



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

MEETING MINUTES

Date: 9^h February 2022

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

Meeting commenced 12:00 with Zoom connections.

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

Apologies: Glenys Hough,

Observers: Nil

Safety matters

- Two safety incidents at Mandurah reported One last year one last week) both clothing caught in lathe head end when leaning over lathe when spindle turning, one required stitches to the left arm and has a chipped bone. (see appendices) **Action:** Notice to be sent out to all groups by Secretary. Report form to be finalised and implemented by Secretary.

Previous meeting Minutes

Meeting Minutes for 12th January 2022 as a true and correct record of meeting.
Moved Ian Luddford, Seconded Barbara Jennings. Passed Unanimously.

Correspondence In: (for noting, unless listed elsewhere)

- 13/1 email from Joondalup secretary with request from member of public for turning funeral ash urns. Circulated to all group's executives.
- 16/1 email from Barbara Jennings with Covid 19 vaccination proof resource posters. Circulated to all groups
- 16/1 cc of email query on dimensions of Avon mortar and Pestle item, Competition coordinator responded with change which has been circulated to all members.
- 18/1 email request from member for advertising equipment for sale, placed on web page.
- 18/1 query from Avon Convener on possible impact on March WeWs of Covid 19, responded that no impact predictable but could change at any time.
- 20/1 email from WPA re latest requirements at Wandi facility re Covid 19, sign in and wear mask.
- 20/1 email request from Mundaring group re change of Friday meeting requirements. On web page.
- 20/1 webmail from member of public re training in Joondalup area. Provided details and cc Joondalup/Wanneroo group.
- 21/1 email from Segmenters indicating resolved matter of thicknesser, as it now has been purchased and donated to Melville group for all associated with group to use.
- 24/1 email query from Joondalup/Wanneroo Convener on Convenor forum. Provided information.
- 25/1 email from member of public re Tipuana tree wood available for collection in Joondalup area. Circulated to Joondalup and Swan groups.
- 29/1 email from member re conditions of entry to Melville WeWs . Responded none other than masks and proof of vaccination required
- 31/1 email from Mal Olston Manjimup Convener with apologies for Convener's meeting. Noted



- 31/1 webmail query from ex-member requesting re-joining information. Provided information.
- 1/2 email from Mandurah Secretary requesting additional information for Newsletter concerning Convener contact details.
- 3/2 email cc of financials from Treasurer for January.
- 4/2 email with agenda items from Treasurer, President,
- 5/2 webmail from member of public inquiring about contacts for Mandurah/Wandi groups Provided.
- 6/2 email from Jim Cameron with agenda items
- 6/2 email from Glenys Hough with apologies for meeting.

Correspondence Out (for noting, unless listed elsewhere)

- 12/1 email to WAWA CoM with proposed draft of notice to all WAWA members re Covid 19 vaccination policy. Accepted and sent out to executive members by email and all members by mail jet
- 12/1 email to CoM with draft meeting minutes. One response accepted.
- 13/1 email to Segmenters secretary advising of CoM decision on thicknesser purchase and alternative funding possibilities. Further clarification sought by Segmenters. Matter resolved with thicknesser being purchased and donated to Melville group for all user of that groups facility to use.
- 23/1 email to all Conveners and Secretaries for Conveners Forum on 26th February at Mandurah, call for agenda items to be forwarded to CoM secretary.
- 30/1 email to CoM calling for agenda items
- 2/2 email to Andy Hill Jim Cameron re accident reporting form.
- 5/2 discussion with John Kennett and Mick Bishop re accident with lathe and requested copy of report to be provided. John to provide a copy to CoM.
- 5/2 emailed treasurer invoice from WPA for Melville WeWs hall hire.

“That the correspondence be accepted” Moved Andy Hill, Seconded Kerri Nicholls. Passed Unanimously.

Treasurer:

Accounts

- January Financial Reports: Transaction, Income and statements circulated by email balance sheet appended).

Query on the amount refunded by craft and Quilt Fair to be checked against deposit paid in 2019 by shopping centre group. **Action** Kerri Nicholls.

“That the accounts be accepted” Moved Kerri Nichols, Seconded David Finch Passed Unanimously

Registrar:

- In December have fees paid by Neville Rance but no paperwork, will email all groups to track down paperwork.
- Need to remind groups that pro rata fees apply to new membership applications. Need all forms to be sent to Registrar.
- Request that updated higher protection anti-virus software be purchased for Registrar computer. Approved by show of hands.

Competitions:

- Melville WeWS very successful with 37 entries which is best for some time.
- Sub committee has been looking at basis of scoring and promotion and tabled a draft which will be reviewed and finalised for convener’s forum.
- It is considered timely to improve Judges training to address issue of inconsistencies between skill level scorings
- Some members have expressed concern over increasing use of embellishment (wow factor) over plain turning items. Matter to be considered in next year’s competition calendar with some pure turned items only (no embellishment)
- It was proposed by Ian Ludford that only 4 prizes awarded for each level e.g. if equal second then no third place. This matter will be included in judging criteria and should be taken to convenors forum.

Procedural Matters for noting



- Group Public Displays for noting
 - NIL

Training Sub Committee

- Report, status of STEP program for 2022 was tabled. This draft will be refined, and program put to Convenor's forum (sub committee meeting after this meeting to finalise)
- **Motion:** "That judges training trainers be paid in accordance with STEP training. And that this would be \$100 per person per training session. Payment to come from training budget, any shortfall will require CoM reconsideration. Travel allowance also to be paid in accordance with WAWA policy on travel" Moved Jim Cameron Seconded Ian Ludford. Passed Unanimously (Barbara Jennings abstained due to conflict of interest)
- David Finch raised the need for standardising beginners training by adopting a standard package for beginners with certain skills to be the core skills. There was significant discussion on the merits of existing group programs and the issue of competency basis of training. This matter to be referred to the convener's forum who will be asked to setup a sub committee to review this matter and determine the competency and behaviours guideline for standardisation of training.

