimbursed at the same rate as demonstrators for WAWA workshops, currently \$50 per demonstration or \$200 per day. They are eligible for travel allowance.

NOTE: Not all courses are expected to pay for themselves. Some courses may attract low participant numbers but have merit and be worth conducting. They may be subsidised with funds from other programs or, with approval from the Committee of Management, from the contingency fund.