



**COMMITTEE OF MANAGEMENT**

**MEETING MINUTES**

**Date: 10<sup>th</sup> August 2022**

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

**Meeting Declared open 12:04pm**

**Roll Call:** Bruce Jackson (President), Jim Cameron, David Milton, Kerri Nicholls (by Zoom), David Finch (by Zoom, part of meeting), Glenys Hough (by Zoom), Andy Hill (by Zoom), Barbara Jennings, Alex McLachlan

**Apologies,** Ian Ludford,

**Observers:** Nil

**Safety matters**

- Noted: At Gosnells WeWs on the 16<sup>th</sup> July at about 11:55 am Doris Martin, an associate member partially collapsed while seated in viewing stands. Ambulance called and patient transported to hospital.

**Action: Secretary to follow up on emergency protocols in place at WeWs and preparedness for such events. Handbook may need revision. Possible use of safety video for uniformity on procedures.**

**Previous meeting Minutes**

Meeting Minutes for 13<sup>th</sup> July 2022 as a true and correct record of meeting.

**Moved** Glenys Hough, **Seconded** Andy Hill **Passed Unanimously.**

**Correspondence In:** (for noting, unless listed elsewhere)

- 13th July e-mail Glenys Hough correcting cost of airbrush course. Noted
- 14th July e-mail from member querying status of membership, referred to registrar resolved
- 15th July e-mail from Bunbury confirming opening time 7:30 AM, passed on to vendors
- 16th July e-mail from Start Digital with invoice for \$10 GST. Forwarded to Treasurer.
- 17th July e-mail from Gosnells secretary with information on possible damage to trailer light plug. Inspected light plug has a crack in case but is still operable. Inspected jockey wheel and found it to be damaged. Replacement jockey wheel required.
- 18th July e-mail from Mandurah convenor with apologies for convenor's forum. Nominated Terry Holl to attend on his behalf. Noted
- 18th July e-mail from Wandi convenor concerning request for another term as convenor making these three consecutive years. CoM members advised of this situation and requested to authorize the third term. Authorization was given by CoM members by return e-mail. George was advised of CoM confirmation that he could stand for third term.
- 18th July e-mail query from competition coordinator re vouchers from Timbecon. Advised that they are to be handed out to groups at each weekend workshop.
- 18th July e-mail from Manjimup with annual return, forwarded to treasurer
- 18th July e-mail apology for Jim Cameron for convenor's forum
- 18th July e-mail from Barbara Jennings requesting access to old computer forwarded to Ian Ludford



