

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

**MEETING MINUTES**

**Date: 13<sup>th</sup> July 2022,**

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

**Meeting declared open at 12:05pm**

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

**Apologies,** Ian Ludford, Jim Cameron

**Observers:** Nil

**Safety matters**

- Demonstrator Rob Jones was struck on right cheek and nose when a spigot failed on a bowl which was unsupported at tail stock when turning the bowl outside at the Collie WeWs. No injury other than a small nosebleed occurred. A follow up a week latter confirmed there was no delayed injury. (see General business)
- 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 that we don not have to guarantee that no harm will occur but must do what is reasonably able to be done to ensure health and safety.

**Previous meeting Minutes**

Meeting Minutes for 8<sup>th</sup> June 2022 as a true and correct record of meeting.  
Moved Alex McLachlan Seconded David Finch **Passed unanimously.**

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

- 13/6 email from treasure with invoice from Avon for lathe repair (fusion) cost \$520.07. CoM member advised and request to include in minutes of meeting of 8<sup>th</sup> approved. Minutes amended accordingly.
- 13/6 email from Denis Tapley with information on Airbrush and Chainsaw course to be advertised to member. In formation sent out in mail out to all members.
- 14/6 email from Wandi convener about passing of Joe Ellis, forwarded to all conveners and secretaries
- 14/6 email from member of public regarding lemon wood available in Swan Joondalup area, advised these groups of its availability
- 14/6 email from member of Collie group Mike Evans requesting removal from mailing list. Registrar advised and removed.
- 14/6 email from Peter Compton with a cc from Woodworkers wellington re wig stands. Circulated to conveners and secretaries.
- 15/6 email from Gosnells group advising that the Pat Carroll live streaming event has been cancelled in light of CoM position on financing. Circulated to CoM.



- 15/6 email from Timbecon with Artwork for advertisement in newsletter. Forwarded to Editor
- 15/6 email from overseas (Britain) requesting sources of Banksia pod. Provided information on commercial suppliers.
- 16/6 email from Start digital with invoice for Website name renewal. Forwarded to treasurer.
- 16/6 email from Manjimup re competition items suggestions. Forwarded to Competition coordinator.
- 23/6 email from Gosnells with revised WeWs agenda. Forwarded to editor for inclusion in Newsletter.
- 23/6 email from Wandi Convener with details of Joe Ellis funeral. Circulated to conveners and secretaries.
- 24/6 phone query from Collie re insurance coverage re wood in new wood shed (woodshed built on council land and now belongs to council). Response should value wood and put on asset register in case of claim.
- 24/6 email from Mandurah convener re group external venue pen making activity. Noted.
- 24/6 verbal communication from members who attended Collie WeWs expressing concern that Rob Jones was not wearing a full face shield while demonstrating and that no other demonstrator did on the day. (See general business)
- 25/6 email from Collie with article for Newsletter.
- 26/7 phone call from a member who attended the Collie WeWs expressing concern about the capability of the turner (Rob jones) due to observable tremor which allegedly lead to catch and accident with Rob struck in face. (See general business)
- 27/6 email from member of public with request for turning, referred to Swan rroup closest group.
- 27/6 email from Peter Birbeck about incident of Rob Jones being struck in face at Collie WeWs and request for safety video. See appendix for full details. Responded to queries. (See general business)
- 29/6 email from Timbecon requesting that Secretary pass on offers of specials to conveners. See general business
- 29/6 email from member re change of address. Forwarded to registrar.
- 1/7 email from Start Digital with reissued invoice. Sent advice that already paid but not GST. Awaiting response.
- 2/7/ email cc of Wandi Treasurer providing annual returns
- 2/7 email from member of public (NSW) re Kingia Australis (related to grass tree) advised to avoid turning due to potential hazard.
- 4/7 email of annual returns from Avon, forwarded to Treasurer
- 4/7 email from treasure to all CoM with June statement and accounts.
- 4/7 email from Andy Hill with draft Fractal Burning (see general business and appendix)
- 6/7 email from Mandurah member about Beginners and Novice classification, response pending.
- 7/7 email cc of Annual returns from Melville.
- 7/7 cc of email on STEP airbrush course vacancies still available on 11<sup>th</sup> and 13<sup>th</sup> August.
- 10/7 email of draft Newsletter from Editor.
- 11/7 email from Bunbury with draft agenda for WeWs. In progress
- 11/7 email from Busselton secretary with demonstration information.
- 12/7 email of apologies from Jim Cameron for CoM meeting.
- 12/7 email from Joondalup convener re no items for conveners meeting and apologies for not attending.
- 12/7 email from Associations and Charities Branch Consumer Protection Newsletter Issue 31, circulated to CoM with paper on Work health and safety laws for volunteers.
- 12/7 email from Joondalup group with Annual reports. Forwarded to treasurer.
- 12/7 email from Joondalup secretary with minutes of AGM and information on possible new clubroom/venue.

