



**COMMITTEE OF MANAGEMENT**

**MEETING MINUTES**

**Date: 13<sup>th</sup> September 2023**

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**Meeting held via zoom connection due to extreme storm weather.**

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

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

**Apologies,** Alan Kelly

**Observers:** Nil

**1. Safety matters**

a. Nil

**2. Governance matters:**

a. Nil

**3. Previous meeting Minutes**

**For Noting** "That Meeting Minutes for 9<sup>th</sup> August 2023 as amended as a true and correct record of meeting as per circulated note of 18<sup>th</sup> August".

**Matters arising from minutes.**

a. Nil

**4. Correspondence In and Out noted in Appendix.**

a. Questions on correspondence

Timbecon request for publicity OK with some slight rewording. Note both Timbecon and Beyond Tool Demonstrating on same day.

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

**5. Treasurer report:**

**a. Accounts**

- o "That August 2023 Financial Reports: Transaction, Income and statements were circulated by email be accepted as tabled (Fin report appended). **Moved** Kerri Nichols, **Seconded** Jim Parker **Passed Unanimously**
- o Approval of Items for expenditure
  - Group annual competition entries prize pool to be \$3,000.
  - Stephen Hughes demo and workshop timber \$51.
  - Hall Hire \$312.10
  - Facilities Payment \$225.50
  - Travel Barbara Jennings, Kerri Nichols for CoM meeting attendance.
  - Prize money Open Comp \$2,200
  - Stephen Hughes Fees \$800 per day
  - Melville Hall hire \$200
  - Purchase of lunches, tea coffee for Stephen Hughes Demo and Workshop

**Moved** Kerri Nichols, **Seconded** George Murphy **Passed Unanimously**

**b. Other Finance Matters.**



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

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- i. No treasurer has been identified but probable candidate for next year. Proposed interim solutions not acceptable and other avenues to be pursued. **FURTHER ACTION**
- ii. Tax advice concerning clarification of the issue with the Tax changes on Not for Profits is not resolved with no advice being given. Need to source a advice on this matter. **FURTHER ACTION**
- iii. Bruce Jackson raised the matter of the large cash reserves being held by WAWA in term deposits and by groups. Could we better use fund. Starting point will be inventory of all assets. The main reason is in case of a catastrophic event but we don't have a feel for what this is, what would be cost , timing or scope. Possible more cost effective to take out limited equipment insurance. Get surplus equipment from other groups. Suggested uses were;
  1. Improved Open Competition profile.
  2. Invest in more permanent group venues.

To be discussed further at future CoM meetings. **FURTHER ACTION**

### 6. Procedural Matters for noting.

- a. Group Public Displays for noting.
  - i. Fathers day 31<sup>st</sup> August at Bunnings stores (sales and publicity)
    1. Swan Group
  - ii. Swan Group at York Show 3<sup>rd</sup> September Demo, Sales and display.
  - iii. Busselton Group Demo and display at Origin Market on Sunday 3<sup>rd</sup> September.
  - iv. Avon holding raffle 8<sup>th</sup> and 9<sup>th</sup> September in Toodyay
  - v. Bunbury 7<sup>th</sup> October Bull and Barrel.
  - vi. Avon at Toodyay Show 7<sup>th</sup> October

### 7. Registrar

- a. Competition database to be updated with emergency contact information at Wandi WEWs meeting and coordinated with the competition data base.
- b. Honorary Membership for Ron Cresey member number 2651 from Manjimup  
**Approved Unanimously.**

### 8. Subcommittee reports

- a. **Governance**
  - i. Several matters outstanding due to Secretary workload, gradually resolving issues. **FURTHER ACTION.**
- b. **Training**
  - i. STEP and Judges courses.
    1. Course to be advertised through web page and Mailjet
      - a. Finishing Jim Cameron Ian Hamilton
      - b. Deep Hollowing Ian moss Jim Parker
      - c. Skew Ted Stewart-Wynne, Tracey Redman.
- c. **Competition**
  - i. 2024 program. Revised program with Mandurah now having vases, to be made ready for next newsletter and circulation to members. Put up on Website along with definitions and explanation pages.
  - ii. Open Comp prizes will be awarded at AGM
  - iii. Trophies for annual awards ready
  - iv. Feed back on Open Comp, only 75 votes for popular, very low numbers of attendees. Open comp requires review, need a subcommittee to look at possible solutions. CoM member to consider their views and make submissions. Should we re-engage FWWA, Collaboration for joint event.  
**FURTHER ACTION**
- d. **Publicity and Communications**
  - i. **Webmaster.**
    1. Public Webmail inquiries 5 training, 3 general for month (Noted)



