



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 8th November 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, Ross Crawford (zoom), David Finch Jim Parker George Murphy, David Doye (zoom), Alex McLachlan, Ian Ludford Alan Kelly

Apologies, Matt Lanagan

Observers: Robin Campbell (from 12:50pm)

1. Safety matters

- a. A formal complaint received from a member relating to breach of personal privacy information and was found to be substantiated.

i. Recommendations.

1. That disclosure of information from Registrar database is reviewed immediately and any private data is restricted to legitimate WAWA uses only and is stored in a way to prevent disclosure of the information either inadvertently or maliciously to non-authorized parties.
2. That all Group Executives are briefed as soon as possible by way of a written notice and briefings on the requirements of the Associations Incorporated Act 2015 and their responsibilities in maintaining privacy data in a secure way and not distributing it.
3. That the ICE contact process is reviewed, and a uniform approach is adopted to ensure information is available when required but secured in a way to prevent inadvertent disclosure of private information.

Motion "That report be accepted" **Moved** Jim Parker, **Seconded** Ian Ludford
Passed Unanimously

2. Previous meeting Minutes

Motion "That Meeting Minutes for 11th October 2023 as a true and correct record of meeting".

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

3. Correspondence In/Out: (for noting, unless listed elsewhere as itemised in Appendix).

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

Matters Arising from correspondence, Noted that next years AGM clashes with the Beyond Tool Day, (noted) Correction on scoop competition item to be sent out in Newsletter and on Webpage. Measurements will be +/- 5%,

4. Bank Report: It is noted that Kerri Nichols has been most helpful in the handing over the accounts. It was noted that the Northern Group has yet to submit their WeWs accounts (Jim Parker to follow up)



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a. Accounts

- **Motion** "That October 2023 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Ian Ludford, **Seconded** Jim Parker Passed Unanimously
- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Alan Kelly , **Seconded** George Murphy Passed Unanimously
 - Prize monies for Busselton WeWs
 - Travel Claims for travel to 2 meeting and a Trailer towing expense
 - Top up debit card with \$1,000.

• Other Finance Approval.

- Purchase of additional equipment for zoom meeting communications to complete the installation
- Beyond tools credit allowances for demonstrations, proposed that." it would be easiest if it was credited to the Swan and Melville accounts rather than through WAWA. It was a direct involvement of the groups rather than WAWA. If it goes through WAWA the treasurer is notified then I send a letter to Beyond tools with a copy to Group and WAWA treasurer any time an expenditure is made. Its a lot of paper work for no actual purpose except audit trail, no actual money changes hands as it all a trade credit held by Beyond Tools. If the credit is for the group, they authorize expenditure against the credit in the way they see fit."
- Busselton Group are asking if WAWA would consider providing \$100 towards this dual demonstration, particularly as it involves resin work and is therefore expensive to prepare. Making a total of \$200 for the day.
- **Motion** "Items for other Financial Approval payments be authorised as payments" **Moved** Barbara Jennings, **Seconded** Jim Parker Passed Unanimously
- Capitation amount for groups based on members renewed at 31st October (see Registrar for details on actual numbers) **Motion** "That the capitalization return to groups for 23-24 be set at \$7,500 and distributed on the basis of renewals and life members at 31st October for each group" **Moved** David Milton, **Seconded** George Murphy Passed Unanimously

5. Procedural Matters for noting

- a. Group Public Displays for noting.
 - i. Swan Group at Darlington Arts Festival 4th and 5th November Demo display sales.
 - ii. Bunbury group Demo & Sales at Bunnings 7th -Dec
 - iii. Melville Bunnings Event sales and display only 7th December, Christmas Market
 - iv. Wandi open day attendance at JP fine Timbers at Naval Base on 18th and 19th November for demonstrations
 - v. Busselton Group workshop will be open for visiting cruise ship passengers on:
 - Thursday Dec 7th 2023
 - Sunday Dec 10th 2023
 - Friday Dec 22nd 2023
 - Friday Jan 12th 2024
 - Thursday Jan 18th 2024
 - Saturday Mar 16th 2024



