



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 11th January 2023

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

Meeting Declared open 1:00pm

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

Apologies,

Observers: Nil

1. **Safety matters** Nil

2. **Previous meeting Minutes**

Motion "That Meeting Minutes for 9^h November 2022 as a true and correct record of meeting".

Moved Ian Ludford, **Seconded** Jim Parker Passed Unanimously.

3. **Matters arising from minutes.**

a. Nil

4. **Correspondence In and Out noted in Appendix**

a. Questions on correspondence

i. Beyond Tools vouchers issue addressed see other finance

ii. Clarification on Melville WeWs item is as per original issued diary.

o **Motion** "That correspondence be accepted" **Moved** Alan Kelly , **Seconded** Jim Parker Passed Unanimously

5. **Treasurer report:**

a. **Accounts**

o **Motion** "That November and December 2022 Financial Reports: Transaction, Income and statements circulated by email be accepted" Noted that President did not receive copy. **Moved** Kerri Nichols , **Seconded** David Finch Passed Unanimously

o **Motion** "Items for expenditure as per following list payments be authorised as payments" Moved Kerri Nichols , George Murphy Passed Unanimously

▪ **Payment Schedule**

- Annual Subscription Woodturning Magazine \$180
- Subs Refunds
 - o Donovan (Busselton) \$70
 - o Horrocks (Melville) \$25
 - o Goodik (Swan) \$20
- Trailer Licence \$58.40

b. **Other Finance Matters.**



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- **Motion** “That Allocation of Capitation refunds to groups. Based on December 31st poll date of financial and life members for all groups (as a one off exception due to issues in EFT payment transfers from groups at 31st October 2022 date) and the budget forecast, \$3,500 will be allocated for dispersal on a prorated rate to groups. Moved Kerri Nichols Seconded Barbara Jennings Passed Unanimously
- **Beyond Tools Store credit process** proposal “ That Beyond Tools provide a letter or email to WAWA Secretary stating the value of the credit for a stated event to be held in a single account being The Woodturning Association of Western Australia. That WAWA Secretary or Treasurer issue a dated letter or email to the group or member with a copy simultaneously provided to Beyond Tools stating who is entitled to claim a credit, and the amount they can claim from the WAWA account” **Adopted by Meeting. Process to be put in place for Timbecon vouchers**
- **Delegation for treasurer**, Treasurer will be travelling for next 5 weeks and Delegation of handling monies for Melville WeWs to George Murphy approved by meeting. Secretary to progress signatures on Bank transfer forms by President, Registrar and Secretary.

6. Procedural Matters for noting

- a. Avon Lease renewed on current building, signed and sealed by President and Secretary on 19/12/2022 Noted.
- b. Group Public Displays for noting
 - i. Busselton Woodturners will be attending Art in the Park, at Mitchell Park, Busselton on Friday 27th and Saturday 28th January 2023. We will be providing demonstrations and displays

7. Registrar

- a. **Honorary members** “Two Busselton members– Bill Ivey (2882) and Bob Godridge (3138). Nominated as Honorary members” Moved Barbara Jennings, Seconded Matt Lanagan. Passed Unanimously
- b. List of members to be deregistered to be sent to groups to allow final feedback. Action is needed to ensure no insurance issues arise.
- c. There is a problem with Registrar Microsoft account, to be further investigated.

8. Subcommittee reports

- a. **Governance** Draft of revisions by Secretary done over last 6 weeks to
 - i. Handbook needs proofing. Barbara Jennings and Matt Lanagan to proof
 - ii. Safety Manual need proofing Ian Ludford and David Finch to proof.
- b. **Training**
 - i. **Outstanding matter** CoM approved in November the issuing of a questionnaire through the web on STEP courses for 2023.
- c. **Competition**
 - i. Proposed questionnaire on WeWs matters tabled by Jim is to be reviewed by CoM member and feed back to Jim direct by 20th January for issuance to groups and onto web mail for feedback from members (both written and verbal will be sought). It is essential that this is to improve the WeWs participation
 - ii. Judges training by Barbara and Charlie possible in February. Also need to look at Train the Trainer so we have Metro based judge training capacity. Potential trainer to be sought.
- d. **Publicity and Communications**
 - i. **Webmaster.**
 1. To correct auto fill on forms to make WA and Australia as default values
 2. Group QR codes are available directing smart phones to webpage. Groups to be notified.
 3. Brochure draft being reviewed. QR codes to be considered.
 - ii. **Newsletter Editor**



