



**COMMITTEE OF MANAGEMENT**

**MEETING MINUTES**

**Date: 14<sup>th</sup> June 2023**

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

**Meeting Declared open 12:00 pm by President**

**Roll Call:** Barbara Jennings (President), David Milton, Bruce Jacson, Kerri Nichols, David Finch, George Murphy, Alan Kelly, Matt Lanagan (by ZOOM)

**Apologies,** David Doye, Ian Ludford (overseas until October), Alex McLachlan  
**Observers:** Nil

**1. Safety matters**

a. Nil

**2. Governance matters:**

a. .

**3. Previous meeting Minutes**

**Motion** "That Meeting Minutes for 10<sup>h</sup> May 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** Jim Parker , **Seconded** Barbara Jennings Passed Unanimously

**6. Treasurer report:**

**a. Accounts**

- o "That May 2023 Financial Reports: Transaction, Income and statements were circulated by email be accepted as tabled (Fin report appended).  
**Moved** Kerri Nichols, **Seconded** George Murphy Passed Unanimously
- o **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Kerri Nichols , **Seconded** Passed Unanimously by majority Not passed
  - Payment of Judges course Trainers requires invoice from Training Sub Committee Chair for fees charged.
  - Refunds of \$80 to Jeff Currie (overpaid Fees) and \$100 to Melville Group for course being held by Melville group (paid to wrong account by Chris Miller).
  - Reimburse Swan Group for 2 members undertaking First Aid Training refreshers.
  - Note No expenditure for replacement MIPRO microphone and transmitter (found)

**b. Other Finance Matters.**

i. Nil

**7. Procedural Matters for noting**



## THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

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- a. Group Public Displays for noting
  - i. Swan group at Gidgegannup Smal Farm Field Day 28<sup>th</sup> May. Demo, display, and sales.
  - ii. Mandurah attending Pinjarra Festival 3<sup>rd</sup> and 4<sup>th</sup> June.
  - iii. Woodloes Heritage Open day (10<sup>th</sup> September) Gosnells Group to be notified.
  - iv. Bunbury Group will be holding "school Holidays" July workshops with students from schools similar to "summer school" details to be provided.

### 8. Registrar

- a. Membership has increased by 45 since beginning of year. Webpage is a constant source of enquiries for training etc.

### 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. High interest in STEP type training. Venues and trainer to be sourced, intend to use mainly Wandi, Mandurah, and Melville venues.

#### c. Competition

- i. Competition items yet to be received from Gosnells and Bunbury.
- ii. New Laptop still to be purchased.
- iii. For 2024 items we need to implement better description both a short form and a long form. Introduce a definition page with ambiguous or frequently asked questions having explanation. Consider trailing judges pre competition briefing for entrants.
- iv. Open Competition to be held at Melville meeting room and there will be room hire charges (\$100 per day). A flyer to members on conditions of entry and competition classifications explained. It was agreed that groups will be asked to provide display of items (groups to organise). Need to get publicity into community.

#### d. Publicity and Communications

##### i. Webmaster.

- 1. Nil

##### ii. Newsletter Editor

- 1. Newsletter 228 out.
- 2. Policy on articles to be published are that we should focus on local interest articles by our members and activities by our members either nationally or internationally. Declined to publish Wales Cross article by Darren Crisp.

##### iii. Public Events

- 1. **Perth Royal Show Group support.** Lex in discussions with Royal Show group re involvement. Will advise when he has information (comments via conversation with Secretary).
- 2. **Open Competition venue for August.** Melville approved the use of the room on dates 25<sup>th</sup> to 27<sup>th</sup> August (inclusive). There will be a need to publicise this matter with members and through Melville's network. There will be a charge of \$100 per day for the use of the facility

#### e. Safety.

- i. Nil.

#### f. Grants

- i. Outstanding invoices for Lottery west grants spend from Melville .Website closed until end of July to submit forms and paper work to Lottery west.



