



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 10th May 2023

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

Meeting Declared open 12:00 pm

Roll Call: Barbara Jennings (President by ZOOM)), David Milton, Kerri Nichols, David Finch, Ian Ludford (by ZOOM), George Murphy, Alan Kelly, Alex McLachlan, David Doye. Matt Lanagan (by ZOOM) 12:15pm

Apologies, Bruce, Jackson (IPP), Jim Parker

Observers: Nil

1. Safety matters

a. Nil

2. Governance matters:

- a. Re appointment of Vice President George Murphy accepted the continuation the role.
- b. Kerri Nichols has advised she will not be renominating for the Committee at the next September AGM of the association and as such the Treasurers role need to be filled, preferably with an incoming candidate being briefed prior to AGM. Groups to be circulated with request for a person to fill this role to all members along with general succession planning needs of WAWA CoM.

3. Previous meeting Minutes

Motion "That Meeting Minutes for 12^h April 2023 as a true and correct record of meeting".

Moved Alan Kelly , **Seconded** George Murphy Passed Unanimously. .

4. Matters arising from minutes.

a. Nil

5. Correspondence In and Out noted in Appendix.

a. Questions on correspondence

Nil.

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

6. Treasurer report:

a. Accounts

- o "That April 2023 Financial Reports: Transaction, Income and statements were circulated by email be accepted as tabled (appended). **Moved** Kerri Nichols, **Seconded** George Murphy Passed Unanimously

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b. Other Finance Matters.

- i. **Motion:** " That the treasurer is authorised to close remaining BankWest accounts prior to the end of the 2022-2023 Financial year" Moved David Doye, Seconded David Finch. Passed Unanimously
- ii. **Motion.** "That WAWA will pay 75% of the total invoiced amount irrespective of whether it be higher or lower than original submitted quote for Lottery West Grants". Moved Alan Kelly Seconded David Finch. Passed Unanimously



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- iii. **Motion:** "For this current grant that where a Lottery West application item has a variation that has materially increased the cost at purchase variation will be absorbed by WAWA and if possible offset with any reduced costs variations on other items" Moved George Murphy, Seconded Barbara Jennings Passed Unanimously.
- iv. Governance note "That the guidelines for Lottery West funding be clarified I the next review and before the next funding application."

7. Procedural Matters for noting

- i. Nil

8. Registrar

- a. Ongoing issue with miss payments of fees and registrations appears to be resolved now. 6 new members overpaid (\$5) and are being asked to donate rather than refund.
- b. Update of list of members will be made available in the next couple of weeks.
- c. Merit Award proposed was approved pending receipt of documentation (received post meeting and circulated to CoM by email).

9. Subcommittee reports

a. Governance

- i. Handbook edits yet to be finalised by end of month and new edition published on web" (formatting issues).
- ii. Safety Manual: Additional information still being edited..

b. Training

i. STEP and Judges courses.

- 1. Judges successfully held with 10 attendees.
- 2. STEP questionnaire circulated to all members by Mailjet and response have been received. Matter held over until Jim can report.

c. Competition

- i. Need groups to nominate suggestions for 2024 competition items. Reminder to be sent out by Secretary.
- ii. New Laptop still to be purchased.

d. Publicity and Communications

i. Webmaster.

- 1. How to handle competition photos to be arranged. Can use Google drive or WeTransfer. Arrange for Mandurah WeWs.

ii. Newsletter Editor

- 1. 20th May cut-off for Newsletter 228.To be out by end of month.
- 2. Editor has more feature articles, WeWs reports).

iii. Public Events

- 1. **Perth Royal Show Group support.** Melville willing to supply lathes for the week. Issue of display items and how they will be displayed yet to be resolved. Space is a limitation. Agreed we should continue to support Beyond tools an provide them with our calendar of meeting dates.
- 2. **Open Competition venue for August.** After some discussion on possible venues , their strengths and weaknesses it was decided by Majority that Melville Group be approached for the use of their meeting room facility to conduct the Open Competition exhibition and voting. Melville to be approached on dates 25t to 27th August (inclusive). There will be a need to publicise this matter with members and through Melville's network. Possibility of zoom being used as a Virtual viewing for country members to be trailed..Also digital voting via web for members.

e. Safety.

- i. Nil.

f. Grants



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- i. Note to go out re consideration of next financial years equipment requirements.

g. Facilities and equipment

- i. Nil.

10. DBC Act & Regulation Negotiations /Forrest Management Plan

- a. No actions.

