



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 13th December 2023

Meeting Declared open 12:07 pm by President.

Roll Call: Barbara Jennings (President), David Milton, Ross Crawford (zoom), David Finch Jim Parker, David Doye (zoom), Ian Ludford, Alan Kelly

Apologies: Matt Lanagan, Alex McLachlan, George Murphy, Bruce Jackson

Observers: Robin Campbell

1. Safety matters

- a. Update on Geoff Green accident and rehabilitation status. Slow and steady progress being made.

2. Previous meeting Minutes

Motion "That Meeting Minutes for 8th November 2023 as a true and correct record of meeting".

Moved Ian Ludford, **Seconded** Alan Kelly 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** Ian Ludford Passed Unanimously

5. Bank Report report:

a. Accounts

- **Motion** "That November 2023 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Ian Ludford , **Seconded Alan Kelly** Passed Unanimously
- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Ian Ludford , **Seconded** Jim Parker Passed Unanimously
 - Additional expenditure on Booster system for zoom. (partly funded from lotterywest surplus funds.)
 - Capitization payments as per the schedule of members in groups at poll date 31st October 2023 as follows.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

2023-24 Equipment Bonus Disbursement								
GROUP	Honorary	Life	Paid on Time	Paid in Process	Unpaid	Total	Total Allowance	Equipment Bonus
Avon	0	0	9	2	1	12	11	\$192.31
Bunbury	9	1	25	2	21	58	37	\$646.85
Busselton	5	2	36	0	10	53	43	\$751.75
Collie	1	1	29	0	3	34	31	\$541.96
Gosnells	2	0	27	1	15	45	30	\$524.48
Mandurah	3	1	40	0	20	64	44	\$769.23
Manjimup	1	1	6	0	13	21	8	\$139.86
Melville	5	5	83	2	19	114	95	\$1,660.84
Mundaring	0	0	9	0	5	14	9	\$157.34
Northern Suburbs	0	0	25	2	5	32	27	\$472.03
Swan	1	5	41	1	15	63	48	\$839.16
Wandi	6	2	38	0	15	61	46	\$804.20
	33	18	368	10	142	571	429	\$7,500.00

Other Finance Items.

- Extra Timbecon gift card for \$100 surplus to WeWs for 2023. The voucher to be redeemed for \$100 cash payable to WAWA by Jim Parker. Agreed.
- Proposed that Timbecon voucher(s) for 2024 to be controlled by treasurer rather than Secretary.
- Online Member Management System report was tabled and discussed. Matters raised were costs of all proposal the same but recommended one based in WA and better access to provider. Bruce Jackson concern on security raised. Also that we should be funding better promotion of WAWA eg Royal Show. ICE and QR codes will be available. Transaction fees to either be absorbed or passed on , to be resolved latter.. Implementation target by end of March 2024. : **“That the subcommittee is Authorized to enter into a contract for the introduction of the Waarble Membership management system as outlined in the table documentation”** Moved Ian Ludford Seconded Ross Crawford. Passed
- .Mayama Gems outstanding account (\$175) for annual Newsletter subscription to be followed up by Secretary. Next year 2024 due by 17th January.
- Budgets draft tabled. Some cleanup required on chart of accounts and Expenditure Income . It is proposed to make the budget a one year in advance ie forward looking.
- STEP payments outstanding for finishing course. Presenters to provide Invoice for payment. Jim parker to follow up

6. Procedural Matters for noting

- a. Group Public Displays for noting.
 - i. Manjimup group will have a display and goods for sale on the 9th December at the Cherry Festival Markets in Manjimup.
 - ii. Busselton Art in the Park in Busselton on January 19 and 20, 2024, with demonstrations, display and sales.
 - iii. Andi Group at Cockburn Community Men's Shed Open Display