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Tuesday Mar 26th 2024

Tuesday April 2nd 2024

- vi. Busselton at Bunnings Christmas night market on December 7th, display and market only

6. Registrar

- a. Update on membership renewals about 350 by bank transfers and about 50 by cash to approx. 400 renewals,
- b. information on capitation numbers for each group as of 31st October will not be available until mid-November due to cash transfer delays and receipt of cash receipts. (see other financial approvals)
- c. Will also be issuing a further list of non-renewals once 31st October poll finished.
- d. **Motion** "Ted and Elaine Boyd to be made honorary members" Moved Alan Kelly Seconded George Murphy Passed Unanimously

7. Subcommittee reports

a. Governance

- i. nil

b. Training

- 1. STEP Finishing course debrief was given. Query on cost of courses being \$50 per participant to remain, short courses (ie 2 hr skew) to be extended to at least double hours to ensure good value. Cost of \$50 not to include lunch ie participants to bring own lunch, tea and coffee to be provided.

Robin Campbell entered meeting.

- 2. Jaques Versery September 2024 may be some issue with his availability (yet to be resolved. Initial plans are,
 - a. Workshop event on Sunday 22nd will be undertaken by Embellishing Group.
 - b. Potential clashes with Wandi WeWs and AGM.
- 3. **Motion** "That CoM approves in principle the supporting of financing the demonstration fixed fee of Jaques Versery at the Wandi WeWs (WAWA AGM). **Moved** George Murphy, **Seconded** Jim Parker Passed by Majority.

c. Competition

- i. Concern about only about 10 of the nearly 60 judges are doing any judging. Competition Coordinator to send out note with roster asking for judges for 2024! and then circulate roster.
- ii. Clarification on Melville WeWs scoop item to be made at Busselton WeWs and in next newsletter.

d. Publicity and Communications

i. Webmaster

- 1. Public Webmail inquiries 4 training, 2 generals for month
- 2. Online Member Management System (TBC proposal), Migration of our website to a registered hosting service and Review of our current webmail system was discussed and concerns raised about ongoing cost-plus up-front fee. **Motion**: "That it is agreed in principle to investigate a proposal to move membership services to a web-based fee for service providers but CoM requires a detailed break down of cost structure for a range of providers for the December CoM meeting by a subcommittee of Ian Ludford, Ross Crawford and David Milton" Moved Ross Crawford, Seconded David Finch. Passed by Majority
- 3. Group history project update in progress yet to be put up.

ii. Newsletter Editor

- 1. Next newsletter submissions are due 18-Nov (Busselton WeWs)



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iii. Public Events

1. Letter from Melville re Beyond Tools stating "At a recent committee meeting the following matter was agreed to "To reduce the workload of members involved in 'outreach activities' WAWA to be advised. "That Melville no longer contributes to the "Beyond Tools Weekend Open Day" Noted
2. It is noted that the 2024 Beyond tool open day clashes with the Northern suburbs WeWs.

e. Safety.

- i. Nil.

f. Grants

- i. Competition computer replacement cost \$1,359 plus GST.
- ii. Purchase of additional equipment to improve Zoom communication for meetings for approximately \$1,000 (already approved in grant application) Barbara to make a recommendation.
- iii. We have until end of November to make submissions to Lottery West Secretary to deal with

g. Facilities and equipment

- i. Nil.

8. DBC Act & Regulation Negotiations /Forrest Management Plan

To be actioned over Christmas break.

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

- a. Ross Crawford raised the matter of a "Code of Conduct" potentially needed for WAWA. The consensus of the meeting is that a Code is not needed as groups need to resolve matters internally by exerting principle of respect of members for one and other with tolerance being encouraged.
- b. ICE proposals from Mary Byers to be considered in the integration in review of Web based membership processes.
- c. Attendance at WeWs has had no feedback from groups.
- d. Gorge Murphy raised to possibility of succession planning workshop, further information may be of use to CoM and Groups.
- e. Error in competition date for Busselton WeWs should be 16th November not 15th. To be corrected in Newsletter and Webpage.

