

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

MEETING MINUTES

Date: 10^h November 2021, at 12:00pm

**Location Wandi Headquarters Club rooms, Wandi Progress Association Complex De Haer Road
Meeting opened 12:02pm**

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

Apologies: nil

Observers :None

Minutes previous meeting October13th

No matters arising from minutes.

- **Moved Andy Hill “The minutes accepted” Seconded Jim Cameron: Passed Unanimously.**

Safety matters

- None reported.

Correspondence In: (for noting, unless listed elsewhere)

- 10/10 email request from Swan Secretary re the agenda for the Jondalup WeWs.. None available, followed up and response following day. Sent out
- 11/10 email from Swan Secretary noting passing of member Bob Jones #1279. Vale to be published in next Newsletter.
- 11/10 phone call about Jacaranda timber in Darlington, referred to Swan Secretary
- 11/10 to 14/10 cc to various email with Beyond tool concerning demonstrators for their Sale days 16^h to 18th October.
- 12/10 email request from Gosnells treasurer re members email address change. Sent onto Registrar.
- 12/10 email from Swan secretary with demo info Guilford Nostalgia Day. Noted
- 13/10 email advice re Gosnells being at public demos and asking permission to use banners on printing, supply of flyers and brochures. Noted and provided items.
- 13/10 Web enquiry from member of public re restoration of bowl, put in touch with turner who made bowl to carryout work.
- 13/10 email from Joondalup secretary with WeWs agenda. Circulated to members.
- 14/10 email from Perth Craft and quilt Fair. See appendix attachments and financial
- 15/10 email follow up on enquiry re woodturning courses near City Beach, directed to Joondalup group
- 16/10 email from Collie with request for copy of Health and Safety Guidelines. Sent
- 18/10 email from Jim Cameron concerning circulation of Calendar of events for 2022 to be populated. Forwarded to all CoM.
- 19/10 email from member enquiring about how to change groups ie from Melville to Joondalup. Provided information
- 19/10 email from Ian Ludford concerning email addresses for WAWA. Adding one for “events co-ordinator” currently Lex Alexander.
- 19/10 email from ex member re withdrawing lathe for sale on the web page. Arranged withdrawal of ad.
- 19/10 cc of email to all CoM members from Ian Ludford about Com member details photos etc on Webpage. See web section
- 19/10 email from Busselton Secretary re demonstration at Busselton show. Noted.
- 20/10 email from Wandi convener requesting Insurance certificates

- 20/10 cc of email from Registrar concerning David Finch getting bank account access. Noted in Registrar section.
 - 20/10 email request for old membership records from Ivor Bridges and two life members contact details. Forwarded to Mary Byers
 - 20/10 email advice from Jim Cameron re editorial standards and ensuring articles conforms to the Australian Government Publishing Service (AGPS) style manual as far as possible. Noted.
 - 22/10 email inquiry from Rod Cocks on the location of the old padlock from roller door. Provided location of lock.
 - 23/10 email from Noel Moyes on the use of video cameras to record Neil Turner demonstrations to be sent overseas. See appendix and general business
 - 25/10 cc of email from Swan Secretary to Registrar suggesting additional information (Birthdate, Joining Date,) be made available in membership lists. Registrar response that joining date ok but Birth date will be not available generally due to privacy. See Registrar.
 - 26/10 email from Swan secretary requiring general call for help in fixing electrical problem in Jet lathe. Enquiry sent out, Charlie Totten to help.
 - 27/10 email from Swan Secretary about Demo etc at Darlington Arts Festival. Noted.
 - 28/10 email from Wandi Convener concerning the attendance at Rockingham Cup. Noted.
 - 28/10 email from member of public requesting turning course information, Directed to Joondalup group and group advised.
 - 29/10 email from Wandi Convener about function in February Noted
 - 30/10 email query from Swan Secretary on next year WeWs date. Provided feedback.
 - 1/11 email from WAWA Treasurer re simplified Budget and equipment bonus decision. Graph (see Finances)
 - 1/11 email from Mary Byers suggesting we have a separate web page with members profiles, made up from any members profile. Possible name "Newsletter snapshots" Noted in Web section
 - 1/11 various emails concerning dates of WEWs for Swan. Moved to 9th April by agreement of Swan Committee.
 - 1/11 email from Frank Renie offering old newsletters from 1993 to 2003. And Woodworking and turning magazines. Decline the offer and suggested donating to a mens shed.
 - 4/11 email request from Fine Timber Company to advertise their open days at Donnybrook on 6th and 7th Nov to our membership. . Insufficient time to send out due to other personal commitments.
 - 4/11 email request from member of public in Swan are for turning handles, referred to Swan Secretary.
 - 5/11 email cc from treasure containing all October's financial information. Noted
 - 5/11 email from webmaster with updated membership list and email addresses. Mailjet updated.
 - 5/11 email from member of public (in Tasmania) requesting source for goldfield timber. Directed to Bruce Jackson
 - 5/11 email request from Val Dudfield requesting unsubscribing from mailing list. Complied.
 - 5/11 email request from Bill Arbery asking for help on getting Newsletter from webpage. Referred to Webmaster.
 - 8/11 email from Busselton secretary re demonstration at origins market.
 - 8/11 email from Busselton secretary concerning dust filter in chuck wagon trailer. See Trailer section below)
 - 8/11 email from Busselton secretary asking for WeWs numbers for attending Sunday open day. To be put in a mail out.
 - 8/11 email from Glenys Hough re secretarial matters at Bunbury. Replied by phone call and contact by email made by Bunbury secretary Glenn Donovan.
 - 8/11 email from Busselton Secretary requesting two honorary memberships be considered. See Registrar section.
 - 8/11 email from Bunbury Secretary Glenn Donovan with August minutes attached. Noted. Previous two months correspondence supplied.
- Correspondence Out** (for noting, unless listed elsewhere)
- 11/10 email to all group conveners and secretaries with outline of governance issues they need to be aware of.
 - 18/10 draft CoM minutes October meeting sent out.
 - 21/10 email to Jim Cameron with draft Rudi Goh article citation for editing.

