



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 10th April 2024

Location Carvers rooms, Wandi Progress Association Complex De Haer Road.

Meeting Declared open 12:00 pm by President.

Roll Call: Barbara Jennings, David Milton, David Finch (12:08), Jim Parker, Ross Crawford (zoom), Matt Lanagan, Lex McLachlan, Bruce Jackson, Ian Ludford, David Doye (Zoom)

Apologies, Alan Kelly

Observers: Briam McLoughlin (Bunbury)

1. Safety matters

a. Nil.

2. Previous meeting Minutes

Motion "That Meeting Minutes for 13th March 2024 as a true and correct record of meeting".

Moved Ian Ludford, **Seconded** Lex McLachlan Passed Unanimously.

3. Business Arising from previous Minutes.

a. Nil

4. Correspondence as appended).

- - **Motion** "That correspondence be accepted" **Moved** Matt Lanagan, **Seconded** Jim Parker Passed Unanimously

5. Financial Report:

a. Accounts

- **Motion** "That March 2024 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Ian Ludford, **Seconded** Jim Parker Passed Unanimously
- **Items noted:** (previously approved)
 - Trailer shed rent.
 - Wandi Meeting Room rent.
 - Registrar expected to lodge claim for expenditure previously noted (Cloth badges and badge printing, starter kit production)

• **Other Finance Items.**

- Treasurer succession planning with Brian Loughlin considering helping out but unable to commit until later this year will go through process with Ian at end of this meeting.
- Caroll Woodcraft invoice for advertising to be sent to them by Treasurer.
- It was noted that Swan group for their demonstrators will be paying demonstrators direct by EFT and invoicing WAWA.
- **WeWs finance process:**
 - *Currently, the hosting group deducts the catering/hall hire costs from the money collected at registration and pays/is paid the surplus/deficit to/from WAWA.*
 - *The implementation of the MMS and the roll-out of the Event management functionality will see members register online and pay fees directly to WAWA. Should WAWA provide a float, say \$500, to*



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

each hosting group to cover the catering/hall hire costs with a reconciliation process following the event? Or will the groups be expected to fund the costs and then invoice WAWA? / It was decided that these matters will put on Agenda of the Conveners meeting.

- STEP courses, fees are paid directly to WAWA but there is no formal process for reimbursing expenses or fees for trainers. An invoice will be raised by the Training co Ordinator for each completed course providing details for payments to be made.
- Treasurer succession planning -.
- For noting Wand Bank details are: -Bendigo Bank BSB: 633000 Acct No: 204005821 Acct Name: The Woodturners Assoc of WA – Wand Group

6. Procedural Matters for noting.

- Group Public Displays for noting.
 - Manjimup will be attending the following events.
 - Saturday 13th April Manjimup Men's Shed open day we will be displaying only no turning.
 - Friday 19th April HAC Manjimup senior's expo display only no turning.
 - Bunbury will be attending (Sales only) Dardanup Art Trail 20 & 21 April.
 - 3 members from Swan Group will man the Beyond Tools workshop on the Saturday 19-10-24. I have arranged that myself and Peter Cunningham will man the display on Friday 18-10-24 (not Melville) Swan group have asked if the store credit can be redeemed on the day, so they will not have to travel back again. (*This was approved by CoM and participants to be advised*)
 - The Busselton Group will be attending Bunnings Mother's Day night on May 9th, with a display and stall.
 - Melville Group will be hosting an Open Studio Day at their clubroom on 4th and 5th May with demonstrations, display and selling.
 - Northern Suburbs on July 27th attending Bunning Sausage sizzle for selling and Display.
 - Mandurah 2nd and 3rd June Pinjarra Festival

7. Registrar

- a. Report on deregistered next month.

8. Subcommittee reports

a. Governance

b. Training

1. STEP Courses

- a. Hollowing course was held last week and very successful. Additional course needed. As there are 9 on waiting list and optimal course size is considered to be 6 it was proposed that the other three are invited to attend and observe what is going on but pay reduced fee. CoM approved that this be trialled.
- b. An additional Skew course is being considered.