- 18th July e-mail from Mundaring convener re status of annual report
- 19th July e-mail from insurance broker with forms and declarations. Requested a full proposal form to be completed.
- 19th July e-mail from insurance broker with additional form for voluntary workers insurance declarations. Additional information is required for a new category separate to voluntary would work workers. Need to provide details of typical activities and frequency of activities and confirmed numbers involved in activities.
- 19th July e-mail copy from Joondalup secretary concerning the negotiations with city of Stirling and possible use of Stirling community men's shed
- 20th of July e-mail from Gosnells treasurer concerning spectacles left at weekend workshop general e-mail sent to all members
- 20th July e-mail from Busselton secretary concerning help with repairs to MacPherson lathe by member of public general e-mail sent to all members
- 20th July forwarded e-mail from competition coordinator with names for people from Swan to help at the open display
- 20th July e-mail from competition coordinator with draft competition items for 2023 to be presented at convenors forum
- 20th July e-mail from Gosnells treasurer with incident report on incident at weekend workshop with Doris Martin. Report is appended to agenda items.
- 21st July e-mail from treasurer with end of year balance sheets and end of year financial order it figures circulated to all CoM members
- 21st July e-mail from competition coordinator with quote for trophies circulated to all CoM members for approval. Approval given by all CoM members via e-mail.
- 22nd of July e-mail from member volunteering services to help at Southlands
- 22nd July e-mail from Wandi convener with new executive appointments after AGM noted
- 22nd July e-mail from Mandurah convener confirming attendance of alternate to convener's forum, noted
- 22nd July e-mail from Joondalup convener offering help at Southlands, accepted
- 22nd July e-mail from Melville member offering help on Southlands, accepted
- 22nd July e-mail from treasurer requesting copies of last committee of management meeting. Provided
- 24th of July e-mail from Melville convener with apologies for convener's forum due to illness with COVID deputy convener unable to attend.
- 24th July e-mail from Mandurah concerning options for competition items for 2023. Provided to competition coordinator.
- 24th July e-mail from registrar with proposed guideline changes for administration of membership associated memberships and badges. Attached to convener's forum agenda.
- 25th July e-mail from Wandi convener with 2023 competition items. Forwarded to competition coordinator.
- 25th July e-mail from member of public re repair to broken chair. Responded with request for location. No further correspondence recieved.
- 25th July e-mail from Manjimup convener confirming attendance at convener's forum.
- 25th July e-mail from Swan convener with apologies for convener's forum. Noted.
- 25th July e-mail from Busselton secretary with date change for demonstration. Noted.
- 25th July e-mails from 2 Melville members, plus one verbal volunteering to help at Southlands. Noted
- 26 July e-mail from returning officer, Norm Hoskins indicating only two nominations for committee of management. Requests follow up of recent retiring committee members for their paperwork. E-mail sent out.
- 26 July e-mail from Manjimup secretary with new elected executive committee. Query also on merit award process, provided with details from handbook



## THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

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- 26 July e-mail from Melville member offering help at Southlands accepted
- 26 July e-mail from Gosnells member requesting to register for chainsaw training. Forwarded details to Dennis Tapley. Member withdrew some days later from this course.
- 26th July e-mail request from Melville treasurer requesting ABN number for trial of POS machine. Sought clarification from treasurer on release of ABN. ABN provided to Melville treasurer. Advised Melville that there may be additional charges that need to be accounted for.
- 27th July request from Swan secretary for updated insurance policies. Advised secretary that these will be available towards the end of August.
- 27th July e-mail from Busselton secretary advising of some errors on web page concerning prorated fees.
- 29th July e-mail from embellisher group with suggestion for 2023 competition item. Forward to competition coordinator.
- 2nd August e-mail from returning officer indicating that there are no nominations for president and three nominations for committee have been received. Nominations duly elected.
- 2nd August copy of e-mail from Beyond Tools to Lex McLachlan concerning an in-house woodwork event on 9th of September to the 11th of September. Requesting turners for demonstrating from 10:00 AM to 4:00 PM each day. Lex to liaise with Beyond Tools.
- 2nd August e-mail from Swan secretary with results of AGM and new office bearers. Advised of change to meeting start time. Web page and handout sheet altered with new times.
- 3rd August e-mail from Busselton secretary with correction to convener's forum minute. Correction made.
- 3rd August e-mail from treasurer concerning query on towing costs for trailers. Added two agenda items.
- 3rd August e-mail from Swan secretary with members names for royal show and attached form. Noted.
- 3rd August e-mail from Busselton member assisting with brochure preparation with draft attached. Attached to agenda.
- 4th August e-mail from member of public requesting information on cost of wood turning courses and joining on behalf of a person requiring rehabilitation. Provided information.
- 4th August e-mail from member of public in Albany inquiring about would working classes. Provided contacts with Denmark woodturning group.
- 4th August e-mail advice from Combiz bank concerning updates on banking arrangements. Noted
- 5th August e-mail from treasurer with July income, transaction, and balance sheet. Circulated to all of CoM.
- 5th of August e-mail from member of public inquiring about repair of Banksia chair. Requested additional information on location. Awaiting more details.
- 5th August e-mail from Swan convener with article on wig stands for newsletter. Forwarded 2 newsletter editor.
- 5th August e-mail from Bunbury convener with results of AGM new executive committee names and committee members. Noted.
- 5<sup>th</sup> August e-mail from Busselton secretary with details of demonstration on 27th August. Noted.
- 5th August email from insurance broker with additional form and information.
- 5<sup>th</sup> August e-mail copy from treasurer with audit report and special purpose financial report for tabling at committee of management meeting on Wednesday.



## THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

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- 6 August e-mail from Jack Pallas daughter requesting e-mail address change. Registrar advised along with Wandu convenor.
- 6th August e-mail from treasurer with agenda items. Also advised attendance add meeting by zoom for part of meeting. Noted
- 8th August e-mail from competition coordinator with draft competition items for 2023. Attached 2 CoM agenda.
- 9<sup>th</sup> August e-mail from Joondalup convenor with helper for southlands and a possible candidate for CoM.

### **Correspondence Out** (for noting, unless listed elsewhere)

- 14th July e-mail to Andy Hill with some suggested changes two fractal burning draft.
  - 14th July web mail to all members advising of newsletter number 223 available on web page and Gosnell WeWs.
  - 15th July responded to query on classification of turners for competition. Provided the draft of new competition guidelines for handbook. Matter resolved.
  - 15th July emailed treasurer with audiovisual and headquarter equipment annual reports.
  - 16th July emailed with master with updated photos for Gosnell's weekend workshop for loading on web page.
  - 17th July emailed members who helped with Doris Martin advising them of her recovery and thanking them for their help.
  - 17th July emailed Mundaring convenor requesting annual returns. Reply that he is Interstate and will attend to this matter in the next few days. Resolve satisfactorily.
  - 17th July emailed group conveners draft convenor's forum agenda and attachments.
  - 18th July emailed norm Hoskins for photo of competition item. Photo provided and put up on web page.
  - 21st July e-mail to groups who have not provided competition items for 2023. Responses received.
  - 23rd July e-mail to committee of management with minutes of 13th July CoM meeting attached.
  - 24th July e-mail to Timbecon advising them that sales, special and other notices to be provided to secretary for circulation to group convenors.
  - 24th July e-mail to Mandurah's treasurer advising of CoM's decision authorizing setting up of new bank account for dust extraction system fundraising.
  - 24th July e-mail to all group containers the agenda item for convenor's forum with attached strategic plan. Provided zoom links for meeting.
  - 27th July e-mail to Swan convenor requesting holding of convenor's forum at their meeting place in February 2023. Queried WAWA covering expenses which I confirmed we would. Noted in convenor's forum meeting as next meeting location.
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- **Motion** "That correspondence be accepted" **Moved** Barbara Jennings, **Seconded** Lex McLachlan **Passed Unanimously**

### **Treasurer:**

#### **Accounts**

- **Motion** "That July Financial Reports: Transaction, Income and statements circulated by email be accepted" (Note an error in asset requires correction and will be completed by treasurer who will issue new Balance sheet") **Moved** Kerri Nichols , **Seconded** Barbara Jennings **Passed Unanimously**
- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Kerri Nichols , **Seconded** Barbara Jennings **Passed Unanimously**



## THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

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- Permission to move \$30,000 from Bankwest transaction account to CBA transaction account once second signatories have obtained their authorisation.
- Permission to move \$1000 from Bankwest debit card account to CBA debit card account once second signatories have obtained their authorisation
- Permission to reimburse Lyndsay Nicholson \$100 for AirBrush Step 4/5 Replacement organized
  
- **Motion** "Permission to pay \$400 demonstration costs for the STEP Embellishers Demonstration directly to WANDI **Moved**, Barbara Jennings **Seconded** Bruce Jackson **Passed Unanimously**
  
- **Motion** "Audit Report 2021-22 be accepted" **Moved** Kerri Nichols , **Seconded** Jim Cameron **Passed Unanimously**
- **Motion** "Special Purpose Financial Report 2021-22 be accepted" **Moved** Kerri Nichols , **Seconded** Barbara Jennings **Passed Unanimously**
- **Motion** "That travel allowance be increased from 30 cents per kilometre to 35 cents per kilometre and that towing allowance be increased from 40cents per kilometre to 47cents per kilometre effective after 2022 AGM" **Moved** Kerri Nichols , Glenys Hough **Passed Unanimously**
  