- 22/10 email to Mary Byers on the location of more files with members profiles. All profiles scanned and sent to Mary.
- 31/10 email to CoM members calling for agenda items for November CoM. Responses received.
- 5/11 mailjet notification to all members of Newsletter 219 publication.

Moved Ian Ludford “That correspondence be accepted”. Seconded Lex Alexander Passed unanimously.

Treasurer:

Accounts

- October Financial Reports: Transaction, Income and statements circulated by email. Moved “That reports be accepted”. Seconded Ian Ludford Passed Unanimously.
- **Moved Ian Ludford “That Tabled item of refund to Mandurah, \$420 be approved “, Seconded. David Finch. Passed by majority (Abstained from vote Kerrie Nichols and Bruce Jackson)**

Registrar:

- With David Finch set to take on the Registrar’s role we will need to get him set up with online access to the bank account for checking membership payments etc, and a debit card for purchasing consumables.
 - **Moved Barbara Jennings “That David Finch to get bank access to WAWA account by way of signature on accounts and a dongle plus debit card to carryout Registrar duties. Consideration to cancel Barbara’s debit card but keep payments authorisation after handover at Busselton WeWs.” Seconded Glenys Hough. Passed unanimously.**
- Suggestion from Swan Secretary to Registrar suggesting additional information (Birthdate, Joining Date,) be made available in membership lists.
 - **CoM Resolution That joining date will be provided but birth date will be not available generally due to privacy. Approved**
- The Busselton Group would like to request that Ken Littlefair be made an Honorary member. Ken is a longstanding member of the club who is unfortunately no longer able to attend as he is a full-time career for his wife. Also advise of the passing of another long-term member, Bill Hallyburton. We would like to request that Bill's widow Mary remain on the list as an Honorary Associate member.
 - **Moved Barbara Jennings Seconded Kerri Nichols “that request is approved”. Passed unanimously.**

Competitions:

- Recently purchased competition award card are of a heavy card and will not print through existing printer or spare printer A new printer is required for printing of cards with competition results. **Approved for Registrar to purchase a new suitable printer up to \$200**

Procedural Matters for noting

- Group Public Displays for noting
 - Gosnells at Canning Show 5/6 November and Burswood Have a go day on 10th November no demonstration running video only.
 - 17th October Swan at Stirling Gardens, Guilford Nostalgia Day.
 - Swan at Darlington Arts Festival 56th and 7th November, Demo Sales and promotion.
 - The Busselton Woodturners will be attending the Busselton Show on Friday October 29th and Saturday October 30th 2021
 - Melville demonstration at Bunnings on 6th November all day.
 - Wandi attending Rockingham Cup on 14th November and demonstrating and selling.
 - Busselton public demonstrations which were held at the opening of the Origins Market in Busselton on November 4th to 7th.
 - Wandi Group is planning an intro session for six people in response to a request to host a Bucks’ Party on Sun 20 Feb 2022. *NOTE. See general business for discussion on this item.*
 - Mandurah 12th November Senior Expo, display.