- 2. Robbie Graham Master Class in September (Embellishers organising) Awaiting response from embellishers.

c. Competition

- i. The status of the registration of judges for the remaining WeWs was provided. There is a need to run a judges training course as we have several inquiries for this course. Potential candidates are requested to



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

register on web form. Possible use David Rechter or Denis Tapley if Barbara is away. To be raised at Conveners Forum.

ii. Competition Open Event

- a. Progress is being made on the organisation of this event at the Craft Alive Fair in August and its layout proposal briefly given to CoM.
- b. External Judges Neil Turner and Vaughan Richmond have been approached and will judge event. **Motion Moved David Milton, Seconded Barbara Jennings "That the judging fees be set at \$200 for Neil Turner (includes allowance for travel and lime) and \$100 For Vaughan"** Passed unanimously.
- c. At this point Com discussed selling arrangements and use of POS devices. It is clear various groups are now using this facility as cash is less prevalent in transactions. CoM members considered that a policy and set of guidelines need to be developed, based on groups who have this facility advice. (Conveners Forum).

2. Demonstrators Fees for WeWs.

- a. **Motion Moved Ian Ludford Seconded George Murphy that "Effectively immediately the fees for a demonstrator in recognition of the cost incurred in preparation and materials be increased to \$75 per session, up to a maximum of 4 sessions or \$300 per WeWs"** Passed unanimously.

3. Prize Money

- a. There will be no change to prize money payments.

4. Professional Demonstrator policy for WeWs

- a. Jim Parker raised on behalf of Northern Suburbs group to possibility of using Neil Turner for their WeWs and requested a policy be developed. CoM has requested that Northern suburbs provide more information on content and cost benefits to next CoM meeting.

5. Better Write up for WeWs flyers

- a. Jim Parker proposed that groups provide more information on the topic to be demonstrated, (As per Northern Suburbs last year). Write up to be more expansive and interesting, possible illustrations. To be raised at Convener's Forum.

d. Publicity and Communications

i. Webmaster

The web hosting transfer is in progress and the MMS implementation will introduce a modified member login process. I think we should take this opportunity to refresh our website. I would like to update our site more in line with the National Association of Woodworkers NZ inc. Would fellow CoM members please review their site at <https://naw.org.nz/>. CoM member agreed that this type of page presentation is more the style we should be aiming for for WAWA page. Webmaster to follow up with IBC.

ii. Membership Management System (MMS)

IBC are on leave over school holidays and progress has slowed. Constant follow-up is required.

iii. Newsletter Editor

1. Recommend that groups try and improve write ups with more pictures and art work.

iv. Public Events



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

1. Craft Alive Fair 1st to 4th August, Bruce showed signage that he made up for the Woodshow. It was recommended by CoM members that we need to have improved professional edge to our displays: good table coverings, Background sheets, handout materials, signage etc. **Motion Moved Ian Ludford Seconded Jim Parker "That the Open Competition Sub Committee is authorised to expend up to \$5,000 on developing a more professional display setting for this event (that can be reused at future events). Passed unanimously.**

e. Safety.

- i. Nil.

f. Grants

- i. Lottery West Grant process commenced, going through paperwork with them.

g. Facilities and equipment

1. The Chuck wagon Trailer 1THF 047 has been offered to general WAWA members for \$100 as is where is. There were 7 applicants, and a ballot was held with Mark Bailey Wandi # 3455 being drawn. To be advised and Secretary organise transfer. George Murphy/Alan Kelly to check trailer to make sure all items removed and assist in transfer to Mark.

h. DBC Act & Regulation Negotiations /Forrest Management Plan

The president has not received any response from Fran Stanley following earlier emails and has attempted to phone her on several occasions, left messages and again received no response. Ian Kealley has also been in email contact on other licencing issues and also requested an update on the Processing licences. Ian advised her that after April 15 all correspondence would be via the Minister. Ian reminded her that Processing licences also needed to be addressed.

It was proposed that the President be authorised to initiate correspondence with the Minister. **This was approved by CoM**

Due to President travelling schedule for next 2 months at the end of April it was proposed that Ian Kealley (who is now a member of WAWA) be authorised to speak on behalf of the Association on Processing Licence matters during the Presidents absence, on the proviso that the COM, via the Secretary is kept apprised of all relevant correspondence and discussions.

