

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

MEETING MINUTES

Date: 13th April 2022

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

Meeting commenced, at 12:01pm

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

Apologies: Andy Hill, Kerri Nicholls, David Finch

Observers: Nil

Safety matters

- Nil

Previous meeting Minutes

Meeting Minutes for 9th March 2022 as a true and correct record of meeting.

Moved adoption of minutes, Jim Cameron, Seconded Barbara Jennings. Passed unanimously.

Correspondence In: (for noting, unless listed elsewhere)

- 9/3 email from Swan Secretary concerning whether WAWA had any copies of their lease. Digital Data search found none and advised Swan Secretary.
- 10/3 email from Southern regions MRD re possible Jarrah tree (>500mm diam 40m high) removal and WAWA interest. Provided details of WAWA groups to contact and some individuals closest.
- 10/3 email from editor with final draft Newsletter 221 for approval and issue. Issued
- 11/3 email copy of Melville group audit of WeWs.
- 11/3 email from Mundaring Convener concerning new member application not actioned. passed onto Registrar.
- 12/3 email from MRD concerning Jane Brook Great Eastern Highway bypass and flooded gum and Banksia availability. Circulated to groups in close proximity.
- 12/3 email from Competition Co Ordinator with additional information on May WeWs Beginners item. Put up on web and circulated
- 15/3 email cc of correspondence with Carroll's Woodcraft Supplies re invoices.
- 15/3 email cc on resetting of members password.
- 16/3 email from Jim Cameron for all CoM members with draft strategic plan attached circulated to all CoM.
- 17/3 email request from Mandurah treasurer for insurance certificates. Supplied.
- 18/3 emails concerning renewal of Mundaring's lease with Shire and Mundaring Convener.
- 19/3 email Wandi Convener re market attendance. Noted
- 22/3 email from Mundaring Shire that lease will have to be negotiated next year and they will advise us. Advised Mundaring convener that when we receive this advice he will be contacted and I would expect CoM to allow him to negotiate on WAWA behalf.
- 23/3 email from member asking how to access drawing on web page. Information provided.
- 23/3 email from member of public enquiring about a lathe advertised on Gumtree for sale. Provided generic advice and suggested he contact closest group (Mandurah) for further advice.
- 24/3 email from Wandi Convener about Fete attendance. Noted
- 25/3 email from web master asking for video listing. Provided but CD's policy not to loan. Steve Horley only doing books and magazines.

- 24/25/3 email from Gosnells member informally asking about WAWA policy on paying for international speakers. Circulated to Bruce and Jim who had met with Gosnells for comment. Gosnells requested to make a formal application complete with details.
- 26/3 email from Swan Convener concerning trailer return to Wandi. See Appendix and general business.
- 30/3 email from Gosnells concerning WeWs proposal to use international speaker via video link. See Appendix and Other financial business.
- 31/3 email from Busselton Secretary re public demonstration 2nd April. Noted.
- 2/4 email from member querying WeWs acronym. Explained
- 4/4 email from Noel Moyes about loss of promotional CD and concern about advertising at Wood show. Response to check in CD box for a copy of CD. Raise at CoM re how we are going to advertise at Royal show.
- 6/4 email from Start Digital concerning domain name "woodturnerswa.org.au domain" renewal. Cost \$100 plus GST for two years (June 2024). Replied that we would need domain to be renewed and to issue invoice. See Appendix and Other financial business.
- 6/4 email from treasurer to all CoM with March Financials. Noted.
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Correspondence Out (for noting, unless listed elsewhere)

- 12/3 email to Bunbury Convener, Treasurer and Secretary confirming passing of motion accepting change of bank by CoM.
- 13/3 email draft CoM minutes of March meeting to CoM members
- 19/3 email to CoM members requesting permission to renew Mundaring lease. Granted by all CoM member by email returns. See procedural matters for noting.
- 21/3 emailed Mundaring Shire and Mundaring Convener with scanned copy of executed and sealed lease extension. Acknowledgment received.
- 28/3 Email correspondence with Steve Horley re library materials and offer of help from Jim Forster with manning library at WeWs.

