



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 12th July 2023

**Location Carvers room, Wandi Recreation Centre, Wandi Progress Association
Complex De Haer Road**

Meeting Declared open 12:00 pm by President

Roll Call: Barbara Jennings (President), Kerri Nichols, Bruce Jackson, David Finch, George Murphy, Alan Kelly, David Doye, Alex McLachlan.

Apologies, Ian Ludford (overseas until October), David Milton, Matt Lanagan

Observers: Nil

1. Safety matters

a. Nil

2. Governance matters:

a. Nil

3. Previous meeting Minutes

Motion "That Meeting Minutes for 14th June 2023 as amended as a true and correct record of meeting".

Moved Kerri Nichols , **Seconded** Alan Kelly 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** Jim Parker Passed Unanimously

6. Treasurer report:

a. Accounts

- o "That June 2023 Financial Reports: Transaction, Income and statements were circulated by email be accepted as tabled (Fin report appended).

Moved Kerri Nichols, **Seconded** David Finch Passed Unanimously

- o **No** items for expenditure

■

b. Other Finance Matters.

- i. General discussion on annual budget. See other business for specific matters.
- ii. Annual returns from Avon, Joondalup, Mandurah, Wandi outstanding.

7. Procedural Matters for noting.

a. Group Public Displays for noting.

- i. Swan Group demonstration, display and selling at Yilgarn Agriculture Show 26th August.

8. Registrar

a. Reported on Membership at 30th June (appended).

9. Subcommittee reports



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- 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.
- b. **Training**
 - i. **STEP and Judges courses.**
 - 1. Venues and trainers sourced for some courses and currently being organised.
- c. **Competition**
 - i. Draft of competition items being prepared for August CoM meeting.
 - ii. **August Open Competition.** The display will be manned all the time and volunteers will be sought to do this. Melville has tables for both competition display and other display. The open hours for the viewing and public will be 10 am to 4pm on Friday, 9am to 4pm on Saturday and 10 am to 4 pm on Sunday. Judging will be concurrent with items being displayed as per previous Wood show methodology previously used. Cut off for entering items is 10am Friday. Need supervisors' roster (George Murphy to organise) and flyers (Barbara Jennings to Organise) for August Open Competition. Invite Trade displays, Bruce, Alan< Ray, Rod and Jim action by various CoM members.
- d. **Publicity and Communications**
 - i. **Webmaster.**
 - 1. New members access updates
 - ii. **Newsletter Editor**
 - 1. Newsletter 229 OK for deadline of submissions at end of month.
 - iii. **Public Events**
 - 1. **Perth Royal Show Group support.** Letter received by Lex McLachlan from RAS with offer of providing same space as last year and contribution as per previous years (\$1,000 donation) for providing exhibit in Heritage Hall. Exhibit for 23rd to 30th September inclusive. Lathes from Melville.
 - 2. **Beyond Tools Display'** 13 to 15th October inclusive from 10am to 4 pm, invite parties as before and split contributions on pro-rata basis.
- e. **Safety.**
 - i. Nil.
- f. **Grants**
 - i. Lottery West grant for Competition computer yet to be spent. All other grant monies spent. Unsure on Telecom repeater and aerial until tested.
- g. **Facilities and equipment**
 - a. Chuck wagon needs checking for repairs.

10. DBC Act & Regulation Negotiations /Forrest Management Plan

- a. No actions.

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

- a. Emergency contact field to be made in database to be provided to groups as proposed by Swan Group. Registrar to have a new field inserted in database for this information and on application form. Groups to collect information from existing members.
- b. Nomination for Merit awards, Alan Roberts and George Murphy (Wandi) circulated by email. Approval by email consensus achieved. Approved by CoM.
- c. Increase of entrance fee to \$10 to WeWs, commencing Jan 2024, to be put to members at Gosnells WeWs. This is due to increase in base costs such a Hall hire, trailer towing, demonstrating preparation costs etc. Losses have been incurred in past year which have been absorbed by WAWA but now need to get back to a cost neutral position. Approved by CoM."



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- d. From President "female member raised a concern with me at Collie regarding banter and jokes during demonstrations which could be perceived as sexist.", Groups to be advised on acceptable behaviour.
- e. Serial numbers for Inventory (Avon) if major equipment does not have serial numbers groups should make their own.
- f. Items for sale at WeWs competition, inquiries to be directed to Competition Coordinator for owner contact details.
- g. Membership yearly fees increase to be considered with budget review at August CoM meeting.

Date of next meeting: Wednesday 9th August 2023 12:00 pm in Carvers Room Wandl.
Zoom facilities available.

