



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 8th February 2023

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

Meeting Declared open 11:55 am

Roll Call: Barbara Jennings (President), Bruce Jackson (IPP), David Milton, David Finch, Ian Ludford, George Murphy, Jim Parker, Alan Kelly, Alex McLachlan, David Doye.

Apologies, Kerri Nicholls, Matt Lanagan

Observers: Nil

1. Safety matters

- a. The WAWA defibrillator from Chuck Wagon has been decommissioned as it is unserviceable. In lieu of purchasing a new defibrillator (approx. \$2,500 and not fundable by Lottery's West) Groups to be notified and inquiries to be made on availability of defibrillators at each WeWs venue which are accessible for use by attendees. Secretary to contact groups and obtain information.

2. Previous meeting Minutes

Motion "That Meeting Minutes for 11^h January 2023 as a true and correct record of meeting".

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

3. Matters arising from minutes.

- a. Nil

4. Correspondence In and Out noted in Appendix

- a. Questions on correspondence
None

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

5. Treasurer report:

a. Accounts

- o **Motion** "That January 2023 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Ian Ludford , **Seconded** Lex McLachlan Passed Unanimously
- o There were no Items for expenditure.

b. Other Finance Matters.

- i. Beyond tools raised in store credit note for \$450 for demonstration services (September 2022), distributed \$150 to Swan Group and \$300 to Melville Group. For noting.
- ii. Timbecon credit vouchers to be issued to each group holding WeWs, Total value \$1,000 ? to be confirmed) in return for advertising in the WAWA Newsletter. For noting.
- iii. One bid of \$300 was received and accepted for the stage trailer (Rego No. 1THD457) and stage. Transfer licence to purchaser (George Murphy). Advised that the stage will be used by Harvey Dance Group.



6. Procedural Matters for noting

- a. Melville Group Lease to be renewed on new building (lease expected in next 2 weeks). **Motion** "That it is approved that new lease to be signed and sealed by President and Secretary". **Moved** Jim Parker **Seconded** David Doye Passed Unanimously
- b. Group Public Displays for noting.
 - i. Melville group held a stall on 28th and 29th January at Canning Bridge IGA to raise funds for Lord Mayor Kimberley Flood Relief Fund from 100% of proceeds from donated items from members.
 - ii. Wandi Group advised Three of our members will be running demonstrations and sales at the Rotary Beachside Festival on Sunday 12 Mar 2023 at the Bent Street boat ramp, Safety Bay Road, Warnbro Sound.
 - iii. Reminder to be sent out to groups that for insurance purposes they must inform WAWA of any public displays or event they attend prior to the event and with a list of attendees if possible. This should be by a email to secretary.

7. Registrar

- a. **Honorary members**
 - i. Proposal from Melville "Recommends that two of our long-standing members due to ill health – Bernie Dixon (821) and Peter Antcliffe (1217) be kept as Honorary WAWA members so that they can still enjoy the fellowship of the group whilst they are able" **Approved.**
 - ii. . At the Bunbury Group's December meeting a motion was passed to seek honorary membership for a number of our members who through illness or mobility are not able to use the turning facilities at the clubrooms but want to stay in touch socially. We apologize for this late notification but absences of committee members through the holiday period meant the action was not followed up. Members nominated are Bob Sparrow #288 (Unable to turn), Hayden Matthews #1896 (serious illness), Jim Cuncliffe # 2048 (long term supportive member, not using group facilities) and Jim Denton #3158 (Serious illness awaiting surgery intends to return after successful rehab). **Approved** Unanimously
- b. List of members to be deregistered to be re-sent to groups to allow final feedback. Action by end of February is needed to ensure no insurance issues arise.
- c. Request to print for a fee (\$5 each) badges for a Women's Guild Group (10 persons) was authorised. Invoice to be raised by treasurer.
- d. **Delay in mail:** Registrar PO Box mail has been delayed due to a safety issue in PO at Fremantle. Has only been able to access mail in past week after a three-month delay. Patience is requested while he deals with backlog.

8. Subcommittee reports

- a. **Governance**
 - i. Handbook proofing and edits completed by Barbara Jennings and Matt Lanagan. **CoM Approved** "that once edits are completed document can be issued to members via webpage and notification by Mailjet".
 - ii. Safety Manual: Additional information required on "Drop or Docking saws" and Table Saws. **Action: Alan Kelly** "to provide to Secretary suitable procedures."
- b. **Training**
 - i. **STEP and Judges courses;** Members to be advised in Mail jet mail out of these forms for application being available on webpage. CoM approved in November the issuing of a questionnaire through the web on STEP courses for 2023.
 - ii. An item on notice from Jim Parker is there is some concern about the applicability of the training we give new turners. WAWA does not have a visible presence as a woodturning training organisation which is done through the groups. A search for training on web brings up Men's shed as



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only organisation. Can we consider a more professional approach to training. This should be part of Convener's Forum discussion.

c. Competition

- i. Jim Parker's Proposed questionnaire was tabled and approved. Once reformatted to the required layout 100 are to be printed by Secretary for Melville WeWs use. Soft copies will then be provided to the Groups for them to verbally poll their members at meetings and give feedback to CoM. And for them to consider in their own WeWs.
- ii. Issue on notice is related to the method of increasing competition participation by way of demonstrating upcoming item at prior WeWs. Is this a responsibility of item nominator or group running prior WeWs. To be discussed at Convener's Forum.
- iii. Judging Panel is ok for next three meetings but need backup judges.

d. Publicity and Communications

i. Webmaster.

