



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 8th May 2024

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

Meeting Declared open 12:00 pm by Vice President.

Roll Call: George Murphy, (Vice President), David Milton, David Finch, Jim Parker, Alan Kelly
Matt Lanagan (zoom), Lex McLachlan, Bruce Jackson, Ian Ludford (Zoom),

Apologies, Barbara Jennings

Observers: Brian McLoughlin (part meeting)

1. Safety matters

a. Nil.

2. Previous meeting Minutes

Motion "That Meeting Minutes for 10th April 2024 as a true and correct record of meeting".

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

3. Business Arising from previous Minutes.

a. Request to circulate (President's letter to DBC, secretary to action

4. Correspondence (as appended).

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

5. Financial Report:

a. Accounts

- **Motion** "That April 2024 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** David Milton, **Seconded** Alan Kelly Passed Unanimously

Ian Ludford joined meeting by zoom.

- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Ian Ludford, **Seconded** Jim Parker Passed Unanimously **Items noted:**
 - Trailer shed rent.
 - Wandi Meeting Room rent.
 - Website expenses)

• **Other Finance Items.**

- Letter from ATO passed onto Treasurer (Annual Self Review reporting obligation): To be followed up with Auditor.
- Ian Ludford to arrange letters required for Bank account access by Brian McLoughlin.

6. Procedural Matters for noting.

- Group Public Displays for noting.
 - Wandi group Rockingham Have a Go for over 50s, on Wednesday 1st May at the Barnett Centre Rockingham from 10 till 2. We have 2 members from Wandi who will be manning the display and answering questions from the public
 - Bunbury Group attending Bull and Barrel at Dardanup on 5th October. Demo, display and Sales



7. Registrar

- a. Report on deregistered Tabled (appended). Most deregistered are recent joins who only want the training. Report Accepted
- b. A Merit award proposal was handed to Secretary at meeting and will be circulated with next months Agenda. **Approved in principle.**

8. Subcommittee reports

a. Governance

- i. Nil

b. Training

1. Nil.

c. Competition

1. There have been some promotion errors noted recently due to way promotions are calculated. Method of calculation to be reviewed particularly the carryover and number of recent competitions rather than any.
2. Noted one recent self-promotion by Geoff Staplyton from beginner to Novice (note points carry over)
3. Correction To Matt Lanagan ranking noted.
4. New computer handed over and ready for use.

d. Publicity and Communications

i. Webmaster

- a. Welcome front page of Web to be updated and made more "Friendly" and groups more easily identified and promoted. Jim Parker will provide some ideas.

ii. Membership Management System (MMS)

IBC are well advanced with having structure sorted out
Schedule is for a possible soft launch at June WeWs of event management system, ie prepay, then go live for new members in late June with full member rollout in July.

Issues to be resolved are

who will have access and at what level. It was agreed that peer to peer access is required at least at group level but preferable at association level. This to be followed up by Ian with IBC

How will launch/advise members?

Webmail system hand over and records keeping.

iii. Newsletter Editor

1. On Track to publish at end of May. 18th May deadline for copy.

iv. Public Events

1. Craft Alive Fair 1st to 4th August, no update.

e. Safety.

- i. Nil.

f. Grants

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

g. Facilities and equipment

- i. Nil.

h. DBC Act & Regulation Negotiations /Forrest Management Plan

President letter to be circulated to CoM



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

- a. Mary Byers has resigned as editor assistant putting up items on the web relating to Awards and group history. Discussion on matters relating to this unresolved. (what type of recognition is available, existing or new), to be resolved before AGM.