Moved Acceptance of correspondence Lex McLachlan, Seconded Glenys Hough. Passed unanimously.

Treasurer:

Accounts

- March Financial Reports: Transaction, Income and statements circulated by email.

Moved Acceptance of correspondence Jim Cameron, Seconded Barbara Jennings

Passed unanimously.

Registrar:

- We have reached member number 3333.

Competitions:

- A draft proposal document for the update of the handbook was tabled. There were several suggestions at minor edit changes. The amendment of the promotion criteria proposed by Ian Ludford was to be forwarded to sub committee. Final document to be prepared for next CoM meeting

Procedural Matters for noting

- 21/3/22 Renewal of Mundaring lease for one year executed and sealed by secretary on behalf of WAWA. Lease to 30th June 2023. For noting, all CoM members supported action by email poll.
- Group Public Displays for noting
 - Wandi Group: Attendance at Baldvis Lions Club Market, Sat 2 Apr 2022.
 - Wandi Group, Wandi Neighbour Day, Wandi Community Centre, on Sunday 27 March 2022 (this Sunday) from 3pm until 6pm
 - Busselton Woodturners will be conducting a demo and display on Saturday (2nd April) at Bunnings Busselton.
 - Mandurah Bunnings sausage sizzle 23rd April

Training Sub Committee

Denis Tapley provided update at Swan WeWs indicating that there will be several courses being offered for STEP, details to be made available in the next few weeks. Judges training two courses are planned, one at Bunbury and one at Melville (26th May).

Strategic Plan

Draft document circulated to CoM during the month was tabled and amendments from the CoM discussed. Items of significance needing further addressing are wood gathering and storage, do we need a Patron to improve our profile, increase members participation in sub committee (chair from CoM), youth engagement, and modernising our communications ie "you tube" type presentations. Succession planning for CoM positions is still a major concern.
Jim Cameron to update draft and issue plan with amendments for final approval.

Recruitment and Publicity Sub Committee

Report on Royal Show negotiations for open competitions have progressed with Show organisers willing to host the competition and a better venue for display and demonstrations. Details are yet to be provided. Bruce still in discussion with Show organisers.

Advertising at the Royal show will be same as at Woodshow, closed loop running a CD? Handouts update is required, Matt Lanagan to be contacted asking for his ideas. Busselton have a graphic designer member who may be able to help. **Secretary to organise.**

Communications and Publications sub Committee

- Newsletter. Need for additional articles for Newsletter.
- Website: Report by Ian (by Zoom) as follows.
 - The current website is somewhat "responsive" in that the software responds to the device being used. But the current layout does not lend itself to being easily read on a mobile phone. During the next couple of months, I will be modifying the layouts such that the pages are less cluttered and are more presentable when viewed on a mobile device. This will mean some of the page contents may change or may be presented differently. I urge all members to visit the site using mobiles and/or tablets and let me know their thoughts and any ideas on how to improve the service. **CoM endorsed this change to the Webpage.**
- IT strategy a framework is being developed and the option of Microsoft Office 365 for not for profits groups will be followed up as per advice and experiences of Glenys Hough with Sea Rescue group. Some additional costs are anticipated. Cloud storage of information and record to be considered, particularly the photographs.

Facilities and Equipment

- No Report.

Other Finance

- Gosnells WeWs request for WAWA to fund half cost of Pat Carol demonstration which is \$450. Decision "**CoM declines the request as Weekend Workshop funding above the current \$50 per demonstration session (max \$200)** which is provided on the basis of reimbursing demonstrators (preferably local) for expenses not for business type payments. For example, funding of international demonstrators has been and remains the entirely the responsibility of the organising committee and generally attendance fees are charged to recover costs."
- **Authorisation of renewal of domain "woodturnerswa.org.au" registration renewal for \$100 plus GST. Approved**
- Banking review, Commonwealth CommBiz structure looks good....there are no transactional fees, multiple authorizers can occur with dongles just as we have been doing with Bankwest on two to sign accounts, no requirement for designated computer/laptop
 - * Debit cards available on one to sign accounts
 - * Scope later down the track to invoice members via BPay if we want to
 - * Scope to set up a retail purchasing system if the shopping center group develops
 - * Only fees is a \$3 monthly deposit fee and only if using a human bank

teller, all automatic teller machine deposits are free

* Term Deposit accounts available so might be good to review the amounts invested

