



## COMMITTEE OF MANAGEMENT

### MEETING MINUTES

Date: 14<sup>th</sup> August 2024

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

Meeting Declared open 12:01 pm by President.

**Roll Call:** Barbara Jennings (President by Zoom), George Murphy, (Vice President), David Milton, David Finch, Jim Parker, Lex McLachlan, Bruce Jackson, Ian Ludford (Zoom 12:05), Matt Lanagan (Zoom), Ross Crawford, Brian McLoughlin (Zoom part of meeting)

**Apologies,** , Nil

**Absences** David Doye

**Observers:** Nil

1. **Safety matters**

a. Nil.

2. **Previous meeting Minutes**

**Motion** "That Meeting Minutes for 17<sup>th</sup> July 2024 as a true and correct record of meeting".

**Moved** George Murphy, **Seconded** Jim Parker 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** David Finch Passed Unanimously.

5. **Financial Report:**

a. **Accounts**

- **Motion** "That July 2024 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Brian McLoughlin on behalf of Treasurer, **Seconded** George Murphy Passed Unanimously
- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Brian McLoughlin on behalf of Treasurer, **Seconded** David Finch Passed Unanimously **Items noted:**
  - Craft alive display posters additional \$660 (3 new posters with all groups named)
  - Trailer Rego of \$351.85
  - Purchase of Trophies for annual awards approx. \$240

b. **Other Finance**

- ATO annual returns to be progressed after AGM
- Auditors report has been received and other than an imbalance of \$5.44 and correction required with carryover from 22-23 balance sheet no issues
- AGM minutes required to confirm closing balance (on web page)
- 7 Group's financial reports had problems with balances particularly related with cash and bank statements
- Recommended that after AGM
  - midyear returns need to be obtained from groups to minimise problems



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- Do we need to run a STEP for new Group Executives
- Do we need a consolidated chart of accounts with a simplified system

Note Brian McLoughlin left meeting (zoom) at 12:20pm at this point.

### 6. Procedural Matters for noting.

- Group Public Displays for noting.
  - Mandurah Woodturners attendance at Pinjarra Garden Festival - 20 October 2024
  - Melville Group Attending Father's Day event at Bunnings Mayree on 29<sup>th</sup> August. On food stall, selling.
  - Busselton Woodturners will be attending a Father's Day Expo at Origins Market in Busselton on Sunday 1<sup>st</sup> September 2024, including demos, display and sales
  - Wandí is having a visit from the Afinity retirement village, on 26 August, 9am till 11 am, and numbers unknown, George Murphy will do a small demo for them and they will bring their own morning tea, after the demo they will depart Wandí
  - Mandurah Woodturners attendance at Community event Halls Head Bunnings 29<sup>th</sup> August
  - Avon group attending
    - Toodyay Show on the 12<sup>th</sup>
    - Markets on the 17<sup>th</sup> Nov

### 7. Registrar

- a. Need to get new members to enrol online and avoid using paper-based system. A recent issue with cash payment of membership has been resolved.
- b. Consideration must be given to setting up method for people with no access to computer or poor skills. Can the Group secretaries/Treasurers do this?
- c. Only has 125 members convert over to Waarble portal of MMS. To follow-up on publicising to more members. Can groups nominate a person to do this. Secretary to circulate notice to members.

### 8. Subcommittee reports

#### a. Governance

- i. Nil.

#### b. Training

1. Nil.

#### c. Competition

1. Draft to be sent to CoM and going out to groups for their comment.
2. Will be reusing a significant number of trophies and only getting new ones for perpetual awards.

#### d. Publicity and Communications

##### i. Webmaster

- a. IBC have created accounts for the main office holders and business areas. Email to be transferred in the next month to Outlook in Office 365 platform. 9 licences are available

##### ii. Membership Management System (MMS)

There was a presentation by Ian Ludford of the various screens now available.

1. Update on implementation of the first stage numbers of members who have transferred
2. New member applications are now being processed through the MMS and new member registration has been passed back to the Registrar



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for his management. The process for subscription renewal is still to be determined.

3. The next phase is to roll out the system to the groups.
4. Event management and registration will be rolled out on completion of the group rollout.

A series of questions were asked:

- What will group Executives have access to, i.e. Convener, Secretary, Treasurer. Only limited to view only access.
- It was agreed that group Secretaries will have permissions to update and edit their group members information.
- Messaging will be peer to peer as selected but will have unusual originator address and may go to junk mail.
- Events will be manageable by groups Full html capability to be built in.
- Finnces possibility of consolidated reports and Invoices.
- QR code for pre paid facilities

Note Matt Lanagan and Ian Ludford left zoom at 1:25pm)

### iii. **Newsletter Editor**

1. Collie Group meeting location to be checked in Newsletter.

### iv. **Public Events**

1. Craft Alive event reported as successful. Thanks, extended to Secretary for organizing event.
2. Timbecon re annual TTT event on 7<sup>th</sup> September. Embellishers to attend on WAWA behalf. No lathe needed. Approved
3. Royal Show **"It is proposed that due to clash with AGM, and lack of response enthusiasm from the groups that the turning demonstration at the Heritage Hall not be supported by WAWA this year"**. Approved
4. A proposal from the Royal Show Craft Pavilion to house a demonstration plus static Display of woodturning be accepted and that the Embellisher Group be responsible for the organising and liaison with the Royal Show group running this event. Approved

### 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**

Email follow up sent asking for a response and matter be given due attention.

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

- a. Lex McLachlan is stepping down from CoM. This is his last meeting and he was heartily thanked by the CoM for his contribution over 6 years, particularly with the photography of competition items and the organisation of the Royal show and other public demonstrations.
- b. Competition photography will b shared between David Finch and Barbara Jennings.



