

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

MEETING MINUTES

Date: 12^h January 2022, at 12:11pm

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

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

Apologies: Kerri Nicholls

Observers : Nil

Safety matters

- None reported.

Previous meeting Minutes

Meeting Minutes for November 2021 as a true and correct record of meeting.
Moved Lex McLachlan, Seconded Barbara Jennings. Accepted.

Correspondence In: (for noting, unless listed elsewhere)

- 11/11 email advice from Busselton secretary about new Work Health and Safety Act 2020 Webinar but too late to register.
- 11/11 email request from swan concerning electrical testing companies. Provided information
- 13/11 email cc from Registrar to groups re their equipment allowance.
- 14/11 email query from Mandurah re insurance coverage of a member who has special needs. Insurer confirmed they are covered with normal supervisory requirements when training any member.
- 16/11 email contact from Environmental Manager on the Stephenson's avenue Upgrade project (project site is located at the corner of the Mitchell Freeway and Cedric Street, Stirling) re availability of timber, referred to Swan and Joondalup/Waneroo groups to contact direct.
- 16/11 email advice from Bunbury convener re open day. Noted
- 18/11 email advice from Wandi convener on the passing of member Garry White. Members advised by mail out.
- 18/11 email pointing out some inconsistencies in contacts for groups. Ongoing corrections required.
- 22/11 email advice cc from treasurer re equipment bonuses to groups. Paid by EFT
- 23/11 email from member of public re repair to hoe handle. Resolved by discussion that best way is to use spokeshave not lathe.
- 30/11 email advice from Wandi convener re demonstration Noted.
- 30/11 email from Associations and Charities Branch, Consumer Protection in latest Newsletter #29 see General business for Review.
- 4/12 email inquiry from member asking for help to repair a Woodfast lathe controller. Circulated to all members.
- 4/12 email from Mary Byer concerning update on status of "Snapshots" will be uploading early in January to Web.
- 4/12 email from member of public concerning woodturning course, directed to Wandi Group.
- 5/12 email from Busselton re sale at Bunnings
- 6/12 email inquiry from member of public re lathe advice , requested his location but no response.
- 8/12 email cc from Treasurer to CoM with November Financials

- 8/12 email from Joondalup Wanneroo secretary re tuart timber, circulated to all group executives for their action.
- 11/12 email from member of public asking about repairing large dinning table. Advised that unable to help and to try furniture maker.
- 12/12 email from WPA re Neighbours Day on 27th March 2022. See Publicity
- 14/12 email request from member re advertising sale of equipment. List circulated to all members.
- 22/12 copies of various emails from treasurer to registrar sorting out account signatures.
- 27/12 email from member of public offering Norfolk Island pine and apple in Orelia area. Sent to Wandi, Mandurah groups
- 31/12 email from Mandurah treasurer re member subscription. CC to Registrar.
- 4/1 email cc from Treasurer with December financial and EOY
- 7/1 email from member of public asking about woodturning course in norther suburbs, put in touch with Joondalup/Wanneroo
- 71 to 10/1 various email re Newsletter and articles
- 9/1 email from Busselton Secretary re demo
- 9/1 email from Segmenter SIG requesting WAWA funding of thicknesser. See Other Financials
- 9/1 mail PO box rego renewal. Scanned and sent to treasurer

Correspondence Out (for noting, unless listed elsewhere)

- 12/11 email to Busselton Secretary confirming the transfer of air filtration unit from WAWA CoM asset register to Busselton (nil value).
- 13/11 Emailed draft CoM minutes to CoM.
- 13/11 emailed out instruction on new electric roller door at Wandi trailer storage are.
- 22/11 published CoM minutes (November) on web page.
- 30/11 annual returns submitted to Associations and Charities Branch, Consumer Protection.
- 8/1 email to Craft and Quilt Fair organisation requesting refunds.

Correspondence be accepted: Moved Ian Ludford, Seconded Barbara Jennings Approved unanimously.

Treasurer:

Accounts

- December Financial Reports: Transaction, Income and statements circulated by email. (see appendix from balance sheet)
- REMOVAL OF SIGNATORY. **MOTION** "That Andrea McCandlish be removed as a signatory to all bank accounts held by The Woodturners of Western Australia (Inc.)" Moved Andy Hill Seconded Jim Cameron **Approved unanimously**

Registrar:

- We have approximately 50 members who have not renewed. Moved David Milton, Seconded Barbara Jennings that they be deregistered in line with our membership policy. Passed Unanimously.

Competitions:

- Continuing from previous CoM meeting the sub committee has decided to review all aspects of the competition format and process, including skill levels of members, promotion methods, scoring system and eligibility criteria. It is expected that this will include an analysis of current competition statistics, input from groups on members skill level. CoM member expressed care to be taken in time versus skills weighting, favouring skill basis. The working draft to be presented at next CoM in time for conveners meeting.

Procedural Matters for noting

- Group Public Displays for noting
 - Bunbury Group will hold an open day on Sunday 28th November between 9.00am and 1.00pm.at our club rooms.
 - John Scarfe plus two other members of Wandi will be attending the Baldivis Lions Club Monthly Markets on Sat 4 Dec 2021 from 8am until 12noon.
 - Busselton Woodturners will be participating in Bunnings Busselton Christmas Market on Thursday December 9th. This is a display only, no demo.

- The Busselton Woodturners will be conducting a display and demonstrations at Art in the Park, Mitchell Park, Busselton on Friday 21st and Saturday 22nd January 2022.

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Training Sub Committee

Report, status of STEP program for 2022 is to be reviewed after the Melville WeWs. Judge training will be included in this years program.