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1. Newsletter 226 submission deadline is 21st January. Reminder to be sent to groups.
 2. Merit Awards to be published in Newsletter after award. Groups to be advised.
 - iii. **Shopping Center Group:** The group is now significantly reduced in size (less than 5 active members) and may be unable to service shopping centres. CoM to consider replacing this group (which was and is Melville centric) with an onus on groups to service this need in their own areas rather than a WAWA function. To be discussed at convener's forum.
 - e. **Safety.**
 - i. Safety Screens. Trial of a stainless-steel mesh (Amplimesh) screen being out at Melville group. Screen installed and will be used in actual turning. Concerns about vision from side angles. A technical report on Poly carbonate indicates that 8mm thick is equivalent protection to 3mm steel.
 - f. **Grants**
 - i. Applications for Lotteries West grants finalised and submitted. Awaiting consideration of grants by Lotteries west in February. Melville have with drawn several items and as a result we are only applying for just over half of the \$15,000 we can apply for. Secretary to contact groups concerning submissions for additional equipment to be made in full with supporting documents by Friday 20th January.
 - g. **Facilities and equipment**
 - i. The chuck wagon trailer contents are to be gone thorough and culled where necessary. Kerri has update list to be supplied. First Aid Kit with Jim (to be returned) and defibrillator with Barbara (to be replaced). Allan Kelly and George Murphy to carryout clean out of chuck wagon.
 - ii. Stage trailer and stage was offered to groups and no group has taken up offer to take trailer and stage. Under Guidelines now to be offered to members as complete unit as is where is and highest or any bid not necessarily accepted (minimum price \$200) and if no takers by end of January 2023, then advertise on Gumtree or similar at the agreed price. Approved by meeting.
- 9. DBC Act & Regulation Negotiations /Forrest Management Plan**
- a. The President submission on behalf of WAWA on the draft FMP was tabled and is noted.
- 10. Other Business (Business raised by COM members or groups)**
- a. No other business

Date of next meeting: Wednesday 8th February 2023 12:00 pm in Carvers Room Wandl. Zoom facilities available.

Meeting Closed 2:41 pm

Appendix

Correspondence Log

Correspondence In: (for noting, unless listed elsewhere)

- 9/11 email cc re expense form updates. Error in rate, advise Webmaster and rate corrected. Noted
- 10/11 email re pass word for Lotteries West site, no change.