1. Recent issues with the webpage outage highlighted our vulnerability to not having commercial hosting platform. **Motion** "Ian Ludford and Secretary to investigate alternative hosting arrangements and provide recommendation to CoM. Inclusion of broader IT implication related to members data base and file management to be considered" Moved Alan Kelly Seconded Barbara Jennings. Passed Unanimously
2. Brochure draft being reviewed by Ian and Matt a second version with better text is being prepared. Hank to be included as Graphic designer.

ii. Newsletter Editor

1. Newsletter 226 has been published on web.

iii. Public Events

1. **Perth Royal Show Group support.** Lex raised this matter in other business with the observation that there is dwindling support for the activity from groups. Matter to be raised at Convener's Forum. Suggested that supply of wood and tools may help situation rather than participants supplying their own.
2. **Open Competition venue for August.** No venue has been proposed and this needs to be resolved. One matter is the Popular vote awards which has driven need for a venue. Another unresolved issue is what is the driver for public events like this ie is it promotion, recruitment, education etc?
3. **Discussion with FWWA et al.** The President and Secretary to continue to discuss possible combined events with the FWWA and other like bodies and report back on possibilities. Melville group to asked if they would consider a several day event like this.

e. Safety.

- i. No items.

f. Grants

- i. Applications for Lottery West grants resubmitted and queries from and questions from officer being dealt with. Officer recommending more favourable applications have clearer embracement of affirmative action in their priority areas such as minority groups such as disability community member or socially disadvantaged. The application is planned to go to March meeting with possible approval early April.

g. Facilities and equipment

- i. The chuck wagon trailer contents were gone thorough and culled where necessary. Update list to be supplied. First Aid Kit yet to be reviewed.

h.

9. DBC Act & Regulation Negotiations /Forrest Management Plan



- a. No actions.

10. Other Business (Business raised by COM members or groups)

- a. David Doye followed up on behalf of Avon convener re possible demonstrators for their next WeWs (2024) Noted.
- b. Barbara Jennings advised that Busselton are setting up to provide instruction for a disabled applicant but are awaiting clearance from a medical profession that the applicant is capable of receiving instruction and responding safely. Noted
- c. Barbara Jennings informed the meeting that Nick Agar while visiting Neil Turner is being engaged to do a demonstration at Busselton group ,tentatively on Wednesday 5th April and that this will be open to WAWA members who wil be advised in due course. Noted

Date of next meeting: Wednesday 8th March 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)

- 14/1 email from Swan secretary asking for copies of CoM minutes missing from web page (Sept to Nov 2022). Minutes provided and added to webpage.
- 14/1 email from member re trailer sale, President advised that this will be offered to all members. Notice sent out to all members with closing date of 31st January 2023. Two inquiries for additional information received which was provided. Only one bid of \$300 received from George Murphy who has indicated stage wil go to Harvey Dance group rather than recycling..
- 16/1 email from treasurer for breakdown of capital return to groups for equipment maintenance. Distribution agreed to by president and Secretary. Disbursement made by treasurer.
- 17/1 email from member of public requesting turner to make Driedels. Circulated to all members but no response.
- 18/1 cc of email from Jim Cameron to Jim Parker concerning possible STEP courses. Noted
- 19/1 Email from Collie with article for newsletter, forwarded to Matt Lanagan.
- 19/1 email from Manjimup with agenda for WeWs , forwarded to Newsletter editor.
- 19/1 email from member of public in Dianella inquiring about turning lessons for husband. Put in touch with Joondalup group.
- 20/1 email from Project Manager for Causeway Link Pedestrian Bridge Trees for salvaging with list of trees and details. Forwarded to Bruce Jackson and Jim Parker who are dealing with matter directly. Received advice from Charlie Broadbent on best timber, passed onto Jim and Bruce.
- 20/1 verbal request for video list from Jim Cameron. Provided.
- 21/1 email from Wandl Convener re removal of deceased member from mail list.
- 22/1 email from Max Heath advising David Doye has email issues and to direct emails for David through him.
- 22/1 forwarded email from registrar concerning Bunbury request for 4 honorary members. Noted
- 24/1 email confirmation from lottery west of change in contact details.



