



**COMMITTEE OF MANAGEMENT**

**MEETING MINUTES**

**Date: 14<sup>th</sup> February 2023**

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

**Meeting Declared open 12:07 pm by President.**

**Roll Call:** Barbara Jennings (President), David Milton, David Finch Jim Parker, Ian Ludford  
(part by telephone link) Alan Kelly, Alex McLachlan, Bruce Jackson

**NOTE ZOOM FACILITY NOT AVAILABLE DUE TO INTERNET PROBLEM** affecting Ian  
Ludford, Matt Lanagan, Ross Crawford, David Doye

**Apologies,** Matt Lanagan, Ross Crawford, David Doye, George Murphy

**Observers:** Nil

**1. Safety matters**

a. Nil.

**2. Previous meeting Minutes**

**Motion** "That Meeting Minutes for 13<sup>th</sup> December 2023 as a true and correct record of meeting".

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

**3. Business Arising from previous Minutes.**

a. Nil

**4. Correspondence as appended).**

- - **Motion** "That correspondence be accepted" **Moved** Jim Parker, **Seconded** Bruce Jackson Passed Unanimously

**5. Financial Report: (Ian Ludford joined by phone link up)**

**a. Accounts**

- **Motion** "That January 2024 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** David Finch , **Seconded** Alan Kelly Passed Unanimously
  - That the Registrar is authorised to purchase 100 cloth badges (expenditure of approx. \$1,000)

• **Other Finance Items.**

- STEP payments outstanding for finishing course. Presenters to provide Invoice for payment. Jim parker to follow up.
- 11th Timbecon Voucher – **Proposed that "1st time" WeWs demonstrator of the year - (Sep to Aug) - CoM to select the Demonstrator at the August meeting"** Adopted members and groups to be advised (Secretary).
- WAWA 2023-24 Budget and cashflow reviewed – possible provision for AV gear replacement. Need to be careful of expenditure due to cash inflow only related to members fees timing.
- WAWA 2024-25 Budget and cashflow reviewed.



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

- A new bonus payment of \$5,000 to the groups based on WEWs attendance was discussed which produced other ideas on how to use this, i.e. external demonstrators (local, interstate, or international but not virtual). Sub Committee of Ian Ludford, David Finch, Bruce Jackson and Jim Parker to come up with a proposal.
- Treasurer succession planning of incoming Treasurer when Ian Ludford leaves in April is needed. Barbara to follow up.

**Note** Ian continued on matters of MMS, Web and Competition while on phone (see those sections for his input, phone connection ceased at competition section)

### 6. Procedural Matters for noting

- a. Group Public Displays for noting.
  - i. Nil

### 7. Member Management System

- a. Membership Management System (MMS) - the "raw" membership data has been imported into the system and is currently being reviewed and validated. Filtering by Group or Status is not yet available, nor is the ability to create custom fields, filters, or screens. The current schedule calls for the system to be presented at the Avon WeWs with a roll-out in early April - this is yet to be confirmed. Working on various reports that will be available via a dashboard type presentation. Will need CoM to give feedback on what they want to see in system. Will be important to publicise in stages as we implement system (no high expectations)

### 8. Registrar

- a. List of proposed deregistered members sent to each group and some feedback has been received. Will be deregistered at end of month.
- b. Honorary membership application from
  - i. Collie "Wayne Retzlaff # 2594 joined 2012 ailing health no longer turning.". Approved
  - ii. Busselton "Peter Skeel #2883 joined 2015, age 82 no longer turning" Approved.
  - iii. Wandi "John Mercer #550 joined 1988, no longer turning" Approved.
- c. Groups to be advised on who can nominate for honorary members.

### 9. Subcommittee reports

#### a. Governance

- i. nil

#### b. Training

##### 1. STEP

- a. Finishing course will be run again this time with Ian Ramsdale conducting it in Bunbury/Collie.
- b. Skew and Hollowing courses are ready to advertise. To be put up on webpage and not sent to members by mail jet.

2. Robbie Graham confirmed as international artist by Collaboration and has been offered to do both Wandi WeWs (WAWA AGM) and one day Masterclass with Embellishers organising.

#### c. Competition

- i. . Members can check ranking on web page at <https://www.woodturnerswa.org.au/member-skill-level-look-up-table/>
- ii. Judges panel as populated to date has been circulated but still missing a full panel for this year. Judges not participating will be approached by email to fill spots. Contact to be made with group executives re this situation.

