



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 12th April 2023

**Location Melville Group Meeting Room Kardinya Lesser Hall. 23 Williamson Road
Kardinya**

Meeting Declared open 12:00 pm

Roll Call: Barbara Jennings (President), Jim Parker Bruce, Jackson (IPP), David Milton, , Ian Ludford, George Murphy, Alan Kelly, Alex McLachlan, David Doye. Matt Lanagan (by ZOOM 12:15pm)

Apologies, David Finch

Observers: Nil

1. Safety matters

a. Nil

2. Previous meeting Minutes

Motion "That Meeting Minutes for 8^h March 2023 as a true and correct record of meeting".

Moved Ian Ludford, **Seconded** Alan Kelly Passed Unanimously.

3. Matters arising from minutes.

a. Nil

4. Correspondence In and Out noted in Appendix.

a. Questions on correspondence

Nil.

- o **Motion** "That correspondence be accepted" **Moved** Ian Ludford , **Seconded** Jim Parker Passed Unanimously

5. Treasurer report:

a. Accounts

- o "That March 2023 Financial Reports: Transaction, Income and statements were circulated by email. In the absence of Treasurer accounts held over to May meeting. The balance sheet accepted as tabled (appended)

b. Other Finance Matters.

- i. "That the treasurer is authorised to disburse Lotterywest funding to the groups on provision of receipted amounts for the equipment requested for funding (75% total cost)". **Moved** David Milton **Seconded** Bruce Jackson. Passed Unanimously
 - 1. Items requested by WAWA to be funded by Lotterywest to be purchased by Barbara Jennings (Telstra booster) and Ian Ludford/George Murphy (laptop)
- ii. The Special Interest Group Embellishers are considering the setting up of a separate bank account. It was agreed that there was no case at the moment to change the current financial arrangement i.e. host group responsible for accounting these amounts. Issue of request for expenditure in the guidelines may need refinement. A request to made to WAWA Auditor on advice on way to manage these funds and expenditure. SIGs should be encouraged to have their own management committee ie a coordinator, notetaker and bookkeeper.



6. Procedural Matters for noting

- a. Melville Group Licence to manage new rooms has been executed and sealed by President and Secretary.
- b. Group Public Displays for noting.
 - i. Swan on 30th March Midland Bunnings, demonstration, display and sales.
 - ii. Gosnells open day on 15th April in clubrooms. Noted clash with Swan WeWs
 - iii. Bunbury Dardanup Art Trail 29th and 30th April, Display and Sales only.

7. Registrar

- a. There is ongoing issue with miss payments of fees and registrations despite reminder sent out to groups.
- b. Merit Award proposed was approved and the exclusion provision waived for the recipient.

8. Subcommittee reports

a. Governance

- i. Handbook edits yet to be finalised by end of month and new edition published on web".
- ii. Safety Manual: Additional information still being edited.
- iii. Groups to be reminded of succession planning consideration for their executives and committees and for WAWA. Committees can have Associate or general public members but they have no voting rights.
 - 1. Wandi have developed a timeline for their committee process. To be provided to other groups.

b. Training

i. STEP and Judges courses.

- 1. Judges training ASAP dependent on availability of trainers.
- 2. STEP have no modules to publicise. Can we repeat old courses (yes), some popular suggestions are Bandsaw turning and maintenance, sharpening (what various grinds do to way a chisel works), Hand Thread chasing.

- ii. It was noted that a search for woodturning training now identifies WAWA training and directs inquiries to the closest group via WAWA Secretary.

c. Competition

- i. George Murphy taking over in May when Ian will be overseas.
- ii. Judges' shortage for the competition's latter in the year.
- iii. Need groups to nominate suggestions for 2024 competition items. Reminder to be sent out by Secretary.

d. Publicity and Communications

i. Webmaster.

- 1. Discussion on third party hosting is proving to be more difficult than originally thought. On going.
- 2. History of WAWA initial draft put up on web. Needs more information. Members to be asked.
- 3. General Enquiry form need where did you hear about us field.

ii. Newsletter Editor

- 1. Newsletter 227 completed ok.
- 2. Editor has suggested we could use more feature articles, technical articles, Book Reviews, events (Turnfest, WeWs reports).

iii. Public Events

- 1. **Perth Royal Show Group support.** Feedback from Swan and Melville. Some improvement in logistics and what we demonstrate are main issues. We need to continually improve our activities.



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2. **Open Competition venue for August.** No venue has been proposed and this is yet to be resolved. Subcommittee of President, Secretary, Ian Ludford and Lex McLachlan to progress this.
 - e. **Safety.**
 - i. Safety you tube videos are to be adopted for use in new (and old) members briefing. See link to first of four , https://www.youtube.com/watch?v=xkZuLaSyQ_I. Moved David Milton Seconded Ian Ludford. Approved
 - ii. Additional AAW video on ergonomics at lathe to be considered.
 - f. **Grants**
 - i. Lotterywest grants approved. Noted all relevant groups notified.
 - g. **Facilities and equipment**
 - i. Update of WAWA Honor boards to be carried out. Secretary to arrange.
 - ii. It is noted that the Melville workshop and meeting room facilities are available to WAWA for meeting and use if they require them. Melville committee to be advised of needs.
9. **DBC Act & Regulation Negotiations /Forrest Management Plan**
 - a. No actions.
10. **Other Business (Business raised by COM members or groups)**
 - a. Salvage wood from Causeway Link clearing delayed. Bruce has requested for specific timber cut to length and will get slabbed. To be made available to WAWA members. Bruce to recover incurred costs from any disbursement of timber.
 - b. Trailer licence transfer to be resolved.

Date of next meeting: Wednesday 10th May 2023 12:00 pm in Carvers Room Wandl.
Zoom facilities available.