- For noting
  - Debit card for David Finch (registrar) seems to have been lost in the mail... new one ordered old one cancelled
  - Debit card for Bruce Jackson erroneously supplied cancelled

### Registrar:

- No Report

### Competitions:

- **Motion** "Proposed Competition items for 2023 be accepted and circulated to group executives" **Moved** Barbara Jennings , **Seconded** Jim Cameron **Passed Unanimously**
- At Conveners Forum 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**

### Procedural Matters for noting

- Group Public Displays for noting
  - The Busselton Woodturners will be hosting a demonstration for the Busselton Hospice support group on 10<sup>th</sup> August 2022 at their workshop. (date change)
  - The Busselton Woodturners will be providing demonstrations and displays at a Father's Day event at our local Bunnings, Saturday 27/8/22.
  - Open competition display at Southlands Shopping centre from 22<sup>nd</sup> August to 27<sup>th</sup> August.
  - Shopping Centre Group tentatively booked for Bull Creek Shopping centre 29<sup>th</sup> to 31<sup>st</sup> August.
  - WAWA group members doing demonstrations at Beyond Tools premises during a trade event on 9<sup>th</sup> to 11<sup>th</sup> September

### Training Sub Committee

- No Report,

### Strategic Plan

- See matters arising from Conveners Forum.

### Recruitment and Publicity Sub Committee



- No report.

#### **Communications and Publications sub Committee**

- Newsletter. No report
- Website: No report
- IT strategy No report

#### **Facilities and Equipment**

- Damaged jockey wheel on chuck wagon trailer. New jockey wheel required at cost of \$59.99 **Approved for purchase**, Secretary to arrange
- Damage (cracked casing) to European plug casing on chuck wagon trailer lights to be repaired when trailer at Joondalup WeWs.

#### **Other Finance**

- At Conveners Forum 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**

#### **DBC Act & Regulation Negotiations**

- No Report

#### **Matters arising from Conveners Forum**

From the Conveners Forum the following matters were resolved:

##### **Strategic Plan**

- The Strategic plan 2022-25 is to be adopted
- The plan is to be published on the webpage and all members informed of it and requested to provide feedback: **Action CoM Secretary**
- That groups focus on 3 key strategies;
  - Governance
  - Health and Safety and
  - Education and Training

In focusing on these areas the Conveners agreed that the strategies /activities listed with each are to 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**

- **Motion** "That CoM accept the Conveners resolution and actions on Strategic Plan"  
**Moved** Barbara Jennings , **Seconded** Jim Cameron **Passed Unanimously**

##### **Annual fees**

"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

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

- **Motion** "That CoM proposes to increase annual fees to \$70 per annum effective 17<sup>th</sup> September 2022" **Moved** David Finch , **Seconded** Bruce Jackson **Passed Unanimously**



- **Motion** “That recommendation of conveners Forum to discontinue WeWs competition prize money effective 18<sup>th</sup> September 2022” **Moved** Jim Cameron , **Seconded** Kerri Nichols **Passed Unanimously**

#### Handbook updates

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
  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.
  3. **Face shields and safety screen at WeWs to become mandatory.**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
- **Motion** “That CoM accept the Conveners resolution and actions on Handbook updates” **Moved** Barbara Jennings , **Seconded** Andy Hill **Passed Unanimously**

#### Other Matters for noting

The suggestion of a safety video that all members could access was considered. **CoM Secretary to provide each group with an aspect for them to consider recording and provide where groups can get technical advice.**

#### **Other Business (Business raised by COM members or groups)**

- Concerns raised by members on the suitability of the recent Gosnell WeWs venue for WAWA events. The matters that concern are{
  - the difficulty in accessing seats due to steps,
  - narrow aisle to seats and
  - general seat comfort.
  - In addition, a concern has been noted that the venue has only one door and could present a hazard in case of an emergency (fire). No fire protection was evident (automatic sprinkler).