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- ii. **Newsletter Editor**
    - 1. On track for publication at end of month. Make sure AGM photos, lists and results are provided soon after meeting.
  - iii. **Public Events**
    - 1. **Perth Royal Show Group support.**
      - a. All organised.
    - 2. **Beyond Tools Display'**
      - a. Will confirm involvements one week out from event.
  - e. **Safety.**
    - i. Nil.
  - f. **Grants**
    - i. Lottery West compilation of wish list from Groups
      - 1. Bunbury dust extraction equipment
      - 2. Mandurah dust extraction equipment
      - 3. Busselton lathes
      - 4. WAWA new trailer.
  - 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. Discussion with Ian Keally indicated that we need to give them a prompt about the revision of the processing licence regulations. President to draft up letter.
10. **Other Business (Business raised by COM members or groups)**
  - a. AGM preparation all ok, one vacancy on committee not filled.
  - b. Falling attendances at WeWs: Its group's responsibility for boosting profiles of WAWA and activities to members. Survey's have not given us insight only 10 to 15% of members attending. CoM need to develop a strategy to promote member involvement. **FURTHER ACTION**
  - c. Discussion on segmenters lack of involvement in competition. Do we need a new competition. Segmented items are being entered but numbers of people doing it are very limited which may be reason for low entries. **No FURTHER ACTION**

**Date of next meeting:** Wednesday 11<sup>th</sup> October 2023 12:00 (noon) in Carvers Room Wandi. Zoom facilities available.

**Meeting Closed 1:26 pm**



## Appendix

### Correspondence Log

11. **Correspondence In:** (for noting, unless listed elsewhere).
- 9/8 phone request from Collie Secretary about concern of members handling items at WeWs.
  - 9/8 webmail asking for possible suppliers of wooden trains required in the next two days. Unable to provide any assistance and advise of same.
  - 9/8 email from Centrewest Insurance Brokers with Insurance invoices. Circulated invoices and policies (not PDS) to CoM members for approval by email poll. Approval given.
    - Recommendation that next year we need to look at coverage and other possible providers to provide quote. Voluntary workers coverage may need revision.
    - Concern over 500 attendees' issue, underinsurance and lack of all documents to CoM, resolved by providing all filled out forms, PDS and policies to CoM
  - 9/8 email request from Competition coordinator for a member's contact details. Provided
  - 10/8 mail at PO Box, renewal advice for trailer registrations (4), scanned and forwarded to Treasurer.
  - 15/8 email request for password to Competition computer. Answer provided by Barbara.
  - 15/8 email request from Beyond Tools re advertising their Woodworking event weekend 13 to 15<sup>th</sup> October with form. Form filled out by Lex on behalf of WAWA.
  - 15/8 email from Swan convener about having better criteria/descriptions for competition items. Forwarded to the competition coordinator for consideration.
  - 15/8 email from Swan group with office bearers for 23/24. Noted and forwarded to Registrar.
  - 16/8 email from Swan Secretary with demo information for Bunnings Fathers Day Event and York Show. Noted
  - 16/8 email from Northern Group re CoM approving name change. Provide excerpt from draft minutes stating same.
  - 17/8 email from Centrewest Insurance Brokers with certificates of Currency for 23/24. Forwarded to each group Convener, Secretary and Treasurer.
  - 18/8 email from Manjimup Secretary requesting Honorary Membership. See appendix and Registrar section.
  - 18/8 webmail re turning 1.2m long candle holding plinth for church group (2 off). Referred to commercial turner.
  - 18/8 email from Melville convener agreeing to review of falling attendances. No suggestion. Noted in General business.
  - 18/8 email request from Northern Suburb member asking for photo of competition item and also pointing out mistake in webpage photos. Provided photo image and corrected webpage item.
  - 19/8 email from David Finch with CoM nomination form attached. Forwarded to returning officer.
  - 20/8 webmail asking about turning training Joondalup area, referred to Northern Suburbs Group.
  - 20/8 email from Busselton Secretary advising of Origin Market demo 3<sup>rd</sup> Sep. Noted



