



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 11th October 2023

Meeting held via zoom connection due to extreme storm weather.

Meeting Declared open 12:00 pm by President.

Roll Call: Barbara Jennings (President), Bruce Jackson, David Milton, Matt Lanagan (zoom), David Finch (zoom), Jim Parker (zoom), George Murphy, David Doye, Alex McLachlan, Ian Ludford (zoom). Alan Kelly

Apologies, Ross Crawford

Observers: Nil

1. Governance matters

a. Election of Office Bearers

Under Rule 29. ELECTION OF OFFICE HOLDERS clause 8

- i. Vice President George Murphy
- ii. Secretary David Milton
- iii. Treasurer Ian Ludford (Effective 21st October 2023 Until April 2024).
Robin Campbell to be approached to act as bookkeeper (President)

2. Safety matters

Report on Geoff Green accident at Perth Royal Show tabled (as appended in Agenda).

ACTION: 1 Safety Note to be circulated to all members as follows

"As a result of the investigation of a recent accident where a member received severe laceration to a little finger requiring extensive surgery and ongoing physiotherapy. The accident happened while parting off at a public demonstration and the following findings have been made:

- 1. The member was distracted while carrying out the operation,*
- 2. An unmodified kitchen utensil was being used, and*
- 3. An inappropriate method of parting was attempted.*

WAWA turners are reminded that:

- 1. distraction while turning is a significant prime cause of workshop accidents and you must be aware of this hazard, particularly in public demonstrations.*
- 2. they must make sure their turning equipment is fit for purpose, in good condition and*
- 3. that the correct technique is being used."*

ACTION 2. That groups ensure that a overall supervisor should be appointed for public demonstrations.

3. Previous meeting Minutes

Motion "That Meeting Minutes for 13th September 2023 as amended as a true and correct record of the meeting."

Moved David Doye, **Seconded** David Finch **Passed Unanimously**

Matters arising from minutes.



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- a. Nil
4. **Correspondence In and Out noted in Appendix.**
 - a. Questions on correspondence
Nil.
 - o **Motion** "That correspondence be accepted" **Moved** Alan Kelly, **Seconded** George Murphy **Passed Unanimously**
5. **Treasurer report:** (Thanks to Kerri Nichols for producing them)
 - a. **Accounts**
 - o "That September 2023 Financial Reports: Transaction, Income and statements were circulated by email be accepted as tabled (Fin report appended). **Moved** David Doye, **Seconded** Bruce Jackson **Passed Unanimously**
 - o Approval of Items for expenditure
 - Prize money Northern Suburbs WeWs
 - Top up debit card with \$1,000
 - Wandi Hall hire WeWs**Moved** George Murphy, **Seconded** Lex McLachlan **Passed Unanimously**
 - b. **Other Finance Matters.**
 - i. Closure of Bankwest accounts completed and letter received by President (tabled) confirming this. All cards cancelled and funds transferred to Com Biz account.
 - ii. CARY OVER ISSUE: Matter of the large cash reserves being held by WAWA in term deposits and by groups. Could we better use fundi. To be discussed further at future CoM meetings. **FURTHER ACTION**
6. **Procedural Matters for noting.**
 - a. Group Public Displays for noting.
 - i. Melville Group attending Canning Show 3 and 4th November demonstrations, display and sales.
 - ii. The Busselton Woodturners will be providing public demonstrations and displays at the Busselton Show on Friday/Saturday Nov 3rd & 4th 2023.
 - iii. Swan.re demo Swan District Show 7th October Demo, Sales, Display
 - iv. Avon about demo at Toodyay show on 7th October.
 - v. The Mundaring group will be attending the Guildford Nostalgic Festival on Sunday 8th Oct. doing a few demonstrations and selling.
 - vi. Swan Group for Darlington Arts Festival for Demonstration, Display and Sales 4th and 5th November
 - vii. WAWA organised attendance at
 1. Beyond Tools 13th to 15th October Demonstration and sales
 2. Timbecon 14th October embellisher group demonstration
 - viii. Bunbury Shopping Centre Display 2-4 Nov (Sales only)
 - ix. Bunbury Stirling St Art in the Garden 26 Nov (Sales only)
7. **Registrar**
 - a. Nomination for Honorary Membership for George Walker #2313, Ken Thurston #134, Bill Benbow #1717, Ken Dixon #1398 from Melville. **Approved Unanimously**
 - b. Membership payments are slow, groups to send in receipts and to get list of members not paid. ACTION Registrar to send out lists of unpaid members ASAP
8. **Subcommittee reports**
 - a. **Governance**
 - i. Several matters outstanding due to Secretary workload, gradually resolving issues. **FURTHER ACTION.**
 - b. **Training**