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- 27/1 email from Matt re Newsletter # 227 ready to publish. Updating contact list delayed member notification until 30th.
- 27/1 email from lottery west officer confirming update of application received along with backup material. Had a series of supplementary questions which were answered by return email.
- 29/1 email request from Gosnells group for Incorporation certificate to support application for funding from City of Gosnells for a Tormek Sharpening system.
- 29/1 email from Ian Ludford with agenda item. See Webmaster and appendix.
- 30/1 email from Ian Ludford with input to WeWs survey. Forwarded to Jim.
- 30/1 phone call from treasurer re payment to Avon. Payment authorized.
- 30/1 email from member of public about turning ceramic mold shapes. Referred to Melville Group.
- 30/1 email from President with details of phone call from Allan William representing FWWA. See Public Events section
- 31/1 email from President re defibrillator based on rejection of funding by Lottery West and item to be put on agenda.
- 31/1 email request from member of public at Byford with turning job request. Passed onto a local member who did job that day!
- 1/2 email from Matt Lanagan tendering meeting apologies. Noted
- 1/2 email from Swan Convener concerning Conveners Workshop confirming venue details and organization. Also tendering apologies for meeting and who will be alternate for him (either Gary Taylor or Brian Maher)
- 2/2 email cc of treasurer financial and other reports for January to all CoM. Noted
- 4/2 email from a member requesting web location of the Rules of Association. Provided details and also a pdf copy. A further query relating to honorary membership was answered.
- 4/2 email from Wandi Convener re demonstration on 12th March. Noted.
- 5/2 email from Jim Parker with Draft Competition Survey. See Appendix.
- 6/2 email from Beyond Tools with a credit note draw down of \$37.50 (one Swan Member)
- 6/2 email from Timbecon confirming they wish to continue their issuing of vouchers for each weekend workshop in return for advertising. Noted in financial section.
- 6/2 email cc to President re document requiring execution for term deposit Transfer. Noted.
- 6/2 email from Wandi Convener with apologies for convener's forum meeting. Alternate will be Robin Campbell.
- 7/2 email from PO at Harrisdale with renewal notice for mail box. Forwarded invoice to treasurer.
- 7/2 email from Swan Secretary seeking clarification for demonstrators' fees for WeWs. Provide information as excerpt from Handbook.
- 7/2 email query from Wandi convener about SIG leaders invitation to conveners forum. Overlooked in mail out has been corrected and now both invited.

Correspondence Out (for noting, unless listed elsewhere)

- 13/1 email to Beyond Tools requesting setup of credit facility to hold instore credits to value of \$450 in the Name of WAWA and the procedure for issuing notes of authorization. Facility setup and notes of authorization for \$150 issued to Swan Group and \$300 to Melville Group.
- 16/1 email to all group conveners and secretaries requesting additional funding from lotteries west is potentially available and inviting new applications with supporting documentation by 21st Jan. Two new funding applications, Busselton and Wandi. Amended ones from Swan and Melville.



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- 17/1 Mailjet notice sent to all members with information on trailer sale, STEP courses and Judges Training.
- 19/1 emailed out draft revision of handbook to President and editor. Both have provided additional edits.
- 26/1 phoned lottery West to inform them we had revised application and how we could access it. Officer returned call and discussed procedure. Also informed us that certain items are rejected because they are operating cost. These items are defibrillator, video cameras (except specialized cameras). President and Melville informed. Documents revised and submitted. Confirmation that received an indication that further discussion required. On 2/1 a subsequent phone call received from officer requesting additional details on safety implication/considerations, what is long term value (are we growing) Also asserted that applications looked at are favored if they are addressing key "initiative" or value areas mentioned on Lottery West page eg disability members of community.
- 30/1 email to Swan Secretary seeking clarification of form of letter of credit to be issued to members to access Beyond Tools credits. Resolved and letters sent to Swan, Melville with copies to Beyond tools and WAWA Treasurer.
- 1/2 email to President and Treasurer with trailer bid information. Agreed to declare \$300 bid accepted from George Murphy. Email sent to George confirming this with details for payment and taking delivery.
- 5/2 email to all group conveners and secretaries calling for agenda items for Conveners meeting. Added SIG leaders on 7/2
- 6/2 email follow up with Vicmarc seeking clarification of who will be representing them for sales, service, and maintenance with closure of Fiora machinery. Response is that services will be provided through Queensland head office until further advice.

January Balance sheet.

WAWA Inc. Balance Sheet 31/01/2023

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>	\$84,522.96	
<u>Bankwest Term Deposit 2</u>	\$29,741.53	
<u>Cash at CBA Transaction Account</u>	\$40,844.92	
<u>Cash at Debit Card Account BankWest</u>	\$186.11	
<u>Cash at Debit Card Account CBA</u>	\$1,170.59	
<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		\$517,621.52

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	\$21,985.84
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Total Equity	\$517,486.52
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Total Liabilities & Equity	\$517,621.52
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