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- 21/8 email from Northern Suburbs Convener with amendment to group meeting times. Webpages and handouts modified.
- 21/8 email from Ian Ludford, cc to several CoM members about CNC and laser issues in competitions. For Competition co-ordinator to consider.
- 22/8 email from Mundaring Property Management officer concerning Community Lease Survey. Forwarded to Peter Compton who will respond direct to Officer.
- 22/8 email from vendor about setup for Open Competition activities and setup on 26<sup>th</sup> August. Provided information.
- 23/8 email from Manjimup Secretary about results of AGM . Noted and passed onto Registrar.
- 23/8 email from Gosnells Secretary indicating that the Gosnells group opposes the increase in annual subs. Noted
- 23/8 email from Gosnells treasurer about getting new insurance certificates of currency. Referred him to previous emails with them attached.
- 27/8 confidential matter from President. Recorded and noted.
- 28/8 webmail for modification of wooden sphere. Provided contacts but no further response.
- 28/8 email from competition coordinator with draft 2024 program to be sent to all groups for feedback. Sent out
- 28/8 scanned copy of signed August CoM minutes received from President and forwarded to Northern Suburbs and Melville treasurers.
- 28/8 email for members email address change, forwarded to Registrar.
- 29/8 email from Swan Secretary with feedback on competition items, forwarded to competition coordinator.
- 29/8 email from Avon Convener with feedback on 2024 comp items. Misspelling of Toodyay noted.
- 30/8 email from Manjimup re 2024 com items. No issues.
- 30/8/ email from ex member concerning sale of woodturning items and equipment. Finalising putting it up on web.
- 30/8 email from member with change of email address, forwarded to Registrar.
- 1/9 email from Collie secretary with AGM results. Noted and forwarded to Registrar.
- 2/9 email from Treasurer re Synergy mistaken payment of \$225.50 to WAWA on 22<sup>nd</sup> May, Initially thought to be a scam but has been found to be correct. Payment made to supposedly closed Bank West accounts, treasurer resolving matter.
- 2/9 email from Treasurer updating on status of financial and Auditors notes. Provided information on Timbecon vouchers and requested agenda item.
- 3/9 email from Wandi member re sale of lathe and equipment. Purchaser found.
- 3/9 webmail from Brisbane about contacts in Albany to assist in a sculpture project. Provided with Collaboration contacts.
- 5/9 email from George Murphy with items for agenda. Placed on agenda.
- 5/9 webmail from couple in Meadow Spring about woodturning courses. Referred them to Mandurah Group.
- 5/9 email from Busselton Secretary with AGM results. Forwarded to Registrar.
- 5/9 email from treasure to all CoM members with August Financials. Noted
- 6/9 email from Avon Convener about raffle activity in Toodyay. Noted
- 7/9 email from Northern Group on 2024 items, no comments provided.
- 7/9 email from Timbecon requesting publicity of Tools Timber and Techniques at sale room on October 14<sup>th</sup> at AGM and in newsletter. Noted
- 7/9 email from Melville Convener concerning observations on recent Open Competition. See appendix and Competition section.
- 8/9 email from Jim Cameron with STEP proposal on Finishing. See appendix and Training



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- 8/9 email from Mandurah convener with results of AGM, Sent copy to Registrar.
- 8/9 email from President with update on possible replacement treasurer. Noted
- 8/9 email from Collie correspondent with photo and article for Newsletter. Forwarded to Editor. Some clarification on award terminology required.
- 9/9 email from matt with apologies for AGM . Noted.
- 7/9 (junk file) email from Bunbury Convener with comments on the 2024 program. Forwarded to George Murphy. For his attention.
- 11/9 webmail concerning woodworking equipment sale. To put up in general notice
- 11/9 email from Swan member with email address change. Registrar informed.
- 11/9 email from Wandi treasurer clarifying raffle situation. See Appendix for advice received.
- 11/9 email from Busselton Secretary with lotteries wish list, 2 Nova Comet lathes (variable speed), currently \$1049 ea at Carbatec, to replace our existing Jet mini's used for travelling and external demonstrations.

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

- 9/8 emailed Capital Community Radio indicating we would consider an application to run advertisements in the future as it was too late for Open Competition.
- 10/8 emailed Gosnells treasurer indicating loan of \$3,000 approved and requesting timing and where loan to be directed to. Information provided by Gosnell's treasurer.
- 11/8 emailed query to WAWA treasurer re details of requested payments on postage and process of Gosnells loan. Information provided by treasurer.
- 13/8 emailed President about Stephen Hughes workshops and demonstration and need to publicize. President provided over view requirements to circulate and preparation for the meetings.
- 14/8 Mailjet notice to all members reminding about Bunbury WeWs, Roadwork issues around getting to WeWs, Open Competition and Stephen Hughes Demo and Workshop calling for expressions of interest.
- 16/8 emailed scanned copy of Alan Kelly's CoM nomination form to returning officer.
- 17/8 email sent to both Northern Suburb and Melville groups Treasurers about CoM's meeting of 9<sup>th</sup> August minutes authorization to change bank accounts and names and that a signed copy will be provided in due course.
- 20/8 emailed returning officer nomination forms for David Milton.
- 25/8 emailed Brochure sub committee on stats of brochure. Responses received, comments taken onboard and brochure reworked and submitted to printer. 2000 copies being printed (ETA 15<sup>th</sup> September) ready for public displays coming up at Royal show, Timbecon and Beyond Tools, plus group displays.
- 29/8 emailed Wandi Convener and Treasurer about Timbecon voucher and when did they want it. Delivered by hand to Treasurer on 8<sup>th</sup> September.
- 1/9 emailed Mary Byers with updated citations to go on to website.
- 1/9 draft AGM agenda emailed to President, one alteration. Mailjet out with 2022/23 financials and auditors report appended.
- 2/9 email to three printers to supply quote for brochure printing. Three quotes received Gforce accepted (lowest quote).
- 11/9 email to president confirming numbers of hard copy reports for AGM, 50 of each of minutes, agenda and financial.
- Quote from Allsports Trophies for update plaques on Honor board. \$120.



**August 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 &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>	\$50,928.66	
<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 &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>\$537,108.86</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>



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	

**Retained Earnings** **\$14,566.10**

**Total Equity** **\$537,028.86**

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