



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 8th March 2023

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

Meeting Declared open 12:01 pm

Roll Call: Barbara Jennings (President), , David Milton, David Finch, Ian Ludford, George Murphy, , Alan Kelly, Alex McLachlan, David Doye. Kerri Nicholls, Matt Lanagan (by ZOOM)

Apologies, Jim Parker Bruce Jackson (IPP)

Observers: Nil

1. Safety matters

a. Nil

2. Previous meeting Minutes

Motion "That Meeting Minutes for 8^h February 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

Thread chasing training was queried as whether this is a STEP course. Response was that it was a one on one situation and has been dealt with.

- o **Motion** "That correspondence be accepted" **Moved** Alan Kelly , **Seconded** Kerri Nicholls Passed Unanimously

5. Treasurer report:

a. Accounts

- o **Motion** "That February 2023 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Kerri Nicholls , **Seconded** Ian Ludford Passed Unanimously
- o It was noted that ZOOM fees will increase by \$1.40 per month to \$22.39 per month.

b. Other Finance Matters.

- i. Term Deposit recommendation was that "**the total amount available from maturity of Bankwest accounts be split between two deposits, one to be for \$50,001 and the remainder in the second both with a maturity of 18 months at maximum interest rate available from Commonwealth Bank**" **Moved** Kerri Nicholls **Seconded** George Murphy. Passed Unanimously
- ii. Melville Group intend to enter into an agreement with SpacetoCo to manage the hiring of the meeting room portion of their new clubroom. This is a fee for service arrangement and in return they have management responsibilities undertaken by SpacetoCo. **Moved** by David Doye "That Melville Group can enter into engaging SpacetoCo to manage meeting room" **Seconded** Lex McLachlan. Passed Unanimously



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. Wandi Group will be running a demonstration stand at the Wandi Neighbour Day, to be held at Wandi Community Centre Oval from 3 – 6pm on Sunday 26 Mar 2023.
 - ii. Melville Group participating in Melville councils Open Studio event 29th and 30th April. Demonstration and display
 - iii. Melville Group opening ceremony for new club rooms (date to be confirmed possibly 27th April) Demonstration and display.
 - iv. Busselton Group
 1. display, selling to cruise ship coming in on 21/3/23.
 2. Bunnings Easter Family night on 30/3/23 – display and info stall only.

7. Registrar

- a. Advised CoM there still is an issue with out standing late fees (2 members). CoM agreed that one last email be sent requesting payment, if not forthcoming fee to be waived.
- b. Number of people paying odd fees ie half fees, no joining fees. President to raise the matter at Presidents Forum at Manjimup.
- c. Fore shadowed should CoM consider early fee discount rather than late fee penalty. Group treasurers should be more active in this area of fees payment.
- d. Request to print for a fee (\$5 each) badges for a Women's Guild Group (10 persons) has been cancelled due to withdrawal of request.
- e. Registrar is archiving a set of records in main office. One box of old records.
- f. It was moved by George Murphy, Seconded by Alan White that "**Gerard TenBokkel (#2562) be granted Honorary membership** due to his ill health.
Approved

8. Subcommittee reports

- a. **Governance**
 - i. Handbook edits to be finalised by end of month and new edition published on web".
 - ii. Safety Manual: Additional information still being edited.
- b. **Training**
 - i. **STEP and Judges courses; STEP** Modules to be developed by Jim. 5 persons registered for judge training.
 - ii. It was noted that a search for woodturning training brings up only a Mens Shed reference. Webpage to be updated so that search engine identifies WAWA training and directs inquiries to the closest group via WAWA Secretary.
 - iii. Foreshadowed discussions were had on more structured training programs. Should we use established programs from interstate (Tasmania) or overseas (NZ, Great Britain, or USA (AAW should we become a chapter) Should we be issuing certificates of Achievement, Attendance or Competency.
 - iv. Note the secretary holds all of the digital copies of various training manuals compiled by Jim Cameron but they are not edited and there may be copy right issues as they are sourced from other organisations. The most structured of these is "Learning to Turn" by Jim Cameron in 2019 which is 90 pages long.
- c. **Competition**
 - i. Clarification on Mandurah item to be sent out and next Newsletter to have clarification.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- ii. Judging Panel is ok for next two meetings but need backup judges and other judges for latter in year.
- iii. Ian Ludford will be going overseas in April or early May and Jim Parker will be taking over as Competition Coordinator.
- iv. Competition items for 2024 have been requested and additional information on previous items entered will be sent out.
- v. Results of Jim's Survey report were discussed, and it was recommended that the results go back to the groups, particularly the good points, Bad points, Summary and conclusions. May need additional information from groups forms.

d. Publicity and Communications

i. Webmaster.

- 1. Discussion on third party hosting is yet to be held.
- 2. Brochure draft being reviewed and additional work on the text is required.
- 3. Pdf forms for STEP and Training of Judges to be made available on web.

ii. Newsletter Editor

- 1. Newsletter 227 articles are due by 18th March.
- 2. Discussion on placing survey form in Newsletter to get information from those not attending WeWs or sending out by Mailjet did not resolve how this would be best done. Wait for group feedback.

iii. Public Events

- 1. **Perth Royal Show Group support.** Lex raised this matter at Convener's Forum. Groups to get back with their support for event. CoM consensus is that it must continue. Logistical issues of tools, equipment and materials is a significant issue.
- 2. **Open Competition venue for August.** No venue has been proposed and this is yet to be resolved.
- 3. **Discussion with FWWA et al.** The President and Secretary to continue to discuss possible combined events with the FWWA even though they are running out of the wood activity by themselves at Joondalup.

e. Safety.

- i. No items.

f. Grants

- i. Applications for Lottery West grants status should be known in early April.

g. Facilities and equipment

- i. No items.