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

- a. Collaboration will be inviting Stephen Hughes to partake in this year's workshop and WAWA has been offered two days of his time for, a one day Demo day, followed by a one day master class. Days are Saturday 23rd and Sunday 24th September. Melville to be approached to hold this workshop/meeting. Costs yet to be advised but will be cost neutral. President and secretary to follow up.

Date of next meeting: Wednesday 14th June 2023 12:00 pm in Carvers Room Wandl.
Zoom facilities available.

Meeting Closed 1:31 pm

Appendix

Correspondence Log

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

- 12/4 email contact from member of Plant Health Australia requesting a WAWA member being involved in to identify ways of improving Australia's ability to detect, prepare for and respond to National Priority Plan Pests. After discussion with President declined to be involved due to lack of skills to assist.
- 13/4 email from President with additional item for safety video. Noted.
- 14/4 email query from Mundaring about GST registration and ABN.
- 14/4 email from Competition organiser about notice to go out re Judges Training. Notice sent out by Mailjet.
- 15/4 approached by a member of public at Swan WeWs about possible help with PTSD members of armed services and involvement in having affected individuals take woodturning lessons with an integrated study on benefits. Follow up correspondence received but not addressing issues initially discussed. Received follow up phone call and have deferred matter to May.
- 15/4 email from Noel Moyes advising of death of Life Member Viv Paust. Members notified by Mailjet and a Notice posted in The Westralian Newspaper on behalf of WAWA.
- 16/4 query from Mandurah member concerning conferring a Honorary membership. Provided information (not awarded, no correspondence).
- 17/4 email response about judge training course forwarded to Training SC.
- 18/4 web query from member of public about making cutting boards and rolling pins for a commercial enterprise in Margret River. Provided them with Busselton Group contact details.
- 20/4 email about trailer rego transfer 1THD457. In progress
- 20/4 cc of email to Treasurer about lottery West Funding for Busselton Mitre Saw. Provided information to Treasurer and President on how funding flows. See note from President in the Appendix. Decision required by CoM.
- 21/4 email from Lottery West about changing grants Portal in July (shut 16th June open again in July). Noted



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- 24/4 Mail from PO box . Returned Newsletter from Bunbury member (left postal address). Advised Bunbury Convener Secretary.
- 24/4 Web enquiry about Beginners courses (Suburb Baldivis). Replied and referred to Wandi group.
- 24/4 web enquiry for making spindles for decorative Frieze. From Subiaco, referred to Melville, job carried out.
- 24/4 web enquiry about selling lathe. Mailjet notice sent out after further information provided.
- 25/4 Swan Secretary enquiring about brochures and web publication of CoM minutes and Conveners meetings. Provided required information and updated web page.
- 25/4 SPAM Scam email received demanding payment. Referred to SCAM WATCH.
- 25/4 email cc from Wandi Convener about meeting time for Wandi now on Wednesday. Noted and changed handout flyer.
- 27/4 email from Avon convener requesting member contact details. Provided.
- 1/5 cc of email of April financial to all CoM members from Treasurer. Noted.
- 1/5 email from new member requesting login details. Referred to webmaster.
- 1/5 email from Jim Parker with survey questionnaire about Advanced training. Sent out by Mailjet.
- 3/5 webmail contact for news article responded but no follow response from contact.
- 3/5 email from Collie with Newsletter article, forwarded to the Editor.
- 3/5 to 5/5 email responses to STEP survey, forwarded to Jim Parker.
- 7/5 email from Mundaring convener with webpage information.

Correspondence Out (for noting, unless listed elsewhere)

- 12/4 email to Peter Birkbeck thanking him for pointing out safety videos.
- 13/4 email to Manjimup advising them of approving Merit award to Age Bolton
- 16/4 CoM minutes draft sent out to CoM members.
- 30/4 call for agenda items for CoM meeting.

April Balance sheet.

WAWA Inc. Balance Sheet 30/04/2023

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>CBA Term Deposit 1</u>	\$50,001.00	
<u>CBA Term Deposit 2</u>	\$64,809.20	
<u>Cash at CBA Transaction Account</u>	\$48,969.96	
<u>Cash at Debit Card Account BankWest</u>	\$186.11	
<u>Cash at Debit Card Account CBA</u>	\$1,260.75	
<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	\$526,382.43	

Liabilities

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

Equity

<u>Members Funds</u>		\$0.00
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<u>Adjustment - Group Assets</u>	\$0.00
<u>Cash</u>	-\$7,782.17
<u>Plant & Equipment</u>	-\$1,192.74
<u>Members Funds b/fwd</u>	\$504,475.59
Retained Earnings	\$30,881.75
Total Equity	\$526,382.43
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Total Liabilities & Equity	\$526,382.43