



**COMMITTEE OF MANAGEMENT**

**MEETING MINUTES**

**Date: 9<sup>th</sup> August 2023**

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

**Meeting Declared open 12:02 pm by President.**

**Roll Call:** Barbara Jennings (President), Bruce Jackson, Kerri Nichols, David Milton, Matt Lanagan (by Zoom), David Finch, Jim Parker, George Murphy, Alan Kelly, David Doye, Alex McLachlan.

**Apologies,** Ian Ludford (overseas until October),

**Observers:** Nil

**1. Safety matters**

a. Nil

**2. Governance matters:**

a. Nil

**3. Previous meeting Minutes**

**Motion** "That Meeting Minutes for 12<sup>th</sup> July 2023 as amended as a true and correct record of meeting". (Location of meeting error corrected)

**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** Lex McLachlan **Passed Unanimously**

**6. Treasurer report:**

**a. Accounts**

- o "That July 2023 Financial Reports: Transaction, Income and statements were circulated by email be accepted as tabled (Fin report appended). **Moved** Kerri Nichols, **Seconded** David Doye **Passed Unanimously**  
Note amended reports provide on 16<sup>th</sup> August with Auditors corrections.

o Approval of Items for expenditure

- Annual Open competition prizes of up to \$2,200
- Trailer Registrations that fall due this month
- Auditor fee of \$400
- Curtin Radio advertisement annual fee \$88 for community announcements
- AGM trophies and awards estimated at \$900.
- Insurance premiums expected to be in order of \$7,500. Authorisation by email to CoM of invoices and their acceptance noted.

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

**b. Other Finance Matters.**

- i. **Motion** "A non interest loan to Gosnells group of \$3,000 to purchase a new Vicmarc 150 EVS lathe, repaid by monthly instalments of \$250 over



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12 months." **Moved** Jim Parker, **Seconded** Lex McLachlan **Passed Unanimously**

ii.

### 7. Procedural Matters for noting.

- a. Group Public Displays for noting.
  - i. Father's Day 31<sup>st</sup> August at bunnings stores (sales and publicity)
    1. Bunbury (Demo also)
    2. Busselton.
    3. Melville at both Melville and O'Connor Stores
  - ii. WAWA members various groups Beyond Tools 13<sup>th</sup> to 15<sup>th</sup> October demonstrate 10am to 4pm.
  - iii. Swan at York Show 2<sup>nd</sup> September Demo, Display and sales.
  - iv. Busselton Sunday Oct 1<sup>st</sup> – Precinct Gala Day (at our workshop)
  - v. Busselton Sunday Oct 8<sup>th</sup> – Ludlow Spring in the Forest
  - vi. Busselton Saturday Oct 14<sup>th</sup> – Bunnings Sausage sizzle.
  - vii. Avon attending Toodyay Show in October. Demo and sales

### 8. Registrar

- a. It was agreed that the Registrar Access database has new fields inserted for Emergency Contact and contact details. This information is entirely elective on members (not compulsory). That the groups be requested to commence collecting this data for their own internal use. Update of application forms both hard copy and electronic be made. All members to be notified via general notification that the data is being collected and what its purpose is. Method of how groups access data is to be resolved at group level. At WAWA functions the Competition Database will be the source.

### 9. Subcommittee reports

#### a. Governance

- i. Handbook edits yet to be finalised (Editor to assist) including new Lotterywest procedures and policy and new edition published on web.
- ii. **Motion** "That the Joondalup/Wanneroo group name be changed to the 'Northern Suburbs Group' of the Woodturners Association of WA Inc and that the associated bank accounts name be changed appropriately." **Moved** David Finch, **Seconded** David Doye **Passed Unanimously**.
- iii. **Motion** "That the Melville Group of the Woodturners Association of WA Inc change of banking accounts from Bankwest to NAB is approved due to the withdrawal of banking services by Bankwest." **Moved** Jim Parker, **Seconded** George Murphy **Passed Unanimously**.
- iv. CoM notes that Manjimup has recently changed banking arrangements due to withdrawal of banking services by previous provider which it retrospectively approves.
- v. The Secretary to advise new group committees of the requirement to be familiar with the Rules and Guidelines of the Association.

#### b. Training

##### i. STEP and Judges courses.

1. Progress on STEP program continues with Jim Cameron assisting Jim.

#### c. Competition

- i. Draft of competition items presented to CoM meeting. Some changes possible to the Bunbury item. The new program will be available for September meeting and include having a long description including points that will be critical in judging, a short description (as we currently do) and also producing a glossary of definitions, all to be published both in Newsletter and on the webpage. And sent to all members by Mailjet.
- ii. August Open Competition. Flyer available and has been circulated to all groups. Roster for manning is completed. Trade stalls will be there on Saturday.