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- c. Need for AV gear at WeWs to be managed by the groups. Once all committee's elected then groups will be required to take more active role in this aspect of WeWs.
- d. Consideration of a register of demonstrators available for WeWs failed to gain any support from the CoM. Guidances to new group executive to be given. Request for WAWA to purchase a POS device was declined.
- e. Alan Kelly indicated that Wandi will be providing items for a static display by Kwinana Council promoting craft and arts.

**Date of next meeting: Wednesday 11<sup>th</sup> September 2024 12:00 pm in Carvers Room Wandi. Zoom facilities available.**

**Meeting Closed 2:13 pm**

## Appendix

**July Balance sheet.**



## Correspondence

- a. In: (for noting, unless listed elsewhere)..
- i. 17/7 email from Matt Lanagan with insurance investigation information. CoM advised with mail out of draft minutes on 23/7 advising that we will proceed with current brokers when they provide their documentation around end of month.
  - ii. 17/7 email from president re ATO and Not for Profit matters. In progress.
  - iii. 17/7 email from Mundaring convener after details for Avaon Convener Provided
  - iv. 18/7 emails clarifying awards process with new member. Resolved
  - v. 19/7 email from FWWA re out of woods promotion. To be sent out after Craft Alive Fair completed.
  - vi. 20/7 email from Wandie Treasurer with financial reports for EOY. Forwarded to Treasurer.
  - vii. 21/7 email from Avon convener re passing of Rob Pearce. Noted
  - viii. 21/7 email from Avon re new committee. Noted
  - ix. 21/7 email advice that Noel Moyes Life member passed away. General membership advised. Notice place in WA Newspaper.
  - x. 23/7 email with Avon annual return, forwarded to Treasurer
  - xi. 24/7 to 31<sup>st</sup> various emails in and out with list of volunteers , demonstrators etc for Craft Alive fair.
  - xii. 24/7 email from Ian Ludford re proposed Microsoft 365 subscription
  - xiii. 25/7 email from Gosnells with new committee. Noted
  - xiv. 26/7 email from president re trophies, recycling and new. See competitions
  - xv. 27/7 cc of various emails from Treasurer, Brian and groups re end of year figures.
  - xvi. 27/7 email from Northern Suburbs with AGM results. Noted
  - xvii. 29/7 cc of emails about need for new membership monies from IBC and process to be put in place to manage new members. Noted
  - xviii. 29/7 email from Zoom re changes to uses of AI in making meeting summaries. To come into effect on 28/8. Noted
  - xix.
  - xx. 29/7 email from Timbecon concerning organisation of TTT event on 7<sup>th</sup> September. Responded that we will support with demonstration.
  - xxi. 31/7 email with Newsletter 235 from editor. Distributed to members by Mailjet
  - xxii. 1/8 email from Start Digital re annual licence fee for webmail domain. Not held by IBC. Invoice authorised for payment.
  - xxiii. 2/8 email of flyers from Timbecon re TTT event. Noted for distribution after WeWs.
  - xxiv. 3/8 cc of email from Busselton Secretary with invoice for banners/posters \$1,221. Noted
  - xxv. 5/8 email from Insurance Brokers with 2024-25 insurance renewal forms. Forms completed and submitted by return email. One query. Resolved. Awaiting invoice.
  - xxvi. 5/8 cc of email from Treasurer to al coM with July Financials. Noted
  - xxvii. 6/8 email from Swan Member about membership fees, responded with details of when due.
  - xxviii. 6/8 email from from Craft Section of Royal show re demonstration at Royal show. See Appendix.
  - xxix. 7/8 email from Mundaring convener with opening time changes to be made on web. Done.
  - xxx. 7/8 email from Busselton Secretary about demo. Noted.
  - xxxi. 7/8 cc of email sent to Minister of Environment re Processing licence lack of response. See Appendix. Previous letter attached.



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- xxxii. 8/8 email from Noel Moyes family with webmail links for streaming of funeral service. Sent to members by Mailjet.
- xxxiii. 9/8 PO box mail with one trailer rego form, scanned and sent to treasure for action.
- xxxiv. 10/8 email from Bunbury re governance issue about who can act as secretary. Provided information.
- xxxv. 11/8 email from Wandi convener with visit in formation. Noted
- xxxvi. 11/8 email from Ross Crawford with agenda items and public demonstration. Noted.
- xxxvii. 11/8 mat Lanagan emailed update Bunbury WeWs agenda. Circulated to WAWA members by Mailjet.
- xxxviii. 11/8 email from Swan Secretary with AGM results Noted.
- xxxix. 11/8 email from Ian Ludford with agenda items, noted
- xl. 12/8 PO Box mail with three trailer rego renewal form, copied and sent to treasurer for action
- xli. 12/8 email from Avon Convener with Markets and demos. Noted

b. **Out** (for noting, unless listed elsewhere)..

- xlii. 20/7 emailed treasure with group asset reports for WAWA held equipment.
- xliii. .21/7 to 31/y various instructions, guidance materials etc for Craft Alive Fair.
- xliv. 6/7 to 9/7 emails to WAWA vendor advising of sale details and requesting payment details. Payments in progress.
- xliv. 24/7 webmail, Mailjet to members with Nomination forms and Call for AGM. Notices placed on website.
- xlvi. 5/8 email to competition coordinator concerning popular vote checks. Resolved and vote results declared.
- xlvi. 11/8 emailed returning officer with request for update on CoM nominations.
- xlvi. 12/8 email reminder to retiring CoM member re nomination closure for AGM