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

- 9/6 email to Gosnells outlining decision on funding of proposed Pat Carol live stream workshop. Acknowledgment received.
- 14/6 email with draft of CoM minutes sent to CoM members for review.



- 23/6 emailed Brian Fowlie Insurance certificates for Southland shopping centre display event related to Open competition.
- 3/7 email previous webmaster re payment of annual fees. Not paid by John, refer to Ian.
- 4/7 email Rod Cock re acting as Returning Officer, will be absent. Arranged for Norm Hoskins to act as returning officer
- 4/7 email to retiring CoM members asking if they will be renominating. Responses Glenys, Andy are not. Barbara, Lex, Ian are.
- 4/7 email to all conveners and secretaries re Conveners meeting on 30<sup>th</sup> July at Busselton, requesting items for agenda. (no responses as at 11/7)
- 5/7 email to conveners requesting items for newsletter. Responses from Mundaring, Mandurah, Segmenters
- 5/7 email to registrar about removal of Rodney Ulph (deceased) and new telephone number for Norm Hoskins.
- 10/7 email to web administrator with nomination forms for AGM office bearers.
- 11/7 email to Timbecon with draft Newsletter and their advertisement, seeking approval.

Moved Andy Hill, Seconded Barbara Jennings "That correspondence be accepted"  
**Passed unanimously.**

**Treasurer:**

**Accounts**

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

Moved Kerri Nicholls, Seconded Barbara Jennings "That accounts be accepted" **Passed unanimously.**

**Registrar:**

- No Report

**Competitions:**

- Some clarification of classifications was provided to Mandurah.
- The Open competition will be held in August with entries closing at 1pm on Saturday 20<sup>th</sup> August at the Bunbury WeWs. Barbara Jennings will be registering the items. Items for the competition need to be packaged by the submitter preferably in boxes to allow them to be transported to the Southlands shopping center. Judging will be organized by Barbara Jennings. A roster will be drawn up by the secretary for manning the display two persons on duty all times, 1/2 a day each for the six days of the display. All the items will be packed up on Saturday 27<sup>th</sup> and returned to the owner at the AGM meeting at Wand on 17<sup>th</sup> September. The popular vote will be by those votes that are lodged by members of the public at the Southlands shopping center. Bruce Jackson will look at the awarding of a prize 2 members of the public who lodge votes

**Procedural Matters for noting**

- Group Public Displays for noting
  - Mandurah Club will be conducting a pen making session at Mr Colin Rutherford's property on the 25 /6/ 22
  - The Busselton Woodturners will be hosting a demonstration for the Busselton Hospice support group on 28th August 2022 at their workshop.
  - Shopping centre group is currently negotiating some activities and will advise on date ASAP.

**Training Sub Committee**

STEP program for airbrush techniques (3 courses) are almost full. Embellisher course has only three persons expressing interest,

**Strategic Plan**

No Actions.

**Recruitment and Publicity Sub Committee**



.A new flyer will be prepared, Hank Geerling from Busselton will assist in preparing the flyer. The flyer will be a four size Tri folded. Advertising will be done by the shopping center we need to provide some materials to them for use in advertising).

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

- Newsletter. Draft ready awaiting final information on open competition.
- Website: No report.
- IT strategy Members expressed need to firm up on policy for laptop computer. Secretary to deal with this matter particularly the Competition computer.

#### **Facilities and Equipment**

- No Report.

NOTE: Internet interruption for 10 minutes at 120 pm to 1:30pm

#### **Other Finance**

- Lottery West funds will be sought this year for capital items. The groups will be canvassed for their funding requests. CoM member to manage this will be appointed after the AGM.
- Request from Mandurah to set up account for replacement of Dust extraction system. **MOTION” That CoM approves the Mandurah Group of the Woodturners of Western Australia (Inc.) setting up a new separate account with Bendigo Bank for the purpose of managing funds specifically related to a replacement dust extraction system.”** Moved Glenys Hough Seconded. David Finch. **Passed unanimously.**
- The treasurer is still awaiting some end of financial year reports by groups to be followed up by secretary and treasurer. Budget the budget forecast and performance for last year was good we were close to the budgeted deficit
- **Annual fees. Kerry Nichols moved Andy hill seconded motion that the annual fees be increased to \$80 per annum from October 1st 2022. Passed unanimously.** David Finch proposed changing prorated fees and undertook to provide a draft of the proposal for the conveners meeting.
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#### **DBC Act & Regulation Negotiations**

