

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

MEETING MINUTES

Date: 11th May 2022,

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

Meeting opened 12:00 pm (noon)

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

Apologies: Barbara Jennings (notified last meeting), Ian Ludford, Glenys Hough

Observers: Nil

Safety matters

- Verbal report of accident this morning at Melville with member cutting top of left hand index finger with knife while preparing drum sander belt. Severe laceration but no medical help required. Report to be provided.

Previous meeting Minutes

Meeting Minutes for 13th April 2022 as a true and correct record of meeting.

Moved Jim Cameron, Seconded Kerri Nichols Passed unanimously.

Correspondence In: (for noting, unless listed elsewhere)

- 12/4 email from previous member inquiring about contacts at Bunbury. Provided contacts and advised Bunbury Exec.
- 13/4 email from Barbara Jennings with details of Busselton flyer and contact for Graphic Artist who may help.
- 14/4 email request from Mundaring concerning need for Letterhead with ABN to allow them to apply to Bendigo bank for funding new bandsaw. Provided.
- 14/4 email from Aiton Sheppard with photos of Mike Phillips certificate of appreciation.
- 18/4 email from David Rechter and Peter Cunnington re printer and original documents for flyer. None available.
- 18/4 email from new member having trouble logging in to webpage. Passed on th Ian Ludford to assist member.
- 19/4 email from Wandi convener re availability of grass tree trunks for WAWA members. Put note in Mailjet mail out.
- 19/4 email request from treasurer about signature confirmation for Commonwealth Bank
- 20/4 email from Mike Phillips confirming repayment of Library float of \$100 to general WAWA bank account.
- 26/4 email from Registrar re absence due to urgent trip to UK. Follow up email trip cancelled as now has Covid and unable to attend meeting personally.
- 26/4 cc of email from Bunbury Convener to Registrar enquiring about sources of demonstrators. Registrar replied and Secretary provided advice to use Handbook p25to 35 to assist for their WEWs setup.
- 26/4 Busselton Secretary advise that they are intending to apply to RioTinto for funding a new lathe. For Advice only.
- 27/4 email from Denis Tapley concerning publishing Step courses. Note sent out in mail jet general notice.
- 28/4 email from member of public concerning contact at Toodyay to source some timber. Provided contact of Avon group.
- 29/4 email from Denis Tapley concerning Judge Trainer payment increase (see Appendix and other financial)
- 30/4 cc email from editor to Collie asking for their WeWs program.

- 30/4 email from Competition Co-ordinator (Barbara Jennings) with final draft of Hand book update as discussed at last CoM. Draft attached to Agenda Appendix (**for approval to go to Conveners**)
- 30/4 email from Kevin Cheetham of Gosnells re the passing of life member Derek Pollard. Note circulated in Mail jet with details of memorial service. Notice published in The Westralian Newspaper on behalf of WAWA.
- 4/5 email from treasurer to all CoM with April Financials. Noted.
- 6/5 email from collie secretary with agenda for WeWs. Forwarded to Newsletter editor.
- 6/5 response from Microsoft re NFP contacts requesting additional information. Provided and What we are statement.
- 6/5 email from George Murphy informing CoM he will help out with AV handover from Noel Moyes. Referred George to Glenys Hough.
- 7/5 request from Wandi convener for dedicated position specific email addresses. Passed onto Ian Ludford to provide to George.
- 8/5 email from treasurer with information on questions asked about payment to international turners. See appendix for text.
- 8/5 email request from Bunbury convener concerning WAWA position on a proposed Summer school Tutor or hands on with Stirling Arts group. Provided a response. See appendix.
- 9/5 email from member of public with request to help sell her husbands lathes (now in care). Asked for additional information and offered use of web sale page.
- 9/5 email from Newsletter editor with draft of Newsletter. Provided some minor edits
- 9/5 email from Kevin Cheetham concerning Pat Carol live streaming. See appendix.

Correspondence Out (for noting, unless listed elsewhere)

- 13/4 email to treasurer requesting clarification of bank details required in minutes. Information provided by treasurer and incorporated in minutes.
- 14/4 email to CoM members with details of the Forest management Plan request for submissions. Mailjet to all members re this matter sent out.
- 19/4 email to Mandurah group concerning their revised WeWs date and agenda to be mailed out. Provided and mailed out in Mailjet.
- 25/4 Email to Brian Maher of Swan group with Com decision on his submission on trailer returns.
- 27/4 mailjet out to all members with details of derek Pollard service, Forrest management submissions, Mandurah Weekend Workshop change and Step courses.
- 28/4 email to CoM members concerning Covid 19 policy changes in light of government recent changes. CoM to consider in May meeting

Moved Lex McLachlan, Seconded David Finch Passed unanimously.

