



**COMMITTEE OF MANAGEMENT**

**MEETING MINUTES**

**Date: 14<sup>th</sup> September 2022**

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

**Meeting Declared open 12:00pm**

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

**Apologies,** Ian Ludford, Glenys Hough,

**Observers:** Gary Taylor (Swan)

**Safety matters** Trip hazards and cables at weekend workshop, mats are to be used. Cable ties using Velcro strips to be investigated.

**Previous meeting Minutes**

Meeting Minutes for 10<sup>th</sup> august 2022 as a true and correct record of meeting.

**Moved** David Finch, **Seconded** Andy Hill Passed Unanimously.

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

- 11th August e-mail From member querying payment of membership. Provided information and advised registrar.
- 12/8 email from treasure to all CoM with updated Balance sheet. Noted and attached to CoM minutes
- 12/8 email from Swan Secretary re first aid certificates renewal and cost for WAWA to subsidise. Advised that this should be case and will advise CoM. See other finance
- 12/8 email from Swan Secretary with demo details York Show demo. Recorded
- 15/8 email from Glenys Hough re AV gear for Bunbury and arrangements. Followed up and advised various parties
- 15/8 email from member of public re fallen old growth Tuart. Bruce Jackson advised, and enquirer informed
- 15/8 email from Swan Secretary with cost of refresher first aid courses. Noted
- 15/8 email from treasurer with request for CoM members to approve payments for STEP training. Noted
- 16/8 email from member enquiring about woodturning. Provided list of groups contacts.
- 17/8 email request from Swan Secretary about Insurance certificates and Beyond Tools Roster. Provided advice.
- 19/8 email from Melville treasure re Lotteries West Funding. Matter pending.
- 21/8 email from member of public requesting verandah post turning, provided possible commercial turner in Myaree
- 22/8 cc of email of nomination by Matt Lanagan for CoM noted
- 23/8 email from Norm Hoskins re nomination from David Doyle (Avon) noted
- 23/8 email from John Atkinson re trip hazard cables at Bunbury WeWs AV gear. Responded that mats should be in trailer.
- 23/8 email from Swan Secretary inquiring on possibility of selling unwanted items at Royal Show. Lex responded and I endorsed his response. No sales permitted.



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- 24/8 email request for Insurance certificates from Joondalup. Provided in general mail out on 29<sup>th</sup>/8
- 24/8 email copy of need assessment draft sent to City of Stirling in support of case for new club room. Noted.
- 24/8 email from Mundaring re new member and application fees clarification. Advice given.
- 24/8 cc of email from George Murphy about possibility of selling at open competition display. Noted
- 24/8 email from Brian Fowlie re Shopping Centre selling days . Noted
- 24/8 email from Barbara Jennings re missing sign in book for WeWs. Noted
- 24/8 email from Swan group re three demonstrations. Noted
- 25/8 email from Swan group advising that they will provide a representative (different) to CoM meetings. Garry Taylor on 14<sup>th</sup> September. Mary Byers on 12<sup>th</sup> October.
- 26/8 email from Insurance Broker with Invoice for new insurance. Circulated to Com members for approval.
- 26/8 email from Bunbury convener with draft lease agreement attached. Advised Glenn of process that Bunbury committee review and sort out, WAWA Executive sign.
- 27/8 email advice from treasurer re credit now available in the debit card accounts and requesting cards to be activated.
- 29/8 email from Insurance Broker with certificates of Insurance. Forwarded to al groups
- 29/8 email from Gosnells treasurer re Insurance certificate and absence for several week. Laurie Sutton standing in. Noted
- 29/8 email from Mundaring seeking clarification of Lotteries West grant process. Provided
- 29/8 email from competition co-ordinator with draft competition items. Circulated to all group executives for their consideration.
- 29/8 email from Busselton with results of AGM and new office bearers. Noted
- 30/8 email from Glenys Hough with apologies for next CoM meeting. Noted.
- 31/8 email from Avon with results of AGM noted
- 31/8 email of QR code generated by Ian Ludford for direct link to webpage forwarded to flyer designer.
- 1/9 email from Ray York with apologies for AGM. Noted
- 3/9 email from member of public with respect to timber from deceased estate. Responded and awaiting further information.
- 4/9 email with email address change advice but no email provided. Contact appears to be lost.
- 4/9 email from Collie Secretary with results of AGM elections. Noted.
- 5/9 email from member about STEP course, forwarded to Denis Tapley.
- 6/9 email from Associations and Charities Branch, Consumer Protection re domain protection advice. Sought information from domain registrar, awaiting response.
- 8/9 email from Mandurah Secretary with results of AGM elections. Noted requested al committee names.
- 8/9 email from Mandurah Secretary request al past committee members for honor board. Responded no such record kept by WAWA
- 9/9 email copy from Newsletter editor requesting additional content from groups.
- 9/9 email from member with email address change. Forwarded to Registrar for action.
- 10/9 email from WPA with information about Senior Week Expo being held on 8<sup>th</sup> November at Medina Hall. Noted,
- 11/9 email from treasurer to al CoM with August financial. Noted
- 12/9 email from Newsletter editor re status of Newsletter. Noted
- 12/9 email from Mundaring with request for lotteries West funding for new lathe (\$1,804) Noted



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- 12/9 email from Melville requesting \$8,912 for AV gear for new clubroom. Noted
- 12/9 email on behalf of Mandurah committee with two Merit Award recommendations. Circulated to CoM.