7. Registrar



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- a. Update on membership renewal still problems with late fee payment from older members. Reminders being sent out.
- b. Northern Suburbs group want to have re-issued badges with new group name. Approved for Registrar to reprint badges at WAWA cost.
- c. Honorary membership application form Busselton "We would like to make Brenda Ivey, widow of Bill Ivey, #2882, an Honorary Associate". Approved
- d. Merit Award Proposal , Approved

8. Subcommittee reports

a. Governance

- i. nil

b. Training

1. STEP Finishing course debrief tabled and accepted.
2. Jaques Versery is not available, and Collaboration WA Inc are negotiating with Robbie Graham a woodturner from New Zealand. Further information to be provided but have requested him for Wandi/AGM meeting and for a one day Master Class.

c. Competition

- i. Need for a kit of measuring gear for judges was discussed but it was decided that the group hosting competition should provide such equipment. Groups to be advised.

Publicity and Communications

ii. Webmaster

1. Public Webmail inquiries 3 training, 4 generals for month
2. Group history project update.

iii. Newsletter Editor

1. Nil

iv. Public Events

1. Nil.

d. Safety.

- i. Secretary responded to Swan Group concern over Red Gum timber and toxicity concerns.

e. Grants

- i. 2023 grants have been closed out with Lotterywest but still possible for an Audit.
- ii. Proposed timeline for the next Lotterywest grant application adopted as outlined in following table. All groups to be advised and invited to submit applications for grants.

Target date	Task
End January 2024	All groups submitted final wish lists, with quotes. Also advice on purpose for significant amounts held in bank accounts. Eg saving for building extensions
February COM meeting	Review wish lists and finalise list for grant application
End February 2024	Submit grant application
End June 2024	Final response from Lotterywest
July 2024	Grant money received by WAWA
July – October 2024	Grant money spent by WAWA/Groups
October 2024	Call for preliminary wish lists for 2025
November 2024	Acquittal documentation for 2024 grant prepared and submitted.

- iii. Ross Crawford to assist in the process of application.

- iv. Grants Officer email to be made live.

f. Facilities and equipment

- i. Alan Kelly and George Murphy to inspect all three trailers and content and make a report on them for next CoM meeting.

9. DBC Act & Regulation Negotiations /Forrest Management Plan



To be actioned over Christmas break.

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

- a. General record keeping review of hard copy retention policy, particularly Covid phone numbers. (Swan Secretary) Approved destruction of personal records and Covid related records,
- b. Wandi Woodturners position as Secretary, using an associate member is allowed under the rules of the Association.
- c. Alan Kelly inquired about re-issue of resigned members number who is rejoining. Number can be re-issued as they are now unique.
- d. Ross Crawford inquired about the possibility of a pool of preferred demonstrators. Previous attempts have been unhelpful, Do we need to re run demonstrators course, send out expression of interest. Hls over for further consideration.
- e. Need for Judges training.
- f. Secretary together a calendar of events for 2024 together with help from Ian Ludford and webpage. Jim Parker to get a copy.

Date of next meeting: Wednesday 14th February 2024 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 2:17 pm