Barbara indicated that we are after the Government to legislate or amend Act to allow craft woodworkers such as hobby Woodturners not to require to have a processing licence which the current Act requires.

This was approved by CoM

It was raised by the Secretary that we need to make sure there is some urgency applied to our actions on this matter to ensure action is taken before election process starts latter this year. We must be prepared to escalate this to political system outside the government by either or raising it with opposition shadow minister, local members and or the press to exert pressure on current government.

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

- a. CoM members leave of absence.
 - i. President Barbara Jennings absent from 1st may until end of June travelling in norther Goldfields and mainly out of contact. George Murphy Vice President to take Chair of CoM meetings. Approved by CoM



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- ii. Registrar David Finch absent for next two weeks and will process any new memberships but not post starter kit until he returns. Approved by CoM
- iii. Treasurer and Web Master and joint Competition Co-ordinator will be absent in UK from 5th May returning October. Coverage in place and most matters can be dealt with digitally.
- iv.
- b. Insurance competitive quotes to be obtained. Matt Lanagan will start process. Information to be forwarded by Secretary.

**Date of next meeting: Wednesday 8th May 2024 12:00 pm in Carvers Room Wandi.
Zoom facilities available.**

Meeting Closed 1:46 pm

Appendix

Correspondence Log

- a. In: (for noting, unless listed elsewhere).
 - i. 14/3 email from Wandi treasurer with Wandi Bank Details. Noted in Financial section.
 - ii. 14/3 email from member concerning emails not being received. Rectified.
 - iii. 14/3 email from Avon convener re Library requirement . Asked for 2 tables.
 - iv. 17/3 webmail from member of public at Herne Hill inquiring about training, referred to Swan Group.
 - v. 17/3 webmail from a member of public re sourcing parts for old tough lathe. Circulated request in the Mailjet mail out.
 - vi. 19/3 webmail from a member of public at Ardross inquiring about training, referred to Melville Group.
 - vii. 19/3 webmail from a member of public at Warnbro inquiring about training, referred to Mandurah Group.
 - viii. 21/3 webmail from a member of public at Warnbro inquiring about training, referred to Mandurah Group.
 - ix. 21/3 email from Swan Secretary updating on progress (slow) with Council for storage container etc. Noted
 - x. 22/3 webmail from member of public offering grass trees for turning. Declined on hazardous material grounds, high dust and potential carcinogenic materials (Picric acid)
 - xi. 23/3 webmail from member of public at South Bunbury inquiring about training, referred to Bunbury Group.
 - xii. 24/3 webmail from member of public at Swanbourne inquiring about training, referred to Norther Suburbs Group.
 - xiii. 25/3 email from President advising that Neil turner and Vaghan Richmond will judge August Open Competition.
 - xiv. 26/3 Manjimup Secretary advised of demonstrations during the month of April. Noted
 - xv. 26/3 Swan Secretary forwarded feedback sheets from Skew STEP course. Forwarded to Jim Parker.
 - xvi. 27/3 cc of email from Webmaster to Registrar requesting list of Life, Honorary, Honorary Associate members and award date.
 - xvii. 28/3 email from craft alive with floorplan and scree shot of barricades. Forwarded to subcommittee.
 - xviii. 28/3 Manjimup Secretary forwarded a copy of their lease for our records. Noted and filed.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- xix. 28/3 webmail from member of public at Yokine inquiring about training, referred to Norther Suburbs Group.
- xx. 29/3 email inquiry from Swan member about AV gear in groups for WeWs. Responded.
- xxi. 30/3 webmail from member of public at Darlington inquiring about training, referred to Mundaring Group.
- xxii. 31/3 email from Registrar with latest database for mailing list.
- xxiii. 1st April email from member registering interest in trailer purchase. Noted
- xxiv. 1st April webmail from member of public with deceased estate equipment for sale. Photos supplied. Provided valuation based on recent sales.
- xxv. 1st April Northern Suburbs responded that they are considering items for meeting and whether Zoom facilities will be available. Noted
- xxvi. 2/4 email from Matt Lanagan with Bunbury public events items. Noted
- xxvii. 2/4 email from treasurer Northern Suburbs re banners logo and suitable image to be screen printed on banners. Supplied.
- xxviii. 2/4 cc of email from treasurer with March accounts circulated to all CoM. Noted
- xxix. 2/4 email from member registering interest in trailer purchase. Noted
- xxx. 2/4 email from member registering interest in trailer purchase. Noted
- xxxi. 3rd April webmail from member of public at Wellard inquiring about training, referred to Wandi Group.
- xxxii. 3rd April email from member registering interest in trailer purchase. Noted
- xxxiii. 3rd April email from member registering interest in trailer purchase. Noted
- xxxiv. 3rd April email from member registering interest in trailer purchase. Noted
- xxxv. 3rd April email from President re Neil Turner judging and travel costs Noted in competitions.
- xxxvi. 4/4 email from Lex McLachlan re Beyond Tools roster for October. Noted
- xxxvii. 4/4 email from Ian Ludford with agenda items noted and added.
- xxxviii. 5/4 email from Treasure as a forwarded aml for Registrar demanding payment for our domain name. checked with domain holder and is phishing scam. Instructed not to open or pay.
- xxxix. 5/4 eamil from Frank Dymond with item for Conveners Agenda. Noted
- xl. 6/4 email from President with comments on status of craftwood licence negotiations. Noted and in agenda.
- xli. 8/4 email from Busselton Secretary with demonstration details. noted
- xlii.