Date of next meeting: Wednesday 13th December 2023 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 2:25 pm

Appendix

Correspondence Log

- 10/10 Swan Group email advice on Darlington Festival attendance. Noted
- 10/10 webmail for Northern suburbs changes to be made on Webpage. Forwarded to Webmaster. Complete
- 11/10 email cc from Editor of definitions document to be published on web and newsletter.
- 11/10 email cc from Ian Ludford re scoop definitions. Noted
- 11/10 email from George Murphy re organising Jaques Versery event will be undertaken by Embellishing Group Next year. Potential clashes with Wandi WeWs and AGM. See Appendix and Training
- 12/10 email from Lex with Beyond tools attendees. Noted
- 12/10 email request from Busselton secretary for invoice to be issued. Completed



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- 12/10 email from ex member thanking for advertising equipment, sales made. Noted
- 12/10 email from Kerri Nichols helping out on invoices etc.
- 13/10 email from Jim McKenzie advising of Neil Pipers death. President and members advised.
- 13/10 email response from Men's Shed Conference coordinator confirming our attendance ok. Passed onto Ian.
- 13/10 cc of email from President to Northern suburbs about demonstration money allocation.
- 13/10 email from member about address change, registrar advised.
- 13/10 email from northern Suburbs group Secretary with directions to WeWs venue, circulated.
- 14/10 webmail from member of public at Illuka for turning lessons, directed to Northern Group.
- 15/10 Email request from Neil Pipers family for information for Neils Eulogy, provided our records and articles.
- 15/10 email advice from President re notice in paper recognising Neil Piper death and WAWA condolences.
- 16/10 webmail enquiry for lessons, Mayland location, Swan Group advised.
- 16/10 email from National Association of Woodworkers advising of their recent exhibition. Noted
- 16/10 Email from Kerri Nicholls with Bankwest info and claim s information. Treasurer actioned, Noted President sorting out final statements and closures.
- 17/10 email from member trying to locate equipment left at workshop. Found equipment and returned to member.
- 18/10 email advice from member re making annual fees payment more prominent in mail outs. Noted.
- 18/10 email from Neil Pipers family with invites to funeral service. Circulated
- 18/10 etc various emails form and to president sorting out payments process in Combiz while treasury position sorted out.
- 18/10 email from David Finch re STEP modules not being on webpage.
- 22/10 email from Member concerning Formal Complaint about Privacy. See Safety and Appendix for further information. Note there was significant email correspondence both in ward and outward on this matter which is not recorded her but is in attached report due to confidential nature.
- 23/10 email from Swan Secretary about ICE. See Appendix for full text. Action is related to Formal complaint.
- 24/10 email from Beyond tools thanking for support of WAWA and advising of next year dates of Friday 18th and Saturday 19th October for their Woodworking advent. Noted
- 24/10 email request from Beyond tools re allocation of attendance credit allowance distribution. CoM approval needed,
- 25/10 email request from Mundaring group about availability of a gazebo to borrow for demo. Advised that we do not have one and to try Swan Group.
- 28/10 email from Swan secretary advising of about 10 old trophies are to be returned to WAWA. Noted
- 25/10 email from Busselton secretary about raising invoice. completed
- 26/10 email from member seeking clarification on scoop and measurements. Passed on to Competition group for their action.
- 27/10 email from member of public at Jindalee for training course, passed onto group.
- 27/10 email from Neil Piper Family *"The family would like to pass onto you, for your assistance and your members, for their attendance, a heart felt "thank you" for*



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WAWA's contribution made to Neil's funeral. Neil really enjoyed his days with WAWA and I am certain he would have appreciated the interest shown by you and your members" Noted