#### Publicity and Communications

##### iii. Webmaster

1. Public Webmail inquiries lots!
2. History - histories have been uploaded on the groups' sub-website for Bunbury, Collie, Manjimup, Swan, and Wandi in PDF format. Word documents have now been received and a



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

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WAWA history page will be created later this month. Histories required from the remaining group.

3. Listings of last year's promotions have been issued to the secretary for distribution to the groups' secretaries.

### iv. **Newsletter Editor**

1. Nil

### v. **Public Events**

1. Craft Alive Fair Invitation for 1<sup>st</sup> to 4<sup>th</sup> August, Secretary to follow up to see what we can do possibly for Open Event.
2. A sub-committee of Barbara Jennings and Jim Parker to prepare a option for Open event and present to CoM.

### d. **Safety.**

- i. Nil.

### e. **Grants**

- i. .Grant submissions received from 5 groups with a total cost of approx. \$32,000 all for lathes being put forward. This implied that if the grant request would be in the order of \$21,000 which exceeded the \$15,000 we are restricted to by Lotterywest. The CoM made the following determination:" Unfortunately all applications when aggregated significantly exceeded the \$15,000 cap on funds WAWA apply for as a grant from Lotterywest. As a consequence, CoM has had to trim the requests for grants for several groups to reduce the amount we need to apply for to less than \$15,000. CoM was keen to ensure no application was rejected but is seeking groups affected to consider an increased contribution (rather than just 25% plus GST) to achieve the purchase of lathes or to reduce number of items requested. Groups that have had previous grants and are considered to have strong current cash reserves have been the focus of these actions." Groups whose applications were trimmed were Busselton, Mandurah and Melville. The application will be made on this basis to Lottery West for a grant of around \$14,950.

### f. **Facilities and equipment**

- i. Alan Kelly and George Murphy were thanked for producing a comprehensive report on trailers. Based on report on trailers there has been a consolidation of the chuck wagon equipment into the AV trailer which now contains all essential equipment for a WeWs in one trailer. Urns and cups have been excluded and it is noted that some groups may need to take them as hand moved boxes. Groups to be notified of the changes. A packing diagram to be produced for the trailer and laminated, and placed on trailer doors. Alan to action.
- ii. Disposal of trailers as per normal equipment disposal on an as is where is basis and circulated ASAP. Note Rego until August.

## 10. **DBC Act & Regulation Negotiations /Forrest Management Plan**

Letter sent to Fran Kelly re DBRA but no response received.

## 11. **Other Business (Business raised by COM members or groups).**

- a. Wandi raised the issue of cost of Robbie Graham at WeWs which exceeds the \$200 allowed for demonstrators and whether they could get WAWA to fund this event. It was Moved Barbara Jennings Seconded Jim Parker "That WAWA fund Robbie Graham who is an international turner to demonstrate at the Wandi WeWs (three sessions) for a total cost of \$800 (including normal \$200 allocation" Approved
- b. The meeting approved the secretary to circulate to WAWA members the up coming airbrush course (9<sup>th</sup> and 10<sup>th</sup> March) by Wayn Harrison and organised by WA Collaboration.



**Date of next meeting: Wednesday 13<sup>th</sup> March 2024 12:00 pm in Carvers Room Wandl. Zoom facilities available.**

