



**COMMITTEE OF MANAGEMENT**  
**MEETING MINUTES**  
**Date: 12<sup>th</sup> October 2022**

---

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

**Meeting Declared open 12:00pm**

**Roll Call:** Barbara Jennings (President), Bruce Jackson (IPP), David Milton, Kerri Nicholls (by Zoom, David Finch, Ian Ludford (by Zoom), George Murphy, Jim Parker, Alan Kelly, Matt Lanagan (by Zoom)

**Apologies,** Alex McLachlan, David Doye (wrong venue)

**Observers:** Mary Byers (Swan)

**1. Filing Casual Vacancy.**

**Proposed** "Alan Kelly being eligible under the Rules of The Association to be appointed a committee member of WAWA to fill a vacancy remaining on committee"

Moved: George Murphy Seconded: Jim Parker Passed Unanimously

**2. Election of Office Bearers**

**Vice President. George Murphy** (for 6 months) Proposed Bruce Jackson seconded Alan Kelly. Passed Unanimously

**Secretary David Milton** Proposed Barbara Jennings seconded Bruce Jackson Passed Unanimously

**Treasurer. Kerri Nicholls** proposed George Murphy, Seconded David Finch Passed Unanimously

**Registrar> David Finch** (not required to be appointed)

**3. Safety matters Nil**

**4. Previous meeting Minutes**

**Motion** "That Meeting Minutes for 14<sup>th</sup> September 2022 as a true and correct record of meeting".

**Moved** David Finch, **Seconded** Bruce Jackson Passed Unanimously by those present at meeting.

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

- 13/9 email from Busselton secretary with agenda for their WeWs
- 14/9 email advice from Busselton re demonstration on October 22<sup>nd</sup>. Noted
- 14/9 email forwarded by Treasurer from 26/7 from Denis Tapley re chainsaw courses arrangements. Individuals to arrange. Noted
- 15/9 email from Melville group with lotteries West application for AV gear for new club room Total \$8,912. Noted See Pdf Attachment
- 15/9 email correspondence from Andy Hill about tagging requirements with preliminary information. Further information required.
- 15/9 email from member of public re source of Banksia pods. Provided information.



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

---

- 16/9 email from Swan Secretary with names of members attending Beyond Tools demonstration. Noted
- 16/9 email from Competition Coordinator with details of competition annual distribution breakdown. Noted and inserted into minutes of September meeting.
- 17/9 email from member concerning email address change. Noted and sent to Registrar.
- 18/9 email cc from president re email access. On going
- 18/9 email from member indicating not renewing membership due to ongoing Covid risk but indicated enjoyed friendship and knowledge sharing
- 18/9 cc of email to President on Joondalup/Wanneroo possibility of needing to raise funds for moving club room. President replied and noted option available: fundraiser, loan from WAWA, Lotteries West and in-kind support and donations.
- 18/9 email from President concerning possibility of Alan Kelly to join CoM. (Dealt with in Filling Casual Vacancy).
- 20/9 email from member advising of not renewing membership. Registrar advised.
- 20/9 email from Wandi convener about honorary membership. Advised that they should be nominated at CoM so a decision can be made.
- 20/9 email from member of public requesting person to complete Barley twist on two 3m long posts. Provided details of commercial provider.
- 20/9 email from member of public concerning petition on "Lack of wood in future due to government policy". After discussion with President Mailjet sent out inviting members to look at petition and join if they felt they wished to. Noted.
- 23/9 email advice President has signed up for FMP newsletter.
- 23/9 email from Lex with names for RHAS demonstrations by Swan, Joondalup and Wandi Groups.
- 24/9 email from Swan Secretary re member concern about face shield mandate at WAWA events. Responded with restatement of our position. See appendix for the details
- 26/9 email from Lex with Mandurah group attendees to RHAS. Noted.
- 26/9 email forwarded from Registrar with "turnabout" Newsletter. Noted
- 26/9 email from Lex with Mandurah members demonstrating at RHAS. Noted
- 27/9 email from Joondalup/Wanneroo Secretary re Timbecon Voucher. Provided information.
- 28/9 and other various dates to other members a spurious email requesting payment. Reported to ACCC and members advised not to respond to email.
- 28/9 email from Swan Convener with application for Lotteries West Grant. Seeking total cost of \$959.20 for lathe attachments.
- 28/9 email from Swan secretary indicating
  - Neil George will attend WAWA CoM meetings as a representative. Noted.
  - Committee has agreed that Swan will follow WAWA mandate re Face shields and safety screens. Noted
- 28/9 email request from Treasurer to get new receipt books. President agreed to this and 20 books to be ordered.
- 28/9 email from member requesting fees amount and payment details. Provided.
- 29/9 email from matt Lanagan re attending CoM meetings by Zoom. Noted
- 30/9 email from Swan Secretary re change of email address. Noted
- 3/10 email from Manjimup Secretary re receipt books. Provided update.
- 4/10 email from Wandi convener confirming Alan Kelly nominating for CoM and passing on information. Noted
- 4/10 email from Beyond Tools with offer of donation of \$300 for demonstration at Tool Sale. See Appendix and other financial.
- 5/10 email from Joondalup/Wanneroo Secretary about WeWs program and directions. Sent out by Mailjet.