Treasurer:

Accounts

- April Financial Reports: Transaction, Income and statements circulated by email. (Statement in Appendix)
- CBA Account Update:
 - * Application for two new Commonwealth Bank Accounts has been finalized and approved namely Transaction Account BSB 066 516 ACC 10853480 and Debit Card Account BSB 066 516 ACC 10853501
 - * All committee members should be aware of the banking terms and conditions please visit www.commbiz.com.au [1] for information.....
 - * The Term Deposit accounts will be set up when they mature in August and February

Moved Kerri Nichols, Seconded Andy Hill, Passed unanimously that.

1. Adoption of April accounts

Moved Bruce Jackson, Seconded Jim Cameron Passed unanimously that;

1. Authorised the signing of documents to initiate COMMBIZ online banking and payments and authorization using personal security dongles and debit cards for Kerri Nichols, David Milton, David Finch and Barbara Jennings. (Authorization by President Bruce Jackson

2. Signing of documents consenting to be a signatory on the accounts.
3. That transfer of funds from Bankwest account to CBA accounts occur before EOFY 2021-22 keeping Bankwest accounts active with minimum amounts for 6 months.

Registrar:

- An issue with transfer of details of new members to webpage has been resolved

Competitions:

- CoM approved the amended draft of Competition section of handbook to be presented at next Conveners Forum as a proposal to be put to AGM for replacing existing Competition section. (Text Appended)

Procedural Matters for noting

- Group Public Displays for noting
 - Swan group at Gidgegannup Small Farm Field Day 29th May demonstrating, display and sales.
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Training Sub Committee

1. Training Coordinator Denis Tapley sought permission to conduct the Box making 101 course with only 6 participants and informed that there are only 3 participants for Box making 404 and that this should be cancelled. **Decision:** Jim Cameron to advise Denis that unless there was a minimum of 7 person then the 101 course would be cancelled but there maybe additional persons from Wandie who may make up this number. That course 404 should be cancelled.
2. Jim informed that Embellisher group are preparing a course for August September and will advise of content and date ASAP.
3. Training budget for FY 22-23 to be reviewed and submitted to CoM

Strategic Plan

The final draft plan was tabled and accepted by CoM. To be submitted to next Conveners Forum. **Action: CoM members** to determine three action areas that need to be addressed as a priority and discuss next CoM meeting (June)

The section relating to timeline of activities associated with the plan is to be completed. It was agreed that the in coming committee must take responsibility by election of sub committee to plan and action items.

Tabled a schedule of Events and Activities as a basis of actions to be undertaken in a timely manner. Additional items added relating to Audit and Governance. **Action: Secretary** to use as a basis of action reminders throughout year to ensure effective running of CoM and groups.

Recruitment and Publicity Sub Committee

Report on Royal Show negotiations indicates that there is yet to be a defined area available and conditions of use are uncertain. President negotiating on behalf of WAWA, we may only be offered a commercial type area. CoM agreed we need about 3 times the size of current area in Heritage Hall. As an alternative venue secretary to approach Fine Woodwork Association for details on their Atwell House event in October.

Communications and Publications Sub-Committee

- Newsletter. Editing of Newsletter 222 finished and publication today
- Website: No report
- IT strategy submission made to Microsoft Not For Profit section, awaiting response.

Facilities and Equipment

- No Report.

Other Finance

- Gosnells WeWs request for WAWA to contribute to the cost of Pat Caroll live streaming demonstration. The treasurer advised by correspondence that there is no

risk to our Not For Profit status but the attraction of GST on electronic services is probable (Tax ruling) but how this is done is not clear. It requires a submission to ATO for a ruling on this case. **Decision** CoM has requested that Gosnells provide the financial breakdown of expected cost as they agreed which will on receipt be circulated to CoM to allow a decision. CoM confirmed that it is supportive of innovative ideas like this pilot proposal and will consider all requests that can enhance the skills and development of members with its priority being to local demonstrators.

- Request to increase Judges training Instructors fees from \$100 to \$150 per trainer per training day. **Approved by majority.**

DBC Act & Regulation Negotiations

Request for members to submit response to survey on forest use.

Other Business (Business raised by COM members or groups)

- Consideration of Covid Policy relaxation in light of recent government changes. Decision: That WAWA adopts the recommendations of the WA Government for the management of Covid19, mainly the relaxing of the condition of proof of vaccination for attending meetings (WeWs) and public gathering and meetings (mask voluntary but recommended, no capacity limits)
- Bunbury innovative with the Stirling Arts group was noted and this type of relationship is important in promoting and developing our Association.
- Jim Cameron advised he will be absent for next two CoM meetings
- Jim approached by member of public concerning turning of 1650 long decorative columns, pass onto Secretary.

Meeting closed 1:44 pm

Date of next meeting: Wednesday 8th June 2022 12:00 pm in Carvers Room Wandl.
Zoom facilities available.

Appendix

Competition – Update to Handbook.

General Provisions

The WAWA competitions cover a number of elements.

