



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 12th June 2024

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

Meeting Declared open 12:01 pm by Vice President.

Note the Telstra booster provided 4 bar service and vastly improved Zoom facility of high quality and speed via the 4G network.

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

Apologies, Barbara Jennings, Brian McLoughlin

Observers: Nil

1. Safety matters

a. Nil.

2. Previous meeting Minutes

Motion "That Meeting Minutes for 8th May 2024 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** David Finch Passed Unanimously

5. Financial Report:

a. Accounts

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

- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** David Milton, **Seconded** Jim Parker Passed Unanimously **Items noted:**

- Approval of installation charges for Telstra booster aerial and power supply., Installation \$1,150, power supply \$285
- GForce printing 2000 brochures \$266.39

• **Other Finance Items.**

- Letter from ATO passed onto Treasurer (Annual Self Review reporting obligation): To be followed up with Auditor. Outstanding matter Brian McLoughlin to follow up.
- Insurance quote from brokers to be pursued. The issue of Voluntary Workers Insurance to be looked at with respect to dropping or changing. It is noted that the TPI and death coverage is important to our 14-year-old to 70-year-old members and may be low probability but would be financially catastrophic for Association and possible office bearers.



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- We may just have to continue with existing broker/underwriters if no competitive position can be found by Matt.
- **It was agreed** that when new cover is obtained and PDS available they be made available to all members.

6. Procedural Matters for noting.

- Group Public Displays for noting.
 - Swan Group at Gidgegannup Small Farm Field Day 26th May, Display, Demonstration and sales.
 - Busselton Woodturners will be doing a turning demonstration and sales at Ray Village in Busselton on Tuesday 11th June from 1000hrs to 1300hrs
 - WAWA will be hosting its Open Competition at the Craft Alive Fair, 1st to 4th August 2024 at Silver Jubilee Pavilion Claremont Show Grounds. Display, sales and demonstrations.

7. Registrar

- a. Merit award proposal circulated; spelling error noted, to be awarded in July.
Approved.

8. Subcommittee reports

a. Governance

- i. There will be limited secretarial coverage from 19th June to 12 July due to overseas travel.

b. Training

1. Nil.

c. Competition

1. After significant discussion it was moved **MOTION "Commencing September 2024 the Beginners classification entrants will be only permitted to submit the article described in their competition calendar. Should they wish to enter the main competition item they will be invited to self-promote or not enter the competition. If they self-promote the competition rules will apply to points carry over. The current acceptance of both items acceptance in beginners will continue."** Moved George Murphy
Seconded Jim Parker, Approved
2. George Murphy to prepare wording for the Guidelines amendment.

d. Publicity and Communications

i. Webmaster

- a. Welcome message rewrite: Jim Parker will provide some ideas as a first draft. Permission was granted to try out this at Open Competition posters. The main issue is to indicate the broader breadth of the Association particularly the social importance. The first paragraph was considered useful. CoM members to give feedback to Jim asap.

ii. Membership Management System (MMS)

The following was emailed to CoM by Ian Ludford

- The membership management side of the MMS is working well and only the MMS/Website integration completion remains before new member applications are handled through the system. This is scheduled for mid-July - Log-on to our website will be via the waarble portal where members can access and update their profiles.
- User guides are yet to be prepared
- The soft roll-out of the Event management functionality for testing purposes has been delayed until the July Weekend Workshop.



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CoM noted this time frame and the opportunity to use the Gosnells WeWs to provide information to members as slots are available to present information.

iii. Newsletter Editor

1. Newsletter 234 published on time.
2. CoM member requested better publicity on deadlines for copy from groups.

iv. Public Events

1. Craft Alive Fair 1st to 4th August, update.
 - a. 2000 brochures printed
 - b. Tablecloths recommended 24 Maroon coloured as per Mandurah ones with logo (Silk screen printed in Yellow we have silk screen) will cost about \$35 each plus printing?
 - c. Back ground screen two of depending on size around \$250 each
 - d. Vicmarc 150 lathe from Melville organised
 - e. Elevation platforms still being designed
 - f. Posters yet to be finalised
 - g. Photos recommend Busselton do this as they have the ideal setting and members with skills and presentation (photogenic) we need. Only need 10 good photos of people turning, objects as studio quality.
 - h. Demonstrators, have some, to be finalised.
 - i. Entries very poor response only half a dozen indicated
2. Competition organisation was discussed at length,
 - a. re collection of entries and display items. Need to know when judging will take place.
 - b. Additional publicity with groups by personal contact. Jim to talk to Swan, George to Gosnells. CoM members to chase up their own groups.
 - c. Mailjet to promote prize money, trophies etc.

e. Safety.