- o Busselton Bunning Christmas market 9th December

Training Sub Committee

No Report

Recruitment and Publicity Sub Committee

No Report

Communications and Publications sub Committee

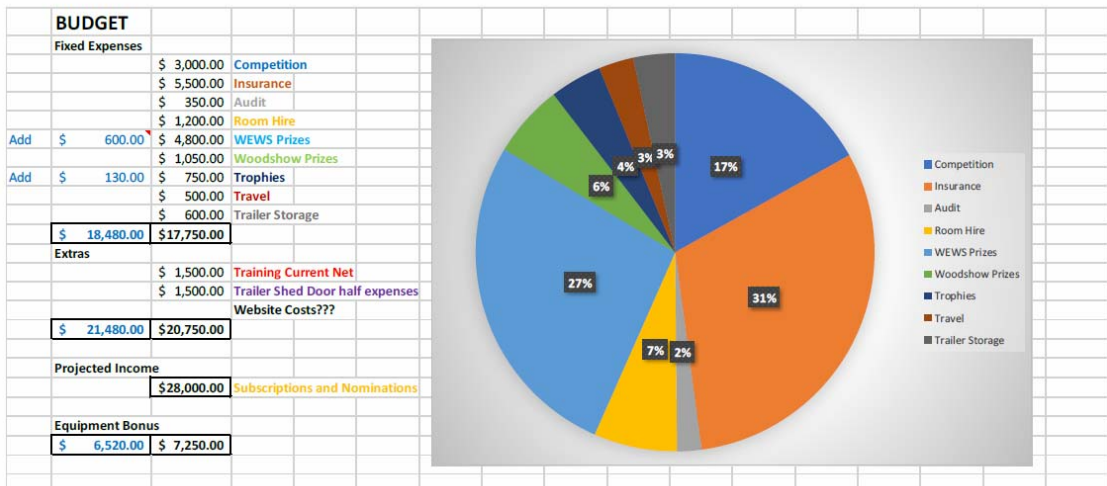
- **Newsletter.** Layout can be addressed at Editors direction. Gosnells applauded on article on John Gardiner.
- **Website:** Proposed that we have a web page for the CoM that includes contact details, including phone number for each of the members together with a brief description of our roles, and photo. All of the info will be on the membership side of the
 - o **Approved Ian Ludford to organise**
 - o Mary Byers suggested we have a separate web page with members profiles, made up from any members profile. Possible name “Newsletter snapshots”
 - **Approved the establishment of such a page laid out alphabetically. Ian Ludford, Mary Byers to arrange page.** Barbara Jennings and David Milton to followup on profiles

Facilities and Equipment

- Trailer Storage shed door modification has been completed, final invoices to be paid and Invoice to be sent to WPA for half cost. Keys will be held in key box on wall of shed, spare set in the Wandi Groups safe and third set with Conveners keys (currently held by Secretary). Noted that matter completed
- Busselton group noticed that there is still an air filtration unit in the WEWS chuck wagon, which to our knowledge has not been used for many years. If this unit was considered surplus to requirements by WAWA the Busselton group could put it to very good use in our new workshop.
 - o **Resolution. Allocated the filter to Busselton group, Transfer of asset from WAWA register to Busselton. Approved**

Other Finance

- **Equipment bonus.**
 - o A simplified Budget Graph was presented to help COM decision on Equipment Bonus, updated to include the new Competition Beginner class. 452 members for allocation of equipment allowance 15% attrition rate which is less than normal. List to be sent out.
 - o **Resolution Jim Cameron Moved “that we pay equipment bonus of \$10,000 on the census of members paid up as of 31st October.” Ian Ludford. seconded Passed by majority.**



- Cloth badges (100 badges) invoice **Approved**. Price rise imminent to \$8.80
- **Resolved** that we apply for refund from quilt and Craft Fair as per their email.

Event Co-ordinator

No report

DBC Act & Regulation Negotiations

No actions yet.

Other Business (Business raised by COM members or groups)

- Discussion on requirements for visitors i.e. Bucks group. The attendance of a 'larger' group" as visitors is allowable provided that the safety principles of the Health and Safety Guidelines are adhered to. The visitors must be supervised by competent WAWA members. On review of the WAWA Handbook there is a need to ensure that documentation is compatible with health and safety manual.
- Calendar of event for 2022 information is to be finalise, the following items to be added. Note the calendar is an administration framework calendar
 - Equipment grant i.e. Per capita grants
 - Conveners' meetings
- Actions: Calendar to be placed on Web where it can be added to. Next draft to be sent out by Jim Cameron, back by Busselton and publish on web. Sub committees to have dates Web calendar publicly available. Secretary, to advise conveners of need to use calendar, particularly for WeWs.
- Use of Video cameras by Noel Moyes to record Neil Turner demonstrations.
Approved
- Jim, **strategic planning committee** needed to form will consist of Jim Cameron, David Finch, Barbara Jennings
- Andy Hill updated CoM on venue search discussion re Halliday camp area possibly of a site. Early stages of negotiations, will keep CoM informed.
- Bruce concerned about WeWs numbers of competition entries, novice falling off top end heavy in classification, is point system suitable for advancing is it too generous. To be discussed by competition subcommittee.
- Web list for turners to do jobs coming in through web.

Convenors rescheduled meeting 19th February due to potential short interval to Avon WeWs.

Date of next meeting: Wednesday 12th in Jan 2022 12:00 pm Carvers Room Wandl.

Closed 2:09 pm

Appendix

WAWA Inc. Balance Sheet 31/10/2021

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$41,626.26	
<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>	\$689.91	
<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		\$525,791.35

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	\$21,315.76
Total Equity	\$525,791.35
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Total Liabilities & Equity	\$525,791.35