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- i. Notes from Stephen Hughes Demo and workshop confirm that WAWA CoM should not run these but get groups to run,
 - 1. Next year the Collaboration Committee has secured the services of Jaques Versery, An internationally acclaimed artist from the USA, and he will be available from 21st and 22nd September for WAWA to use Embellishing Group to be offered the running of this. Should explore two course in one day, need better information on what the presenter can do..
 - ii. STEP courses currently being organised.
 - 1. Finishing (proposed for 3rd November at Wandi)
 - 2. Skew and Deep Hollowing course have no dates.
 - iii. Request from Jim Parker to get Melville Training Packages.
 - c. **Competition**
 - i. The Glossary of terms to be published in next Newsletter.
 - ii. It was agreed that Ian Ludford's recommendation that members who are promoted are advised, list to be published in Newsletter after AGM.
 - d. **Publicity and Communications**
 - i. **Webmaster.**
 - 1. Public Webmail inquiries 3 training, 3 general for month (Noted)
 - 2. Follow up on sourcing external providers for web and allied services.
 - ii. **Newsletter Editor**
 - 1. No issues.
 - iii. **Public Events**
 - 1. **Perth Royal Show Group support.**
 - a. Need to raise invoice
 - b. To consider our display methods and signage to direct more traffic. Need s to be modernised and more professional: **ACTION Review and recommend improvements..**
 - 2. **Beyond Tools Display'**
 - a. Swan and Melville groups will man this event
 - 3. **Timbecon event**
 - a. Embellishers manning this event..
 - e. **Safety.**
 - i. A general discussion was held on the promotion to advanced as we may be getting lower skills into this group. Possible to increase thresholds for promotion, Need to ensure no bias or personality conflict issues are present in the decision. **ACTION Competition group to consider and make recommendation(s).**
 - f. **Grants**
 - i. Lottery West compilation of wish list from Groups
 - 1. Wandi Library shelves.
 - g. **Facilities and equipment**
 - 1. After inspection at Wandi and discussion with Bunbury members who serviced trailers, trailers are ok except for a few surficial rust areas on paneling.
- 9. DBC Act & Regulation Negotiations /Forrest Management Plan**
 - a. President to draft up letter.
- 10. Other Business (Business raised by COM members or groups)**
 - a. A discussion continued on poor attendance at WeWs. Groups to be asked not to hold or participate in local competing events and to consider acknowledging volunteers better. Presidential ponderings in Newsletter to bring issue to attention of members. Word of mouth to be used to promote the value of the WeWs to members. **FURTHER ACTION Needed.**
 - b. Code of Conduct discussion held over until Ross present.



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- c. Attendance at Men's Shed conference is approved. To promote WAWA, Ian Ludford to organise. Need brochures and handouts.
- d. President indicated that visits to groups promoting competitions will be attempted.
- e. **FURTHER ACTION** needed on Open Competition format for 2024 and Insurance coverage review through sub committee process.

Date of next meeting: Wednesday 8th November 2023 12:00 (noon) in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 1:56 pm

