



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 11th June 2025

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

Meeting Declared open 12:00 pm by President George Murphy.

Call Roll George Murphy (President), Ross Crawford, Barbara Jennings (Zoom), David Milton, David Finch, Jim Parker, Brian McLoughlin (Zoom). Matt Lanagan (Zoom), David Doye (Zoom), Ian Ludford (Zoom from 12:30)

Apologies, Alan Kelly

Observers: Carol Burchett Northern Suburbs Convener

1. **Safety matters**

- Nil.

2. **Previous meeting Minutes**

Motion "That Meeting Minutes for 14th May 2025 is a true and correct record of the meeting".

Moved Jim Parker, **Seconded** Ross Crawford **Passed Unanimously**.

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

- Bob Webb article yet to be done.
- Sponsorships for Timbecon and Carols
- Mandurah Lotterywest payment seems to be incorrect. Treasurer will rectify direct with Mandurah.

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

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

5. **Financial Report:**

- **Accounts**

- **Motion** "That may 2025 Treasurer's Report be accepted" (Appended)"

Moved Brian McLoughlin, **Seconded** George Murphy. **Passed Unanimously**.

- **Motion** "*The assets of each Group of the Association shall be depreciated using the reducing balance method of depreciation at the rate of 10% per annum. The depreciation expense is to be reported in the Association's annual Profit and Loss Statement (when data collection permits), and the Balance Sheet is to reflect the total cost of all assets and the accumulated depreciation. For the purpose of the 2024/25 accounts the Asset Cost as at 30 June 2024 is to be taken as the Replacement Value of \$721,326.57 as reported in the WAWA Group Assets Summary, and the Accumulated Depreciation as at 30 June 2024 is to be \$465,780.10 being the difference between the Replacement and Firesale values reported in that Summary.*" **Moved** Brian McLoughlin , **Seconded** Robin Campbell **Passed Unanimously**

- **Expenditure for approval**



- No items

- **Other Finance**

- From the treasurer's report the following matters:
 - Messages have been sent to all group treasurers preempting the changes that will come in the end of year reporting. Responses have been received from most groups indicating a positive acceptance. A series of new forms were issued to assist in this matter.
 - The CommBiz Smart Mini has arrived and we can use it for the Collie WeWs. If we collect the door cash on the day it will take the task of doing the banking sheet away from the groups. All entry fees will be taken by WAARBLE, Smart Mini or cash which can be collected at morning tea. The groups will only need to supply a simple refund of expenses for morning tea supplies and special unusual expense. Treasurer will be at Collie and help them through operating it. Links needed for other user will be provided for Secretary to send out to groups.
 - Carol Burchell (Northern Suburbs Convener) requested information on what are low value assets eg items costing less than \$100. Matter yet to be resolved as is the best way to depreciate assets.
 - Depreciation matters were discussed but will not be resolved this financial year. Treasure and Auditor working on these matters. Will need changes to Handbook.
 - STEP course accounting needs to be formalised. Treasurer to provide procedures with assistance of Jim Parker.

6. Procedural Matters for noting.

- Group Public Displays for noting.
 - Swan Group at Gidgegannup Small Farm Field Day on Sunday 25th May, demo, Display and sales

7. Registrar

- "Application from Swan Group to make Jim McDonnell (# 1226) an Honorary member." Moved David Finch, Seconded Ross Crawford. **Approved**
- Melville has a new member who was born 1932 who has enrolled to learn to turn.

Ian Ludford joined meeting via Zoom (12:30pm)

8. Subcommittee reports

- **Governance.**
- Disbanding of the Gosnells group. 30 Days elapse Sunday 15th June After this date we can move the motion. Suggest that this motion is delayed until the July CoM meeting rather than have a special meeting or do it by email before then. We could commence the assets disposal notices towards the end of next week. This strategy was adopted by CoM.
 - Gosnell's asset disposal process needs to be formalized. The Subcommittee of George Murphy, David Milton, Brian McLoughlin and Jim Parker requested to formulate a procedure by 21st June.
- **Training**
 - No course ready, planning next round of STEP courses.
 - Treasurer to produce a procedure for course accounting, invoicing and payments authorisations.
- **Competition**
 - An agenda for the July WeWs was published in latest Newsletter and has received positive feedback. Some minor tweaking required. Brian McLoughlin complimented the SC effort in organising this event.