Appendix

Correspondence Log

11. Correspondence In: (for noting, unless listed elsewhere).

- 8/11 email from Manjimup Secretary about sales and display event. Noted
- 9/11 webmail from member of public re woodturning training Duncraig area, passed onto Northern Suburbs. Resolved contact query.
- 9/11 webmail from member about login problems, forwarded to webmaster. Resolved
- 9/11 email from treasurer re stationary supplies, purchased on debit card and handed over to Treasurer.
- 9/11 cc of email from Registrar about resolution of various membership matters
- 9/11 email from member about re contacting WAWA after computer failure. Resolved
- 12/11 email from Barbar Jennings with details of purchases for Booster equipment. Invoices provided to Lottery West
- 13/11 email from member requesting unsubscribe from email (not renewing membership)
- 13/11 email from Mary Byers about group History (lack of response!) noted.
- 13/11 cc of email from Registrar re member complaining about email address not updated. Followed up and was not in monthly update but now is.
- 13/11 cc of email sent copy of Request for Association Certificate of registration to treasurer.
- 14/11 member of public requesting advertising of lathe etc for sale, member Swan valued equipment, advertised and sold to new Collie Member. Resolved
- 15/11 email from Ian Ludford with receipt for computer.
- 15/11 email from Busselton Secretary with Busselton public demo sale schedule. Noted in November minutes.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- 17/11 email from Registrar with updates for competition data base. Uploaded to Competition computer.
- 17/11 cc email from treasurer re up date of password. Resolved
- 17/11 email from Swan Secretary re death of Life member John Lathwell. Advised members by email, placed notice on behalf of WAWA in Westralian Newspaper, attended funeral on behalf of WAWA (only 4 WAWA members attended, Ivor Bridges, Don Clarke, ?? and myself).
- 20/11 email from Australia Post advising PO Box rent payable only by debit or credit cards, no cheques. Noted
- 20/11 email from Registrar with a summary of members paid up at 31st October. Noted
- 20/11 email from Swam Secretary concerning hard copies of membership being archived and need to look at policy on retention of physical records. See general business
- 22/11 email of condolences for John Lathwell death from Nancy Launer. Noted
- 22/11 email from Bill Younger on the death of Jack Pallas, Melville and Wandi Groups advised. No further details.
- 23/11 email from Swan Secretary expressing issue relating not being informed of apparent new member (Had not applied for membership) via webmail application. Advised that CoM investigating revamping whole Registration/member email/ ICE process. Interim solution WAWA Secretary to get simultaneous advice of new application and will forward this to group Secretary for their action. Resolved.
- 23/11 email from northern Suburbs Convener about email contact details in error. Addresses supplied by their secretary, but convener not advised. Not in use. Reverted to his personal address. Matter resolved.
- 23/11 to 11/12 various email about Membership Management system with subcommittee and prospective vendors
- 25/11 webmail from member of public offering Paulowina logs for sale. Mail jet notice to members.
- 27/11 to 30/11 various correspondences with Lotterywest re Grant returns submission.
- 28/11 email from President with corrections to November Minutes. Corrected.
- 29/11 email from Gósnells member on how and where to pay annual subs, Provided information.
- 30/11 email from Avon convener requesting members (vendor) email, provided.
- 30/11 Email from Swan Secretary requesting CoM minutes, updated webpage and provided minutes. Also request about History status, advise that this is low priority.
- 30/11 webmail about River Red gum available. Advised Swan and Mundaring (Mundaring taken four of 8 slabs, Swan refused due to alleged "toxicity".
- 1/12 email of invoice received from Jim Cameron re STEP course. Noted
- 1/12 webmail member of the public about turning sandal wood beads at Alexander Heights, referred to Norther Suburbs.
- 2/12 email from Manjimup with photos of their Xmas function. Noted
- 3/12 email from Treasurer with budget draft to all CoM members asking for feedback.
- 1/12 cc of emails between Kerri Nichols and treasurer, re Timbecon Vouchers and accounting processes. See other financials.
- 4/12 email from Swan Secretary about River Red gum. See Safety.
- 4/12webmail from Menora about training and beginners' course, referred to Northern Suburbs.
- 4/12 email from Collie with invoice/receipt for Hare and Forbes lathe. Filed
- 5/12 email from member wishing o advertise lathe, requested additional information. Pending info and publication.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- 6/12 email from member about email address change. Forwarded to Registrar.
- 7/12 email query from Wandi member about associate member becoming a treasurer. See general business.
- 7/12 cc of email from Lotterywest stating "Thank you for submitting a report for your grant. We have approved your report for the reasons below: The submitted document(s) have been reviewed and meet the acquittal requirements for this grant"
- 10/12 Webmail contact Leeming re training, referred to Melville.
- 10/12 email from Jim Parker re "Wild Apricot" proposal. Attached, part of membership discussion.
- 10/12 cc of email to CoM members from Treasurer with Novembers financials.
- 10/12 Email from President with agenda items. Added
- 11/12 email from Busselton Secretary re Art in the Park in Busselton on January 19 and 20, 2024, with demonstrations, display and sales.
- 11/12 Webmail contact two new members Gosnells. Secretary advised.
- 11/12 email apology from Lex McLachlan for CoM meeting. Noted
- 11/12 email from Melville re nomination for Merit Award.
- 11/12 email from Jim Cameron re payments for STEP. Forwarded to Treasurer previous items.
- 12/13 phone call from Bruce with apology for meeting and request for comment about Membership and funding not made to other items such as a better Open competition venue (Perth Royal show)
- 12/12 email from Barbara Jennings about getting a mobile booster unit in Bunbury for \$1058 compared to \$830 for the Ebay unit I sent back.

