



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 13th March 2024

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

Meeting Declared open 12:07 pm by President.

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

Apologies, George Murphy, Alan Kelly

Observers: Nil

1. Safety matters

a. Nil.

2. Previous meeting Minutes

Motion "That Meeting Minutes for 14th February 2024 as a true and correct record of meeting".

Moved Jim Parker, **Seconded** Ian Ludford Passed Unanimously.

3. Business Arising from previous Minutes.

a. Nil

4. Correspondence as appended).

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○ **Motion** "That correspondence be accepted" **Moved** Jim Parker, **Seconded** Lex McLachlan Passed Unanimously

5. Financial Report:

a. Accounts

- **Motion** "That February 2024 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Ian Ludford , **Seconded** Jim Passed Unanimously
- **Items noted:** (previously approved)
 - Contract with Waable/IBC for Webpage (monthly recurring expenditure)
 - Web hosting transfer, set-up, and testing fee of \$704.

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Other Finance Items.

- Treasurer succession planning of incoming Treasurer is on hold as potential candidate unable to commit until late this year. Interim proposal is that all treasury related hardcopies will be directed to Secretary or PO Box and soft copied and forwarded to Treasurer by Secretary. Secretary to hold cheque book. To approach a previous treasurer for assistance. Auditor to be alerted to process. Annual returns to be converted to digital on webpage if practical.

6. Procedural Matters for noting

- Group Public Displays for noting.
 - The Busselton Woodturners will be attending the Bunnings Easter Family Night on March 21st. This is a display only, no demonstrations.
- Change of bank Melville Group.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- Melville group have advised that their committee has passed the following recommendation “The committee of The Melville Woodturners, a group of the Woodturners Association of WA (Inc), resolved to open a Community Account in their name with the P&N Bank, with the following committee members to be the initial authorised signatories:
 - Walter Frank Dymond (Convenor / Chief Executive Officer),
 - David William Milton (Secretary) and
 - Robert Anthony Snowden (Treasurer)
 - Any two of the authorised signatories are required to operate the account.”

Motion “That Melville Group be authorised to open up nominated bank account”

Moved Barbara Jennings, **Seconded** Jim Parker Passed Unanimously

7. Registrar

- a. Report on deregistered next month.

8. Subcommittee reports

a. Governance

- i. A proposal from a member to change the rules on Life Membership from a merit-based award to include a duration of membership criteria award after a period like 30 or 35 years was considered. The President gave summary of comments gained from discussions and submissions from existing Life members and others. CoM members expressed their views. The consensus of the CoM and the submission is “ **That there will be no changes to the Rules and criteria for awarding Life Membership to WAWA. It will remain a merit-based award. A recognition of length of membership will be made by the issuing of a member’s badge at the anniversary of milestone memberships at 25 years and each 5 years after that anniversary with the milestone years imprinted on badge.**”
- ii. Membership classes there will be a simplification of membership classes when the MMS is introduced with the use of the term of Associate member

b. Training

- 1. Payments for finishing course in 2023, payments resolved.
- 2. STEP Courses
 - a. Skew course held and was successful. There is a need for another course to be organised. Feedback was that some concerns about compliance to WAWA safety procedures (see Safety section) and serviceability of equipment (limited number of operable lathes).
 - b. Hollowing course is being advertised and is over subscribed. Additional course needed.
- 3. 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.

ii.