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### **d. Publicity and Communications**

#### **i. Webmaster.**

1. Public Webmail inquiries 7 training, 3 general for month (Noted)

#### **ii. Newsletter Editor**

1. There is a lack of group inputs, groups to be asked to provide articles. Some suggestions are.
  - a. My Shed type articles.
  - b. Any Community projects undertaken.
  - c. Overseas visits to conferences ie AAW
  - d. New tool reviews

#### **iii. Public Events**

##### **1. Perth Royal Show Group support.**

- a. Swan withdrawal being covered by Melville group. Still chasing up other groups for names.

##### **2. Beyond Tools Display'**

- a. 13 to 15<sup>th</sup> October inclusive from 10am to 4 pm, Swan and Melville groups covering.

### **e. Safety.**

- i. Nil.

### **f. Grants**

- i. Lottery West compilation of wish list from Groups to get a feel. Need only approximate cost and description, not quotes at this time.

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

- a. Inspection of the trailers and full inventory to be made by George Murphy when they are returned to Wandi after Bunbury WeWs. Glenn Donnavan opinion to be sought after work on them at Bunbury.

## **10. DBC Act & Regulation Negotiations /Forrest Management Plan**

- a. President to follow up with Ian Kealy with is knowledge of status and possibly then request status of changes to regulations that were highlighted in previous correspondence.

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

- a. Convener forum planned for Saturday 2<sup>nd</sup> September at Melville Group meeting room. There have been no items provided by Conveners and it was decided that the Forum be postponed until early in the new year when new committees and conveners will have had an opportunity to consider matters that are of association wide importance/relevance. Possibly March or April best time as there is a high intensity of both group and WAWA CoM activities in the August/September period.
- b. New WAWA Brochures to hand out it is questioned whether the brochure should be produced with a local group emphasis. No resolution.
- c. AGM matters
  - i. Auditors report to be placed on webpage well before AGM. First step is to circulate to Groups Executive
  - ii. Advise Group Executive that the following agenda items for AGM are proposed and ask for feedback.
    1. Increase annual fees from \$70 to \$80 to cover increases in insurance costs but also to restore equipment allowances for group back to previous levels.
    2. Increase WeWs fees from \$5 to \$10 from January 1<sup>st</sup>, 2024, to cover rising costs, decreasing attendances and local support.
- d. Jim Parker raised concern about CNC machine objects being presented in turning competition particularly in embellishment. The competition subcommittee to consider the introduction of a declaration that CNC or similar mechanically controlled pattern making devices have been used on the item.



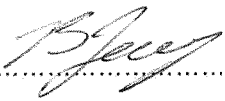
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- e. David Milton requested that members be encouraged to put a short description with items (without identification of the turner) that will help viewing public have information on timber and methods, title of creation. In the Open Competition.

**Date of next meeting:** Wednesday 9<sup>th</sup> August 2023 12:00 (noon) in Carvers Room Wandi. Zoom facilities available.

**Meeting Closed 2:24 pm**

Signed as a true and correct record of the meeting

 ..... President 28/8/23 ..... Date  
(Barbara Jennings)

 ..... Secretary 28/8/23 ..... Date  
(David Milton)

## Appendix

### Correspondence Log

12. **Correspondence In:** (for noting, unless listed elsewhere)
- 10/7 email from Competition Coordinator with proposed mailout re Open Competition. Made suggestions, matters resolved by President.
  - 10/7 email from Manjimup secretary requesting Insurance certificates. Provided
  - 10/7 email from Swan secretary updating on Swan future premises. Noted
  - 10/7 webmail from public member offering olive wood. Accepted offer, no further contact.
  - 11/7 webmail from public member inquiring about training. Provided information, contacted Joondalup Group
  - 11/7 email from Beyond tools about "In house Wood working Event" See public demonstration.
  - 11/7 email with Joondalup annual returns. Forwarded to WAWA Treasurer.
  - 13/7 email from Joondalup secretary about a meeting on 8<sup>th</sup> May to change name to "Northern Suburbs Group" and new office bearers from 10<sup>th</sup> July meeting. Also had information on proposed generic email proposal. Noted (this email went to SPAM)
  - 13/7 email from Ian Ludford about proposed "Northern Suburbs Group" concerns. Responded to these concerns.
  - 13/7 email from competition coordinator advising of judges for Open Competition resolved. Noted
  - 13/7 email from Swan Convener requesting meeting during Gosnells WeWs to discuss group relocation issues. Arranged meeting between President, Treasurer and Secretary.
  - 13/7 cc of email from Competition coordinator about manning roster for Open competition to ensure smooth running. Noted