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- Judges training, there are 2 expressions of interest, need to send out note to members offering another course and canvassing expressions of interest.
- 2026 items only received from 5 of the 9 groups, Follow up on groups not responding. Note to be sent to SIG segmenters and embellisher inviting them to make a submission.
- **Publicity and Communications**
 - **Webmaster.**
 - **IT systems and Software**
 - We have had the following advice from Microsoft *"The Microsoft 365 Business Premium grant will be discontinued on your next renewal on or after July 1, 2025. Your licenses will expire on July 27, 2025. We will continue to provide up to 300 granted licenses of Microsoft 365 Business Basic and discounts of up to 75 percent on many Microsoft 365 offers to nonprofits, including Microsoft 365 Business Premium."* Ian Ludford will follow-up with Microsoft recommended service providers and or other potential providers (partnering) and advise on what steps we need to take. Essential we have MS ACCESS for competition and registrar data base.
 - **Membership Management System (MMS)**
 - Outstanding issue being addressed by IBC in liaison with Ian Ludford
 - **Message centre**
 - Nil.
 - **Newsletter Editor**
 - Newsletter 240 published.
 - Secretary to follow-up Carols and Timbecon advertising.
 - **Public Events**
 - Verbal report given by Robin Campbell, written report sent following this meeting, circulated to all CoM.
 - Craft Alive fair arrangement mainly completed, and method and procedures for demonstrations, exhibition and sales finalized. Commission to be charged is 15% (Craft Alive to get 10%, Smartcard fees 2.5%, plus consumables like bags and wrapping. Need 10 person per day to man display etc.). Information package to be sent out will be forwarded in next few days.
 - **Motion:** *"That the PESC request to expend up to \$1,000 on cash float, some consumables purchase (\$300) plus the recording services of a professional videographer for promotional video (\$600) is authorized"* Moved Ross Crawford, Seconded Jim Parker. **Passed Unanimously**
 - A mockup of the 40-year membership plaque was shown. It was agreed that we proceed with this but with a round design and incorporate the normal logo. We will have enough made for both this year and next year recipients (8?). Presentation at this years AGM meeting.
 - Royal show matters will be dealt with after Craft Alive is over.
- **Safety.**
 - Nil
- **Grants**
 - Lottery West Grant Request ID: R-202403-86724 paperwork being finalized and submission to LW in the next few days.



- **History**
 - Missing citation for Jim Cameron's Eneabba award to be resolved by secretary.
- **Facilities and equipment**
 - Nil.
- **DBC Act & Regulation Negotiations /Forrest Management Plan**

Letter to be signed and issue in the next few days.

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

- Ross Crawford reported that Pinjarra Festival event was very successful for Mandurah Group and requested CoM members to give feedback on events they attend and how to improve.
- A situation on what our insurance cover, in particular with relation to item 4. Recent advice from insurer has stated that "*volunteers will not be covered under your voluntary workers insurance policy for site works, concreting or building works*". Some clarification is being sought from the insurer.
- The AV trailer is not needed for Craft Alive fair.
- CoM members are reminded that phishing attack continue and to treat all email request for contact from other members with suspicion.

**Date of next meeting: Wednesday 9th July 2025 12:00 pm in Carvers Room Wandi.
Zoom facilities available.**

Meeting Closed 1:37 pm

George Murphy (President)

David Milton (Secretary)



Appendix

Correspondence

- In:
 - 14/5 email from Treasurer with the Gosnells equipment fire sale values at 2025 . Noted
 - 14/5 email query from Bunbury able asset transfer and whether cash is involved. Clarified situation, no cash just asset change location.
 - 16/5 Email of Craft alive paperwork from Robin Campbell, request of last year information, provided, with other information submitted.
 - 18/5 email query from Treasurer re Lottery west portal, access. Details provided.
 - 20/5 email from Collie Secretary about grant successful for dust extraction system (\$3,880 from Synergy) Note collie Sec provided this info also *"Also fyi our local community radio has done a community add for our work shop they play it about 15 times a day letting the community they can come and watch. Also our local paper is coming to do a story on the day (WeWs?)"*
 - 20/5 email from Lotterywest re grant conditions and publicity. Forwarded to all groups receiving grants. Applied for stickers to go on equipment which have been received.
 - 21/5 cc of email to organiser of July WeWs with draft program. Provided feedback.
 - 22/5 email from Swan Secretary about demo at Gidgegannup Small Farm Field Day on Sunday 25th May, demo, Display and sales.
 - 23/5 Manjimup Group requested one of Busselton's Jet mini lathe.
 - 23/5 webmail from member of public in Seville Grove looking to learn more about woodturning. Directed to Wandi group
 - 23/5 emails forwarded by President re Microsoft discontinuation of licence grant for their products. See Webmaster section.
 - 24/5 email from Ian Moss re death of Nick Agar. Advised all WAWA members by Mailjet
 - 24/5 email from treasurer with draft of note to all treasures and request for all group contacts. Provided.
 - 24/5 email from Treasure with Smart Mini application documentation. Noted
 - 26/5 email from attendee of STEP Bowl course run by Ian Moss and Denis Tapley expressing it had revitalised his woodturning enthusiasm and thanking them. Thanked him for his comments.
 - 26/5 email from Mandurah with their lotterywest acquittal information. Noted
 - 26/5 email from Colin Truscett with information on his demonstration for Colie WeWs. Forwarded to Editor, Collie.
 - 26/5 email from Northern Suburbs re their lotterywest acquittal information. Noted
 - 26/5 cc of email to PESC meeting agenda and notes. Noted
 - 26/5 email from member commenting on how good the 40th Logo looks.
 - 28/5 email alert from CoM bank re credit card transaction related to Mailjet. Checked out all OK. Noted
 - 28/5 email re July WeWs program, commented on my non availability. Noted