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

- 11th August e-mail to Editor with collie news for newsletter.
  - 14<sup>th</sup> email to Ian Ludford with Com minutes, convener's forum minutes and strategic plan for web page upload. Upload confirmed.
  - 14/8 email out list of persons manning the Southlands display.
  - 1/8 email to David Finch re merit award process
  - 18/8 email to CoM executive with draft AGM agenda. Response received and actioned
  - 19/8 email to all group Executives advising of lotteries west funding is open till 30<sup>th</sup> September and requesting applications.
  - 29/8 email out insurance cover notes to all groups and shopping center group.
  - 30/8 Mailjet out new STEP courses and Beyond Tools flyer.
  - 1/9 Mailjet notice of AGM and agenda with attachments links to webpage.
  - 1/9 email to Southland shopping center thanking them for the use of center for open competition display.
  - 4/9 email to George Murphy seeking clarification on Benoit Averly workshop at Wandi. Information provided. NOTE: A query was raised about this what this workshop was about, and secretary subsequently provided the emails to CoM (16/9/22) Workshop being run by Wandi and embellishers SIG in conjunction with collaboration.
  - 12/9 email to Andrea McCandlish re previous Lotteries West application details.
- **Motion** "That correspondence be accepted" **Moved** Jim Cameron, **Seconded** Lex McLachlan Passed Unanimously

### Treasurer:

#### Accounts

- **Motion** "That August Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Kerri Nichols , **Seconded** Barbara Jennings Passed Unanimously
- **Motion** "Items for expenditure as per following three listed payments be authorised as payments" **Moved** Kerri Nichols , **Seconded** Andy Hill Passed Unanimously
  1. Advanced Airbrush \$3,200. Approved by email poll
  2. Centrewest Insurance brokers for Community Services Insurance and Voluntary Workers and Liability Insurance Aggregate amount \$6,503. Approved by CoM by email Poll
  3. Approve distribution of the \$3000 for the club competition for this year. Treasurer to transfer the funds directly to club accounts.  
The distribution would be as follows:

GroupID	JudgePoints	MemberPoints	TotalPoints		\$
Avon		2	2	\$	13.45
Bunbury	3	28	31	\$	208.52
Busseton	5	43	48	\$	322.87
Collie		27	27	\$	181.61
Gosnells	2	16	18	\$	121.08
Joondalup	3	70	73	\$	491.03
Mandurah	2	108	110	\$	739.91
Manjimup	1		1	\$	6.73
Melville	5	52	57	\$	383.41



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Swan	4	54	58	\$ 390.13
Wandi	1	20	21	\$ 141.26
Total	26	420	446	\$ 3,000.00

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Noted at meeting Treasurer received CBA security Tokens (Dongles) for bank transactions which were handed over to signatories David Finch, Barbara Jennings, and David Milton.

### Registrar:

- No Report

### Competitions:

- Report on Southlands Display. Display went well but number of items on display from competition was disappointing. Need for a SWAT to be done so next year we are better organized. Need to look at opportunity to have other items to display and to sell. Sub Committee needs to be set up for this. Incoming committee to do this.

### Procedural Matters for noting

- Group Public Displays for noting
  - The Swan group will be at York Agricultural show on 3<sup>rd</sup> September
  - Shopping Center Group,
    - Kardinya 17—22Oct 2022,
    - Waterford 24—29 Oct 2022,
    - Southlands. 7—12Nov 2022,
    - Phoenix. 28Nov—3Dec 2022
  - Swan Group 1<sup>st</sup> Oct Swan Agriculture Show
  - Swan Group 16<sup>th</sup> October Guildford Nostalgia
  - Swan Group 5<sup>th</sup> and 6<sup>th</sup> November Darlington Arts Festival.
  - Busselton Woodturners will be providing demonstrations, display, market stall and sausage sizzle for the Old Butter Factory Gala Day (ie at our workshop) on Sunday October 2nd 2022.

