

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

MEETING MINUTES

Date: 9^h March 2022

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

Meeting opened: 12:01pm

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

Apologies:, Nil

Observers: Nil

Safety matters

- One safety incident at Melville with lacerations to 92 YO member's fingers when knocked over getting out of way of toppling equipment.

Previous meeting Minutes

Meeting Minutes for 9^h February 2022 as a true and correct record of meeting. Acceptance. Moved Ian Ludford, Seconded Lex McLachlan. Passed unanimously.

Correspondence In: (for noting, unless listed elsewhere)

- 9/2 email from deceased members wife concerning tools, directed to Mandurah convener.
- 9/2 email from member of public requesting making dragon drum sticks. Requested additional information, still negotiating. Melville group handling
- 9/2 email from Busselton Secretary with their accident reporting form. Modified and put up on webpage.
- 9/2 email with WAWA expense for from treasurer, posted on webpage
- 11/2 email from members providing feedback on safety incident
- 13/2 email from Competition coordinator with draft notes for convener's forum. Inserted in agenda papers.
- 14/2 email from Busselton Secretary with items for convener's forum. Inserted into agenda papers
- 14/2 mail from PO box renewal notice for PO box forwarded to treasurer.
- 15/2 email from Joondalup convener with items for convener's forum. Inserted into agenda papers
- 16/2 email request from Denis Tapley concerning circulating notice to all member re STEP training courses, STEP trainers and judges training. Circulated by Mailjet.
- 17/2 email notice from treasurer of advice from CBA of closing down of Bankwest facilities
Noted
- 17/2 email from newsletter editor concerning update of status of articles
- 19/2 email from member registering for STEP course, redirected to Denis Tapley
- 20/2 email from WPA re hall density due to Covid protocols and 4 square meter rule application.
- 21/2 email advice from various conveners re attendance or apologies for Convener's forum.
- 21/2 email from Great Eastern Highway project offering salvage flooded gum and Banksia. Advised Swan group unable to take timber. Other groups to be contacted.
- 22/2 email from WA Government Commerce Dept re a further call for feedback on modernising laws for NFP groups.
- 22/2 email from member of public concerning turninga stool. Referred to Melville group.

- 24/2 email from member of public concerning offer of clock parts, referred to Swan closest group.
- 24/2 email from Swan Convener with items for agenda of convener's forum. Added to agenda.
- 25/2 email request from a member having trouble getting access to web site, forwarded to webmaster for action
- 26/2 email from Avon re forwarding letter head and details for donations. Provided
- 26/2 email from member concerning attending judge training, forwarded to Denis Tapley
- 26/2 email from member registering for Avon WeWs forwarded to Avon convener.
- 27/2 email from member registering for Avon WeWs forwarded to Avon convener
- 27/2 email apology concerning nonattendance at Conveners forum
- 27/2 email from Avon concerning Covid restriction, shortfall cost (underwritten by WAWA) and limits to attendance. Resolved
- 28/2 email request from Avon convener for Mailjet to be sent out closing registration for Avon WeWS. Sent out.
- 2/3 email request for certificate of currency from Collie. Provided
- 2/3 email from Melville with accident report. Noted See attachments.
- 4/3 email copy from treasurer of email to CoM of February financials etc. Noted
- 7/3 email from Glenys Hough concerning zoom attendance of CoM meeting.
- 6/3 email from David Doye (Avon) with the financial summary from Avon WeWs, forwarded to treasurer.
- 6/3 email from Jim Cameron with draft Strategic plan to put on Agenda of CoM meeting See attachments.
- 7/3 email from Bunbury convener concerning notification of selling items at Tree Street Art Safari" see notifications.
- 7/3 email query from Andy Hill of Joondalup concerning claim for lathe that stopped working. Advised that policy is for fusion, theft, damage not maintenance. Note general Business
- 7/3 email from Competition coordinator with csv files of Avon WeWs competition.