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- 28/5 email from treasurer re setting up of new term deposit and authorisations. Took several days to resolve. See treasurer note re reinvestment.
- 26/5 email from Jim Cameron acknowledging thanks for Eneabba Accolade posting on Webpage.
- 27/5 email from Busselton Secretary re The Busselton Woodturners no longer have a PO box. Our postal address is now at the clubrooms, 76 Peel Tce, Busselton, WA, 6280. Noted.
- 29/5 cc of email of a paper copy of new member application from Avon. Noted
- 29/5 cc of email from treasurer to group treasurers re EOY process and required changes (plus explanation). Noted
- 29/5 email from Manjimup shire with executed lease documents. Filed
- 29/5 webmail from member of Manjimup group concerning STEP courses and training. Provided information.
- 29/5 webmail from member of public in Mindarie concerning training , directed to Northern Suburbs group
- 30/5 email from Mary Byers re Deanne Clarke still getting emails. Removed all email contacts in al data sets for Joe. Apologised for this.
- 2/6 email from Lotterywest advising of need for Grant Final Acquittal Report our grant is due in 28 days. Noted in hand
- 2/6 email from Newsletter editor with final copy of Newsletter. Published.
- 2/6 email from Barbara Jennings re apology for June meeting. Noted.
- 3/6 email from Wandi concerning 40th Logo digital files and colours. Files provided, awaiting advice on colours.
- 3/6 email from Swan Secretary re conferring Honorary Membership to Jim McDonnell (# 1226). Note attached in appendix.
- 3/6 email from Mary Byers saying "the July WEWS looks interesting Hallelujah something different. Excellent work by all, looking forward to it. Forwarded to Competition SC
- 3/6 webmail from member of public in East Perth re beginners' course, training. Referred to Melville Group.
- 3/6 email from lotterywest confirming dispatch of equipment stickers. Received 9/6
- 3/6 email from Swan secretary with their competition suggestions for 2026.
- 5/6 email from Mandurah convener with agenda items, feed back on Pinjarra Festival and insurance query. Awaiting underwriter response.
- 6/6 email from Wandi secretary requesting member information for honour board. Provided.
- 6/6 email from treasurer with monthly reports and documents. Noted
- 8/6 email from Ian Ludford with agenda items. See webmaster
- 9/6 email from ZOOM with monthly statement. Forwarded to Treasurer.
- 9/6 email from Insurer (Centwest) informing that they are waiting on insurer for response to Mandurah query.
- 9/6 PO Box mail for latest issue 409 of Woodturning Magazine
- 9/6 email from Northern Suburbs with statement of Purchase of lathe with Lottery West Grant monies. Noted
- 10/6 email from Insurer responding to query from Mandurah. Reply is in general business.



- 10/6 email query from Northern suburbs re tagging of equipment. Provided information on WAWA tagging guidelines.
- 10/6 email from Busselton Convener informing us that Manjimup have picked up one Jet Mini lathe and that other one is being sold to a Busselton member.
- **Out** (for noting, unless listed elsewhere).
 - 15/5 emailed all Gosnells members and committee with letter of intent giving 30 days' notice of CoM intention to disband. Group. See Appendix. No responses at of 9/6
 - 15/5 executed lease agreement emailed, and fair copy posted to Manjimup shire. Added Full names to document signature page
 - 16/8 emailed all groups executive re availability of two Jet mini lathes from Busselton. One lathe to be taken by Manjimup.
 - 19/5 emailed all group executives with 40th logo image for their use
 - 2/6 emailed al group executives except Gosnells with the asset list for disposal when they are disbanded. Only for information, not for action.
 - 10/6 emailed all recipients of Lotterywest grants that the grant payments disbursed on 10/6 to group.