- i. Nil.

f. Grants

- i. Lottery West Grant no update.

g. Facilities and equipment

- i. Nil.

h. DBC Act & Regulation Negotiations /Forrest Management Plan

No response yet from the Minister.

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

- a. Alan indicated that the Kwinana Council have been preparing video and information on woodturning to publicise Wandi group to their wider community. They are also considering an Art trail and have offered for items to be displayed in Council buildings and library. Alan to see if some of this could be used by WAWA for publicity.
- b. No interest in groups to replace Mary Byers help. Matt to pick up awards information for members for webpage to continue Mary's good process

Date of next meeting: Wednesday 17th July 2024 12:00 pm in Carvers Room Wandi.
Zoom facilities available.

Meeting Closed 1:42 pm



Appendix

Correspondence Log

- a. **In:** (for noting, unless listed elsewhere).
- i. 10/5 email re new competition computer access and passwords. Resolved
 - ii. 10/5 email from Jim Parker with information on demonstration topic at Mandurah. Advised Mandurah Convener and into mail jet notice
 - iii. 12/5 webmail from member of public from Stoneville concerning turning courses. Provided details and contact for Mundaring Group.
 - iv. 13/5 email from Competition coordinator concerning error in beginners item for Mandurah WeWs. Corrected mail out.
 - v. 13/5 email from treasurer re Square transaction on WAWA bank account. Queried all group treasurers who had not carried out this action. Matter unresolved. Double signatures required for withdrawals protect accounts.
 - vi. 14/5 email from George Murphy re installation of Telstra booster aerial. Authorised that he proceeds with the matter.
 - vii. 14/5 email from Jim Parker re Craft Alive fair activity ideas and opening statements.. Noted
 - viii. 14/5 cc email from Ian Ludford to IBC re issues to be resolved and member tiers. Membership number sequence issues Noted
 - ix. 14/5 email from Swan Secretary with Public demo information. Noted
 - x. 16/5 email from George Murphy confirming installation of booster Telstra signal. Cost \$1,150 paid by George on his credit card. Noted.
 - xi. 17/5 email invoice from IBC for \$704 for MMS costs. Forwarded to Treasurer for payment.
 - xii. 17/5 email from Brian McLoughlin re issues of setting up access to treasures accounts etc. Ongoing.
 - xiii. 17/5 email from Treasurer re approvals and access issue for Brian. Resolved
 - xiv. 18/5 email from Ian Ramsdale with information on Three side vase for circulation to WAWA members. Circulated via Mailjet
 - xv. 19/5 webmail from a member of the public re turning barrel bungs in HMAS Stirling are, Wandi convener advised and matter resolved.
 - xvi. 20/5 email request from Northern Suburbs secretary with notice about member selling al his equipment. Circulated in mail jet.
 - xvii. 20/5 email from George Murphy about Presidential Ponderings matters. Provided advice.
 - xviii. 20/5 email from Collie Secretary with their WeWs agenda, forwarded to Newsletter editor.
 - xix. 21/5 email cc of membership matters (deregistered by mistake) that arose at Mandurah WeWs, resolved by Mandurah treasurer and Registrar.
 - xx. 22/5 cc of email to Treasurer re Mandurah WeWs reconciliation. Noted
 - xxi. 22/5 email from Ian Ludford concerning DNS provider for IBC(Roundcube Webmail). Responded held and paid for by Anthony Godin.
 - xxii. 22/5 Webmail from Mandurah beginner re rules for items entered in competition, bowls required but there were Hollow forms. A response by me triggered competition sub committee discussion. See competition section for proposed solution.