Publicity and Communications

- iii. **Webmaster**



1. Copy of WAWA website to be provided to IBC to enable testing of the Waarble-website interface. Hosting services are to be transferred from the current provider to IBC this month.
- iv. **Membership Management System (MMS)**
 1. There was a live demonstration of the progress of the system set-up to date given by Ian Ludford.
 - a. It was agreed that the MMS will automatically deregister members who have not renewed their subscriptions on time. The rules will be:
 - i. Membership fees as agreed by September AGM will be due on 1st of October (automatic advice to all members).
 - ii. Unpaid members will be reminded on 1st November and 1st of December of need to pay fees.
 - iii. Members unpaid at 31st December will be deregistered on 1st on January with advice that they have been deregistered. The rejoining process will be implemented for returning members post 31st December.
 - iv. No late fee will be payable.
 - b. Need to consider what field are mandatory ie excluded sensitive fields.
 - c. Convenors forum on 27th April at Mandurah to present the MMS before roll-out?
 - d. Members will be responsible for ensuring their personal information is correct. There is some concern about the lack of ICE information in the current database.
- v. **Newsletter Editor**
 1. Deadline for Mar/Apr issue 233 is 17th March.
- vi. **Public Events**
 1. Craft Alive Fair Invitation for 1st to 4th August, The . Recommendation "That WAWA accept the offer of attending the Craft Alive Fair and use this our Open Competition venue, with a display and active demonstration as part of the activities over the 4 day event. That the subcommittee (Bruce Jackson added) to continue organising details of event including promotion of its importance with our members." Was accepted by CoM..
 2. Beyond Tools event October 18^h and 19th (19th clash with northern suburbs WeWs). Lex authorised to approach members who may wish to participate.
- d. **Safety.**
 - i. CoM requires all STEP and WAWA sponsored training activities to be run by instructors who must ensure adherence to the safety requirements of WAWA. In particular the use of safety face shields and eye protection is mandatory. All STEP courses will be reviewed to ensure compliance to safe procedures.
- e. **Grants**
 - i. Lottery West Grant process commenced, going through paperwork with them.
- f. **Facilities and equipment**
 - i. Trailer has been offered to groups but no response or interest. Next step is to advertise to general WAWA members for \$100 as is where is..



g. DBC Act & Regulation Negotiations /Forrest Management Plan

No response has been received. The President sent a follow up letter but the recipient is on leave (1 week). A request for a 5 day response from recipient was attached. It was made clear that the next action will be to escalate matter to Director General and or Minister. (to be actioned 20/3/2024)

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

- a. Recognition for Anthony Godin for providing gratis Webpage hosting and helping develop page over about 7 years. It was approved that a gift of a wood turned platter or similar be selected from Charlie Broadbent's items, engraved and presented (low key) to Anthony in recognition and appreciation of his contribution. To be offered Honorary membership. President and Secretary to organise.
- b. Insurance competitive quotes to be obtained. Matt Lanagan will start process. Information to be forwarded by Secretary.

**Date of next meeting: Wednesday 10th April 2024 12:00 pm in Carvers Room Wandl.
Zoom facilities available.**

Meeting Closed 1:53 pm

Appendix

Correspondence Log

- a. In: (for noting, unless listed elsewhere).
 - 15/2 email from Wandl group advising they will use Robbie Graham to demonstrate at the September Wandl WeWs. Advised Collaboration of this acceptance.
 - 15/2 mail PO Box , invoice for PO box (already paid)
 - 19/2 webmail contact from member of public concerning wood from pruning. Thanked and advised no interest due to small sizes.
 - 19/2 email request from Collie Secretary for WAWA ABN as they are applying for a local community grant from Worsley Alumina (\$5,000)
 - 19/2 email from Melville secretary requesting clarification on GST exemption. Provided clarification (Not exempt) and cc WAWA treasurer.
 - 20/2 phone call from craft alive Dave Christie about results of CoM meeting. Advised him that I have been instructed to followup with exploring what is possible. Provided email of our points of negotiation. See appendix. Response on 21st.
 - 21/2 email from Swan Secretary wanting to advertise two pieces of equipment to other groups. Advertised along with Melville Jet Mini Lathe in accordance with Guidelines. Note no interest from any group on these