No action

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

- CoM considered the Rob Jones incident where he was stuck in the face during a WeWs demonstration and has decided that we need to enforce mandatory wearing of face shield and use of protection screens at WAWA events. This will be put forward to conveners meeting,
  - The suggestion of a safety video that all members could access to be considered also to be referred to Conveners meeting.
- Timbecon’s request for secretary to pass on offers of specials was agreed. No details of conveners to be to be provided to Timbecon Convener meeting on 30<sup>th</sup> July agenda items. **Approval received**
- Conveners meeting: no submissions have been received from groups. The conveners meeting will be at Busselton commencing 10 AM at their club rooms and lunch will be provided.
- The Wanneroo/Joondalup group advised that they are considering an offer to join the sterling community shed complex and will be having discussions with them in the next few weeks. They have requested WAWA to be aware that they may need to provide some input into this process. The group have some funds raised and set aside full a possible moving of their facilities.
- Fractal burning proposal from Andy hill was accepted with some minor wording changes and is appended. This will be put to the conveners and if acceptable then included in the AGM as a change to the health and safety guidelines.



- Andy Hill requested that show and tell table be provided at each weekend workshop. This can simply be a table where members can place item in with a description to allow general members to view their work.
- Andy Hill advised that the weekend workshop for Wanneroo/Joondalup group will be held at Duncraig Community Center off BD Rd Duncraig
- Lex McLaughlin will organize the royal show heritage hall woodturning display. He is awaiting confirmation from the Heritage committee, and we'll contact groups for their contribution.
- Bruce Jackson suggested we should consider requesting groups to provide each to provide a delegate full committee of management. He also suggested we needed to add to the conveners workshop the idea of a demonstrator's pool and have only two demonstrators for each weekend workshop.

**Date of next meeting: Wednesday 10<sup>th</sup> August 2022 12:00 pm in Carvers Room Wandi. Zoom facilities available.**

## Attachments

### Fractal Burning Policy

#### Fractal burning or Lichtenberg burning. DRAFT 4Jul22

Fractal burning is an embellishment process which uses high voltage (2,000 to 10,000 v) to burn dendritic patterns on timber coated with an electrolyte.

Equipment used in this process has exposed high voltage electrical components. It is dangerous and not approved by electrical regulators in any known jurisdiction. 33 deaths in USA in the 5 years to June 2022 and further deaths in WA, SA, NZ and Canada have been attributed to fractal burning.

WAWA encourages and will continue to encourage innovation in all aspects of woodturning, but not at any price. WAWA has the primary responsibility for establishing safety guidelines and for the setting and monitoring of standards. To this end, fractal burning will not be promoted, demonstrated, or displayed (including images) at any WAWA event. Fractal burning will not be included in any WAWA publication except for items warning against the process.



# WAWA Inc. Income Statement For Period Covering 01/07/2021 to 30/06/2022

## Revenues

|                                      |             |                    |
|--------------------------------------|-------------|--------------------|
| <u>Income</u>                        |             | \$0.00             |
| <u>Advertising</u>                   | \$650.00    |                    |
| <u>Badge Sales</u>                   | \$55.00     |                    |
| <u>Beyond Tools</u>                  | \$0.00      |                    |
| <u>Donations</u>                     | \$15.00     |                    |
| <u>Equipment Sales</u>               | \$0.00      |                    |
| <u>Grants</u>                        | \$0.00      |                    |
| <u>Club Grant contribution</u>       | \$0.00      |                    |
| <u>Interest Received</u>             | \$604.90    |                    |
| <u>Master Classes</u>                | \$0.00      |                    |
| <u>Members Registrations</u>         | \$0.00      |                    |
| <u>Late Subs Penalties</u>           | \$80.00     |                    |
| <u>Nomination Fees</u>               | \$1,430.00  |                    |
| <u>Subscriptions</u>                 | \$28,354.00 |                    |
| <u>Other Income</u>                  | \$20.00     |                    |
| <u>Royal Show</u>                    | \$1,000.00  |                    |
| <u>Shopping Centre</u>               | \$0.00      |                    |
| <u>Trailer Lic Reimburse</u>         | \$269.10    |                    |
| <u>Training Reimbursement</u>        | \$0.00      |                    |
| <u>Chainsaw Course Reimbursement</u> | \$1,275.00  |                    |
| <u>STEP Participation</u>            | \$4,300.00  |                    |
| <u>Weekend Workshop</u>              | \$3,940.00  |                    |
| <u>Wood Show</u>                     | \$0.00      |                    |
| <u>Unspecified</u>                   |             | \$0.00             |
| <b>Total Revenue</b>                 |             | <b>\$41,993.00</b> |

