



**COMMITTEE OF MANAGEMENT**

**MEETING MINUTES**

**Date: 11<sup>th</sup> December 2024**

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

**Meeting Declared open 12:00 pm by President.**

**Roll Call** George Murphy (President), Barbara Jennings (Zoom), David Milton, David Finch (Zoom), Ian Ludford (Zoom), Jim Parker (Zoom), Matt Lanagan (Zoom), Ross Crawford, Brian McLoughlin, Alan Kelly.

**Apologies,** Robin Campbell.

**Observers:** Nil

**1. Safety matters**

- Nil.

**2. Previous meeting Minutes**

**Motion** "That Meeting Minutes for 13<sup>th</sup> November 2024 as a true and correct record of meeting".

**Moved** Alan Kelly **Seconded** Ross Crawford **Passed Unanimously.**

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

- Signed by President and Secretary)

**4. Correspondence (as appended).**

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  - **Motion** "That correspondence be accepted" **Moved** Ross Crawford, **Seconded** Alan Kelly **Passed Unanimously.**

**5. Financial Report:**

- **Accounts**

- **Motion** "That November 2024 Treasurer's Report be accepted"(Appended)" **Moved** Brian McLoughlin, **Seconded** Ross Crawford. **Passed Unanimously.**

- **Notes to Report**

- Clarification required on Busselton WeWs Hall hire and possible Council contribution (Barabra to clarify).

- **Other Finance**

- Capitalization return to groups is to be finalised based on budget.
- Budget to be prepared for current year.

**6. Procedural Matters for noting.**

- Group Public Displays for noting.
  - .Bunbury will be hosting a Woodturning workshop as part of the Stirling St Arts Centre Summer School, 10th & 11th Jan 2025.

**7. Registrar**

- Honorary membership were approved for:
  - i. Manjimup for Holly Lamey #3384, due to ongoing health issues.
  - ii. WAWA Secretary that Hans Zeike be made Honorary member due to health issues



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- iii. Busselton for Alan Wilkins member #891 as one of the founding members of the Busselton group and a long-time contributor we would like to keep him in the group
- iv. Bunbury for Associate: Chrissy Byrne #3265, approved but there will be a badge number change to #33265A
- v. Mandurah for Len Starkie #2344
- 25 and 30 year name badges to be printed, poll date Calendar year 2025. Must include Honorary and Life members.

### 8. Subcommittee reports

- **Governance.**
  - i. Nil.
- **Training**
  - Nil.
- **Competition**
  - 2025 program out and need to fill judging spots. To be circulated
- **Publicity and Communications**
  - i. **Webmaster**
    - **Membership Management System (MMS)**
      - A check on deceased members will be needed to be carried out by groups.
      - System can now be used to update groups current members by group executives
      - There needs to be interface with Registrar with new members notification so Registrar can mail out starts packs etc.
      - WeWs pre-registration will implemented at Melville WeWs.
    - **Message centre**
      - Test have been carried out but still problems. CoM members to give feedback on what is happening to Ian.
    - Admin rights for access to all WAWA members info to Web master (Ian Ludford), Registrar (David Finch), treasurer (Brian Mccloughlin) and Secretary (David Milton). All CoM members will only be able to view no access rights.
    - Request from Ross Crawford that group executive can add member (online) when member has no computer access. Paper forms wil stil be ok in interim.
    - Mobile phone access is not possible at moment (nor in immediate future) need to have tablet or small computer and web access to get to Waable (hot spot). What is minuium computer size, Ian Ludford, Ross Crawford and Barbara Jennings to investigate and advise CoM.
    - Our web-based Life Member, Merit Awards and Honour Boards are being reviewed and updated thanks to Mary Byers
  - ii. **Newsletter Editor**
    - Newsletter 238 deadline 18<sup>th</sup> January.
  - iii. **Public Events**
    - Nil
- **Safety.**
  - i. Nil.
- **Grants**



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- i. Lottery West Grant Request ID: R-202403-86724. Indicated we should allow four to five months for this request to be processed.

- **Facilities and equipment**

- i. Nil.

- **DBC Act & Regulation Negotiations /Forrest Management Plan**

President to draft a letter to minister based on information provided by Ian Keally. To be circulated to CoM prior to issue.

