



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 17th July 2024

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

Meeting Declared open 12:01 pm by President.

Roll Call: Barbara Jennings (President), George Murphy, (Vice President), David Milton, David Finch, Jim Parker, Lex McLachlan, Bruce Jackson, Ian Ludford (Zoom), David Doye (Zoom) Brian McLoughlin (Zoom part of meeting)

Apologies, Matt Lanagan, Ross Crawford

Observers: Nil

1. Safety matters

a. Nil.

2. Previous meeting Minutes

Motion "That Meeting Minutes for 12th June 2024 as a true and correct record of meeting".

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

3. Business Arising from previous Minutes.

a. Merit Award printed and handed over.

4. Correspondence (as appended).

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

5. Financial Report:

a. Accounts

- **Motion** "That June 2024 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Ian Ludford, **Seconded** David Finch Passed Unanimously

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

- Purchase of table coverings and associated items \$433.09 and \$58.90
- Authorise monthly \$88 payment for IBC for hosting Website etc. via secretary debit card.
- Craft alive display benches \$700 and banners and posters \$660

• **Other Finance Items.**

- Proposal from Jim Parker for Northern Suburbs WeWs and use of Neil Turner increase of allowance for Demonstrators from \$300 to \$650 was discussed at length. **Motion** **Moved** Jim Parker **Seconded** George Murphy "That guest demonstrators (National or International) costs in excess of WeWs total Demonstrators fees provided by WAWA (currently \$300) be split 50?50 with the host group with up to two such events per financial year with the provision that additional



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events of a similar nature can be considered by CoM as a discretionary expenditure. Passed by Majority.

Note Brian McLoughlin left meeting (zoom) at 12:35pm at this point.

6. Procedural Matters for noting.

- Group Public Displays for noting.
 - Nil.

7. Registrar

- a. Annual report prepared for treasurer and audit.

8. Subcommittee reports

a. Governance

- i. AGM notice and nomination form approved for issue.
- ii. It was noted that a minor breakdown of protocols relating to making email addresses viewable occurred by was accidental.

b. Training

- 1. Nil.

c. Competition

- 1. Submissions from groups received. We have 12 items, 6 of which are lidded boxes or bowls. Will be going to second preferences. Draft schedule ready for August meeting of CoM

d. Publicity and Communications

i. Webmaster

- a. We have been approved as a Not For Profit Organisation by Microsoft and need to decide what level of support from them we need.

ii. Membership Management System (MMS)

- Roll out has commenced as of 1pm on Monday 15th July of MMS. As expected some issues have arisen and are being addressed.
- Presentation at Gosnells WeWs was successful. Issue of date of Birth compulsory field raised. To be considered an alternative, making this elective. Privacy issues have been raised and group executive access to be resolved in August.
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iii. Newsletter Editor

- 1. Copy required for Newsletter 235 by 21st July.

iv. Public Events

- 1. Craft Alive Fair 1st to 4th August, update.
 - a. All on track with organisation of layouts, facilities
 - b. Yet to finalises demonstrations and manning roster, Sales yet to be finalised.
 - c. Judging to be done on the 31st July from 12 noon.
 - d. Entries can be submitted up to commencement of judging, George already has some entries. Members encouraged to present items as soon as possible.
 - e. Note to be sent out to members by Mailjet.
- 2. Timbecon re annual TTT event on 7th September. Responded we are interested. Embellisher to be approached to see if they wil do this event.
- 3. Royal show opening day clashes with WAWA AGM. There is waning interest by Groups to support this event. Some recent competition from "Show Ground Men's Shed. We need to review what the benefit is for WAWA. Lex to check with groups and advise if we should be attending this year and report back next CoM meeting.



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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 but President has had phone contact made by DBC officer apologising for not contacting and indicating a review of the situation we raised about processing licences which will be undertaken over next 6 months which means that it will be within election cycle.

Action: The President is authorised to disclose the situation to the opposition political party and is allowed to provide our documentation on the matter and recommendation for resolution to ensure whatever outcome of election are that action is more likely.