- (1) The first is the *monthly competition in 4 categories*: Beginner, Novice, Intermediate and Advanced. Certificates are presented for 1st, 2nd and 3rd places in each category.
- (2) Next is the *Popular vote*, where Members present vote according to their own judgement. Certificates are presented for 1st, 2nd and 3rd places.
- (3) Then there is the *Open competition* where the Novice, Intermediate and Advanced categories are made into one overall category and the judges of the day select 1st, 2nd and 3rd place getters. Beginners are not eligible for the Open award.

Note: Where competition items are considered too difficult for Beginners a modified item may be offered.

Rules and procedures for Weekend Workshop Competitions

1. The competitions will run from September to August. The September AGM will include the awards presentation.
2. Each Member may enter one item per competition in his/her respective category. Multiple objects (e.g. a pair) will constitute one item.

3. Any item being entered must not have been judged at any prior Association workshop. Items judged at Group level are deemed to be not previously judged and vice-versa.
4. All items will be made to the specifications for that particular competition. Any item not conforming will lose marks in the design criteria.
5. Any item entered must be that Member's own work.
6. All items must be entered by 9.00 am on the day of the workshop. Late entries will not be accepted.
7. Items to be judged will not have any person's name visible.
8. All items to be judged will be ticketed with the category and entry number e.g. N5, I3, A7 and displayed in their appropriate places.
9. The host Group will ensure there is a suitable area to display competition items with the appropriate category markers in place.
10. A minimum of two judges will be selected by the Competition Co-ordinator prior to the competition. The judges selected must not have an item in the competition of the day. They will judge the entries, allocate the place getters and be finished by 2.00pm. The judges' decision is final.
11. Points scored are 7 for 1st place, 5 for 2nd place, 3 for 3rd place and 2 for 4th place. In addition, each other competitor receives 1 point for entering the competition. First, second and third places in the Beginner, Novice, Intermediate and Advanced receive a cash prize and certificates.
12. The presentation of prizes will be conducted on the day of the workshop.
13. Members are eligible to join the Beginners category in their first year of turning. Previous turning experience prior to joining WAWA will be counted.
14. After the August competition members will be assessed with a view to promotions to the next higher category. Progression will be based on the based on the average of the judges scores of the member's last 10 entries in the competition. Competition co-ordinators discretion may be needed where they had less than 10 entries in total to be averaged. Where the average exceeds the promotion thresholds the member will be promoted. For example:
 - Beginner to Novice – Average greater than 65
 - Novice to Intermediate – Average greater than 75
 - Intermediate to Advanced – Average greater than 80

These promotion thresholds will be reviewed annually, with thresholds published to coincide with the annual round of promotions after the August workshop. All promotions are subject to discretion by the Competition committee.
15. Any Member may self promote to any category, but may not demote, with the following exception. Members who have achieved the rank of Advanced but who feel that their skills may be dropping due to age and/or ill health may approach the Competition Co-ordinator and request a step back to Intermediate level. A review of their recent judged scores will be used to determine if this is appropriate.
16. The competition co-ordinator will be permitted to enter competitions.

AGM Awards:-

- **Accumulated Points.** Beginner, Novice, Intermediate, Advanced and Popular vote points accumulated during the year. 1st, 2nd and 3rd will all receive a trophy.
- **Keith Stout Memorial Trophy** is awarded for accumulated points in the Open category throughout the year. 1st receives the Perpetual Trophy plus a commemorative trophy to keep; 2nd and 3rd receive a small trophy.

Royal Show Competition:-

A Competition of Excellence is to be held at the annual Royal Show, or a similar alternative venue. The competition will be open to Novice, Intermediate and Advanced turners. There is no Beginners category as this is a showcase of Excellence.

There will be two classes in the competition:

1. Plain turning. This is any item which does not include off-lathe embellishing. For example, a bowl with the rim embellished with turned beads is acceptable but one with painting or carving is not.

2. Open Artistic. Any item which is not plain turning.

Members may enter one item into each class.

The **President's Trophy** is presented to the best turned item in the competition, plus a commemorative trophy to keep. The **Cyril Jones Trophy** is presented to the winner of the Popular vote for this competition, plus a commemorative trophy to keep.

WAWA Inc. Balance Sheet 30/04/2022

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$31,919.88	
<u>Cash held by Groups</u>	\$114,261.08	
<u>Petty Cash & Floats</u>	\$0.00	
<u>Book Library Float</u>	\$0.00	
<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>	\$1,379.65	
<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		\$517,049.48

Liabilities

<u>Current Liabilities</u>		\$0.00
<u>Suspense</u>	\$20.00	
<u>Non Current Liabilities</u>		\$0.00
Total Liabilities		\$20.00

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	\$12,553.89
Total Equity	\$517,029.48
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Total Liabilities & Equity	\$517,049.48