Correspondence Out (for noting, unless listed elsewhere)

- 20/11 email to All group Executives about Privacy of Members information because of investigation of formal complaint
 - 27/11 to 30/11 final Lottery west Grant submission lodges. See attachments.
 - 30/11 Mailjet about newsletter 231 out to all members.
- 3/11 emailed Webmaster to put up Lottery west sponsor logo info in recognition of Grants. Completed.

November Balance sheet.

Balance Sheet (Multicolumn) 30/11/2023

Asset

<u>C</u>	<u>\$0.00</u>
Current Assets	\$303,664.16
<u>Cash at BankWest</u>	<u>\$0.00</u>
<u>Cash at CBA Transaction Account</u>	<u>\$53,132.08</u>
<u>Cash at Debit Card Account BankWest</u>	<u>\$0.00</u>
<u>Cash at Debit Card Account CBA</u>	<u>\$1,369.63</u>
<u>Cash held by Groups</u>	<u>\$128,121.81</u>
<u>Loan to Gosnells Group</u>	<u>\$2,000.00</u>
Petty Cash & Floats	\$0.00
<u>Book Library Float</u>	<u>\$0.00</u>
<u>DVD Library Float</u>	<u>\$0.00</u>
<u>Registrar Float</u>	<u>\$0.00</u>
<u>Shopping Centre Group Float</u>	<u>\$0.00</u>

Liability

Current Liabilities	\$70.00
<u>Sundry Creditors</u>	\$0.00
<u>Suspense</u>	<u>\$70.00</u>
<u>Non Current Liabilities</u>	\$0.00
Total For Liability	\$70.00

Equity

Members Funds	\$522,462.76
Adjustment - Group Assets	\$26,962.08
<u>Cash</u>	<u>\$21,642.90</u>
<u>Plant & Equipment</u>	<u>\$5,319.18</u>
<u>Members Funds b/fwd</u>	<u>\$495,500.68</u>
Retained Earnings	\$39,111.55
Total For Equity	\$561,574.31
Total For Liability	\$561,644.31

and Equity

<u>Prepayments</u>	<u>\$1,104.62</u>		
<u>Sundry Debtors</u>	<u>\$175.00</u>		
<u>Supplier Store Vouchers</u>	<u>\$100.00</u>		
Term Deposits	\$117,661.02		
<u>Bankwest Term Deposit 1</u>	<u>\$0.00</u>		
<u>Bankwest Term Deposit 2</u>	<u>\$0.00</u>		
<u>CBA Term Deposit 1</u>	<u>\$51,243.68</u>		
<u>CBA Term Deposit 2</u>	<u>\$66,417.34</u>		
<u>Imbalance-AUD</u>		<u>\$0.00</u>	
Non Current Assets		\$257,980.15	
<u>Plant & Equipment</u>	<u>\$257,980.15</u>		
<u>Orphan-AUD</u>		<u>\$0.00</u>	
Total For Asset		\$561,644.31	