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

- a. CoM members expressed some concern at the poor attendance at the Gosnells WeWs and the lack of Gosnells members participating or attending. WAWA executive to follow up on seeing if they need help.
- b. ATO Not For Profit reporting process is required annual. Some paperwork relating to the ABN and registering is needed in MyGov. Follow up by President, treasurer and Secretary.

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

Meeting Closed 1:49 pm

Appendix

Correspondence Log

- a. **In:** (for noting, unless listed elsewhere).
- i. 12/6 phone call from Gosnells Convener informing that they have no demonstrators for their WeWs. Organised 3 demonstrations and 1 other activity (MMS) Roll out) at short notice despite providing a list of at least 6 possible candidates in their group who could do this activity.
- ii. 17/6 Advice from Timbecon re annual TTT event on 7th September. Responded we are interested. Awaiting further information.
- iii. 18/6 webmail request for Ashes urns, passed on to segmenters.
- iv. Series of emails over three weeks re NFP Microsoft office 365, finally approved that we are eligible.
- v. 19/6 webmail for a potential new member in Spearwood. Responded Wandi best group.
- vi. 21/6 malicious email detected ghosting a member (apple card scam), reported to member by phone, was able to stop hack.
- vii. 24/6 email advice from Mary Beyers re her resignation as Swan Secretary, Bill Head taking over. Also advice that City of Swan about to install their TV on hall walls and install storage container.
- viii. 1/7 notice from DMIRS re annual returns required by 30th December for Incorporated Associations.
- ix. 2/7 email from Brian McLoughlin with June accounts



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- x. 4/7 email from Peter Compton, Ivor Bridges has transferred to Mundaring Group.
- xi. 9/7 email from Northern Suburbs with their new committee. Noted
- xii. 11/7 email from Lex re royal Show.
- xiii. 14/ email from Jim Parker re Neil Turner proposal for WeWs demo. See appendix and financial.
- xiv. 15/7 email contact re-established with Craft Alive. All OK.
- xv. About 10 enquires to date on New MMS system issues.
- xvi. 16/7 email from President with quote for banners and posters \$660
- xvii.

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

- xviii. 16/6 ordered 25 table clothes from Wedding Superstore.
- xix. 18/6 Newsletter 234 published
- xx. 11/7 emailed Norm Hoskins re availability as Returning officer. Replied affirmative.
- xxi. 11/7 emailed treasurers of groups with outstanding returns reminding them of their requirements.!

June Balance sheet.

Balance Sheet (Multicolumn) 01/06/2024 to 30/06/2024

Date 30/06/2024 01/06/2024

Asset

C \$0.00 \$0.00

Current Assets \$299,986.27 \$300,593.32

Cash at BankWest \$0.00 \$0.00

Cash at CBA Transaction Account \$46,825.74 \$48,918.93

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

Cash at Debit Card Account CBA \$2,380.60 \$838.32

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

Loan to Gosnells Group \$0.00 \$500.00

Petty Cash & Floats \$75.00 \$0.00

Book Library Float \$0.00 \$0.00

DVD Library Float \$0.00 \$0.00

Petty Cash \$75.00 \$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 \$120,578.50 \$120,209.64

Bankwest Term Deposit 1 \$0.00 \$0.00

Bankwest Term Deposit 2 \$0.00 \$0.00

CBA Term Deposit 1 \$52,513.14 \$52,352.50

CBA Term Deposit 2 \$68,065.36 \$67,857.14

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 \$557,966.42 \$558,573.47

Liability

Current Liabilities \$20.00 \$0.00

Sundry Creditors \$0.00 \$0.00

Suspense \$20.00 \$0.00

Non Current Liabilities \$0.00 \$0.00

Total For Liability	\$20.00	\$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	\$35,483.66	\$36,110.71
Total For Equity	\$557,946.42	\$558,573.47
Total For Liability and Equity	\$557,966.42	\$558,573.47