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### **g. Facilities and equipment**

- i. Trailer rust issue raised at Mandurah after incident with light connection damage (repaired by Steve Horley and Jon Braine thanks very much). A quick inspection indicated that the damage is localized panel rust not chassis damage. Full inspection required when trailers at Wandii, George Murphy and Alan Kelly will report on matter. Possible need to apply to Lotterywest for grant for new trailer flagged but need to rationalize and better layout of trailer(s) needed.
  - a. **MOTION: "That George and Alan may spend up to \$500 on trailer repairs. Moved Jim Parker seconded David Finch Approved Unanimously.**

### **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 (cost \$35 per head, followed by a one day master class (cost \$120 per head limited to 10 participants). Melville charging \$100 per day for venue hire. Days are Saturday 23<sup>rd</sup> and Sunday 24<sup>th</sup> September.
- b. **MOTION: "That Secretary approved to spend up to \$100 to equip small first aid kit to be stationed at lathe for minor wounds attention."** Moved George Murphy Seconded Alan Kelly. **Approved Unanimously**
- c. Secretary will be absent for next CoM meeting (interstate travelling and unable to ZOOM). Need Acting secretary to take minutes of meeting and operate ZOOM. Agenda will be prepared by Secretary.
- d. Presentation plaque proposal by Jim Cameron example shown by George Murphy was accepted as a suitable item for presentations and quotes for manufacture are required. George Murphy to get quotes.
- e. Advice from auditor re Taxation changes in men's shed reporting and whether it affects us is required. Initial advice from Treasurer is that we are not affected by this change.
- f. It was noted that due to recent illness while interstate has disrupted travel plans for Wandii Treasurer and may have impact on annual statements being submitted on time. Further action may be required to assist. For noting.
- g. Jim Parker raised the issue of membership lists being circulated with all members details (at Waneroo/Joondalup). President indicated this is not the recommended policy and that members should only have access to other members details if express permission is given. However, the Convener, Secretary and Treasurer of each group are provided with periodically updated list as a matter of Governance. Registrar to provide Secretary with list of office bearers to check if it is current.
- h. Joondalup/Waneroo group inquired about the possibility of changing their name to something like "Northern Group". Advised that this is acceptable provided the Convener write to WAWA CoM with proposed name change (with reasons) and any proposed bank account name changes which will then be considered for approval by CoM.
- i. Jim Parker asked about policy of ex members being invited to attend meeting. Was informed that all they had to do was sign in as a visitor.
- j. Jim Parker and Bruce Jackson reported that they had taken delivery of one load of timber from the Causeway Link project and this had been delivered to Col Rutherford's premise for storage. Additional loads are expected and will be delivered to other areas. Timber is mainly River Gum, Sheoak and mixed species.
- k. The Treasurer raised the matter of a remittance advice from Synergy by post to her home address was received indicating a refund of \$225.50. to our closed Bankwest account. Matter left with Secretary to follow up.

**Date of next meeting:** Wednesday 14<sup>th</sup> July 2023 12:00 pm in Carvers Room Wandii.  
Zoom facilities available.



Meeting Closed 1:54 pm

## Appendix

### Correspondence Log

**Correspondence In:** (for noting, unless listed elsewhere)

- 10/5 email of new email address for David Doye "daviddoye812@gmail.com"
- 10/5 webpage contact from member of public concerning sourcing a turner to repair banjo case/rim. Found turner via Mailjet who solved problem for inquirer.
- 10/5 email from Gosnells about Health and Safety manual availability. Pointed them to webpage.
- 10/5 email from Mandurah convener with merit award nomination for member to be presented at WeWs. Circulated to CoM, approval to award.
- 10/5 webpage contact from member of public concerning training course. Referred to Gosnells group.
- 10/5 email from Gosnells secretary with WeWs program. Forwarded to Newsletter editor.
- 11/5 cc of email from Treasurer following up on refund payment details.
- 14/5 cc of email from President re succession planning document used by Wandi (draft). Awaiting resolution or adoption by Wandi.
- 16/5 email contact from Craft alive re opportunity to exhibit at Craft fair event 3<sup>rd</sup> to 6<sup>th</sup> August. Additional information requested and received. See attachment.
- 15/5 email inquiry about Laptop funding (competition) and process to purchase. Provided information.
- 16/5 email advice on correction to minutes. Correction made.
- 17/5 email from Swan secretary with Gidgegannup Small Farm Field Day demo, display and sales. Noted.
- 17/5 email from Swan Secretary with competition item suggestions. Forwarded to subcommittee.
- 18/5 email from Collie Secretary with WeWs program. Forwarded to newsletter editor.
- 17/5 email from Collie Secretary with competition item suggestions. Forwarded to subcommittee.
- 18/5 cc of email from Busselton secretary with competition item suggestions. Forwarded to subcommittee.
- 19/5 emails from Newsletter editor clarifying matters about Collie WeWs. Information provided.
- 19/5 emails from Mandurah member about not renewing membership this year. Passed onto registrar and Mandurah convener.
- 20/5 webpage contact from member of public concerning training course. Referred to Melville group.
- 21/5 webpage contact about Truffle Kerfuffle, passed on Manjimup contact details.
- 22/8 email request for minutes to be forwarded to treasurer so Bankwest accounts can be closed. Minutes sent.
- 22/5 email from George Murphy about AV trailer issues. See Facilities and equipment section.
- 22/5 email from treasure with EOFY forms to be sent out to group, in pdf form. Obtained word and excel format and then sent out to all group executives. For their action.



