



## Meeting Minutes Convenors' Forum, Saturday 30<sup>th</sup> July 2022

**Held at: Busselton Woodturning Group Clubroom**

**Commenced at 10 am (break for lunch at 12:10pm and resumed 12:45pm)**

**Chairperson Dennis Haddon Busselton Convener**

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Attendees: Dennis Haddon: Max Heath, Malcolm Olston, Barbara Jennings, Bruce Jackson, Terry Holl, Terry Nichols, Glen Donovan, Domenic Italiano, Ian Ramsdale, Lex McLachlan, David Milton.

By Zoom Stuart North (Wanneroo Joondalup)

1. Welcome and administration by chairperson.
2. Absences and Apologies.  
John Kennett (Mandurah), Robyn McLean (Covid 19, Melville), Brian Mather (Swan), Robin Campbell (Ill, Embellishers).CoM members, Ian Ludford, Jim Cameron
3. Actions from Previous Minutes.
  - 3.1. Groups to write Profiles on their prominent members Called for continual **Status: ongoing**
  - 3.2. CoM to examine the policy of electronic communication in the handbook. **Status: ongoing?**
  - 3.3. Groups are responsible for finding a President and CoM members. **Status: ongoing**
  - 3.4. Competition Matters: "that the competition subcommittee continue with its review and make recommendations to CoM" **Status: Completed. Draught new entry for Handbook to be considered at AGM**
  - 3.5. Guidelines for training of new members "Action Groups to provide names of members who will be involved in setting up guidelines" **Status: No action**
  - 3.6. Proposal to line up the "open competition" with the Royal show was agreed to. President to negotiate better facilities for the showing of competition items. **Status: Completed To be held in August with popular vote from southland display**
  - 3.7. It was resolved that 2 weeks be given for a replacement librarian to be found by groups. If not, all library materials will be stored at WAWA Office at Wandi **Status: Completed**
  - 3.8. The Competition coordinator requested groups make submissions of items (two required) for next year. A simplified item can also be submitted for beginners' skill level. Timetable as per Handbook **Status: Ongoing**
4. General Business
  - 4.1. From Groups : No business provided.
  - 4.2. From WAWA CoM

- 4.2.1. **Strategic plan 2022-2025** was provided to all groups with agenda and initial discussion indicated delegates required some time to discuss and item was deferred to end of meeting when the following decisions were made:
- 4.2.1.1. **The Strategic plan 2022-25 is to be adopted**
- 4.2.1.2. **The plan is to be published on the webpage and all members informed of it and requested to provide feedback: Action CoM Secretary**
- 4.2.1.3. **That groups focus on 3 key strategies;**
- 4.2.1.3.1. **Governance**
- 4.2.1.3.2. **Health and Safety and**
- 4.2.1.3.3. **Education and Training**
- In focusing on these areas the Conveners agreed that the strategies /activities listed with each are be actioned as appropriate for each group. CoM may need to provide guidance and resources. The Action plan table (last section of the plan) will be populated by the group so progress can be monitored. **Action CoM Secretary to circulate documents**
- 4.2.2. **Annual fees** Membership fees increase to \$80 pa was proposed by CoM and was discussed with the following points raised;
- 1 That the proposed increase by \$20 pa is too much
  - 2 That WAWA made a loss of about \$4,000 last year and that all income essentially comes from membership fees
  3. WAWA need at least a \$10 PA increase in fees to cover rising cost and offset loss. Insurance cost are expected to rise to about 20% of expenses this year.
  - 4 WAWA expenditure could be reduced only in capitation fees, training budget, prize money or competition annual award pool.
- The decision was **“That annual fees be increase to \$70 pa and that prize money will not be awarded at WeWs competitions. To be moved at the AGM” Passed by Majority.**

**It was also proposed that a simplification of the administration of fees** recommended by the Registrar be adopted, being:

1. The joining fee to cover admin costs, welcome pack (introductory letter, rules safety booklet, badges). The badges are name badge and cloth WAWA badge and to include name badge for any associate member. Any additional/ extra/ replacement badges to be at members cost, outside the joining fee. Name badge \$5, and WAWA cloth Badge \$10. This should remove any misunderstandings presently in place.
2. The late fee, remains in place and comes into action after 31<sup>st</sup> October following the AGM.
3. The pro-rate membership fee to change to a half yearly period, rather than the quarterly period as now.