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- 10/11 email Matt Lanagan re Newsletter 225 ready to go. Sent out Mailjet advice and Webmaster put up on webpage.
- 10/11 email from member concerning payment not going through hto accounts. Forwarded to Registrar. Matter resolved?
- 11/11 email from Treasurer with details of Bank accounts for the Lotteries West application.
- 13/11 email advice from Collie re miss payment of membership fees. Forwarded to treasurer/registrar.
- 14/11 email request from member concerning website access. Forwarded to Webmaster
- 14/11 email automatic response from lotteries west about some account updates.
- 14/11 PO box mail from Mandurah Treasurer with registrations and renewal forms. Handed over to Registrar.
- 14/11 PO Box mail od hard copy annual returns from Manjimup. Copied and filed. Requested information for cover sheet, outstanding.
- 14/11 email of issues with Wandi expiring members and other issues. Forwarded to Registrar
- 14/11 email from David Doye offering to help on training and safety subcommittee.
- 15/11 phone call from member of public re timber available in Dianella area, details obtained and passed on by email to Joondalup/Waneroo group.
- 16/11 email from treasure requesting copy of AGM minutes. Sent
- 17/11 email from public inquiring about member making raw unfinished wood peg type doll families for a home business. No interest at Melville, inquirer directed to Timber bits web site but not willing to pay prices. To follow up.
- 17/11 email from George Murphy with paper on impact resistance of materials for guards on cutting Tools (Future European standards) which dealt with metal cutting lathes and materials and give an insight into energies that can be involved and best materials which were basically poly carbonate screens (8mm equivalent protection to 3mm steel). See note on trial of blackened stainless steel amplimesh wire screen at Melville.
- 18/11 email from member requesting direction to Busselton WeWs. Provided.
- 18/11 email from President re Presidents forum items. Provided feedback
- 18/11 email from President with recommended booster for mobile phone on Telstra network (for Zoom Meeting and Lotteries West Application)
- 20/11 email from member of public re finding some one who sells wooden mantle clocks. Passed onto shopping center group.
- 20/11 email from President re status of Defibrillator in WAWA WEWs trailer. Battery is low and need replacing as do pads. It appears that the unit is at least 10 and possibly 12 years old and should consider replacing. Agreed that we should hold of replacing batteries and pads (cost approx. \$800) and seek funding from Lotteries West for new modern unit. Quote to be obtained and put in funding request.
- 21/11 email from Neil George re status at CoM meeting. Confirmed that he is an observer and not a voting member of CoM but his views and involvement in proceedings is most welcome and needed.
- 22/11 email from Swan convener querying the status of associate members ie a wife who attends meetings. Response see appendix.
- 23/11 email from Treasurer confirming transfer process from Bankwest to CBA and providing documentation is on track for end of January 2023. No further action.
- 23/11 email from Webmaster about Busselton WEWs up on web.



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- 26/11 email from Swan Secretary concerning Beyond Tool store Credit issue. Matter to be resolved by CoM meeting. Follow up message received on 6/12 and 23/12.
- 28/11 email form competition coordinator about error in Handbook. Corrected.
- 28/11 email forwarded from Manjimup re errors/corrections in Handbook. Corrected or considered for update.
- 27/11 email cc from Competition Coordinator re Melville comp item. Series of correspondences on this matter over a period of one week, finally resolved and original description retained.
- 1/12 email from Mundaring re details of previous member wishing to rejoin. Provided.
- 1/12 email from a recently joined member querying details of membership, passed onto Registrar
- 1/12 email from Causeway Link officer asking about interest in tress from clearing. Responded yes and copied to Bruce Jackson and Jim Parker. Response that matter will be dealt with early in 2023.
- 1/12 email from member requesting Competition information on webpage. Webmaster provided help.
- 1/12 email cc from treasurer to CoM with December Accounts and Balance sheet. Noted
- 2/12 email cc from Treasurer with November Accounts and balance sheet. Noted
- 2/12 email from President with Christmas message for members.
- 3/12 email from Wandi treasurer with errors in members information. Passed onto Registrar.
- 4/12 email cc to Competition Coordinator from Wandi Member with concerns about proposed changes to Melville item for February 2023. Matter resolved with no changes adopted.
- 4/12 email from Manjimup member who provided details of problems encountered with webpage membership application. Forwarded to Webmaster and registrar.
- 6/12 email from member of Avon re transfer to Swan requesting membership details. Provided for secretary's records.
- 6/12 email from President with pdf of submission by WAWA to FMP survey. See attached file.
- 6/12 email from Swan Convener about Conveners meeting timing and requirements. Provided
- 7/12 email request from Webmaster for pdf of membership application form. Provided.
- 8/12 email form member confirming transfer to Swan and request for new badge. Forwarded to Registrar.
- 8/12 email from Swan Convener requesting details of how Conveners meeting runs. Provided detail.
- 9/12 cc of email from Webmaster thanking input on membership application issues from Manjimup group. Noted
- 9/12 email from member regarding getting new badge. Provided information and cc Registrar.
- 11/12 email from Busselton Secretary re proposed two Honorary Members, Bill Ivey (2882) and Bob Godridge (3138).
- 12/12 email from Busselton secretary re public demonstration in January Noted.
- 13/12 email from member about status of application. Forwarded to Registrar for action.
- 13/12 email from Treasurer requesting a letter re closure of Bankwest accounts
- 15/12 cc email re overpaid member from Melville. Refund of \$25 Due to member.