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

---

- 5/10 email copy to webmaster re webpage not having right information re new fees. To be followed up as correction made by Secretary on 19<sup>th</sup> Sept but somehow revert to original page!
- 5/10 email from member of public inquiring about wood turning courses. Provided information.
- 5/10 email from Gosnells treasurer requesting contact details for Registrar. Provided.
- 6/10 email from member requesting a copy of Newsletter. Sent.
- 6/10 email from Swan Secretary re demo at Waroona Show 8<sup>th</sup> October. Noted
- 6/10 email from Swan Secretary with notice of demonstration. Noted
- 6/10 email from member re email address issues, yet to be resolved.
- 6/10 email from Swan Secretary about Safety Office issue on Face shields. Asked for Swan to stay in contact about implications. See appendix.
- 7/10 email from Not-for-Profits and Women in Focus Commonwealth Bank. President dealing with matter. Meeting to be advised.
- 7/10 email from Collie re demonstration by member at Boyup Brook. Noted
- 7/10 email from Timbecon re Tools Timber and Techniques Day on 22<sup>nd</sup> October and Flyer to send out. Noted.
- 8/10 Email from Lex McLachlan re apology for meeting. Noted
- 8/10 email from Avon secretary for additional information on secretarial matters and training. Provide. Further request for another training manual. Manuals retrieved and sent to Avon.
- 9/10 email from Lex McLachlan re damage to safety screen and need for replacement. Phone follow up and noted in Financials.
- 9/10 copy of email from Lex re Invoice to RHAS for \$1,000 for demonstration donation. Lex provided breakdown for distribution to groups. Treasurer has in hand.
- 10/10 email inquiry from a widow of ex member about selling equipment. Advised we can put on webpage and requested extra detail.
- 10/10 request for Melville to setup an account facility in existing account using a Tap and Go pad. Need Authorization of CoM for Bank. See details of motion in other finance.
- 10/10 email from new Bunbury Secretary (Narelle Foot) requesting membership application form. Provided form but advised we prefer web applications.
- 11/10 email from Wandi Convener requesting CoM to consider 3 honorary memberships. Noted in other business.
- 11/10 email from Jim Cameron with training manuals for beginner projects.
- 11/10 email from Andy Hill with update on Tagging requirements as out lined by Frank Visser.
- 12/10 verbal request from Bruce Jackson requesting Mandurah member Maurie Munro Member number 2073 be made an honorary member. See general business.

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

- 12/9 email to Andrea to locate all Lotteries west application data and electronic files. Received USB of data.
- 16/9 email to President and CoM with details on Benoit Averly one day workshop at Wandi with embellishers group.
- 16/9 email to Swan Secretary with CoM decision on paying for First Aid Certificate renewal.
- 16/9 email to CoM members re disbursement of competition entry distribution insertion into minutes of 14<sup>th</sup> CoM meeting. Members approved by return emails.