**Meeting Closed 2:41 pm**

## Appendix

### Correspondence Log

- a. In: (for noting, unless listed elsewhere).
- 14/2 email from Ian Ludford with updated submission from Waarble for consideration for execution.
  - 14/12 email from Swan Secretary about situation of credit note for Swan at Beyond Tools. Provided information.
  - 15/12 email cc of notes sent by Ian Ludford to unsuccessful potential MMS suppliers.
  - 15/12 webmail enquiry from overseas requesting members contact. Member contacted but no response. No information provided.
  - 17/12 email from Webmaster successful setup of grants officer email address as grants.officer@woodturnerswa.org.au. Note sent out to all conveners secretaries treasurers re submissions called for, Lottery West Grants to be in by end of January 2024.
  - 18/12 email about death of Pam McQueen, advised President and Ivor Bridges. Mailjet sent to all members re this and funeral date.
  - 18/12 email from member about change of email address, sent to Registrar for his action.
  - 18/12 email from member about advice on pyrography machines recommendation. Provide my views on this.
  - 27/12 webmail from member of public in Mt Pleasant enquiring about beginners' courses. Directed to Melville Group and advised Secretary.
  - 29/12 email from member of public trying to locate Tony Milson (Busselton area) unable to find current contact and help enquirer.
  - 2/1 email from Swan Secretary re their WeWs seeking information and providing information on it. Noted and provided information requested.
  - 3/1 webmail from member of public in Jindalee enquiring about beginners' courses. Directed to Northern Suburbs Group and advised Convener.
  - 3/1 webmail notification of new member joining Melville. Forwarded to secretary.
  - 5/1 webmail notification of new member joining Gosnells. Forwarded to Gosnells secretary.
  - 7/1 email from recent joining member (Gosnells) asking for clarification on joining and annual fees. Information provided.
  - 7/1 email from member at North Coogee of public re training courses. Provided information about Melville group and contacts.
  - 8/1 email from member of public in Nornalup re training. Advised Manjimup closest group. Follow up on possible Albany Denmark groups, provided information on Denmark contacts of woodturners there and Albany Men's Shed.
  - 8/1 email from member of public concerning a deceased person. Established that not a WAWA member (we have member of same



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

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name) but possibly from a unrelated Woodworking group in Rockingham.

- 9/1 Email advice from Kevin Cheetham of Gosnells that John Atkinson has resigned as the Gosnell's Secretary, and they will advise on new appointee. Kevin acting until this occurs.
- 11/1 cc of email sent o al CoM with December financials from Treasurer.
- 11/1 webmail notification of new member joining Melville. Forwarded to secretary.
- 12/1 cc of email sent o al CoM with WAWA budget and Expenditures from Treasurer requesting updates.
- 12/1 webmail from member of public in East Perth enquiring about beginners' courses. Directed to Melville Group and advised Secretary.
- 12/1 email from Ian Ludford with raw data files proposed to hand over to Waarble for populating MMS. For consideration at the kick off meeting with Shane of Waarble.
- 13/1 email from Mary Byers concerning putting up group histories on the web. Actioned and now on web page but format not ideal so



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

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looking at new format. Histories for Colie, Manjimup, Wandie and Bunbury as pdf attached. Ongoing issue.

- 13/1 email from Swan Secretary about returning redundant trailer keys. Noted
- 16/1 webmail from member of public in Balcatta enquiring about joining and training. Passed onto Northern suburbs.
- 16/1 phone call and follow up email from Craft Alive organisers re attending this event in August (see appendix and attachments)  
RESPONSE REQUIRED TO ORGANISER
- 17/1 email from Bunbury member about availability of mini lathe from Melville. Melville yet to respond.
- 17/1 webmail from member of public trying to source Jam wood. Forwarded to Bruce Jackson
- 17/1 email from George Murphy and Alan Kelly to President and Secretary reporting on trailer inspection and recommendations. See attachments and Facilities and equipment business
- 18/1 webmail notification of new member details joining Swan. Forwarded to secretary.
- 18/1 webmail notification of new member joining Swan. Forwarded to secretary.
- 22/1 email from Lotterywest with Good practice Requirements for applicants for funding. Circulated to groups applying for grants.
- 22/1 email request from Manjimup Secretary requesting copy of lease document (not held by secretary) and lottery West grant process. Provided latter.
- 23/1 webmail from a member of the public concerning Wood show alternative. Provided background on why wood show ceased and alternatives.
- 24/1 webmail concerning possibility of homeschooling children getting wood turning exposure. Located in Balingup. Pointed to Bunbury, Colie or Busselton.
- 25/1 Member queried ranking for competitions, information provided by Ian Ludford from Competition data base.
- 25/1 email with all promotions for each group provided by Ian Ludford. To be circulated to Secretaries of each group.
- 26/1 webmail notification of new member joining Melville. Forwarded to secretary.
- 26/1 webmail notification of new member joining Melville. Forwarded to secretary.
- 29/1 phone call followed by email from Colie Secretary re Honorary membership for Wayne Retzlaff See Registrar section.
- 29/1 cc of email to Jim Parker from Jim Cameron re getting a finishing course in the Busselton Bunbury area (Run by Ian Ramsdale), payments for previous course. See training
- 30/1 webmail notification of new member joining Melville. Forwarded to secretary. Some queries re the cost of joining and Melville course fees. Resolved
- 30/1 email from Ian Ludford re skill table now available on web page , see competition section.
- 31/1 email from Ian Ludford confirming posting of histories on webpage. Noted
- 1/2 cc of email to all CoM members with January Financials PL and Transactions Noted.
- 1/2 webmail from member of public in City Beach re pruning's of olive tree available on 13<sup>th</sup> February. Noted
- 2/2 email from Jim Parker re submission for Lottery West Grant for lathe for Northern Suburbs group. Forwarded to Ross Crawford.
- 3/2 cc of paperwork for new membership plus re application for ex Swan member to Mundaring Group. Noted