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

Meeting Closed 1:37 pm

Appendix

Correspondence Log

- a. **In:** (for noting, unless listed elsewhere).
 - i. 11/4 email from Stuart North from Northern Group re items for Conveners Forum. Noted in agenda papers.
 - ii. 11/4 Webmail from member of public in Busselton about training. Forwarded to Busselton Secretary/convenor
 - iii. 12/4 email from Wandl Convenor requesting WAWA logo for publicity. Provided.
 - iv. 12/4 email from Swan Secretary advising of the passing of Chris Allen member number 1840 who was a significant contributor to Swan group.
 - v. 12/4 email query from Treasurer re possibility of getting Timberbits to advertise in our Newsletter. Rates discussed.
 - vi. 14/4 cc of email from competition co Ordinator about payment sheet proforma changes. Noted
 - vii. 15/4 email from Max heath as am apology for Convenor's forum due to pre existing arrangement. Noted
 - viii. 15/4 email request from President for letter head document. Provided electronic copy.
 - ix. 15/4 email from Treasurer re confirmation of trailer payment by Mark Bailey receipted.
 - x. 15/4 unsolicited email from activist animal rights group wishing to contact members. Ignored.
 - xi. 15/4 webmail advice of new membership application for swan group. Noted and forwarded to Swan Secretary.
 - xii. 16/4 mail at PO Box from ATO passed onto Treasurer (Annual Self Review reporting obligation)
 - xiii. 16/4 email cc of letter sent by President to Minister of Environment. Noted and filed.
 - xiv. 16/4 webmail of member of public in Swanview re training and course, directed to Swan Group.
 - xv. 17/4 webmail enquiry about olive wood in Melville area to be made available to members. Wood being collected.
 - xvi. 16/4 webmail of member of public in Iluka re training and course, directed to Northern Suburbs Group.
 - xvii. 19/4 email request for members email address changed. Actioned
 - xviii. 19/4 email from Bruce Jackson with suggestions for advertising Craft Alive /Open competition. Noted
 - xix. 20/4 webmail from member of public re commission work turning of probable river red gum ((Quairading Area) Swan group approached, no interest. Continuing dialogue. And trying to find some one to do this commission work.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- xx. 20/4 email from Swan Convener with items for Conveners forum. Added to Agenda.
 - xxi. 20/4 email from Mundaring Convener confirming will attend by Zoom. Late cancelled (Saturday morning due to group matters)
 - xxii. 21/4 email apologies from President/Busselton secretary for conveners Forum. Noted.
 - xxiii. 22/4 email from George Murphy with apologies for Conveners Forum, Noted.
 - xxiv. 23/4 webmail advice of renewing member for Melville group. Noted
 - xxv. 23/4 email from Manjimup member re purchase of Melville midi Jet lathe. Purchased and taken 5/5.
 - xxvi. 24/4 webmail from member of public in Bicton re training and course, directed to Melville Group
 - xxvii. 26/4 email from Mary Byers advising that she is unable to continue updating members award section of webpage and group history with a request that another member take over this role. See general business.
 - xxviii. 27/4 email from convener re proposed merit award. Assisted in process and documentation requirements. Received documentation 5/5 See attached and Registrar.
 - xxix. 28/4 cc of email from Mandurah treasurer to registrar re member transfer from Wandi to Mandurah
 - xxx. 28/4 email from Wandi convener re "have a Go" day 1st may. Noted
 - xxxi. 28/4 webmail from member of public in Wilson re training and course, directed to Melville Group
 - xxxii. 29/4 cc of email sent by Ian Ludford to Mary Byers thanking her for all the work on the awards and History pages. Noted
 - xxxiii. 29/4 webmail from member of public in Baldivis re training and course, directed to Wandi Group
 - xxxiv. 29/4 cc of email to swan group from Treasurer re payments and Claims for WeWs
 - xxxv. 29/4 cc of email concerning new competition computer to alternate competition coordinators. Noted
 - xxxvi. 1/5 email from Treasure re payment of IBC for web hosting transfer as per agreement. Executed on Debit card.
 - xxxvii. 2/5 cc of email to IBC from Ian Ludford re payments and issues with MMS. Noted
 - xxxviii. 2/5 email from Matt Lanagan with Competition terms and definitions for circulation to conveners. Noted
 - xxxix. 2/5 email from Treasure to Com Bank signatories requesting mailing address changes. Ok'd and executed to have address as Bunbury Group at 57 Thomas Street East Bunbury.
 - xl. 3/5 cc of email from treasurer to Brian McLoughlin with GnuCash files, proformas etc. Noted
 - xli. 3/5 cc of email from Treasurer with all EOM accounts Pand L and Balance sheet reports for April. Noted
 - xl.ii. 3/5 email cc to President. Filed
 - xl.iii. 5/5 webmail from Kendeup with request of group in Perth he could join. Provide list of all metro groups and contact details.
 - xliv. 6/5 email request from Swan Secretary for update on webpage of CoM minutes and Conveners Forum. Actioned.
 - xl. 6/5 email request from Swan Secretary for update on webpage of CoM minutes and Conveners Forum. Actioned.
- b. **Out** (for noting, unless listed elsewhere).
- xlvi. 10/4 emailed all conveners, treasurers and secretaries about increase in demonstrator reimbursement being increased to \$75 or maximum of \$300 per WeWs.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- xlvi. 11/4 emailed Mark Bailey confirming sale of Trailer to him and providing payment details.
- xlvi. 15/4 emailed Mark Bailey WAWA completed Transfer papers for Trailer 1THF047.
- xlix. 15/4 mailjet members with reminder about Swan WeWs and Melville lathe.
 - I. 20/4 emailed Group Executives with Agenda for Conveners Forum
 - li. 20/4 mailjet members with lost property notices. Owner found POS device found
 - lii. 29/4 Conveners forum (draft) circulated to attendees, non attending conveners and secretaries, CoM members

April Balance sheet.

Balance Sheet (Multicolumn) 01/04/2024 to 30/04/2024

Date 01/04/2024 30/04/2024

Asset

C \$0.00 \$0.00

Current Assets **\$302,201.37** **\$301,536.18**

Cash at BankWest \$0.00 \$0.00

Cash at CBA Transaction Account \$51,214.58 \$50,255.93

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

Cash at Debit Card Account CBA \$750.54 \$678.52

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

Loan to Gosnells Group \$1,000.00 \$1,000.00

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 \$900.00 \$900.00

Term Deposits **\$119,109.82** **\$119,475.30**

Bankwest Term Deposit 1 \$0.00 \$0.00

Bankwest Term Deposit 2 \$0.00 \$0.00

CBA Term Deposit 1 \$51,873.52 \$52,032.69

CBA Term Deposit 2 \$67,236.30 \$67,442.61

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 **\$560,181.52** **\$559,516.33**

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
<i>Cash</i>	<i>\$21,642.90</i>	<i>\$21,642.90</i>
<i>Plant & Equipment</i>	<i>\$5,319.18</i>	<i>\$5,319.18</i>
<i>Members Funds b/fwd</i>	<i>\$495,500.68</i>	<i>\$495,500.68</i>
Retained Earnings	\$37,718.76	\$37,053.57
Total For Equity	\$560,181.52	\$559,516.33
Total For Liability and Equity	\$560,181.52	\$559,516.33

Deregistered Members 2024

As of 1st May 2024, we have 515 fully paid up members. During the year 86 members have been de-registered.

Club	Current Members	De-registered Members
Avon	11	1
Bunbury	49	7
Busselton	55	5
Collie	36	0
Gosnells	38	10
Mandurah	48	18
Manjimup	23	3
Melville	106	15
Mundaring	15	1
Northern Suburbs	30	3
Swan	50	12
Wandi	54	10
WAWA		1
Totals	515	86

Since the AGM in September there has been 51 new members.