Meeting Closed 1:55 pm

Appendix

Correspondence Log

Correspondence In: (for noting, unless listed elsewhere)

- 12/3 email from Collie secretary with additional responses to WeWs questionnaire. Forwarded to Jim Parker.
- 12/3 email from Avon Convener with items for 2024 competition, forwarded to Ian Ludford.
- 13/3 email response about AV gear instructions from Glenys Hough. Noted.
- 13/3 Mailjet to all members reminding of Manjimup WeWs and accommodation issues, newsletter articles, STEP and Judges courses.
- 14/3 email contact from Stirling Men's Shed coordinator requesting help in investigating near miss lathe accident. Went o site and carried out investigation and provided a report. See Appendix.
- 14/3 email from Collie Secretary with article for Newsletter. Forwarded to Matt.
- 14/3 email request from Avon Convener requesting copy of Capital equipment register for Avon, Provided spreadsheet.
- 15/3 email from matt Lanagan with correction to minutes. Minutes amended.
- 15/3 Email cc from Swan Secretary to Webmaster about WAWA history. Provided additional materials from Melville newsletters.



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- 15/3 email from webmaster re availability of pdf forms for STEP and judges training. Circulated to group secretaries.
- 16/3 email from competition coordinator with details of past 6 years entry numbers and items. Noted
- 16/3 cc email from Swan Secretary to Newsletter editor request photo captions to include full names. Noted
- 16/3 email from Busselton Secretary requesting advertisement of a Nick Agar demonstration. Sent out in Mailjet to all members.
- 17/3 email from Mundaring Convener requesting email check, does not seem to be getting emails. Followed up at WeWs.
- 17/3 email from Dane Laughlin of Timbecon with advice Vouchers for advertising are available for pickup. Picked up 8 by \$100 and 2 by \$50 vouchers on 6th April.
- 19/3 email from Gosnells enquiring about competition scoring method and equipment loan. Provided information.
- 19/3 email from Collie member peter Birkbeck with details of you tube safety briefing. See safety section.
- 21/3 email advice from Greg Duck advising of the death of his father Don Duck a Merit award Swan member, and his funeral details. Passed onto Swan Group.
- 21/3 email follow up on video recordings of parts of Manjimup WeWs demonstrations with Glenys Hough.
- 23/3 email from Swan Group re comments on Royal show. Noted in Public Demonstrations and appended and sent onto Lex.
- 24/3 email from Gosnells requesting logo for ne banner. Provided.
- 24/3 email from webmaster advising WeWs photos for Manjimup on website. Noted
- 28/3 email from Swan advising of public demo. Noted
- 28/3 email from Swan requesting pickup of street signs from trailer at Wandi. Arranged and 4 signs taken.
- 28/3 email from Gosnells about Club Open day to be held in club room on Saturday 15th April. Noted
- 30/3 email from treasurer to Combank signatures to register signatures. Completed.
- 31/3 cc of email advice to Jim Parker and Bruce Jackson from Causeway link alliance (Heirisson island Salvage) that felling delayed until at least 19/4. noted
- 3rd April email from Lotterywest advising grant was successful. \$10,910 granted for our list of equipment submitted. Groups with requests advised that approval to commence purchases given by Lotterywest. Acknowledgement requirements also sent to groups.
- 3rd April cc of WAWA history as compiled by Mary Byers provided to Webmaster.
- 3rd April cc of email from Treasurer with financial and balance sheets. Noted
- 5/4 email from Bunbury member checking on Annual Associations return submission. Returns provided annually.
- 6/4 email from Manjimup Secretary requesting information re awarding Merit Award. Provided information.
- 9/4 email about certificate of incorporation for Embellishers establishing a bank account. See other financial.
- 9/4 email request from Mary Byers for Merit award citation information on Mick Bishop and Lindsay Dunning. Provided.
- 9/4 email contact from member of public enquiring on turning courses, from Coolbellup, Melville advise and put in contact with person.
- 10/4 email contact from member of public enquiring on turning courses, from White Gum Valley, Melville advise and put in contact with person.



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Correspondence Out (for noting, unless listed elsewhere)

- 10/3 email correspondence with Swan group re status of the possible move from existing clubroom and support available from WAWA as per discussion at CoM.
- 13/3 emailed Swan Secretary draft agreement of licence arrangements for Melville group as basis of a standard agreement for consideration in looking for new premises.
- 15/3 emailed CoM with invitation to Melville's new clubroom opening ceremony on 27th April.

March Balance sheet.



WAWA Inc. Balance Sheet 31/03/2023

Assets

| | | |
|--|--------------|---------------------|
| <u>Current Assets</u> | | \$0.00 |
| <u>Cash at BankWest</u> | \$473.13 | |
| <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> | \$0.00 | |
| <u>Bankwest Term Deposit 2</u> | \$0.00 | |
| <u>Cash at CBA Transaction Account</u> | \$157,109.21 | |
| <u>Cash at Debit Card Account BankWest</u> | \$186.11 | |
| <u>Cash at Debit Card Account CBA</u> | \$925.08 | |
| <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 | | \$519,375.81 |

Liabilities

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|--------------------------------|---------|----------------|
| <u>Current Liabilities</u> | | \$0.00 |
| <u>Suspense</u> | \$25.00 | |
| <u>Non Current Liabilities</u> | | \$0.00 |
| Total Liabilities | | \$25.00 |

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 | \$23,850.13 |
|--------------------------|--------------------|

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|---------------------|---------------------|
| Total Equity | \$519,350.81 |
|---------------------|---------------------|

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|---------------------------------------|---------------------|
| Total Liabilities & Equity | \$519,375.81 |
|---------------------------------------|---------------------|