



**COMMITTEE OF MANAGEMENT**

**MEETING MINUTES**

**Date: 12<sup>th</sup> October 2022**

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**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, George Murphy, Jim Parker, Alan Kelly, Matt Lanagan (by Zoom) Alex McLachlan, David Doye

**Apologies,**

**Observers:** Neil George (Swan)

1. **Safety matters** Nil

2. **Previous meeting Minutes**

**Motion** "That Meeting Minutes for 12<sup>h</sup> October 2022 as a true and correct record of meeting".

**Moved** David Finch, **Seconded** Alan Kelly Passed Unanimously.

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

- 11/10 USB of training files handed over from Jim Cameron. Downloaded onto OneDrive. Copy of Projects for Beginners sent to Avon Secretary.
- 13/10 email with correction to CoM minutes re Mandurah Arts Festival dates. Amended
- 14/11 cc of email from Mary Byers to beyond Tools re gift for Woodturning Demonstration. Noted
- 14/10 email request from member of public concerning learning to turn. Provided webpage contact info. No further response.
- 14/10 email request from member of public concerning Joining WAWA. Provided webpage contact info. No further response
- 14/10 email with correction to roles as registrar and webmaster back up. Amended
- 14/10 email from President with draft brochure, forwarded to Publication group. Follow up cc'd emails about views on the brochure from sub committee.
- 14/11 cc of email of invoice to RHAS . Noted
- 17/10 email from member concerning email address change. Change made. Forwarded to Registrar.
- 17/10 email from Causeway link Project re possible salvage timber. Responded requesting additional details but further response. To follow up
- 17/10 email cc from Joondalup concerning ToolMart donation policy. Noted
- 18/10 email from member of public concerning timber for sale. Requested additional information. No response.
- 18/10 email from President with matters relating to Forest Management pLan and need for submission. Due Mid December.
- 18/0 email from Secretary at Busselton re poor condition of storage box on chuck wagon trailer and requesting its removal. A Request for new tie down strap for AV trailers also. Approved as urgent safety item. See Equipment and facilities.



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- 18/10 email from Busselton Secretary with email changes of member #248. Noted
- 19/10 email request from member employed at Timbecon for promotional materials. Video and brochures. Responded that they are available and provided a copy (see next item and attachments)
- 20/10 telephone call from Kevin Cheetham Gosnells treasurer objecting to use of promotional video and attendance at Timbecon event. Discussed matter with President and advised both Kevin and Timbecon of granting permission of WAWA for its use. Follow up email sent to Gosnells executive (see attachments)
- 20/10 email from member re email change of address. Changes made and Registrar informed.
- 20/10 email notification of transfer for M Collard #1403. Noted
- 21/10 Jim Cameron hand delivered 6 registration notices for trailers requiring immediate payment sent to his home address not PO Box. Payments made immediately by Secretary Credit card to ensure trailers could be used. Apparently, PO Box renewal not made, and PO box closed. PO box was fortunately available, and fees paid and re-established.
- 21/10 email from President with first draft of notes for response the Forrest management Plan. See attachments and Reports.
- 21/10 telephone call from Swan Secretary about face shield policy. Provided notes (attached)
- 23/10 email from member #1852 re annual fees payment. Forwarded to Registrar.
- 23/10 email from Bunbury concerning member resignation #2331. Forwarded to registrar.
- 23/10 email from member of public requesting lessons. Provided information. No further contact.
- 24/10 email from member concerning procedure to change groups. Provided information.
- 24/10 email from Busselton Secretary with demos over next five months. Noted
- 25/10 email from member about wood for sale in Ferndale by member of public. No further action.
- 25/10 email from Bunbury Secretary about record keeping procedures. Provided information.
- 25/10 email from Denis Tapley requesting removal of his contact details for STEP program.
- 25/10 email from Swan Convener about face shields and demonstrations. Provided a response. See attachments.
- 27/10 email from member confirming EFT payment of fees # 2126.
- 27/10 email cc for Registrar from Swan Secretary requesting a better method of informing groups immediately of new members and contact details.
- 27/10 Email inquiry from Bunbury Secretary about gift membership. Provided information.
- 1/11 email from Swan re public demonstration at Darlington Arts. Noted.
- 2/11 email from Mundaring about transferring member to Melville group. Provided information to Peter.
- 1/11 email from Editor re follow up of article for Newsletter. Reminders sent out.
- 2/11 email from Swan treasurer re problems with webpage membership application. Forwarded to registrar. See registrar/Webmaster report.
- 3/11 email from President re possible laptop replacement for Competition computer.
- 4/11 email from Treasurer with October financial reports and accounts noted.
- 4/11 email from Treasure with Agenda items. Noted.
- 6/11 email from Editor requesting competition photos and updating calendars. Webmaster responded.