Strategic Plan

- No progress on actual documentation. There were two requests from chair that CoM look at existing strategic plan and make comments back to chair (Jim Cameron). The second matter concerns the role of demonstrations (live) versus "You Tube" style as the quality of the latter now is often far better than the former. View of Conveners also will be sought.

Recruitment and Publicity Sub Committee

Report of deliberations to date was tabled.

Decision on venue for open competition is required with the leaning to a standalone event coupled with Royal Show. President meeting with Show organiser to pursue the matter and conclusions should be available for Convener's Forum.

Communications and Publications sub-Committee

- Newsletter was published successfully, and Matt has reformatted the letter to a more flowing format.
- Website:
 - A report on the penetration of Mailjet to members indicates we sit at around only 60 to 70% of members reading emails. Will be trying to improve this level over next couple of months
 - Ian Ludford reported that Mary Byers has completed putting up members profiles for all article gleaned from all old newsletters, a very big task. This is to be acknowledged on webpage. Ian to follow up, possibly a separate page with others possibly include (Mike Phillips?) or groups may wish to acknowledge someone.

Facilities and Equipment

- No Report.

Other Finance

- **Motion** Proposed Kerri Nicholls Seconded Jim Cameron. "Full Membership fee refund for those that don't want to conform to the vaccination requirements". A note outlining the circumstances was tabled, along with the relevant Handbook guidelines. After some discussion **the motion was put and was not carried by majority.**

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DBC Act & Regulation Negotiations

No action.



Other Business (Business raised by COM members or groups)

- D. Milton and Jim Cameron Librarian a replacement for Mike Phillips has not been found. Moved Jim Cameron, Seconded Barbara Jennings **“That the position of librarian be brought up at Conveners Forum and 2 weeks be given for a replacement to be found. If not, all library materials will be stored at WAWA Office at Wandu”** Passed unanimously. Note Secretary to arrange collection of all library materials from Mike Phillips and handle overdue books matters.
- J Cameron
 - “Zoom extended conference proposal purchase discussion CoM approved the purchase of additional time on Zoom by subscribing to paid service level for a cost of about \$220 per annum. Secretary to arrange.
 - Group Asset Disposal, proposed alteration to the Handbook Guideline on asset disposal was tabled by Jim Cameron to clarify process. Proposed wording (see appendices). Moved Jim Cameron, Seconded Bruce Jackson Accepted and to be put to Convenor’s Forum.
 - Convenor’s meeting no items yet received, groups to be reminded that items should be submitted to Secretary.
- General discussion (over several items on agenda) indicated a need for a consolidated IT strategy as we have several old computers, outdated software and virus protection. Needs of secretary, treasurer, registrar, competition co-ordinator newsletter editor and web master to be considered, unifying the system and making use of more up to date secure data and file storage is needed. Secretary to prepare a proposed structure with intention of costing and implementing a unified system.

Meeting Closed 2:03pm.

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

Appendix

Attachments

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24/11/22 Mich Bishop
Sleeve caught in chuck
laceration to L elbow, ~~going~~
Pressure dressing applied.
Going home + then on to hospital
Bendak

WHILE PARTING OFF A LACE ROBBIN
ON THE VICMAR 300 THE LATH CAUGHT
MY SMOCK & MY ELBOW CAME IN CONTACT
WITH THE CHUCK. ATTEND HOSPITAL
AND RECEIVED STICHES (6)

M.B. M.B.



SUNDAY 28TH. NOV.

I WAS USING THE NEW/OLD
TOOTH LATH (JOHN MCQUADE)
AND REACHED OVER TO ADJUST
THE LIGHT AND THE ROTATING
CHAIR. CAUGHT MY SHIRT
AND POKED MY LEFT ELBOW
DOWN TO THE CHAIR CABLE.



A LACERATION TO MY ELBOW.
FIRST A.I.D WAS APPLIED AND
I ALSO ATTENDED THE E.D.
AT PEAK CAMPOS. - 6 STICKERS.

Asset Disposal

Hand book entry modification.

Current Entry

Where a piece of equipment or other item is no longer required by a Group, it may be disposed of as follows:

- approval to dispose is given by the Committee of Management
- the piece of equipment or other item is offered in the first instance to other groups
- it may then be offered to members of the Group
- if unwanted by Group members, it may then be disposed of as the Group Committee determines. -----

Proposed Entry

Where a piece of equipment or other item is no longer required by a Group, it may be disposed of as follows:

- approval to dispose [and the disposal price if applicable] is given by the Committee of Management
- the piece of equipment or other item is offered in the first instance to other groups
- it may then be offered to members of the Group
- if unwanted by Group members, it may then be disposed of as the Group Committee determines. -----

NOTE: If the intention is to dispose of the piece of equipment or other item by sale, the responsibility for establishing the sale price rests with the Group.

Proceeds from the sale belong to the Group. -

WAWA Inc. Balance Sheet 31/01/2022

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$32,493.26	
<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>	\$1,460.65	
<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		\$517,429.09

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	\$12,953.50
Total Equity	\$517,429.09
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Total Liabilities & Equity	\$517,429.09