b. **Out** (for noting, unless listed elsewhere).

- xliii. 14/3 emailed Craft Alive confirming our wish to be involved in the August event in Perth. Application form attached.
- xliv. 15/3 emailed Swan Secretary to confirm trailer being picked up at end of Avon WeWs. Confirmed.
- xlv. 19/3 phone call followed by SMS and email to Anthony Godin to request data transfer for MMS and webpage access.
- xlvi. 19/3 EOFY returns proforma sent to Webmaster/treasurer for comments on digitisation



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- xlvi. 20/3 emailed treasure with claim form for \$125 for replacement head set for WeWs AV equipment.
- xlvi. 21/3 emailed draft CoM minutes March meeting'
- xlvi. 21/3 emailed Matt Lanagan with al Insurance info as requested.
 - i. 22/3 email Ian Ludford with Fractal burning information.
 - ii. 21/3 emailed group executive re confirming with Ian Ludford location of WeWs
 - iii. 27/3 follow up SMS to Anthony Godin requesting status of member data and webpage transfer. Actioned following day.
 - iiii. 27/3 emailed craft Alive with comment on proposed space for Fair and our intended use.
 - lv. 29/3 emailed Registrar with members email address change (given by hand delivered note)
 - lv. 28/3 emailed Group Conveners and Secretaries about Conveners meeting on 27th April and requesting agenda items.
 - lvi. 8/4 emailed the 7 members who had put in bid for the chuck wagon trailer of the ballot date and process

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March Balance sheet.

Income Statement (Multicolumn) 01/03/2024 to 31/03/2024

Income

Income		<u>\$2,685.37</u>
<u>Advertising</u>		<u>\$0.00</u>
<u>Badge Sales</u>		<u>\$5.00</u>
<u>Beyond Tools</u>		<u>\$0.00</u>
<u>Donations</u>		<u>\$0.00</u>
<u>Equipment Sales</u>		<u>\$0.00</u>
<u>Grants</u>		<u>\$0.00</u>
<u>Club Grant contribution</u>	<u>\$0.00</u>	
<u>Interest Received</u>		<u>\$364.37</u>
<u>Master Classes</u>		<u>\$0.00</u>
<u>Members Registrations</u>		<u>\$280.00</u>
<u>Late Subs Penalties</u>	<u>\$0.00</u>	
<u>Nomination Fees</u>	<u>\$50.00</u>	
<u>Subscriptions</u>	<u>\$230.00</u>	
<u>Other Income</u>		<u>\$100.00</u>
<u>Royal Show</u>		<u>\$0.00</u>
<u>Shopping Centre</u>		<u>\$0.00</u>
<u>Trailer Lic Reimburse</u>		<u>\$0.00</u>
<u>Training</u>		<u>\$550.00</u>
<u>Chainsaw Course</u>	<u>\$0.00</u>	
<u>STEP Participation</u>	<u>\$550.00</u>	
<u>Weekend Workshop</u>		<u>\$1,386.00</u>
<u>Wood Show</u>		<u>\$0.00</u>
<u>Unspecified</u>		<u>\$0.00</u>
Total For Income		<u>\$2,685.37</u>
Net Income		
Total For Net Income		<u>\$721.72</u>