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- 13/7 email from Swan taking Friday morning slot for Open Competition. Forwarded to Competition coordinator.
- 13/7 cc of email from Joondalup asking for Friday morning slot for Open Competition.
- 13/7 cc of email from President responding to Ian Ludford concerns re re naming of Joondalup Group. Noted
- 14/7 email from treasurer following up on mailed copies of Avon's Annual Returns. Returns at PO box to be picked up when PO opens. Noted
- 16/7 email from President with draft Flyer for Open Competition. Made suggestion re QR code.
- 17/7 email from Gosnells treasurer advising of additional workshop day, Monday from 8:30 to 11:30am. Changes made to webpage and mailouts.
- 17/7 email from Bunbury Convener asking for Insurance cover certificates. Provided.
- 18/7 webmail for beginners training, in Melville area. Provided information.
- 19/7 webmail from Swan Convener about Ian Ramsdale finishing mixtures, provided information.
- 20/7 email from Mundaring Shire concerning review of current Community Lease policy. Forwarded to Mundaring Convener for consideration and attention.
- 20/7 email request from Treasurer concerning minutes of CoM meeting for Auditor. Provided after correction/clarifications.
- 21/7 email from President with corrections and clarifications to CoM minutes. Correction made.
- 21/7 email from Wandi with results of their AGM. Forwarded to CoM executive and noted.
- 22/7 email from Mundaring Convener with details of Committee. Noted
- 22/7 email from Joondalup secretary updating on search for new rooms with City of Stirling. Noted
- 23/7 email from member requesting help in lathe electrical conversion. Circulated by Mailjet
- 24/7 email (CC) from treasurer to all Com with EOY balance sheet and Financial Review. Noted
- 24/7 email from Lex about Swan pulling out of Perth Royal Show demonstrations. Melville group are being approached to fill this gap.
- 24/7 email from Swan Secretary with details of new meeting venue, from 1<sup>st</sup> August will be Caversham Memorial Hall Taylor Park, Lot 24 Caversham, They will be storing two lathes and equipment to run a meeting on a trailer. This equipment will be housed at Bruce Shephard's residence 12 Swallow Court Ballajura, behind garage doors. 4 lathes, bandsaw and sharpening system stored at Melville groups workshop. Noted
- 25/7 webmail from Mandurah secretary about error in Competition photos. Corrected
- 25/7 email from President with corrected Flyer about Open competition. Circulated to groups for posting.
- 25/7 webmail re training forwarded details of Melville group (closest)
- 25/7 email from web master about generic email addresses for "norther Group". Responded we have generic addresses not used yet and requested that we approach individuals to help implement WAWA addresses.
- 26/7 emails about turning two furniture legs indicated beyond scope of WAWA and directed member of public to Kevin Luff.
- 26/7 email from Gosnells with their new committee. Noted



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- 28/7 email from CentreWest Insurance Broker with Annual insurance paper work. Form completed and submitted with a request to get the quote ASAP. Indicated this will only be available about 2 weeks before expiry.
- 28/7 cc of email from Melville to Competition coordinator with suggestions on quality of items to be displayed at Open Competition.
- 30/7 email from Matt about Bunbury at Bunnings on 31<sup>st</sup> August, sale table. Noted
- 30/7 email from Swan Convener asking for Melville Needs analysis. Provide with a copy.
- 31/7 email from Lotteries West advising new Grants Portal open. Noted
- 31/7 email from Competition coordinator about prize money for Open Competition to be approved. Noted in financial approvals,
- 31/7 email from editor re Newsletter draft. Minor correction made. Newsletter published on webpage.
- 31/7 webmail inquiry for beginner training (Madora Bay) referred to Mandurah
- 1/8 email from Ian Moss with Swans entries and pieces on display for Open comp. Noted
- 1/8 webmail from member of public re fathers' old lathe and equipment (Beaconsfield). Photos indicated homemade lathe and not suitable for WAWA. Declined to take up offer.
- 1/8cc of email from Melville treasure about investigating closing Bankwest account due to cessation of services) and opening NAB account, Noted
- 2/8 webmail inquiry for beginner training (North Perth) referred to Melville.
- 2/8 email from Mandurah Convener about the death of Graham Stacey #1894. Noted
- 2/8 email from Gosnells treasurer requesting \$3,000 no interest loan to be paid back over 12 months to purchase a Vicmarc lathe. See financial.
- 2/8 email from Swan re demo at York Show September 2<sup>nd</sup> . Noted
- 3/8 email from Melville with results of election of new committee. Noted
- 3/8 email cc from Treasurer with July financials and balance sheet.
- 4/8 webmail from member of public about fathers' woodturning wood (Coogee), Melville has taken useful wood.
- 4/8 Email from Kerrie about date error in Mailjet with Bunbury WeWs info. Noted
- 5/8 email from Lex requesting agenda item on royal show update.
- 5/8 email from Swan Secretary requesting information on groups premises. Noted and action started to gather information. See appendix.
- 6/8 email from Busselton with public demonstration information. Noted
- 6/8 email from Melville with public demonstration information. Noted.
- 7/8 Mail in GPO box, picked up . Rego for trailer. Payment action required.
- 7/8 email cc from Treasurer with audit reports and documents. Noted
- 7/8 email request from Swan Secretary about new insurance certificates. Provided advice on when they will be available.
- 7/8 email from Busselton Secretary about display items for Open competition. Noted
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### **Correspondence Out** (for noting, unless listed elsewhere)