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

- Northern Group would like logs if available from Road clearing.
- Groups to consider 40<sup>th</sup> celebration events, notice in the Newsletter.
- 25 and 30 year awards to be made at beginning of year. Registrar to prepare.
- Other 40 year events to consider:
  - i. Banners proclaiming 40<sup>th</sup> year, can be better brochure, AO size or pull up type
  - ii. Royal show attendance to include Heritage area demonstrations
  - iii. Party at AGM to celebrate
  - iv. We need to prepare a budget in the order of \$5,000
  - v. Member handout like a travel mug with logo
  - vi. Publicity with press, television (see Melville contact with Channel 9)
  - vii. A major event say exhibition as a stand-alone event or in Conjunction with Royal show, Craft Alive Fair.
  - viii. Groups to be encouraged to do their own thing.
- Possibility of Eli Evisera demonstrating in late March early April to be investigated (in conjunction with Turnfest)
- It was agreed WAWA tablecloths can be used by groups provided they are returned in clean and undamaged condition.

**Date of next meeting: Wednesday 11<sup>th</sup> February 2025 12:00 pm in Carvers Room Wandi. Zoom facilities available.**

**Meeting Closed 2:04 pm**

George Murphy (President)

David Milton (Secretary)



## Appendix

### November Treasurer Report.



# Woodturners Association of Western Australia Inc

## November 2024 Treasurers Report

4 December 2024

### Assets and Liabilities on 30th November

#### Current Assets

CommBiz Bank Main Operating Account Acct	\$ 59,828.92
CommBiz Bank Debit Card Account Acct	\$ 1,464.18
CommBiz Bank Term Deposit #1	\$ 53,135.49
CommBiz Bank Term Deposit #2	\$ 68,909.66
Cash on hand {Carry over Prize and demo fee}	\$ 85.00
Total Cash available	<u>\$183,423.25</u>

#### Other assets

Prepaid insurance	\$ 1,313.00
Store Vouchers (Timbecon)	\$ 0.00

#### Liabilities

Suspense {Unpaid sales from Craft Alive, J Meldrum Subscription duplicate}	\$ 214.30
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### Financial Performance

	<u>November</u>	<u>Year to Date</u>
Income	\$ 8,761.27	\$38,194.49
Expenditure	<u>\$ 4,078.49</u>	<u>\$24,832.49</u>
Surplus/(Deficit)	<u>\$ 4,682.78</u>	<u>\$13,362.00</u>

**The surplus for the month** was driven by membership fees of \$7,560 including renewals and new memberships. The weekend workshop provided a small surplus due mainly to the support of City of Busselton providing Hall Hire. Workshop income was boosted by the input of \$300.00 to support the payment for Robbie Graham's demonstrations.

The main expense activity was the distribution of \$2,999.99 to the groups (distribution list below – the 1cent difference was the sum of rounding approximations). WeW's expenses and web service fees formed the bulk of remaining expenditure.

Term deposits were renewed for 6 month and 9 month periods and address for service of statements and notices was updated.

The Busselton WeWs breakdown is as follows:-

	Income	Expense
• Door Take	\$700.00	
• Catering		\$ 40.10
• Hall Hire *		\$ 0.00
• Prizes and judges (Beginner 3 <sup>rd</sup> not paid)		\$ 330.00
• Demonstrators x 3		\$ 225.00
	<u>\$700.00</u>	<u>\$ 595.10</u>

## 2024 Annual Distribution to Groups

For distribution	\$ 3,000.00		Per minute CoM 13 November	
	Judging Points	Comp Points	Combined Points	Amount Distributed
Avon	0	4	4	\$ 27.91
Bunbury	1	14	15	\$ 104.65
Busselton	3	45	48	\$ 334.88
Collie	1	21	22	\$ 153.49
Gosnells	0	25	25	\$ 174.42
Northern Suburbs	0	65	65	\$ 453.49
Mandurah	2	58	60	\$ 418.60
Manjimup	3	0	3	\$ 20.93
Melville	7	85	92	\$ 641.86
Mundaring	2	0	2	\$ 13.95
Swan	1	47	48	\$ 334.88
Wandi	6	40	46	\$ 320.93
TOTALS	26	404	430	\$ 3,000.00

Based on previous years, no large expenditures are expected through to February. LotteryWest grants may be received and distributed during the period.