### Training Sub Committee

- No Report, but comments as follows;
  - Denis Tapley no longer coordinating training and replacement is needed. Incoming CoM to address
  - Step courses Wood Art only had 2 enrolments (cancelled), Introduction to Multi Axis turning 7 persons so going ahead.
  - Chainsaw training three interested members. CoM advised that they were requested to organise their own training and were given the contacts of provider. No training has been undertaken. Request correspondence sent out in July by Denis on matter provided by treasurer and noted (16/9/122). David Finch liaising with potential attendees on this matter

### Strategic Plan

- Summarised version has been developed and three focus areas been highlighted. To be circulated to Conveners for their action and input.

### Recruitment and Publicity Sub Committee

- New flyer has a QR code for direct link to WAWA web site. Henk away at moment so no progress.

### Communications and Publications sub Committee



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- Newsletter. Draft ready. Suggest we wait until AGM then put in new CoM and resolution of matters. New fee payment account details to be put in Web and Newsletter.
- Website: No report; Domain name protection of IP woodturnerswa name!
- IT strategy No report

### Facilities and Equipment

- Request for servicing of trailers possibly including new tyres. Andy Hill authorised to replace tyres if required.
- Electrical tagging of trailer equipment outstanding. There is confusing advice on what is needed. Andy Hill to provide information and clarification on this matter.

### Other Finance

- Query about renewal of first aid certificate by group members to be subsidized as per guidelines for groups getting first aid certificates. Cost increase are likely so will amount be increased. Refresher courses cost \$59. Training records are kept by the Registrar. Guideline is if member on registrar, then they are eligible to maintain certificate and be reimbursed for portion or all of it (up to \$75 per person, max two person per year). Need to clarify procedure and matter to be finalized by incoming committee after a review.
- New details for direct payment to be put in CBA account: Woodturners Ass of WA Inc, BSB 066 516 ACC 10853480

### DBC Act & Regulation Negotiations

- No Report

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

- Gary Taylor advised that Swan Group has appointed 3 safety officers and is making a concerted effort into safety education at their meetings in line with WAWA guidelines.
- A recent expedited Merit Award with a verbal request for it to be ready by AGM (4days notice) was discussed. Awards were circulated to CoM who agreed with the conferring and have been produced ready for award. CoM noted however that at a WeWs where AGM is held awards should only be those conferred by WAWA or the host group. Awards conferred by groups ie Merit and Certificates of appreciation should preferable not awarded at this meeting but at the group's WeWs or other internal event. It was recommended that incoming Com look at this matter and clarify it.
- An update on CoM nominations was given, we now have nominations for all 6 committee positions but no President. The resolution of President may be resolved from the floor at the AGM. Procedure for motions recommended by CoM on agenda was given, that is mover and seconder must come from meeting floor.
- Lex McLachlan apologised for not attending AGM due to issues arising with manning of Beyond Tools, tool sale event. Noted.
- It was Moved Kerri Nichols, seconded by David Finch that the Secretary is authorised to spend up to \$500 to improve Zoom meeting facilities, ie better network link (antenna), Speakers and microphone as more CoM members in new committee will be using this link. Passed Unanimously (Secretary abstained)
- Andy Hill for information only, gave update on discussion with Stirling Council and there is another potential venue that has been suggested. Further meeting to be held exploring possibilities.
- Bruce Jackson expressed concern at declining number of Mandurah club competition entries and the potential of decrease in turning standards overall. It was questioned that members are being involved in too many other activities like SIG run. The opposite trend has been noted at Joondalup Wanneroo. It was also commented on that certain items at competition are more popular than others like lidded boxes, platters pepper Mills. Jim



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Cameron undertook to discuss issue with Embellishers.Com to ask in coming Competition Sub committee to look at this matter and Bruce's concern.

**Date of next meeting: Wednesday 12<sup>th</sup> October 2022 12:00 pm in Carvers Room Wandi. Zoom facilities available. This meeting will be first with new CoM members and will appoint positions as per the Rules.**

**Meeting Closed 1:38 pm**

## Appendix

August Balance sheet.



# WAWA Inc. Balance Sheet 31/08/2022

## Assets

<u>Current Assets</u>		\$0.00
<u>Cash at Bank</u>	\$23,729.78	
<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>	\$84,522.96	
<u>Bankwest Term Deposit 2</u>	\$29,741.53	
<u>CBA Debit Card Account</u>	\$865.04	
<u>CBA Transaction Account</u>	\$0.00	
<u>Debit Card Bank Account</u>	\$271.90	
<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>\$499,813.49</b>

## 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>

## Equity

<u>Members Funds</u>		\$0.00
<u>Adjustment - Group Assets</u>	\$0.00	
<u>Cash</u>	-\$7,782.17	

[Plant & Equipment](#)

-\$1,192.74

[Members Funds b/fwd](#)

\$504,475.59

<b>Retained Earnings</b>	<b>\$4,312.81</b>
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<b>Total Equity</b>	<b>\$499,813.49</b>
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<b>Total Liabilities &amp; Equity</b>	<b>\$499,813.49</b>
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