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- xxiii. 22/5 webmail enquiry from member of public to repair turned item. Put in touch with Busselton Group.
- xxiv. 22/5 cc of email between Ian Ludford and IBC on resolution of issues with MMS. Ongoing
- xxv. 22/5 webmail inquiry re training from member of public at Manning Mens shed. Directed to Melville Group.
- xxvi. 23/5 webmail advice of two new members joining Melville group. Noted
- xxvii. 23/5 email from George Murphy re electrician installing power supply to Telstra booster. Invoice for \$285 paid by George. Approved for reimbursement. Note both Booster and powered supply revert to WPA ownership.
- xxviii. 23/5 cc of email to Ian Ludford from Swan Secretary with suggested items for 2025 competition.
- xxix. 25/5 email from member of public who is discussing with Lindsay Nichols doing commission work in River Red Gum thanking the sourcing of the turner.
- xxx. 26/5 webmail advice of two new members joining Melville group. Noted
- xxxi. 27/5 cc email from Treasure to CoM with May Financials and accounts. Noted
- xxxii. 27/5 webmail advice of a new member joining Melville group. Noted
- xxxiii. 28/5 email cc from Ian Ludford To IBC with email passwords. Noted
- xxxiv. 28/5 email from Treasurer/Webmaster with matters for this agenda. Added
- xxxv. 29/5 webmail advice of a new member joining Melville group. Noted
- xxxvi. 29/5 webmail advice of two new members joining Avon group as the result of a demonstration day organised by Frank Dymond of Melville group with Avon Group. Noted
- xxxvii. 29/5 web mail from Charlotte Fehr of Animal Aid Abroad (AAA) wishing us to announce their next big fundraising event, Art for Animals. No response until direction from CoM. See appendix.
- xxxviii. 30/5 webmail advice of a new member joining Melville group. Noted
- xxxix. 5/6 email from Darren Crisp (Cross presented to King Charles III) following up on article publication. Responded we had not and thanked him for opportunity.
- xl. 6/6 email from Northern Suburbs Treasurer re absence until 26th June. Noted
- xli. 6/6 email from Melville convener with items for 2025 competition. Forwarded to Competition subcommittee.
- xlii. On 6 June cc of various email concerning the Beginners item matter. I have tried to provide the essence of the discussion for CoM I Appendix with what I think their position is with alternatives
- xliii. 7/6 email from IBC Client manager re webmail addresses and passwords. Supplied information to hand and advised others to send in info.
- xliv. 7/6 email of expense form from Brian Mccloughlin. Authorized
- xliv. 9/6 email discussion with Treasure and assistant treasurer on how to handle payments through new MMS and account for allocation and expenses. Ongoing. Needs Auditor input.
- xlvi. 10/6 email from Jim Parker with draft Welcome statement. See appendix and Web page section.
- xlvi. 10/6 enquiry from a member of the public in Kalamunda re beginner's course. Referred to Mundaring and Swan Groups
- xlvi. 10/6 email advice from Mandurah member re sale of a grinder. Yet to be actioned.
- xlix. 11/6 cc of email advice from Northern Suburbs Secretary to competition coordinator with items for 2025 competition. Noted (amendment pending)



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- I. 12/6 phone call from Gosnell with competition items for 2025 competition. Asked to be emailed in.

- b. **Out** (for noting, unless listed elsewhere).
 - li. 15/4 webmail of correction to beginners' item for Mandurah WeWs and advising of Norma Rundle's funeral service details.
 - lii. 18/5 emailed treasure re whereabouts of Timbecon Vouchers, Responded and vouchers located.
 - liii. 20/5 emailed presenters at Collie WeWs for more information on their demonstration to go into Newsletter. Responses received and forwarded to Newsletter editor.
 - liv. 20/5 downloaded all Mandurah WeWs photos of winners and advised that ready to go onto webpage,
 - lv. 4/6 email to Matt Lanagan following up on insurance broker and consideration of other providers. See Other Finance.
 - lvi. 4/6 email Treasure and assistant Treasure re Annual returns information prior to mail out. All OK and has been mailed out to all Group Treasures and Secretaries requesting digital replies if possible to be sent to Assistant Treasurer (Brian McLoughlin)
 - lvii. 7/6 emailed authorisation to print 2000 new brochures (GForce)
 - lviii. 9/6 email all groups who have not provided items for 2025. Responses from Busselton (going to committee on Thursday), Mandurah, advise latter this week.
 - lix. 9/6 emailed Ian Keally requesting update on Processing Licence issue. Response no response yet from Minister!

May Balance sheet.

Balance Sheet (Multicolumn) 01/05/2024 to 27/05/2024

Date 01/05/2024 27/05/2024

Asset

C \$0.00 \$0.00

Current Assets **\$301,872.79 \$299,849.16**

Cash at BankWest \$0.00 \$0.00

Cash at CBA Transaction Account \$49,575.93 \$48,618.93

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

Cash at Debit Card Account CBA \$1,678.52 \$861.89

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

Loan to Gosnells Group \$750.00 \$500.00

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 \$800.00 \$800.00

Term Deposits **\$119,841.91 \$119,841.91**

Bankwest Term Deposit 1 \$0.00 \$0.00

Bankwest Term Deposit 2 \$0.00 \$0.00

CBA Term Deposit 1 \$52,192.35 \$52,192.35

CBA Term Deposit 2 \$67,649.56 \$67,649.56

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 **\$559,852.94 \$557,829.31**

Liability

Current Liabilities **\$90.00 \$0.00**

Sundry Creditors \$0.00 \$0.00

Suspense \$90.00 \$0.00

Non Current Liabilities \$0.00 \$0.00

Total For Liability **\$90.00 \$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	\$37,300.18	\$35,366.55
Total For Equity	\$559,762.94	\$557,829.31
Total For Liability and Equity	\$559,852.94	\$557,829.31