Appendix

Correspondence Log

11. **Correspondence In:** (for noting, unless listed elsewhere).
- 14/9 email from Kerri re closure of Bankwest accounts
 - 15/9 email from member re address changed. Noted and forwarded to Registrar.
 - 15/9 request for insurance certificate from Avon. Provided.
 - 17/9 webmail from member of public re courses, passed onto Mandurah group.
 - 18/9 webmail from member of public re courses, passed onto Swan group.
 - 18/9 webmail from member of public re courses, passed onto Mandurah group.
 - 18/9 email from Avon re clarification on Junior members fees. Provide advice.
 - 22/9 email from Lex with Perth Royal show members attending demo lathe. Noted
 - 24/9 webmail from member of public re courses, passed onto Northern Suburbs group.
 - 24/9 email query from member about grading for competition, forwarded to George.
 - 25/9 email trail on Geoff Green accident, numerous emails.
 - 26/9 email from Swan re demo Swan District Show 7th October Demo, Sales, Display
 - 28/9 email from Collie Secretary about change of Vice president, Ian Ramsdale resigned, Ken Morgan replaced. Noted
 - 28/9 email cc of issue with quorum re Wandi meetings. Noted
 - 28/9 email advice of the passing of Bette Kyser, noted and members advised by Mailjet.
 - 29/8 email of member advising of resignation due to poor health. Registrar advised and noted.
 - 1/10 email from member advising of group change due to moving suburbs.
 - 2/10 email from BCGS with a safety manual from School. Noted
 - 3/10 webmail re wood at Harvey, passed onto Bunbury group.
 - 6/10 email from Avon about demo at Toodyay show on 7th October. Noted
 - 2/10 email from Kerri Nichols offering to help out with September financials and statements, and following issue noted
 - A few new members paid \$90 rather than \$100.... Ivan Bullock... Emma Basc... and Mark Bailey. Nominations are \$10 short..
 - All other members to date have paid their increased subs of \$80 except Aiton Sheppard who paid \$70.... \$10 short
 - Loan repayment from Gosnells not received in September... but I noticed they paid 2nd Oct.... so two payments need to be received for October to be up to date.....



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- The WEWS breakdown for Wandii has been entered as Door Fees... as I don't have the breakdown paperwork.....
 - Two master class demo payees \$35 unnamed.....
- 6/10 email from Ross Crawford
 - with apologies for CoM meeting (overseas) noted.
 - Request about code of conduct See general business.
- 8/10 Email from Jim Parker with the proposed STEP courses. See appendix.
- 9/10 email from member wishing for timber to be advertised. Noted
- 9/10 email from The Busselton Woodturners will be providing public demonstrations and displays at the Busselton Show on Friday/Saturday Nov 3rd & 4th 2023
- 9/10 email cc from Barbara from Lotterywest re new user for our portal. To be investigated.
- 9/10 email from Men's Shed Regional Health Coordinator about conference on 2 and 3rd Nov. See Appendix.
- 10/10 email from Swan Secretary for Darlington Arts Festival for Demonstration, Display and Sales 4th and 5th November. Noted
- 10/10 email from Matt confirming Bunbury Shopping Centre Display 2-4 Nov (Sales only) and Stirling St Art in the Garden 26 Nov (Sales only) Noted
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Correspondence Out (for noting, unless listed elsewhere)

- 17/9 Mailjet of the results of AGM
- 18/9 Mailjet concerning Stephen Hughes Demo and Workshop.
- 23/9 note to all Stephen Hughes workshop attendees of their requirements for tools etc
- 24/9 email to Insurer advising of Geoff Green accident. Acknowledged.
- 28/9 Mailjet of general notices about Geoff Green accident, Collaboration and Bette Keyser death.
- 6/10 Mailjet of Newsletter 230 out and available.
- 8/10 Mailjet of upcoming events and annual fee reminder

September Balance sheet.

WAWA Inc. Balance Sheet 30/09/2023

Assets

<u>Current Assets</u>		\$0.00
<u>Cash at BankWest</u>	\$225.50	
<u>Cash held by Groups</u>	\$128,121.81	
<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>	\$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>	\$50,928.66	
<u>CBA Term Deposit 2</u>	\$66,011.60	
<u>Cash at CBA Transaction Account</u>	\$29,036.45	
<u>Cash at Debit Card Account BankWest</u>	\$0.00	
<u>Cash at Debit Card Account CBA</u>	\$475.07	
<u>Loan to Gosnells Group</u>	\$2,750.00	
<u>Prepayments</u>	\$1,104.62	
<u>Sundry Debtors</u>	\$175.00	
<u>Supplier Store Vouchers</u>	\$300.00	
<u>Non Current Assets</u>		\$0.00
<u>Plant & Equipment</u>	\$257,980.15	
<u>C</u>		\$0.00
<u>Imbalance-AUD</u>		\$0.00
<u>Orphan-AUD</u>		\$0.00
Total Assets		\$537,108.86

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
Total Liabilities		\$80.00

Equity

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

Retained Earnings **\$14,566.10**

Total Equity **\$537,028.86**

Total Liabilities & Equity **\$537,108.86**