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- 17/12 email of acknowledgement of application for lotteries west funding (file attached)
- 18/12 email from Registrar re request for native format of application form for changing. Supplied. Changes made and master kept. On file.
- 19//12 PO Box mail from Avon re lease renewal (\$338 pa) requiring signatures and WAWA Seal. Forwarded to President, documents signed and sealed and forwarded to Toodyay Shire. CC Avon. See Appendix. Avon responsible for all costs.
- 21/12 email to publicity Subcommittee cc of on proposed new brochure. Comment provided by others.
- 30/12 email cc from Wandi member re closure of Fiora machinery, Vicmarc Lathe agent. Seeking additional information.
- 1/1 email from Mundaring Convene re changes to meeting times. Webmaster provided with information; brochures changed.
- 2/1 email from Webmaster about increasing use of group websites after Mandurah page has ceased to operate. Encouraged to become more active with groups.
- 3/1 email cc from Webmaster to Embellishers, Mundaring and Swan groups re group web page issues, Q Codes. Noted
- 5/1 email from Avon Convener requesting list of demonstrators to help out at their WeWs. To be discussed at CoM.
- 6/1 email from swan member requesting details of equipment needed for Zoom Meeting at Conveners Meeting. Provided.
- 8/1 email from president with items for agenda. Noted
- 9/1 email from Melville Convener with Merit Award proposal (to be awarded at Melville WeWs 18/2). See appendix for citation
- 9/1 email from Jim Parker with agenda items. Noted.
- 9/1 email from Treasurer with CBA term deposit rates for CoM Agenda. Noted

Correspondence Out (for noting, unless listed elsewhere)

- 11/11 email to all CoM members with list of contact details.
- 12/12 email to Kevin Luff re acting as a referee for Lotteries West Application. Agreed to act as referee and has been subsequently contacted by them.
- 18/11 email to all CoM members with draft meeting minutes for comments.
- 15/12 email to President with application statutory forms signatures and second referee details. Forms signed and lodged Second Referee Ian Kealley OAM
- 5/1 email to Fiora Machinery about closure and ongoing Vicmarc services. Referred to Vicmarc in Queensland, closed until 1st Feb.

December Balance sheet.

WAWA Inc. Balance Sheet 31/12/2022

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at BankWest</u>	\$393.13	
<u>Cash held by Groups</u>	\$106,478.91	
<u>Petty Cash & 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>	\$43,766.52	
<u>Cash at Debit Card Account BankWest</u>	\$186.11	
<u>Cash at Debit Card Account CBA</u>	\$1,215.51	
<u>Loan to Gosnells Group</u>	\$0.00	
<u>Prepayments</u>	\$942.40	
<u>Non Current Assets</u>		\$0.00
<u>Plant & Equipment</u>	\$252,660.97	
<u>C</u>		\$0.00
<u>Imbalance-AUD</u>		\$0.00
<u>Orphan-AUD</u>		\$0.00
Total Assets		\$520,508.04

Liabilities

<u>Current Liabilities</u>		\$0.00
<u>Suspense</u>	\$135.00	
<u>Non Current Liabilities</u>		\$0.00
Total Liabilities		\$135.00

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	\$24,872.36
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Total Equity	\$520,373.04
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Total Liabilities & Equity	\$520,508.04
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