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

---

- 18/9 email to editor with insertions into Newsletter of results of AGM, new President, CoM members, fee changes.
- 19/9 emailed out draft CoM meeting minutes.
- 26/9 emailed Webmaster with Wandi photos for WEWs and prize winners for web page.
- 28/9 email to all new CoM members with “welcome to WAWA Committee package including Last CoM meeting minutes and how meetings run hints.
- 28/9 email with new competition schedule for 2023 to webmaster.
- 3/10 email to al group Executives and CoM re scam alert.
- 3/10 email to CoM calling for agenda items.
- 
- **Motion** “That correspondence be accepted” **Moved** Kerri Nicholls, **Seconded** Ian Ludford Passed Unanimously

### 6. Treasurer report:

#### a. Accounts

- **Motion** “That September Financial Reports: Transaction, Income and statements circulated by email be accepted” **Moved** Kerri Nicholls , **Seconded** Jim Parker Passed Unanimously
- **Motion** “Items for expenditure as per following list payments be authorised as payments” Moved Kerri Nicholls, Seconded Barbara Jennings Passed Unanimously
  - **Lex McLachlan travel expenses:** Royal Show Setup Travel Claim \$126.70 (as per itemised log)
  - **New receipt books:** Purchase of 20 new receipt books \$ total cost \$385

#### b. Other Finance

- i. **Budget Approval.** Members are requested to review the proposed budget sent out by Treasurer (Budget and Q1 Info) as this needs to be approved by meeting (*Note this matter was deferred until discussion on sub committee structure and strategic plan were had. It was decided that the budget should be finalised after the numbers of members renewing by 31<sup>st</sup> October known. To be finalised in November meeting*).
- ii. **Donation from Beyond Tools Open days:** Proposed that the 3 days reimbursement as in store voucher to value of \$450 be in WAWA name and arrangements with Beyond Tools to do this made. Allocation of funds based on group members participation” Moved David Milton Seconded: David Finch Passed Unanimously *Note Mary Beyers to discuss with beyond Tools the separate voucher to swan group and Kerri Nicholls to advise on how this will be reflected in books. Sign off needed for use of monies.*
- iii. **Replacement safety screen for WAWA demo.** Authorise Lex McLachlan to purchase Replacement Poly Carbonate sheet quoted at \$198 for 3mm thick sheet for both screens. Moved David. Milton Seconded Kerri Nicholls Passed Unanimously

#### c. Lotteries West application

- i. **Melville** AV equipment (partial equipment) for new club room, \$8,912
- ii. **Mundaring** One lathe total cost \$1,804.05
- iii. **Swan** Various attachments Total Cost \$959.20  
*It was decided that these amounts would be accepted in total in application to Lotteries west and that the remainder of the \$15,000 ie \$6,243.55 be used by WAWA CoM for upgrade to its video conferencing system (booster to increase stability of signal and improve bandwidth, new computer for competition and possible conferencing, remainder to go to Melville. Quotes required for these systems)*

#### d. Melville Authorisation for Tap and go facility.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- i. **MOTION.** "Melville Group is authorised to setup a tap and go facility linked to their existing Bank West Account WAWA Melville Account 306 070 4198327." Moved David Milton Seconded. Jim Parker Passed Unanimously

**7. Procedural Matters for noting**

- a. Group Public Displays for noting
- i. The Busselton Woodturners will be providing demonstrations,
    1. display, market stall and sausage sizzle for the Old Butter Factory Gala Day (ie at our workshop) on Sunday October 2nd 2022
    2. Ludlow festival 9<sup>th</sup> October
  - ii. Wandi will be attending the Timbecon Open Day at the Timbecon Canning Vale Store on Sat 22 Oct 2022.
  - iii. Collie group John Imrie member no, 264 s taking his small, lathe to Boyup Brook museum on Sat 8<sup>th</sup> & Sun. 9<sup>th</sup> October for a small display.
  - iv. Wandi members will be attending the following events:
    1. The Fine Timber Company Open Weekend, Donnybrook 5-6 Nov 2022;
    2. The Baldivis Lions Club markets on 3 Dec 2022,
  - v. Swan demo at
    1. Waroona Show 8<sup>th</sup> October
    2. Guilford Market Day 16<sup>th</sup> October
    3. Darlington Arts Festival 5<sup>th</sup> and 6<sup>th</sup> November
  - vi. Mandurah group at Mandurah Festival 15<sup>th</sup> and 16<sup>th</sup> October
  - vii. Bunbury Stirling Street Markets 27<sup>th</sup> November