* Going with Commonwealth Bank, which is everywhere across WA, might make it easier for whomever comes after me as WAWA Treasurer as the smaller banks aren't as widely scattered across the state

- o **Motion Moved Jim Cameron, Seconded Lex McLachlan. Approved unanimously "That the treasurer is authorised to change the current bank accounts held with Bankwest,**

- Business Account "WAWA BUSINESS ZERO TRANSACTION ACCOUNT 306 035 4198696"
- "WAWA GOLD TERM DEPOSIT#1" 306 069 0325488
- "WAWA GOLD TERM DEPOSIT#2" 306 085 0507537
- "WAWA DEBIT CARD ACCOUNT" 306 188 0317447

to Commonwealth Bank;

- Business Account "WAWA TRANSACTION ACCOUNT" two to sign
- Deposit Account "WAWA DEPOSIT#1" two to sign
- Deposit Account "WAWA DEPOSIT#2" two to sign
- Business Account "WAWA DEBIT CARD ACCOUNT" one to sign"

DBC Act & Regulation Negotiations

No action

It was brought to the CoM attention that the Government is calling for submissions concerning the Pre Draft Forrest Management Plan 2024-2033 **details to be provided to CoM by Secretary.**

Other Business (Business raised by COM members or groups)

- Swan Group proposal "*If a club requires either or both trailers it is the responsibility of that club to pick up the trailer/trailers and return them to the Wandii storage shed before and after their WEWS. If a club can arrange a suitable arrangement with another club for the handling of trailers this be permitted. If any articles in a trailer is solely required without the trailer it is up to the club requiring such items to pick up and return or arrange for the pick up and return of those item/s from and to Wandii Storage*" **Decision by CoM is that the current arrangement will remain but we will monitor the situation** particularly with respect to storage between WeWs. Groups are advised that the arrangements are flexible with mutually agreeable towing or relocation, that arrangements are made so the more distal groups are not disadvantaged and that towing allowances are available to reimburse members who do the towing.
- Noel Moyes has advised he is not able to continue doing AV at weekend workshops. Glenys Hough will point of contact and help coordinate the handover of information, methods and procedures for AV setup and operation. It is recommended that cables need to be labelled and a check sheet developed. Secretary to contact group concerning them providing members to be involved, we need at least 4 members to run. Issue of charging cameras and iPad to be resolved. Hand over at Mandurah WeWs.
- Lottery West Grants process needs to be monitored with respect to application of new grants. (Melville Group considering AV gear for new clubroom which may qualify). **Glenys Hough to investigate status of Lottery West Grant process and report back to CoM.**
- Update of the CoM calendar and various timelines is needed Jim Cameron to provide to CoM.
- Bruce Jackson is still in discussion with MRD concerning Jane Brook flooded gum and Banksia. There is a possibly several tonnes of large timber available but issue of where to store it (contactor may be able to deliver) and handle it as logs maybe long and heavy. Wandii may be location Jim Cameron to discuss with WPA (Rod Cocks) The possibility we need to establish relationship with a commercial operator needs to be investigated as handling and breaking down timber is not an easy matter.
- Barbara Jennings advised she will be travelling on holidays in May and June and may not be able to attend meetings (by Zoom)

Date of next meeting: Wednesday 12th May 2022 12:00 pm in Carvers Room Wandl.
Zoom facilities available.
Meeting Closed 2:34pm

Attachments

Nil

Appendix Financials for March 2022

WAWA Inc. Balance Sheet 31/03/2022

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$32,389.48	
<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>	\$84,355.63	
<u>Bankwest Term Deposit 2</u>	\$29,741.53	
<u>Debit Card Bank Account</u>	\$1,401.28	
<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		\$517,640.71

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	\$13,165.12
Total Equity	\$517,640.71
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Total Liabilities & Equity	\$517,640.71