**Moved Max Heath Seconded Terry Nichols “That the simplification of registration Administration be adopted” Passed unanimously. To be included in AGM motions.**

- 4.2.3. Groups were advised that Lotteries West Funding applications from groups will be sought. It is noted that groups must provide 25% of funding with grant being for 75%. Only \$15,000 available for WAWA. **Action CoM Secretary to circulate request**
- 4.2.4. Open Competition in August, members reminded of need to support with entries and helping on the display at Southlands shopping center for popular vote. **Action CoM Secretary to circulate manning schedule**

#### 4.2.5. Handbook updates

- 4.2.5.1. **Competition guidelines** revision were tabled as per attachment to agenda items. A request for averages to be considered as guidelines was agreed to an that they be published. Members to have access to their averages. It **was Moved by George Murphy and seconded by Dominic Italiano that the guidelines be adopted and presented to AGM.** Passed unanimously
- 4.2.5.2. **Fractal burning proposal** to include a new guideline as tabled **was Moved by Barbara Jennings and seconded by Mal Olston that the guidelines be adopted and presented to AGM. Passed unanimously**
- 4.2.5.3. **Face shields and safety screen at WeWs to become mandatory.** The members discussed this matter and raised the following points:
1. There is need to address this issue considering recent WeWs where members have expressed concern at the lack of adequate safety protection for audience and in some cases the demonstrator.
  2. That we must make the requirements mandatory at a WeWs level but also groups must adopt these measures before we have a serious accident. We have a moral responsibility to ensure members safety at demonstrations.
  3. Is there an Australian standard for safety screen or impact barriers **CoM Secretary to follow up and advise. Information on face shield to be provided.**
  4. Are solid screens (polycarbonate/Perspex) preferable over mesh screens. Solid plastic screens deteriorate over time and get fouled by glue, finishes, scratches, mesh screen s can be hard to see through. **CoM to provide guidance, groups experiences to be sought.**
- Moved Barbara Jennings Seconded Bruce Jackson “That the use of face shields and safety screen at all WeWs be mandatory and that Groups be strongly encouraged to adopt a similar requirement for their demonstrations” Passed unanimously. To be included in AGM motions and groups notified.**
- 4.2.5.4. The suggestion of a **safety video** that all members could access was considered. Each group to produce one aspect of safety instruction was proposed and accepted by conveners. A link to the Men’s shed web example was requested. Videos can be made on a phone rather than needing a video camera. The intention is to get group members more engaged in safety matters. **CoM Secretary to provide each group with a aspect for them to consider recording and provide where groups can get technical advice.**
- 4.2.5.5. Groups should consider **providing a delegate for committee of management** was reiterated by CoM. The issue of a new President is a pressing concern. Larger groups that should consider a CoM delegate that are not represented on CoM are Joondalup, Swan, Gosnells, Bunbury and Wandi. Groups must consider that meeting are being conducted with video link process (Zoom) which cuts travel and are less than 2 hours. **Action: Groups to discuss with their members as a matter of urgency.**
- 4.2.5.6. Groups to consider idea of a **demonstrator’s pool** and have only two demonstrators for each weekend workshop. The conveners considered this idea has some merit but may not suit all occasions. **Action: Groups to discuss with their members.**
- 4.2.5.7. **Competition items for 2023:** The list is not completed as some groups have not made submissions. The groups who have not made submission to provide items in the next week. **Action: Groups to discuss with their members.**
- 4.2.5.8. For noting: Recent advice by way of an email from Department of Mines, Industry Regulation and Safety and Work safe with **“Guide Work health and safety for volunteer organisation”** confirms that WAWA as an organisation that is only volunteers with no employees or paying

anyone to carry out work and does not have obligations to adhering to the WHS Act and do not have work health and safety duties. We may reimburse our volunteers only for out-of-pocket costs and expenses (not considered employment or financial reward). We also would be considered to be carrying out activities which are purely domestic, social, recreational, or private in nature which are not included in the WHS Act. However, it is considered good practice for WAWA to embrace the general WHS duties which we do with our “Health and Safety Guidelines”. As a general principle we should adopt a primary duty ‘so far as reasonably practicable’ which means that we do not have to guarantee that no harm will occur but must do what is reasonably able to be done to ensure health and safety.

#### Other Business (raised from the floor)

- Com have been requested to review the **travel allowance** (rate per kilometer) **Action CoM Treasurer**
  - Joondalup/Wanneroo convener advised the meeting that their group is considering a relocation, due to the demolition of their current club area and no alternative venue being available to Stirling Community Shed location in Stirling Shire which recently erected additional facilities. A group name change would be required.
  - Melville group advised that their building extension is about to start and should be completed in first quarter of 2023.
  - A query on DBA timber use licence status was that WAWA is still waiting on Departments actions, but it appears that the situation has been put to a low priority by Government. A watching brief to be maintained.
  - The President raised the matter of flooded gum availability from roadwork and requested any groups who are interested in possibly several tonnes of timber should contact him direct.

#### **Meeting closed at 1:50pm**

Next Meeting: To be hosted by Swan group on Saturday 25<sup>th</sup> February 2023.