## Expenses

|                                    |            |        |
|------------------------------------|------------|--------|
| <u>Expenses</u>                    |            | \$0.00 |
| <u>Advertising &amp; Promotion</u> | \$177.75   |        |
| <u>Annual Competition</u>          | \$3,000.00 |        |
| <u>Audit Fees</u>                  | \$350.00   |        |
| <u>Badges</u>                      | \$0.00     |        |
| <u>Cloth Badges</u>                | \$677.00   |        |

|  |            |
|--|------------|
| <u>Name Badges</u>                     | \$0.00     |
| <u>Bank Fees</u>                       | \$0.00     |
| <u>Beyond Tools Demo Group</u>         | \$0.00     |
| <u>Book Library</u>                    | \$77.48    |
| <u>COM Catering</u>                    | \$59.80    |
| <u>COM Meeting Room Hire</u>           | \$1,200.00 |
| <u>Computer Expenses</u>               | \$0.00     |
| <u>DVD Library</u>                     | \$0.00     |
| <u>Equipment</u>                       | \$0.00     |
| <u>Equipment Purchase</u>              | \$1,274.25 |
| <u>Equipment Repair</u>                | \$679.97   |
| <u>Equipment Grants To Groups</u>      | \$9,998.00 |
| <u>Exhibitions &amp; Fairs</u>         | \$0.00     |
| <u>Quilt &amp; Craft fair</u>          | -\$120.00  |
| <u>Royal Show</u>                      | \$1,000.00 |
| <u>Wood Show</u>                       | \$0.00     |
| <u>Gifts</u>                           | \$100.00   |
| <u>Grants</u>                          | \$0.00     |
| <u>Insurance</u>                       | \$5,548.00 |
| <u>Laundry/Dry Cleaning</u>            | \$0.00     |
| <u>Master Classes</u>                  | \$0.00     |
| <u>Hall Hire</u>                       | \$0.00     |
| <u>Master Class Catering</u>           | \$0.00     |
| <u>Master Classes Fee Demonstrator</u> | \$0.00     |
| <u>Miscellaneous</u>                   | \$0.00     |
| <u>Phone</u>                           | \$0.00     |
| <u>Postage</u>                         | \$110.00   |
| <u>Printing &amp; Stationery</u>       | \$195.39   |
| <u>Prizes</u>                          | \$5,840.00 |
| <u>Subscriptions</u>                   | \$331.45   |
| <u>Trailers</u>                        | \$0.00     |
| <u>Trailer Licences</u>                | \$509.20   |
| <u>Trailer Repair</u>                  | \$271.15   |
| <u>Trailer storage</u>                 | \$2,335.47 |
| <u>Trailer Towing</u>                  | \$552.00   |
| <u>Travel</u>                          | \$578.60   |
| <u>Other</u>                           | \$0.00     |
| <u>Trophies</u>                        | \$741.35   |
| <u>WAWA Newsletter</u>                 | \$0.00     |

|                                  |            |                    |
|----------------------------------|------------|--------------------|
| <u>Website Expenses</u>          |            | \$334.77           |
| <u>Weekend Workshops</u>         |            | \$0.00             |
| <u>Catering</u>                  | \$761.29   |                    |
| <u>Hall Hire</u>                 | \$2,446.91 |                    |
| <u>Other Expenses</u>            | \$123.10   |                    |
| <u>Shopping Group Venue Hire</u> |            | \$0.00             |
| <u>Training</u>                  |            | \$0.00             |
| <u>Chainsaw Course Cost</u>      | \$2,475.00 |                    |
| <u>Safety 1st Aide Cost</u>      | \$75.00    |                    |
| <u>STEP Catering</u>             | \$85.54    |                    |
| <u>STEP Demonstrators</u>        | \$3,000.00 |                    |
| <u>STEP Hall Hire</u>            | \$360.00   |                    |
| <b>Total Expenses</b>            |            | <b>\$45,148.47</b> |
| Net loss for Period              |            | \$3,155.47         |