May 2025 Treasurer Report and Documents

Woodturners Association of Western Australia Inc

May 2025 Treasurers Report

6 June 2025

Assets and Liabilities on 31st May

Current Assets

| | |
|--|---------------------|
| CommBiz Bank Main Operating Account Acct | \$ 63,280.67 |
| CommBiz Bank Debit Card Account Acct | \$ 1,044.76 |
| CommBiz Bank Term Deposit #1 | \$ 54,149.85 |
| CommBiz Bank Term Deposit #2 | \$ 68,909.66 |
| Cash on hand | \$ 75.00 |
| <u>Total Cash available</u> | <u>\$187,459.94</u> |

Other assets

| | |
|-------------------|-------------|
| Prepaid insurance | \$ 1,313.01 |
|-------------------|-------------|

Financial Performance

| | <u>May</u> | <u>Year to Date</u> |
|-------------------|--------------------|---------------------|
| Income | \$ 2,535.32 | \$62,872.37 |
| Expenditure | <u>\$ 1,992.05</u> | <u>\$45,424.06</u> |
| Surplus/(Deficit) | <u>\$ 543.27</u> | <u>\$17,448.31</u> |

Income was primarily from TDep interest (\$985), WeWs door (\$860), STEP (\$300) and \$420 in new registrations. Main expenses were \$1,047 for WeWs costs and \$400 for STEP trainers fees.

The term deposit #1 was renewed for a period of 9 months.

The updated budget and projection has been reworked, updated and is attached. We are projecting a small profit margin for the year of 3%.

Messages have been sent to all group treasurers preempting the changes that will come in the end of year reporting. Responses have been received from most groups indicating a positive acceptance.

The CommBiz Smart Mini has arrived and we can use it for the Collie WeWs. If we collect the door cash on the day it will take the task of doing the banking sheet away from the groups. All entry fees will be taken by WAARBLE, Smart Mini or cash which can be collected at morning tea. The groups will only need to supply a simple refund of expenses for morning tea supplies and special unusual expense.

A verbal update on the End of Year financials will be provided at the meeting and the following minute (proposed by the Auditor) will be moved for approval:-

“The assets of each Group of the Association shall be depreciated using the reducing balance method of depreciation at the rate of 10% per annum. The depreciation expense is to be reported in the Association’s annual Profit and Loss Statement (when data collection permits), and the Balance Sheet is to reflect the total cost of all assets and the accumulated depreciation. For the purpose of the 2024/25 accounts the Asset Cost as at 30 June 2024 is to be taken as the Replacement Value of \$721,326.57 as reported in the WAWA Group Assets Summary, and the Accumulated Depreciation as at 30 June 2024 is to be \$465,780.10 being the difference between the Replacement and Firesale values reported in that Summary.”

Brian McLoughlin

Treasurer

Budget Position and Projection for Financial year 2024/25 P1

| | YTD Budget | YTD Actual | March | April | May | June | Full Year Projected |
|------------------------|---------------------|---------------------|-------------|-------------|-------------|--------------------|---------------------|
| INCOME | | | | | | | |
| GnuCash Account | | | | | | | |
| Advertising | \$ 1,575.00 | \$ 300.00 | | | | | \$ 300.00 |
| Badge Sales | \$ 40.00 | \$ 55.00 | | | | | \$ 55.00 |
| Donations | \$ - | \$ 90.00 | | | | | \$ 90.00 |
| Beyond Tools | \$ - | \$ - | | | | | \$ - |
| Grants | \$ 829.00 | \$ 14,902.00 | | | | | \$ 14,902.00 |
| Interest Received | \$ 985.00 | \$ 2,481.01 | | | | | \$ 2,481.01 |
| Master Classes | \$ 3,120.00 | \$ - | | | | \$ - | \$ - |
| Member Registration | \$ 41,740.00 | \$ 37,460.00 | | | | \$ 915.00 | \$ 38,555.00 |
| Trailer Reimbursement | \$ 285.85 | \$ 229.65 | | | | | \$ 229.65 |
| Training Reimbursement | \$ 1,000.00 | \$ 200.00 | | | | \$ 500.00 | \$ 700.00 |
| Royal Show | \$ - | \$ 56.80 | | | | | \$ 56.80 |
| Weekend Workshop | \$ 6,850.00 | \$ 6,207.91 | | | | \$ 750.00 | \$ 6,957.91 |
| Other | \$ - | \$ 890.00 | | | | | \$ 890.00 |
| Total Income | \$ 50,354.85 | \$ 62,872.37 | \$ - | \$ - | \$ - | \$ 2,165.00 | \$ 64,327.37 |