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

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- 3/2 webmail of member of public at Buuls brook with Olive and Paulowina timber, giving away, Advised Swan , Northern Suburbs Mundaring and Bruce. Some timber taken.
  - 6/2 email for PO box renewals for WAWA (actioned and paid by Secretary Debit Card) and Busselton, forwarded to Secretary for action.
  - 7/2 webmail enquiry from member of public in Bassendean re turning of Balustrade, Swan advised and dealt with matter.
  - 8/2 email from Norm Hoskins of Bunbury enquiring about possibility of applying for Lottery west grant. Provided an application next day and incorporated into grant documents
  - 10/2 cc of email sent by President to DBCA re hobby wood issues. See DBC Act section for text. Noted
  - 11/2 cc of email from Busselton to registrar re deregistered members. Noted
  - 11/2 email from Avon Convener about application for grant o get new lath, Forwarded to Ross for inclusion in Lottery West Grant consideration.
  - 11/2email from Jim Parker with Two Step program proposals, See Training and appendix.
  - 11/2 email from Ian Ludford with Agenda items and various reports. Noted
  - 12/2 email with draft lottery west requests for consideration from Ros. Note these are unchecked preliminary figures and are appended.
  - 12/2 email confirmation from Embellisher group on Robbie Graham being used for Master Class in September. Noted
- b. **Out** (for noting, unless listed elsewhere).
- 13/12 emailed Jim Parker with details of River Redgum timber at Mundaring.
  - 13/12 emailed Geoff Green re information about Associate members becoming group Secretary as per advice from CoM meeting.
  - 13/12 emailed Ian Ludford re advising unsuccessful applicant for MMS. Ian to attend to.
  - 6/1 emailed all group Executive of capitalization payment schedules of payments made on 4<sup>th</sup> January.
  - 18/1 email to treasurer re Mayama Gems and outstanding invoices payment status. Follow up with Jim Jenkins, account all paid for 2023 and 2024.
  - 18/1 emailed Treasurer with contact for Timbecon re provision of vouchers for Newsletter.
  - 21/1 emailed draft CoM minutes for December meeting out to CoM.
  - 31/1 Mailjet to members notifying of posting of Newsletter 232
  - 4/2 emailed Com Members for Agenda items for Feb meeting.
  - 11/2 emailed Alan Kelly (Wandi Convener) with query about filling Secretary position. Only have a member taking minutes of meetings (Allan Roberts) but no official Secretary.
  - 11/2 phone call and follow up email clarifying questions about Robbie Graham and the need for Wandi to respond on his involvement. Alan to advise CoM at meeting of their decision. See Other business.

### February Balance sheet.



# Balance Sheet (Multicolumn) 01/01/2024 to 31/01/2024

**Date** 31/01/2024 01/01/2024

## Asset

C \$0.00 \$0.00

Current Assets **\$299,255.17** **\$304,814.07**

Cash at BankWest \$0.00 \$0.00

Cash at CBA Transaction Account \$48,749.42 \$54,447.33

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

Cash at Debit Card Account CBA \$1,047.12 \$1,095.26

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

Loan to Gosnells Group \$1,750.00 \$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 \$175.00

Supplier Store Vouchers \$100.00 \$100.00

Term Deposits **\$118,382.20** **\$118,020.05**

Bankwest Term Deposit 1 \$0.00 \$0.00

Bankwest Term Deposit 2 \$0.00 \$0.00

CBA Term Deposit 1 \$51,556.63 \$51,398.91

CBA Term Deposit 2 \$66,825.57 \$66,621.14

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** **\$557,235.32** **\$562,794.22**

## 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 &amp; 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	\$34,772.56	\$40,331.46
<b>Total For Equity</b>	<b>\$557,235.32</b>	<b>\$562,794.22</b>
<b>Total For Liability and Equity</b>	<b>\$557,235.32</b>	<b>\$562,794.22</b>