**8. Subcommittee structure**

The roles to be filled were discussed and allocated as follows

Subcommittee	Role	Members
Governance	<ul style="list-style-type: none"> <li>• Strategic planning</li> <li>• Monitoring legal requirements</li> <li>• Maintaining the Rules and Handbook</li> <li>• Succession planning</li> </ul>	President (Chair) Vice President Secretary Registrar
Training	<ul style="list-style-type: none"> <li>• STEP training</li> <li>• Other training (eg first aid, chainsaws)</li> <li>• Beginners training standards &amp; resources</li> <li>• Record Keeping</li> </ul>	Jim Parker (Chair) David Finch
Competition	<ul style="list-style-type: none"> <li>• Running the competition at the WEWSs</li> <li>• Organising judges</li> <li>• Annual competition calendar</li> <li>• Reviewing and advising on competition rules</li> </ul>	Ian Ludford Competition Co-ordinator (Chair for 6 months) Jim Parker George Murphy
Publicity and Communications	<ul style="list-style-type: none"> <li>• Website</li> <li>• Newsletter</li> <li>• Events</li> <li>• Brochures</li> </ul>	Ian Ludford Webmaster Newsletter Editor (Matt Lanagan)



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

	<ul style="list-style-type: none"><li>Recruitment strategies</li></ul>	Events Co-ordinator (Lex McLachlan) Registrar
Safety	<ul style="list-style-type: none"><li>Safety legislation</li><li>Safety handbook updates</li></ul>	Secretary (chair) Alan Kelly
Grants	<ul style="list-style-type: none"><li>Lottery West Grants</li></ul>	President Secretary
Facilities	<ul style="list-style-type: none"><li>Trailers</li><li>Shed</li></ul>	Alan Kelly

**Notes**

- Jim Parker will need help with STEP program, possible Denis Tapley or Jim Cameron may give some pointers
- Mary Byers and Matt Lanagan to act as backup for Registrar.

Need backups for Secretary, Treasurer, and Newsletter editor

**Action:** Secretary to request groups to provide backup from their executives ie secretaries/treasurers or scribes.

**9. Registrar: Report**

- About 250 renewals to date. Reminders to go out in next few days. Also reminder to group Conveners.

**10. Competitions**

- It has been identified we need to publicise the new promotion system and re inform members of points accumulation and also end of year group allocation of funds based on number of entries. To be put in next Newsletter.

**11. Training Sub Committee**

**12. Strategic Plan.**

**13. Recruitment and Publicity**

**14. Communications and Publications**

- Newsletter Matt to look at deadlines and align with key input meetings particularly the AGM
- Website
- IT strategy New hosting to be considered, along with email and file keeping lan Ludford to prepare a discussion paper.

**15. Facilities and Equipment**

- New tyres have been fitted to two trailers (chuck wagon and AV gear).

**16. DBC Act & Regulation Negotiations**

- President has signed up for the FMP newsletter as the President of WAWA.
- 

**17. Other Business (Business raised by COM members or groups)**

- From Wandie Convener Wandie Group would like the following three members to be considered for honorary membership:
  - Jack Pallas, member number 387; joined 22-Oct-87
  - Ted Boyd, member number 823; joined 07-Dec-90
  - Russell Potter, member number 2488. joined 03-Dec-10



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

---

- From Mandurah Group the following member to be considered for honorary membership

- Maurie Munro Member number 2073 joined 28-Jul-04

**Motion** "That the recommendation of the awarding of the honorary membership for the above named members be accepted" **Moved** George Murphy , **Seconded** Bruce Jackson Passed Unanimously

- Ian Ludford is trying to update annual aggregate point winners over past years. Old Newsletters may have them. Bruce Jackson to check his records.
- Bruce Jackson expressed concern about the Royal Show Demonstration are becoming smaller and less visible and poor display facilities. Requested the matter be discussed with show and pavilion organisers.
  - Mary Byers also indicated that we should be trying to attract adults by doing bigger items and have our own lathes.
- Jim parker raised interest in matter of a pool of demonstrators for WeWs. On going consideration needed.
  - Ian Ludford suggested we have a poll of members at Joondalup on what type of demonstrations they would like next year at WeWs. Secretary to prepare a simple sheet for members to fill out.

**Date of next meeting: Wednesday 9<sup>th</sup> November 2022 12:00 pm in Carvers Room Wandi. Zoom facilities available.**

**Meeting Closed 2:13 pm**

## Appendix

September Balance sheet.