**Action: Secretary to discuss with Gosnells convener the concerns of CoM and provide CoM with a report.**

- **Motion** “That fees for STEP programs are to be non-refundable but transferable, effective immediately” **Moved:** Glenys Hough **Seconded** Barbara Jennings **Passed Unanimously**
- Policy required for financial controls to satisfy Auditor to ensure adequate procedures to authorise recurring expenditures and expenditures that require more immediate action than waiting for next CoM meeting.

**Action:** Treasurer to draft a policy for presentation to September CoM meeting.

- Draft brochure was discussed, and feedback given to Barbara Jennings to take to Henk Geerling. General view is that draft is very good and eye catching, and photos used must show diversity of activities. To be ready for Royal show.



## THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

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- Joondalup/Wanneroo group preparing an expression of interest by end of August for new facilities proposed by neighbouring council.
- Lex updated committee on preparations for
  - Royal show which has confirmed that the normal display in Heritage Hall will go ahead and that \$1,000 would be donated to WAWA. Preparation in hand with groups approached for a roster for demonstrators for the display, Beyond Tools to provide lathes. **CoM permission**; “Was granted for the Ivor Bridges wooden lathe to be taken to the Royal Show for display”
  - Beyond Tools have approached WAWA through Lex to do demonstrations at their premises during a trade event on 9<sup>th</sup> to 11<sup>th</sup> September. Lex to organise. **CoM approved this activity.**
- Update on status of nominations for CoM at AGM. At close of nominations on 31<sup>st</sup> July only three nominations have been received, Barbara Jennings, Lex McLachlan and Ian Ludford for the 7 vacancies on committee. No nomination for President has been received. The returning officer duly declared the three nominees elected to CoM. The Secretary has been informed verbally that a member from each of Bunbury, Avon, Wandi and Joondalup/Wanneroo groups are considering nominating for committee. AGM agenda to allow nominations from floor for either committee and/or President.
  - Barbara Jennings informed CoM of offer of member to provide previously awarded trophies for recycling. **CoM approved** Barbara to investigate this matter.
  - Bruce Jackson requested “That Honorary Membership be conferred on Maurie Munro, member number 2073” a long serving member and previously active CoM and Mandurah group committee member. **CoM approved**

**Meeting Closed 2:08 pm**

**Date of next meeting: Wednesday 14<sup>th</sup> September 2022 12:00 pm in Carvers Room Wandi. Zoom facilities available.**

## Appendix

July Balance sheet as amended 10 August.

# WAWA Inc. Balance Sheet 31/07/2022

## Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$34,635.58	
<u>Cash held by Groups</u>	\$106,478.91	
<u>Petty Cash &amp; 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>	\$1,312.98	
<u>Loan to Gosnells Group</u>	\$0.00	
<u>Prepayments</u>	\$942.40	
<u>Non Current Assets</u>		\$0.00
<u>Plant &amp; Equipment</u>	\$252,660.97	
<u>C</u>		\$0.00
<u>Imbalance-AUD</u>		\$0.00
<u>Orphan-AUD</u>		\$0.00
<b>Total Assets</b>		<b>\$510,728.00</b>

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## Liabilities

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

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## Equity

<u>Members Funds</u>		\$0.00
<u>Adjustment - Group Assets</u>	\$0.00	
<u>Cash</u>	-\$7,782.17	
<u>Plant &amp; Equipment</u>	-\$1,192.74	
<u>Members Funds b/fwd</u>	\$504,475.59	

<b>Retained Earnings</b>	<b>\$15,227.32</b>
<b>Total Equity</b>	<b>\$510,728.00</b>
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<b>Total Liabilities &amp; Equity</b>	<b>\$510,728.00</b>