9. DBC Act & Regulation Negotiations /Forrest Management Plan

- a. No actions.

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

- a. David Doye email contact still problematic need to be resolved.
- b. Barbara Jennings advised that Busselton are setting up to provide instruction for a disabled applicant which is based on medical advice to limitations. Charlie Broadbent instructing. Noted
- c. Barbara Jennings informed the meeting that Swan Group are facing imminent loss of their clubroom and that WAWA stands by assisting them in their endeavours to relocate. Noted
- d. AV cameras and iPad are in possession of Secretary until a coordinator for this gear is found. Groups asked to action the item.
- e. CoM noted items raised separately in Conveners Forum minutes.

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



Meeting Closed 1:46 pm

Appendix

Correspondence Log

Correspondence In: (for noting, unless listed elsewhere)

- 8/2 email from lotter West contact seeking additional information for grant application. Information sought on estimates of increase in numbers of people who will benefit from grant, how many existing members benefit, safety plan information, contact from Melville City Council, what new equipment purchased since 2019 grant, value of specialist fit out at Melville, estimates of in kind support for groups. Provided response.
- 8/2 email from Alan Kelly with some information on Drop or Docking saws. Additional work required on this matter.
- 9/2 two email from Beyond Tools re two Swan members claiming credit. No Action
- 9/2 email from George Murphy requesting group contact list. Provided list.
- 9/2 cc of email concerning display of Ivor Bridges original Bat wing Bowl at Swan Workshop. Also intention to recognize Ivor as a foundation member and longest serving member of Swan Group. President agreed and arrangement left to Swan to coordinate.
- 14/2 email response from Dario Nardi with STEP suggestion, passed onto Training SC
- 15/2 email from Dario Nardi enquiring about thread chasing short hands on training. Directed to David Finch.
- 16/2 email from WPA about Wandi Neighbor Day on 26th March. Wandi group are cc in on notice and are attending. Noted
- 16/2 email from Timbecon with a pdf voucher value of \$100 for Melville Group WeWs. Rest to be provided. Passed onto to Melville group. Awaiting other vouchers.
- 16/2 email from Gosnell's Kevin Cheetham with advice of changes in meeting times. Updated times on webpage and handouts.
- 17/2 member of public requesting help with full face shield with powered air supply suppliers. Provided advice.
- 18/2 member of public inquiry about having a pedestal base turned. Forwarded to Joondalup group to deal with.
- 18/2 email queries about confirmation of attendance, planned times for conveners meeting and catering arrangements. Provide information.
- 18/2 to 20/2 agenda items for Conveners meeting received and noted
- 20/2 cc of correspondence from York Heritage Weekend (April 22nd and 23) via WPA. Forwarded to Avon, Mundaring and Swan Groups for their direct action. Appears unlikely any group will be attending or representing WAWA.
- 20/2 email from Robin Campbell with agenda item for Conveners Forum. Noted
- 21/2 email from Associations and Charities Branch Consumer Protection with general reminder of legislation. No action
- 21/2 email from Gary Taylor indicating he would be Chairing the meeting and taking the minutes. Minutes received.
- 21/2 email from member of public requesting advice on lathe to turn drums. Provided some advice and directed him to Joondalup group for advice and training.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- 22/2 email from Principal of Loreto Nedland re breaking down of felled tuart trees for woodwork/turning activities. Directed to possible sources of milling equipment.
- 26/2 email request from Avon Convener requesting Asset register for Avon. Provided information.
- 26/2 email request from member of public on location of sales of woodturning. Directed to Brian Fowlie.
- 27/2 email from Gary Taylor with minutes of Convener meeting attached. Circulated to all groups and CoM.
- 28/2 email from Simon Rolinson re availability of a Brother laser printer to good home. To send notice in Mailjet.
- 1/3 cc of email from Treasure to all CoM with February Accounts, P and L and Balance sheet.
- 2/3 email from ZOOM indicating increase in fees by \$1.40 per month to \$22.39 per month. Noted.
- 4/3 email from Competition coordinator re clarification for Mandurah comp item. Noted See Appendix.
- 5/3 email from Jim Parker with Competition Survey Results. See Appendix
- 5/3 email from Busselton Secretary with demonstration information. Noted
- 6/3 email from member of public with request about Vendors at Mandurah WeWs. Provided information.
- 7/3 email from Swan Convener asking for guidance on equipment /asset disposal if Swan Group loses access to their meeting room. Provide advice.
- 7/3 email from Jim Parker indicating omission of report sent to CoM members. Corrected error.
- 7/3 email from lottery west indicating Grant outcome should be know by early April. Noted

Correspondence Out (for noting, unless listed elsewhere)

- 9/2 emailed all treasurers/Secretaries and Conveners with list of members about to be deregistered.
- 9/2 emailed Gosnells Treasurer a list of members who had not paid fees Response from Kevin Cheetham that he had paid his as has John Atkinson. Dave smith paid wrong account, to repay.
- 9/2 Provide Jim Parker with revised draft of survey form and printed 100 copies for Melville WeWs.
- 14/2 emailed President informing that the FWWA request for joint display latter this year is no longer wanted as they are holding "Out of the Woods Exhibition" at Joondalup on 23rd and 24th September
- 18/2 emailed all Conveners, Secretaries, Com calling for agenda items for Conveners Meeting.
- 18/2 email to member who left personal effect at Melville WeWs. Items collected.
- 20/2 emailed Glenys Hough requesting documentation on AV gear setup.
- 20/2 email out Conveners Forum Agenda and attachments.
- 22/2 email about lunch arrangement for Conveners Forum.
- 6/3 email to Lottery west seeking update on Grant Application.
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February Balance sheet.