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- 7/11 email from Collie Secretary re Lotteries west grant. Put into grants.
- 8/11 email from Associations and Charities Branch, Consumer Protection of Department of Mines, Industry Regulation and Safety warning of scams targeting NFP groups (it appears scammers have identified this as a susceptible target market. We ask that you ensure your committee members are on alert for potential scams.) Advice forwarded to all group Treasurers, WAWA Treasurer and Registrar.

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

- 17/10 email to Vikki Gates (Melville member) concerning helping with Lotteries West Grant application. Positive response on this help.
- 19/10 email to various about replacement of locks, Bollard locks and key lock box at Wandi Trailer storage are after attempted break-in. Cost cost of new lock box, bollard re-keying and 4 keys and new remote total cost \$263.80
- 30/10 email to CoM members requesting Agenda items.
- 1/11 email to all group executive re assistance with various CoM position as backup. One response (Robin Campbell) who willing to help anywhere except computer-based areas.
- 3/11 email ZOOM to change billing credit card details to Secretary Credit cards.
- **Motion** "That correspondence be accepted" **Moved** David Doye , **Seconded** Ian Ludford Passed Unanimously

### 4. Treasurer report:

#### a. Accounts

- **Motion** "That October Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Kerri Nichols , **Seconded** Ian Ludford Passed Unanimously
- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Kerri Nichols , **Seconded** Barbara Jennings Passed Unanimously
  - **Payment Schedule**
    - Lex McLachlan Reimbursement for purchase of Poly carbonate screen material
    - Disbursement of \$1000 from RHAS to groups as per Lex McLachlan schedule
    - Payment of annual fees to WPA for meeting and storage room hire
    - Reimburse erroneous payment for Mary Wilson
    - Reimburse David Milton for repairs to locks on trailer storage locks (\$263.80)
- **Other Finance Matters.**
  - Budget approval deferred until full account of membership renewal known. To be considered in January 2023 meeting
  - **Motion** "That the treasurer is authorised on maturity (Feb 2023) to close BankWest Investment accounts *Woodturners Association of Western Australia Inc Gold Term Deposit 306069 0325488 (currently \$29,741.53) and Woodturners Association of Western Australia Inc Gold Term Deposit 306085 0507537 (currently \$84,522.96)* Funds to be held in CBA trading account until re investment" **Moved** David Doye , **Seconded** Jim Parker Passed Unanimously



- **Motion** “That the treasurer is authorised to transfer a further \$8,000 from BankWest trading account to the CBA Transaction Account” Moved David Doye , Seconded Jim Parker Passed Unanimously
- Approved by meeting, “The treasurer to make a recommendation to CoM in January on the best arrangements for the investment of the funds to be re invested in February 2023 considering one short term investment and one longer term and seek the best rates.”
- The treasurer noted that procedural matters of returning Bankwest credit cards (held by Barbara Jennings and Kerri Nichols), security tokens or dongles held by Barbara Jennings, Kerri Nichols and David Milton and various paperwork related to accounts (trading) final closure will need to be carried out to over the next three months to ensure all matters completed by EOFY. CoM approved these procedural actions.
- Mailjet payment transfer from Bankwest credit card to Secretaries CBA debit card.. Approved by CoM
- Expense form on website needs to reflect new COM travel and trailer towing rates, Webmaster to complete. Approved by CoM... I’m still getting the old rates
- One Trailer licence payment still outstanding will get notice in Feb
- Invoices sent to Busselton, Bunbury and Mandurah groups for licence reimbursement
- Timbercom vouchers \$1100 and Beyond Tools Vouchers \$450 we need a procedure for accounting for them. It was decided that the signature by issuing person(s) be provided to Treasurer.
- **Motion** “That Annual Advertising rates for WAWA Newsletter invoice Carrol's (currently\$250) increase to \$300 and Myama Gems (Currently \$150) increase to \$175 for 2023. Moved Matt Lanagan Seconded David Finch Passed Unanimously
- **Motion** “That Allocation of Capitation refunds to groups. Amount to be decided and approved after full figures available in January. (Current payments of fees are about \$26,000 versus forecast of \$33,000). Moved Kerri Nichols Seconded Bruce Jackson Passed Unanimously