Correspondence Out (for noting, unless listed elsewhere)

- 10/2 mailjet to all members concerning the accidents at Mandurah and requesting members take care when spindle turning.
- 14/2 email to all conveners and secretaries calling for items for agenda for Conveners Forum.
- 14/2 email to webmaster asking for pdf style forms to be put up on web page. Completed. Looking at making them interactive rather than download only.
- 18/2 email to CoM members concerning setting up zoom and need for webcam, request to purchase camera within built microphone and cables sought. CoM members replied to authorising expenditure of about \$170
- 18/2 mailjet to all members with training notices as requested by Denis Tapley, librarian vacancy and newsletter deadline.
- 21/2 emailed Convener's Forum Agenda to al group executive members and CoM.
- 24/2 email advice to all CoM re picking up library from Mike Phillips and relocating in WAWA Office at Wandi.
- 24/ emailed all group executives and CoM with zoom link details for Convener's meeting
- 27/2 email to CoM members calling for Agenda items for CoM meeting
- 1/3 Email to member returning magazines via third party that they were received.
- 2/3 email to Swan re trailer shed access procedure.
- 2/3 emailed Convener's forum attendees with draft minutes of meeting
- 7/3 Email correspondence with Steve Horley re library materials.
- 9/3 Email to all group Executives and CoM minutes of Conveners Forum

Acceptance. Moved Any Hill, Seconded Kerri Nicholls. Passed unanimously.

Treasurer:

Accounts

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

Acceptance. Moved Kerri Nicholls, Seconded Barbara Jennings Passed unanimously.

Registrar:

- 56 members deregistered at end due to non-renewal of membership. Updated membership list to be sent to groups. There are no exit surveys but from comments appear to be mainly newer members who have just one year of membership or old members.
- Purchased and installed security software.
- There are some issues with the membership application form particularly different versions of hardcopies. Registrar to make a single version for circulation to all groups and to be put up on webpage. Secretary to check for electronic editable version for Registrar to use.
-

Competitions:

- Avon WeWs competition had 46 entries (best for some time) as item was a good choice and functional.
- From Conveners Forum averaged scores was supported. The competition subcommittee to develop the procedures and processes for CoM to approve and bring back to next Conveners forum for approval to put to AGM for amendment in Handbook. Stepping back provision will be developed to allow for turners who feel they are not able to compete at the level they are in.
- Call for next year's items, The timetable (from Handbook) has been sent out to Group executives as part of the Conveners forum minutes. This will also be put in the next Newsletter.
- Additional matter brought up concerning Open Competition to be held at Royal Show
 - After some discussion the following motion was put **"That the Open Competition be two competitions one being Artistic and the other being Functional. Prize monies to be equivalent in both competitions, that is a second prize pool of \$1,050 is approved and a member may place one entry in each competition"** Moved Glenys Hough Seconded Barbara Jennings. Passed unanimously. Note the altered format to be publicised in Newsletter.

Procedural Matters for noting

- Group Public Displays for noting
 - Bunbury 19th of March Tree Street Art Safari selling wares
 - Busselton 2nd April Demonstration for ½ day at Bunnings

Training Sub Committee

- Broad outline being circulated at sub committee level and program being firmed up
 - Request for chainsaw training program to be firmed up
 - Is there a need for slabbing machine (Horizontal bandsaw training), but only one machine at Busselton with competent operators? No action required.

Strategic Plan

- Draft plan (provided to all members by email with agenda) was referred to and gone through with Jim Cameron and Barbara Jennings highlighting key sections. The matters raised are (no particular order or level of importance)
 - The draft should be firmed up for Conveners Forum at end of July, this will require CoM to endorse (settle) on plan at May CoM meeting allowing it to go to Groups in June for comment.
 - Heritage collection, shopping centre group and library needs attention.
 - Issues of immediate importance
 - Succession planning, particularly President and Com
 - Building groups by community outreach carried out by groups to raise membership. Groups need to be encouraged to do this and possible collaboration with other WAWA groups and outside organisations. Melville group is not an active in community engagement. CoM can provide facilities and resources such as brochure and handouts.
 - Groups need to be acquainted with section 7B in the plan and we need to get other WAWA members involved. Some groups may not be interested or too small.