- 16/7 email competition coordinators re clarification raised at Gosnells WeWs for vase height for Bunbury WeWs. Clarification was issued by Mailjet.
- 17/7 emailed Treasure asset held by WAWA CoM at June 30<sup>th</sup> 2023.
- 18/7 email to Avon treasurer asking for copy of bank statement or similar for 30<sup>th</sup> June to be sent to WAWA Treasurer. Received.



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- 20/7 emailed Bunbury convener about trailer brake plunger needing greasing. Glen will attend to this plus also check the wheel bearings.
- 21/7 emailed all groups requesting new committee and executive details after their AGM's.
- 22/7 emailed President about Conveners forum delay due to mis communication. Delay until early September. All groups notified.
- 24/7 emailed all conveners and secretaries about postponement of Conveners Forum to Saturday 2<sup>nd</sup> September. Apologies tendered Alan Kelly
- 24/7 email to Joondalup/Wanneroo group Convener and secretary requesting they make formal submission to WAWA for name change.
- 30/7 email to Norm Hoskins re acting as returning officer. Accepted role.
- 31/7 emailed calling for AGM (Mailjet) and nominations for CoM to webmaster to put up on webpage forms with links.
- 2/8 emailed Swan Secretary about the training situation. Response was that training would be carried out Mundaring Adult Learning and in members' homes and they will be increasing their public profile (signage) Noted.
- 6/8 emailed asking for them to advertise Open competition (attached brochure).
  - Timbecon
  - FWWA
  - Beyond Tools
  - Melville council.
- 6/8 emailed Curtin Radio asking for community announcement to be made for Open competition. The response is that we need to register and pay \$88 for a years' worth of advertising and give at least three week notice. See appendix.
- 6/8 emailed Capital Community Radio asking for community announcement to be made for Open competition.

**July Balance sheet.** As amended by Auditor and re issued 16<sup>th</sup> August



# WAWA Inc. Balance Sheet 31/07/2023

## Assets

<u>Current Assets</u>		\$0.00
<u>Cash at BankWest</u>	\$0.00	
<u>Cash held by Groups</u>	\$128,121.81	
<u>Petty Cash &amp; 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>	\$0.00	
<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>	\$50,617.54	
<u>CBA Term Deposit 2</u>	\$65,608.34	
<u>Cash at CBA Transaction Account</u>	\$42,094.79	
<u>Cash at Debit Card Account BankWest</u>	\$0.00	
<u>Cash at Debit Card Account CBA</u>	\$1,060.58	
<u>Loan to Gosnells Group</u>	\$0.00	
<u>Prepayments</u>	\$1,104.62	
<u>Sundry Debtors</u>	\$150.00	
<u>Supplier Store Vouchers</u>	\$0.00	
<u>Non Current Assets</u>		\$0.00
<u>Plant &amp; Equipment</u>	\$257,980.15	
<u>C</u>		\$0.00
<u>Imbalance-AUD</u>		\$0.00
<u>Orphan-AUD</u>		\$0.00
<b>Total Assets</b>		<b>\$546,737.83</b>

## Liabilities

<u>Current Liabilities</u>		\$0.00
<u>Sundry Creditors</u>	\$0.00	
<u>Suspense</u>	\$80.00	
<u>Non Current Liabilities</u>		\$0.00
<b>Total Liabilities</b>		<b>\$80.00</b>



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**Equity**

<u>Members Funds</u>		\$0.00
<u>Adjustment - Group Assets</u>		\$0.00
<u>Cash</u>	\$21,642.90	
<u>Plant &amp; Equipment</u>	\$5,319.18	
<u>Members Funds b/fwd</u>	\$495,500.68	

<b>Retained Earnings</b>	<b>\$24,195.07</b>
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<b>Total Equity</b>	<b>\$546,657.83</b>
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<b>Total Liabilities &amp; Equity</b>	<b>\$546,737.83</b>
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