Recruitment and Publicity Sub Committee

No Report

For noting "The City of Kwinana will again be holding Neighbour Day events on the last weekend in March. The WPA will be hosting an ND event on *Sunday the 27th of March 2022* in the afternoon. We have already booked the band and ice cream man. The WPA will again be offering to Wandi Community Centre groups a chance to promote their groups at no charge." Wandi group will represent WAWA at this event.

Communications and Publications sub Committee

- Newsletter. Has been proofed and publication being held until decision on Covid policy resolved at this CoM meeting and if needed policy published in Newsletter. Expected out by Friday 14th Jan.
- Website : No matters to report. Webmaster absent overseas from April to October.
- Calendar: Has been finalised and sent to Webmaster for uploading.

Facilities and Equipment

- No report.

Strategic Plan Review: Initial discussions and review in preparation for a working draft plan to be submitted to next CoM.

Conveners Meeting: The meeting is planned for 26th February at Mandurah. A note to be sent by secretary to groups requesting their input into the agenda.

Other Finance

- Segmenters SIG requested that WAWA CoM fund the purchase a spiral thickneser at a cost of \$650. **Decision:** That the funding request is denied as the SIG's were given seed funding of \$1,500 under the strict condition that subsequent funds for their operation will be raised by them. (November 2019) CoM is however willing to consider a fully refundable loan for such equipment purchase in line with its policy of loan funding to groups and if this is required then an application must be made to CoM.

DBC Act & Regulation Negotiations

No action.

Other Business (Business raised by COM members or groups)

- The WAWA Covid 19 policy was discussed based on the current situation and with consideration to WAWA membership age demographics. The guideline for Covid 19 adopted by WAWA CoM is "that proof of Covid vaccination or exemption as required by the state government for large indoor gatherings is required for attendance by any member, associate or visitor to the WAWA weekend workshop (WeWs) meetings, commencing immediately. Persons not satisfying this requirement will not be permitted to attend the WeWs or associated events. It will be the responsibility of the sponsoring group to ensure this requirement is adhered to and remain in force until a direction from the government requires a change. Groups are recommended to implement a similar policy, for each and all their meetings but should consult their membership on when, how and who will manage the proof of vaccination or exemption. No record of the status of individuals vaccination will be collected or retained by WAWA or groups due to Privacy issues.". Approved unanimously.

- Barbara Jennings signed up for a workshop here in Busselton on the 17th on the new Work Health and Safety Act which comes into effect in March 2022 and how it effects Community Groups. Will Report back to CoM
- David Milton "Contact was made with FWWA and Collaboration groups on an informal basis about promoting wood related activities by way of promotion through exhibitions/displays if the Woodshow fails to proceed this year (confirmed that its not going ahead). The discussion canvased the use of the FWWA "Out of Woods" brand as a focal point for a combined exhibition (acquisitive or gallery sale type) which we could combine with our Open competition. Possible venues could be Atwell Gallery, Royal Show craft area. We need to be proactive in promoting our activities to the wider general public not just selected trade activities eg Beyond Tools , Timbecon particularly if the Shopping Centre group ceases to operate and Wood show does not proceed. **Sub committee to be setup consisting of David Milton, Lex McLachlan, Barbara Jennings, Bruce Jackson and David Finch.** To formulate a strategy/plan for promotion of our main artistic event but consider what our prime objective is for this activity.
- Corporation Act *review Associations and Charities Branch, Consumer Protection in latest Newsletter #29* had article concerning Review of the Act. The Associations Incorporation Act 2015 commenced over five years ago and Consumer Protection is reviewing the Act to ensure it remains effective and relevant. The Review is unlikely to make significant changes to the Act and the impact on associations will be minor. As part of the Review, associations and their members will be able to contribute to the consultation when a discussion paper and survey is available from Consumer Protection's website in early 2022. **No Action required.**
- Glenys Hough brought the committee attention to RTA funding that may be available for WAWA (up to \$6,000) to promote Roadwise or similar. Glenys to liase with Max Heath at Avon as they have a funding from RTA and determine how WAWA could be involved in a broader sense.
- Andy Hill recommended that the article "Wood dust in WA" (article from and old Newsletter (1990)) be put up in a technical section of the web and that he would seek more up to date information.
- Bruce Jackson suggested that the Competition review include the possibility of the SIG (particularly the segmenters) have a sub competition that is of their work and judged by them. There is a need for statistics on how many segmented entries have been coming into competitions. Secretary to check past year competitions.
- David Finch advised CoM that he now has all requirements in place to act as an authorisation person for bank accounts.
- Barbara Jennings queried status of remote meeting setup. Advised that this is a work in progress (NOTE post meeting close the Monitor to be used was tested and is operational and can be linked to a computer linked to the Net. A test of camera, microphone and speakers is now required. Bandwidth to be adequate for multiple use and possible purchase of licence to allow more than 1 hour duration meeting)

Date of next meeting: Wednesday 9th in February 2022 12:00 pm Carvers Room Wandl.

Meeting closed at 1:57 pm

Appendix

Financial report December 2021

WAWA Inc. Balance Sheet 31/12/2021

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$33,090.21	
<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>	\$482.30	
<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		\$517,047.69

Liabilities

<u>Current Liabilities</u>		\$0.00
<u>Suspense</u>	\$40.00	
<u>Non Current Liabilities</u>		\$0.00
Total Liabilities		\$40.00

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	\$12,532.10
Total Equity	\$517,007.69
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Total Liabilities & Equity	\$517,047.69