- Recommendation to be sent to groups to provide members to input into the community outreach program, onto subcommittee and then CoM.
- Issue of status of co-opted members need clear policy and guidelines, particularly if they have budget. CoM needs to look at this matter and if needed issue a new Handbook (Guideline) section on co-opted subcommittee members authority, accountability and interface with CoM. The Sub committee section of the strategic plan should be used as guideline. Barbara Jennings and Jim Cameron to look at possible handbook changes.
- The Strategic Plan sub committee is looking for feedback on the plan which is to be sent to Jim Cameron.

Recruitment and Publicity Sub Committee

- Open competition is to be held at Perth Royal Show in late September early October. President still negotiating on this matter.
- Additional discussion was had on type of competition for open (see Competition section for minutes)

Communications and Publications sub-Committee

- Newsletter #221 ready to go pending any issue form this meeting.
 - Matter of payment for advertising and raising invoices for sponsors to be followed up by treasurer. Carrols are one year in arrears.
- Website: Embellishers site is up and running.
- IT strategy delayed until next CoM meeting

Facilities and Equipment

- Report.

Other Finance

- Closure of Bankwest facilities by CBA, and implications for WAWA and several groups. Rolling over with current level of functionality difficult and will incur additional charges particularly the two authorisations for electronic transfer. Other minor banks may provide better facilities ie Bendigo, P&N. treasurer to investigate and advise CoM on her recommendations.
- Com considered the request from Bunbury Group in the form of a letter containing formal motions approved by Bunbury committee that they change their banking provider and account's structure (letter attached with covering email in appendices). It was **Moved Jim Cameron and Seconded by Kerri Nichols "That WAWA CoM approve The Bunbury Woodturners Group to change to banking provider P&N and to restructure the accounts to include debit card and interest-bearing savings accounts."** Passed unanimously

DBC Act & Regulation Negotiations

No action

Other Business (Business raised by COM members or groups)

- CoM discussed general group activities and noted that there has been some inter group movement of members due to some disquiet in governance but no matters that concern CoM intervention. CoM will maintain a watching brief. CoM executive to increase contact with groups.
- CoM noted that no group has provided the end of December asset register or financial statements. A note to be sent out concerning this matter to all groups.
- Library update "Library books and CD/videos have been stored at Wandu WAWA office. There are still some outstanding books/magazines which the Secretary is recovering. Steve Horley of Mandurah has offered to co-ordinate library service, but this service will be an on demand service rather than all books, magazines and CD being brought to each WeWs. The details on how it

- will work are to be determined but it is probable that only booking through the web page for a resource will be considered. All libraries would be stored by Steve. Mike is yet to return the \$100 float. CoM approved this arrangement.
- Kerri requested accounts to be finalised for roller door so claim can be made for half cost with WPA.
 - Andy Hill updated CoM on failed Hare and Forbes midi electronic lathe and difficulties in dealing with the vendor re warranty issues and design deficiencies. CoM offered to provide their weight in any correspondence or act on behalf of Joondalup Group with vendor.
 - Barbara Jennings advised CoM that Neil Turner of the "Collaboration Group" is attempting to get an international guest Benoit Averly. WAWA would be interested in participating at a group level. Additional information is requested.
 - Ian Ludford sought permission to attend meetings by Zoom over the next 6 months (commencing April Meeting) due to absence overseas. Granted by CoM.

Date of next meeting: Wednesday 13th April 2022 12:00 pm in Carvers Room Wandl.

Meeting Closed 2:26pm

Appendix

BUNBURY BANK ACCOUNT

Covering email.

On 08/03/2022 12:40, brianmargmcl@bigpond.com wrote:

David,

The Bunbury Woodturners Group voted on Saturday 5th March to change banking provider and to restructure the accounts to include debit card and interestbearing savings accounts. Both motions were passed contingent on WAWA approval as per the by-laws in the constitution.

A discussion paper was presented at our meeting and is attached for the committee's information.