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- 23/5 cc of email to Aan Kelly from President about First aid Box access issues and checking. See facilities section
- 24/5 email concerning clarification on natural edge bowl. Information provided by President and matter clarified.
- 27/5 webpage contact from member of public from Geraldton concerning training course. Referred to Joondalup and Melville group.
- 27/5 email from Busselton concerning death of Busselton Convener Phil Bussanich and Deputy Convener taking up Convener duties of until AGM. Noted in a Mailjet to members along with the death of Peter Antcliffe of Melville group.
- 24/5 email from Darren Crisp a English Woodturner who turned commission work for King Charles. Information provide for an article in Newsletter.
- 28/5 telephone enquiry from Mandurah member about status of member. Information provided.
- 31/5 email from Timbecon with new advertising copy for future newsletters. Forwarded to Matt
- 31/5 email from Swan Secretary concerning dealing with members with poor skills and purporting to promote themselves as instructors on woodturning with other organisation. Provide advice based on our Rules, Handbook and Safety guidelines.
- 1/6/ email from Jim Cameron with document to be presented to Com on Presentation Plaque. See general business.
- 1/6 email from Mandurah Secretary with advice on attending Pinjarra Festival 3<sup>rd</sup> and 4<sup>th</sup> June Noted
- 2/6 email from Treasurer to al CoM with May financial and reports. Noted.
- 2/6 webpage contact from member of public concerning training course. Referred to Wandi group
- 4/6 email query about auditing annual accounts for EOFY report. Responded it was desirable.
- 5/6 webpage contact from member of public concerning training course. Referred to Joondalup group
- 5/6 cc of email advice from Busselton Secretary to members about Funeral details for Phil Bussanich's funeral.
- 6/6 email cc to treasurer from Swan Secretary with receipts for Lotteries west grant purchases claims. Noted
- 7/6 email from President with flyer from Woodloes Heritage Open day. See general business. Flyer attached to email of agenda.
- 7/6 email from Jim Parker concerning STEP courses at Melville. Mellville committee to be asked. Pending
- 7/6 email from Swan Secretary about First aid refresher course for two member (\$75 each). Noted
- 7/6 email from Melville secretary cc to President about cost of meeting venue for Stephen Hughes workshops demo on 23<sup>rd</sup> and 24<sup>th</sup> September.
- 8/6 email from George Murphy with medical update on Robin Campbell. Noted
- 9/6 email from Jim Parker requesting photos for Causeway alliance. Provided photos.
- 10/6 email from George Murphy re Presentation Plaque. Noted
- 10/6 email from president about Taxation issue concerning Men's Shed. Advice from Treasurer is that its not applicable to us but seeking advice from auditor.
- 10/6 cc of email from President to competition subcommittee concerning Open competition in August. Noted
- 13/6 webpage contact from member of public from Subiaco concerning training course. Referred to Joondalup or Melville group



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- 13/6 webpage contact from member of public from Binningup concerning training course. Referred to Bunbury group
- 13/6 email apology from lex McLachlan with meeting apology. Noted

### **Correspondence Out** (for noting, unless listed elsewhere)

- 8/6 email to Manjimup secretary about missing microphone head set and transmitter. Not found at Manjimup.
- 4/6 call for agenda items for CoM meeting.
- 7/6 email to Treasure with advice received refund of float from shopping center group (\$600) which has been placed in Bank account. Receipt acknowledged.
- 13/6 query to George Murphy re charges for STEP program hire for rooms. Pending

### **May Balance sheet.**