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- items after two weeks and are now being offered to owning group members as of 13/3.2024.
- 22/2 email from Swan secretary with WeWs agenda. Note attached relating to recommendation that payments of demonstrators by EFT. Treasurer handling this matter.
 - 23/2 email from Ian Ludford with webhosting agreement and transfer from Anthony Godin to Waarble. Agreement signed by President.
 - 25/2 email from member inquiring about purchase (private) of jet mini lathe. Advised that has to go through process laid out in guidelines but will advise if it becomes available.
 - 27/2 webmail notification of two new members to Melville group.
 - 28/2 webmail concerning silky oak timber possibly available in a few weeks.
 - 4/3 webmail inquiry for training from Herne hill, passed onto Swan Group
 - 4/3 email from President with item for meeting on "life membership" proposal. See Governance and Appendix (for context) Forwarded to CoM members. Sent also to all life Members for their comments. Comments received and forwarded to President.
 - 5/3 cc of email from Treasure with monthly accounts Balance sheets and budget. Noted.
 - 5/3 cc of various email from President to Fran Kelly from DBCA re Craftwood licences. See Agenda item.
 - 5/3 phone call from Dave Christie Craft Alive following up on our decision and indicating location will be at food hall lend of venue and on either side of aisle.
 - 5/3 cc of email from Jim Cameron to Treasurer re payments for 2023 finishing course for Ian Hamilton and himself. Various follow up emails. See training for report on status of this matter.
 - 6/3 cc of emails from treasure to Swan Secretary re payments to Swan WEWs demonstrators and issue around EFT and cash payments.
 - 7/3 webmail inquiry for training from Kiara, passed onto Swan Group
 - 7/3 webmail inquiry for training of autistic person from Wandi, passed onto Wandi Group.
 - 7/3 email from Waarble granting access to trial version of MMS. Feedback given to Ian Ludford.
 - 8/3 email from Ian Ludford requesting follow up with Anthony Godin to get webpage transfer commenced. In progress.
 - 10/3 email from Lex with agenda item (Beyond Tools). Added
 - 10/3 email from Busselton Secretary with public display information. For noting. Added
 - 10/3 email from Ian Ludford with agenda items. Noted
 - 13/3 email from Swan Secretary advising all items offered for sale were purchased by Swan members
 - **Out** (for noting, unless listed elsewhere).
 - 14/2 emailed each of groups who had put in Lottery west grant applications explaining outcome of CoM , meeting and implications for their grant requesting feedback from them on its acceptance. Replies received from all.
 - 26/2 mailjet re STEP courses and Collaboration Airbrush course to all members.
 - 27/2 rang Anthony Godin about changing web hosting services, email and web address from his server to Waarble. Thanked him for his contribution



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and requested that he invoice us for any amounts. He stated that there were no amounts owed and would await instructions from Ian Ludford.

- 10/3 advised both Swan and Melville groups that there was no interested after two weeks in their equipment from other groups so they can see if their members want it.
- 10/3 Mailjet reminder of Avan workshop to all members.

February Balance sheet.

Balance Sheet (Multicolumn) 01/02/2024 to 29/02/2024

Date 29/02/2024 01/02/2024

Asset

C \$0.00 \$0.00

Current Assets \$300,679.65 \$299,445.17

Cash at BankWest \$0.00 \$0.00

Cash at CBA Transaction Account \$50,520.52 \$48,939.42

Cash at Debit Card Account BankWest \$0.00 \$0.00

Cash at Debit Card Account CBA \$837.25 \$1,047.12

Cash held by Groups \$128,121.81 \$128,121.81

Loan to Gosnells Group \$1,250.00 \$1,750.00

Petty Cash & Floats \$0.00 \$0.00

Book Library Float \$0.00 \$0.00

DVD Library Float \$0.00 \$0.00

Registrar Float \$0.00 \$0.00

Shopping Centre Group Float \$0.00 \$0.00

Prepayments \$1,104.62 \$1,104.62

Sundry Debtors \$0.00 \$0.00

Supplier Store Vouchers \$100.00 \$100.00

Term Deposits \$118,745.45 \$118,382.20

Bankwest Term Deposit 1 \$0.00 \$0.00

Bankwest Term Deposit 2 \$0.00 \$0.00

CBA Term Deposit 1 \$51,714.83 \$51,556.63

CBA Term Deposit 2 \$67,030.62 \$66,825.57

Imbalance-AUD \$0.00 \$0.00

Non Current Assets \$257,980.15 \$257,980.15

Plant & Equipment \$257,980.15 \$257,980.15

Orphan-AUD \$0.00 \$0.00

Total For Asset \$558,659.80 \$557,425.32

Liability

Current Liabilities \$0.00 \$0.00

Sundry Creditors \$0.00 \$0.00

Suspense \$0.00 \$0.00

Non Current Liabilities \$0.00 \$0.00

Total For Liability \$0.00 \$0.00

Equity

Members Funds	\$522,462.76	\$522,462.76
Adjustment - Group Assets	\$26,962.08	\$26,962.08
<u>Cash</u>	<u>\$21,642.90</u>	<u>\$21,642.90</u>
<u>Plant & Equipment</u>	<u>\$5,319.18</u>	<u>\$5,319.18</u>
<u>Members Funds b/fwd</u>	<u>\$495,500.68</u>	<u>\$495,500.68</u>
Retained Earnings	\$36,197.04	\$34,962.56
Total For Equity	\$558,659.80	\$557,425.32
Total For Liability and Equity	\$558,659.80	\$557,425.32