Brian McLoughlin

Treasurer





## Correspondence

- a. In: (for noting, unless listed elsewhere)..
- 13/11 email from Lotteries West re additional information and forms to be executed by President and Secretary. Provided on 17/11
  - 17/11 email from George Murphy confirming he has \$100 of Timbecon vouchers in his possession.
  - 17/11 webmail from member of public with respect to lathe and tools for sale. Advertised on Mailjet to WAWA members.
  - 18/11 email from Alan Kelly about problem of keybox lock on trailer shed. Alan asked to resolve, which he has done (key jammed internal mechanism).
  - 18/11 email from Mandurah Converter with Len Starkie's Honorary membership requested. Noted.
  - 19/11 Email note from Ian Keally about Processing wood licence status and recommendation. See appendix.
  - 22/11 webmail from Main Roads concerning stockpile of salvaged timber of plus 500mm diameter and 1m long, Are we interested. Awaiting response. (*May be issues with Shot Hole borer quarantine, but Northern Suburbs interested*)
  - 23/11 email from Manjimup Secretary re application for Honorary membership for Holly Lamey #3384, due to ongoing health issues. See Registrar
  - 25/11 webmail from member of public re contacting a person, passed on to third party and contact was established at arm's length without actual details disclosed.
  - 26/11 Craft Alive dates for Perth fixed and information forwarded to Public Events Sub committee
  - 26/11 webmail from member of public for finial turning (architectural) directed to nearest group, Northern Suburbs)
  - 28/11 email request from Swan secretary re advertising Group Jet lathe for sale. Advised group executives. Transferred to Collie group. (two other groups interested)
  - 29/11 webmail inquiry about training, directed to Swan Group but advise Mundaring closer to work so will contact them.
  - 29/11 webmail inquiry about training form member public in Innaloo, directed to Northern suburbs.
  - 29/11 email from Mandurah Convener seeking clarification on Figurine item. Forwarded to competition co-ordinators See Competition.
  - 29/11 email from Avon convener about status of lottery west application. Provided update.
  - 1/12 email from Treasure with information on Melville members fees being paid by third party and refund to member. Letter acknowledging receipt provided. Awaiting payments to be affected.
  - 2/12 email from Northern suburb member complaining about Newsletter write up on Norther Suburbs WeWs and submission re group activities. Provided explanation both written and verbal and unlikely to be resolved. No further action.
  - 3/12 email from Hans Zieke re health and request to become honorary member. See Registrar Noted.
  - 3/12 email from Bunbury Convener re Bunbury will be hosting a Woodturning workshop as part of the Stirling St Arts Centre Summer School, 10th & 11th Jan 2025. Noted
  - 3/12 webmail requesting training for a 13 yo boy in Kalamunda area. Advise of 14 yo policy but directed them to Ted Stewart-Wynne.
  - 4/12 email from Mary Byers re the updating Merit, Life and other awards on Webpage. Ongoing information exchange. Request for histories to be gathered by Group Executives for 40<sup>th</sup> year activities.



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- 5/12 email from Busselton secretary requesting Honorary member status for Alan Wilkins member #891. See Registrar
  - 5/12 email from Treasure with November report. Circulated to CoM members.
  - 6/12 email from Collie member requesting Newsletter. Provided email copy.
  - 7/12 webmail from member public in Baldivis re training. Directed to Wandi
  - 7/12 webmail from member public in Cottesloe re training. Directed to Northern Suburbs
  - 7/12 cc of email from webmaster re payment receipt confusion. Resolved
  - 10/12 agenda items from Webmaster. Noted
  - 10/12 email from Mundaring Shire advising they are issuing new lease documents for signature. Noted
  - During the period there have been numerous requests by members for assistance with registering with MMS and paying fees. Passed onto webmaster for resolution.
- /
    - **Out** (for noting, unless listed elsewhere)..
      - 22/11 letter to Commonwealth bank authorising reinvestment of two tranches of funds into term deposit accounts signed by David Milton and Barbara Jennings.(requested by Treasurer)
      - 6/12 email to registrar chasing up Merit award documents. Ongoing.
      - 8/12 email to Barbara Jennings with RAHS brochure on Craft Competitions (2024). For information