Expense

Expenses		<u>\$1,963.65</u>
<u>Advertising & Promotion</u>		<u>\$0.00</u>
<u>Annual Competition - Group Bonus</u>		<u>\$0.00</u>
<u>Audit Fees</u>		<u>\$0.00</u>
<u>Badges</u>		<u>\$0.00</u>
<u>Cloth Badges</u>	<u>\$0.00</u>	
<u>Name Badges</u>	<u>\$0.00</u>	
<u>Bank Fees</u>		<u>\$0.69</u>
<u>Beyond Tools Demo Group</u>		<u>\$0.00</u>
<u>Book Library</u>		<u>\$0.00</u>
<u>COM Catering</u>		<u>\$0.00</u>
<u>COM Meeting Room Hire</u>		<u>\$0.00</u>
<u>Computer Expenses</u>		<u>\$0.00</u>
<u>DVD Library</u>		<u>\$0.00</u>
<u>Equipment</u>		<u>\$148.42</u>
<u>Equipment Grants To Groups</u>	<u>\$0.00</u>	
<u>Equipment Purchase</u>	<u>\$148.42</u>	
<u>Equipment Repair</u>	<u>\$0.00</u>	
<u>Exhibitions & Fairs</u>		<u>\$0.00</u>
<u>Quilt & Craft fair</u>	<u>\$0.00</u>	
<u>Royal Show</u>	<u>\$0.00</u>	
<u>Wood Show</u>	<u>\$0.00</u>	
<u>Gifts</u>		<u>\$150.00</u>
<u>Grants</u>		<u>\$0.00</u>
<u>Insurance</u>		<u>\$0.00</u>
<u>Laundry/Dry Cleaning</u>		<u>\$0.00</u>
<u>Master Classes</u>		<u>\$0.00</u>
<u>Hall Hire</u>	<u>\$0.00</u>	
<u>Master Class Catering</u>	<u>\$0.00</u>	
<u>Master Classes Fee</u>	<u>\$0.00</u>	

<u>Demonstrator</u>	
<u>Miscellaneous</u>	<u>\$15.00</u>
<u>Phone</u>	<u>\$0.00</u>
<u>Postage</u>	<u>\$0.00</u>
<u>Printing & Stationery</u>	<u>\$0.00</u>
<u>Prizes</u>	<u>\$1,030.00</u>
<u>Shopping Group</u>	<u>\$0.00</u>
<u>Venue Hire</u>	
<u>Subscriptions</u>	<u>\$24.63</u>
<u>Trailers</u>	<u>\$0.00</u>
<u>Trailer</u>	<u>\$0.00</u>
<u>Licences</u>	
<u>Trailer Repair</u>	<u>\$0.00</u>
<u>Trailer storage</u>	<u>\$0.00</u>
<u>Trailer Towing</u>	<u>\$0.00</u>
<u>Training</u>	<u>\$50.00</u>
<u>Chainsaw</u>	<u>\$0.00</u>
<u>Course Cost</u>	
<u>Safety 1st Aide Cost</u>	<u>\$0.00</u>
<u>STEP Catering</u>	<u>\$0.00</u>
<u>STEP</u>	<u>\$50.00</u>
<u>Demonstrators</u>	
<u>STEP Hall Hire</u>	<u>\$0.00</u>
<u>Travel</u>	<u>\$105.00</u>
<u>Travel</u>	<u>\$105.00</u>
<u>Other</u>	<u>\$0.00</u>
<u>Trophies</u>	<u>\$0.00</u>
<u>WAWA</u>	<u>\$0.00</u>
<u>Newsletter</u>	
<u>Website</u>	<u>\$22.97</u>
<u>Expenses</u>	
<u>Weekend Workshops</u>	<u>\$416.94</u>
<u>Catering</u>	<u>\$266.94</u>
<u>Hall Hire</u>	<u>\$150.00</u>
<u>Other</u>	<u>\$0.00</u>
<u>Expenses</u>	

**Total For
Expense**

\$1,963.65