| Source of Funds | Amount | Percent |
|---------------------|--------------|---------|
| Member Registration | \$ 38,555.00 | 59.9% |
| Grants | \$ 14,902.00 | 23.2% |
| Weekend Workshop | \$ 6,957.91 | 10.8% |
| Interest Received | \$ 2,481.01 | 3.9% |
| Rest | \$ 1,431.45 | 2.2% |

| Distribution of Funds | Amount | Percent |
|--------------------------------------|--------------|---------|
| Equipment (incl grants to groups) | \$ 29,702.00 | 47.7% |
| Insurance | \$ 7,629.00 | 12.3% |
| Prizes | \$ 5,817.75 | 9.3% |
| WeWS Catering and Hall Hire | \$ 5,073.43 | 8.2% |
| Website Expenses (MailJet) & Hosting | \$ 2,599.09 | 4.2% |
| Trailer Expenses | \$ 2,646.09 | 4.3% |

Projected profit margin

3%

Budget Position and Projection for Financial year 2024/25 P2

| | YTD Budget | YTD Actual | March | April | May | June | Full Year Projected |
|--|---------------------|---------------------|-------------|-------------|-------------|----------------------|---------------------|
| EXPENDITURE | | | | | | | |
| GnuCash Account | | | | | | | |
| Advertising and Promotions & Bereavement Notices | \$ 985.22 | \$ 193.95 | | | | | \$ 193.95 |
| Annual Competition | \$ 7,000.00 | \$ - | | | | | \$ - |
| Audit Fees | \$ 400.00 | \$ 400.00 | | | | | \$ 400.00 |
| Badges | \$ - | \$ 763.02 | | | | | \$ 763.02 |
| Bank Fees | \$ 54.78 | \$ 35.37 | | | | \$ 3.50 | \$ 38.87 |
| Capitation distribution | \$ 11,500.00 | \$ 11,500.00 | | | | | \$ 11,500.00 |
| COM Meeting room hire | \$ 1,200.00 | \$ 1,200.00 | | | | | \$ 1,200.00 |
| Computer Expenses software costs (MMS) | \$ 4,947.25 | \$ 119.99 | | | | \$ 238.46 | \$ 358.45 |
| Equipment (incl grants to groups) | \$ 4,002.78 | \$ 3,300.00 | | | | \$ 14,902.00 | \$ 18,202.00 |
| Exhibitions fairs | \$ - | \$ 1,579.00 | | | | | \$ 1,579.00 |
| Insurance | \$ 7,751.00 | \$ 7,629.00 | | | | | \$ 7,629.00 |
| Master Class Expenses | \$ 2,358.21 | \$ 818.03 | | | | \$ - | \$ 818.03 |
| Postage & Post Office Box & phone | \$ 491.40 | \$ 466.20 | | | | | \$ 466.20 |
| Printing and Stationery | \$ 355.28 | \$ 53.59 | | | | \$ 100.00 | \$ 153.59 |
| Prizes | \$ 4,560.00 | \$ 5,577.75 | | | | \$ 240.00 | \$ 5,817.75 |
| Subscriptions | \$ 475.53 | \$ 270.93 | | | | \$ 23.00 | \$ 293.93 |
| Trailer Expenses | \$ 2,289.40 | \$ 2,546.09 | | | | \$ 100.00 | \$ 2,646.09 |
| Training | \$ 705.83 | \$ 850.00 | | | | \$ 350.00 | \$ 1,200.00 |
| Travelling Expenses | \$ 1,050.00 | \$ 126.00 | | | | \$ 105.00 | \$ 231.00 |
| Trophies | \$ 1,067.65 | \$ - | | | | | \$ - |
| Website Expenses (MailJet) & Hosting | \$ 647.91 | \$ 2,546.09 | | | | \$ 53.00 | \$ 2,599.09 |
| WeWS Catering and Hall Hire | \$ 4,084.47 | \$ 4,373.43 | | | | \$ 700.00 | \$ 5,073.43 |
| Other | \$ - | \$ 1,075.62 | | | | | |
| Total Expenditure | \$ 36,707.01 | \$ 45,424.06 | \$ - | \$ - | \$ - | \$ 16,814.96 | \$ 62,239.02 |
| | | | | | | | |
| Profit / Loss Position | \$ 16,057.84 | \$ 17,448.31 | \$ - | \$ - | \$ - | -\$ 14,649.96 | \$ 2,088.35 |