The BWTG currently holds around \$7,500 in a notional building fund. All donations and \$3.00 of every \$4.00 door fee is notionally assigned to the fund. The opening of a savings account attracting interest and, potentially, bonus interest will allow that action to be formalized and easily visible. BWTG premises are owned by City of Bunbury and are leased to BWTG on a recurring basis. The lease provisions allow for termination by CoB with 1 year notice: no notice of termination has been received at this time. The premises adjoins a sports ground and together the area has been flagged as a possible site for housing development. The building fund is seen as a provision for expenditure in the event of the lease being terminated and new accommodation being required.

A competent committee member conducts regular maintenance on workshop and lathe equipment. Maintenance is often performed on non-shop days. The current procedure involves the use of a locked cash box that can be accessed by selected committee to provide cash for replacements, spares or external work. If the cash box cannot be accessed the member purchases on their own account and claims refund of expenditure. The provision of debit card facilities for a limited number of committee members will allow for minor maintenance expenses to be covered without the need for cash or cheques. The use of debit card for kitchen and housekeeping supplies would also be

more convenient for both operating and accounting purposes.
We ask that these changes be considered at the next WAWA committee meeting.

Brian McLoughlin

Treasurer

Motion to change banking from Bankwest to P&N Bank.

Reason to consider change:-

- Bankwest has closed one branch in Bunbury and has transferred all business banking to Perth making non routine matters a bit more time consuming.
- Bankwest Business banking will migrate to Commonwealth Bank in the near future. The implications of this are not clear at this time but it is not expected to make banking for small account holders easier.

It was agreed (Convenor and Treasurer) that alternative banking arrangements should be investigated looking specifically at the second tier banks. P&N Bank was approached and provided details of the accounts we wished to raise. Internet was then used to compare similar facilities at other banks (Bendigo and Adelaide Bank and Bank of Queensland in particular).

P&N Bank is favoured.

- Bunbury branch is easily accessible
- Account decisions and administration is managed at the branch
- Proposed account structure is available
- Can qualify easily for bonus interest on Building fund account.
- Disadvantage is \$1.25 charge on cheques.

Motion

That, contingent on approval from the committee of the Woodturners Association of Western Australia Inc, the Bunbury Woodturning Group transfers its banking to P&N Bank Bunbury Branch at Unit 3, 11 Sandridge Road Bunbury.

Motion to establish three bank accounts at P&N Bank Bunbury.

The establishment of three accounts has been discussed and agreed previously. For a number of reasons, actioning of the previous motion was unsuccessful and the Group remains serviced by one cheque account at Bankwest.

Motion

That, contingent on approval from the committee of the Woodturners Association of Western Australia Inc, that 3 accounts be established with the P&N Bank as follows:-

- 'Community Account' with 2 to sign for withdrawals. Eligible signatories will be Convenor Antony John Mellor, Treasurer Brian Cormac

McLoughlin, Secretary Glen Barry Donovan, Committee Member Kevin Graham Gardiner.

- *'Swift Saver Account' with 2 to sign for withdrawals. Eligible signatories will be Convenor Antony John Mellar, Treasurer Brian Cormac McLoughlin, Secretary Glen Barry Donovan, Committee Member Kevin Graham Gardiner.*
- *'Easypay Access Account' with one to sign and debit cards assigned to the signatories. Signatories/Card holders will be Convenor Antony John Mellar, Treasurer Brian Cormac McLoughlin and Committee Member Patrick James Jordan.*

Notes to attach to the motion.

The 'Community Account' will be operated similarly to the single account held with Bankwest. All funds in and most funds out will be managed through this account. All withdrawals from the account will be effected through internet banking, the use of cheques will only be done when unavoidable.

The 'Swift Saver Account' will be used to place the building fund money.

Transfer of eligible funds on a monthly basis will attract a bonus interest rate.

Withdrawals are not anticipated but in the event of a withdrawal being required, that withdrawal will be endorsed by the committee in advance of the action. Endorsement may be done by phone if a meeting cannot be scheduled before an urgent withdrawal.

The 'Easypay Access Account' will take the place of a petty cash box. The debit cards will be used for kitchen supplies, maintenance spares or parts, minor workshop replacement, preparations for events and other minor administrative or operational expenses. The Treasurer will maintain a balance in the account not exceeding \$250 unless the purchase of a more expensive item is anticipated.