- 27/10 email from member with email address change, Noted: Subs and fees query, Sorted out: and Website layout, provided with information.
- 27/10 email from member with change of address, Forwarded to registrar and noted.
- 28/10 cc of email to webmaster from Mary Byers about group history project and its status. See webmaster.
- 29/10 cc of email for Ian Ludford to member clarifying the scoop competition item.
- 29/10 email from member of the public concerning jarrah Burls for sale. Requested photos etc, received photos. To be sent out in Mail jet.
- 30/10 forwarded email from Beyond Tools re Allocation of credits for Demonstrations. See financial matters
- 31/10 email request from Jim Parker about STEP course payment. Referred to treasurer.
- 31/10 email from Matt Lanagan with meeting apologies (November and December), Bunbury demos and newsletter deadline. Noted.
- 31/10 email from member of public re deceased estate equipment. Additional details being sought.
- 3/5 cc of email from webmaster to web administrator seeking password resets.
- 3/11 email from Wandi Convener about open day attendance at JP fine Timbers, 18th and 19th November for demonstrations. Noted
- 3/11 email cc of quotes from IBC re Webservices proposals
- 3/11 email request from treasurer to send out note re changes to expenses for. To be Mailjet distributed.
- 3/11 forwarded email from President from Lottery West re that a report for your grant is due in 28 days . See Grants and Finance.
- 4/11 email from Melville secretary re no contributing to Beyond Tools events. Noted
- 4/11 phone call from Noel Moyes re discussion on strategic directions of WAWA and better funding models. Ongoing matter
- 5/11 cc of email to CoM from treasurer with October financial s and statements. Noted
- 5/11 email from President with items for agenda. Noted
- 5/11 email from Jim Cameron with STEP Finishing course report. Tabled.
- 5/11 email from President with discussion on database (registrar) and summary. Noted.
- 5/11 email from Webmaster with agenda items. Added.
- 5/11 webmail from Kingsley member of public re beginner's courses. Referred to Northern suburbs.
- 6/11 cc of email from treasurer to President with membership payments for the month.
- 7/11 email from Busselton Secretary about "application of full \$200 for Busselton WeWs. See Finance

Correspondence Out (for noting, unless listed elsewhere)

- 12/10 email to Northern Suburbs convener re Timbecon Voucher and Av gear.
- 13/10 Mailjet advising members of Neil Piper death.
- 13/10 email to all groups advising of Swan jet Minin lathe is available.
- 15/10 email to Mary Byers about additional information on Neil Piper. Provided
- 18/10 circulated advice on Neil piper funeral details.
- 23/10 email ordered another 2000 brochures from G Force printing.



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- 28/10 following a phone call on 25th emailed Swan Group that we had had no responses from groups need the Jet Mini lathe and that they could advertise within their group.
- 30/10 Email to CoM members with call for agenda items for meeting
- 6/11 email to president with draft summary report of formal complaint. Investigation.

October Balance sheet.



Balance Sheet (Multicolumn) 31/10/2023

Asset		Liability	
Current Assets	\$303,191.71	Current Liabilities	\$20.00
Cash at BankWest	\$0.00	Sundry Creditors	\$0.00
Cash held by Groups	\$128,121.81	Suspense	\$20.00
Petty Cash & Floats	\$0.00	Non Current Liabilities	\$0.00
Book Library Float	\$0.00	Total For Liability	\$20.00
DVD Library Float	\$0.00	Equity	
Registrar Float	\$0.00	Members Funds	\$522,462.76
Shopping Centre Group Float	\$0.00	Adjustment - Group Assets	\$26,962.08
Term Deposits	\$117,299.09	Cash	\$21,642.90
Bankwest Term Deposit 1	\$0.00	Plant & Equipment	\$5,319.18
Bankwest Term Deposit 2	\$0.00	Members Funds b/fwd	\$495,500.68
CBA Term Deposit 1	\$51,084.93	Retained Earnings	\$38,689.10
CBA Term Deposit 2	\$66,214.16	Total For Equity	\$561,151.86
Cash at CBA Transaction Account	\$53,084.96	Total For Liability and Equity	\$561,171.86
Cash at Debit Card Account BankWest	\$0.00		
Cash at Debit Card Account CBA	\$1,131.23		
Loan to Gosnells Group	\$2,250.00		
Prepayments	\$1,104.62		
Sundry Debtors	\$0.00		
Supplier Store Vouchers	\$200.00		
Non Current Assets	\$257,980.15		
Plant & Equipment	\$257,980.15		
C	\$0.00		
Imbalance-AUD	\$0.00		
Orphan-AUD	\$0.00		

Total For
Asset

\$561,171.86