Meeting Closed 1:12 pm

Appendix

Correspondence Log

12. **Correspondence In:** (for noting, unless listed elsewhere)
- 13/6 Web inquiry for training (Kardinya) referred to Melville group.
 - 15/6 email from PAV with headset quote. Headset found thanked for quote.
 - 15/6 email from Avon for equipment list for Annual return. Provided
 - 15/6 email from Gosnells re trailer pickup from Collie and not being able to do it. Indicated hat if WAWA CoM organise then group will be considered for back charging costs. Towing organised initially by CoM then Gosnells on the day of WEWs organised towing.
 - 15/6 email from Mundaring member with timber for sale. Circulated in Mailjet mail out.
 - 16/6 email from Lotterywest with advising acquittal portal page closed until 31/7.
 - 16/6 email inquiry from a Swan member re Associate membership requirements for registration. Provided information.
 - 16/6 email from President asking for suggestions from Governance sub committee handbook notes on Lotterywest grants. Comments provided. Ongoing matter.
 - 16/6 cc of email to AAW re correct contact address and webpage. Advised changes made.
 - 17/6 Web inquiry for training (South Guilford) referred to Swan group
 - 18/6 Enquiry from Wandl Convener about WAWA presidential dates for Alan Roberts. Provided.
 - 18/6 email from Competition Coordinator with results of Collie WeWs and membership joining date request. Noted.
 - 18/6 email from President (confidential matter).
 - 18/6 email from Collie about lost property. Members advised. Owner found.
 - 18/6 email from Mandurah group with items for next year competition. "Hollow form constructed from 2 pieces) Alternative is an embellished cheese board and knife.
 - 19/6 email from Collie Secretary advising of Covid case attending WeWs. Members advised using Mailjet.
 - 19/6 email from member about issues at Collie WeWs, popular voting closing early, no reminders from MC re voting. And lack of room around items to allow inspection. Discussed by phone, Competition coordinator responded by email.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- 20/6 email from Competition coordinator for text copy of last year's Open competition advice. Provided and sent out to members by Mailjet.
- 20/6 email from Bunbury Convener with competition item suggestion a child toy. Competition committee advised.
- 20/6 cc of email to treasurer from Swan treasurer re annual return. Noted. Treasurer responded.
- 21/6 email from Gosnells secretary with competition item suggestion a child's Toy with a minimum of 4 turned moving parts and a min dimension of 50mm Dia and 250 mm length. Competition committee advised.
- 21/6 email request from Joondalup/Wanneroo for information from Melville group as basis of submission to support new clubroom.
- 22/6 email from Swan Secretary about emergency contact. See appendix for full email.
- 23/6 email from President re minutes corrections. Noted and corrected.
- 26/6 email from Swan Secretary with Southern Cross Ag show attendance details. Noted
- 26/6 cc of email from Collie treasurer and WAWA Treasurer re WEWs information
- 28/6 email from treasure about bank payments and seeking clarification on Judge training payment. President provided clarification.
- 28/6 email from Gosnells secretary seeking location of Chuck wagon trailer. Provided information.
- 29/6 webmail request for training (Warnbro) sent to Mandurah and Wandi or their attention.
- 1/7 phone contact by Craft Alive re attendance of Craft Fair at Claremont Showgrounds 3 to 6th August. Declined as no interest from groups.
- 2/7 webmail request for training (Atwell) sent to Wandi or their attention.
- 2/7 email from Wandi Convener with Merit Award nomination. Circulated to CoM for their advice.
- 2/7 email from Busselton Treasurer with annual return, forwarded to Treasurer.
- 2/7 cc of email from treasurer with June financial, transaction and P/L reports.
- 2/7 email from Mundaring with annual reports. Forwarded to treasurer.
- 4/7 email from Manjimup re correction to Handbook . Noted.
- 4/7 email from Swan member concerning Open competition information and details (several emails) information provided.
- 4/7email from treasurer with amended annual statement.
- 5/7 webmail from member of public re turning of legs. Responded.
- 5/7 email from treasurer with date error on November 9th minutes. Corrected and re issued.
- 6/7 mail at PO box uncollected until 16/7
- 6/7 email from President with agenda items.
- 7/7 email from President re issues of trying to use Secretary Zoom access. To be resolved.
- 8/7 email from Colie "Chipper" with notes for Newsletter. Forwarded to Editor.
- 10/7 email from Swan re loss of premises in August For Noting.

Correspondence Out (for noting, unless listed elsewhere)

- 18/6 Mailjet Ian Ramsdale's Polish and finishing recipes.
- 19/6 emailed Gosnells about Woodloe's event. Declined by Gosnells.
- 19/6 email Gosnells and Bunbury Groups requesting their submissions for competition items.
- 22/6 email to Steve Horley and Jon Braine thanking for trailer help.
- 22/6 emailed Joondalup Convener and Secretary about name change and visitor attendance as per minutes of CoM meeting.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- 22/6 emailed CoM meeting draft minutes June meeting. Amendments from Matt and Barbara noted and made.
- 28/6 emailed Gosnells Secretary about arrangements for AV gear (cameras, audio etc). Dropped off to secretary.
- 28/6 email all groups with Craft Alive fair information and Open Competition information including Group participation.
- 4/7 email to Treasurer with Mailjet invoices for the year.

Registrar's Report end June 2023

Current Members 547

Ordinary Members	489
Honorary Members	19
Associate Members	3
Honorary Associates	19
Junior Members	5
Life Members	18

New Members in financial year 96

Merit Awards 63

Avon	12
Bunbury	57
Busselton	50
Collie	29
Gosnells	45
Joondalup	33
Mandurah	57
Manjimup	19
Melville	115
Mundaring	10
Swan	62
Wandi	59

June Balance sheet.