5. **Procedural Matters for noting**

- a. Group Public Displays for noting
  - i. Swan re public demonstration at Darlington Arts 5<sup>th</sup> and 6<sup>th</sup> November.
  - ii. Busselton Group,
  - iii. Busselton Show - October 28th & 29<sup>th</sup>
  - iv. Bunnings Christmas Market - December 8th (display only, no demo)
  - v. Cruise Ships - November 13th, December 3rd, 11th, 22nd, January 3rd, February 17th, March 6th, 20th, April 7th, 12th.
  - vi. Mandurah Seniors Demonstration day on Sat 12<sup>th</sup> November

6. **Registrar**

- a. Noted that Web page application errors for submission of new member required manual application. Every CoM member requested to put in dummy application to check for errors.
- b. Request from Swan Secretary about need for better method of advising groups of a new member and their contact details. It was recommended by COM that registrar advise each group by email of new members application by forwarding application to them.
- c. List of all un-financial members to be sent to groups by this weekend for their action.
- d. There are delays in sending out package of information to members. **Motion** “That the registrar trial of providing electronic copies of Handbook Rules and



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Safety guidelines via the webpage." Moved Alan Kelly Seconded David Doye  
Passed Unanimously

### 7. Subcommittee reports

- a. **Governance** None
- b. **Training** CoM approved the issuing of a questionnaire through the web on STEP courses for next year.
- c. **Competition**
  - i. Results of Joondalup survey were useful:
    1. Need to reduce breaks, becoming too long but must consider trade supplier requirements.
    2. Consideration of a centralised meeting for several meeting should be considered i.e. Wandi or Melville.
    3. Responses to be "cleaned" up and sent to all group executives Action Secretary.
    4. Questionnaire to be developed and sent out on to groups to hand out at club meetings to see why members are not attending meeting. Also consideration to send out via webpage. A simple yes no questionnaire. Action Jim Parker to prepare and forward to secretary.
    5. Bruce Jackson has compiled prize winners back to 2011 (except 2013)
- d. **Publicity and Communications**
  - i. **Webmaster.** No report.
  - ii. **Newsletter Editor**
    1. Newsletter 225 is ready to go after a late submission from Gosnells was included
    2. Merit Awards to be published in Newsletter after award. Groups to be advised.
  - iii. **Public Events** No report
- e. **Safety.**
  - i. Trial of a mesh screen to carried out at Melville group (stainless steel) over next 3 months.
  - ii. On Going discussion on use of face shields during demonstrations with Swan Group. Yet to be resolved by their committee
- f. **Grants**
  - i. Applications for grants finalised and in process of submission  
**Motion** "That the application for Lotteries West Grants approved and that the Secretary finalise to apply for grant." Moved David Doye Seconded Jim Parker Passed Unanimously
- g. **Facilities and equipment**
  - i. Re poor condition of storage box on chuck wagon trailer and requesting its removal. Request for new tie down strap for AV trailer also. Approved as urgent safety item and was formally approved by this meeting.

### 8. DBC Act & Regulation Negotiations /Forrest Management Plan

- a. The President will prepare a submission on behalf of WAWA on the draft FMP. Members are invited to make their own submission as individuals.

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

- a. Jim Parker raised the matter of processes for gaining access to road clearing salvage timber. Bruce Jackson and David Milton outlined previous successes and problems. Main problems is the quantities of timber are difficult for WAWA to handle due logistic of collecting, breakdown and storage limiting the timber recovered. The notification process is also hit and miss with some contactors/consortiums being quite helpful while other do not have any contact with us. **Action:** Jim Parker to set up sub-committee to look at opportunity and how to manage it



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- b. There was a request that webpage be used more for having more news on what groups are doing as some members would like to go to other demonstrations of interest. Ian Ludford to look at how this can be accommodated.

**Date of next meeting: Wednesday 11<sup>th</sup> January 2023 12:00 pm in Carvers Room Wandi. Zoom facilities available.**

**Meeting Closed 1:34 pm**

## Appendix

October Balance sheet.



# WAWA Inc. Balance Sheet 31/10/2022

## Assets

<u>Current Assets</u>		\$0.00
<u>Cash at BankWest</u>	\$8,173.13	
<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>Cash at CBA Transaction Account</u>	\$33,150.36	
<u>Cash at Debit Card Account BankWest</u>	\$186.11	
<u>Cash at Debit Card Account CBA</u>	\$1,307.69	
<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>\$517,764.06</b>

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## Liabilities

<u>Current Liabilities</u>		\$0.00
<u>Suspense</u>	\$52.00	
<u>Non Current Liabilities</u>		\$0.00
<b>Total Liabilities</b>		<b>\$52.00</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	

Plant & Equipment

-\$1,192.74

Members Funds b/fwd

\$504,475.59

**Retained Earnings** **\$22,211.38**

**Total Equity** **\$517,712.06**

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**Total Liabilities & Equity** **\$517,764.06**