



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 11th September 2024

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

Meeting Declared open 12:10 pm by President. (Difficulties with Zoom links)

Roll Call: Barbara Jennings (President), George Murphy, (Vice President), David Milton, David Finch, Jim Parker, Bruce Jackson, Ian Ludford (Zoom 12:12), Matt Lanagan (Zoom), Ross Crawford Alan Kelly,

Apologies, Lex McLachlan, David Doye (trouble establishing zoom link), Brian McLoughlin (Zoom Unable to establish sound connection)

Absences

Observers: Nil

1. Safety matters

a. Nil.

2. Previous meeting Minutes

Motion "That Meeting Minutes for 14th August 2024 as a true and correct record of meeting".

Moved Alan Kelly, **Seconded** David Finch Passed Unanimously.

3. Business Arising from previous Minutes.

a. Nil.

4. Correspondence (as appended).

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

5. Financial Report:

a. Accounts

- **Motion** "That August 2024 Financial Reports: Transaction, Income and statements circulated by email be accepted" **Moved** Ian Ludford, **Seconded** George Murphy Passed Unanimously
- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Ian Ludford, **Seconded** Bruce Jackson Passed Unanimously **Items noted:**
 - Insurance premium Personal Accident/Voluntary Workers is \$3,600
 - Insurance premium Liability Insurance is \$4,029
 - Prize monies for Open competition and judges fees \$2,400
 - Approval for yearly entries dispersal as per budgeted amount (\$3,000?)

b. Other Finance

- ATO annual returns to be progressed after AGM
- Resolve how to deal with Craft Alive type events in accounts when EFT solely used on a commission basis. Recommended to be treated as same as WeWs arrangements. Wait on new treasurer appointment.



6. Procedural Matters for noting.

- Group Public Displays for noting.
 - on 7th and 8th September.
 - Beyond tools about Wood Working event 18th and 19th October. Swan members attending.
 - Bunbury group will be holding a demo (only, no sales) at Bunnings 29-August
 - The Busselton Woodturners will be attending:
 - Friday & Saturday 1st and 2nd November – Busselton Show
 - Saturday 14th December – Vasse Lions Christmas Fair.
 - Melville group at Cannington Show November 1st and 2nd November, Display, Demo, sales.

7. Registrar

- a. Now have 542 members on register.

8. Subcommittee reports

a. Governance

- i. Amendments of previously approved guideline changes in relation to Beginners were tabled. MOTION: That CoM accept the proposed changes, and the Guidelines are changed to reflect the change along with publication of the clause in the next Newsletter (No, 226)
- ii. AGM agenda items all OK.
 - 1. Resolved that Chris Ring to be proposed as auditor for 2024-25
 - 2. MOTION "That there will be no increase in fees or charges for the 2024-25 year." Moved Barbara Jennings Seconded George Murphy. Passed unanimously.

b. Training

- 1. Nil.

c. Competition

- i. Update on the status of 2024/25 competition calendar. As circulated on 10/9 It was agreed the new detailed descriptions are better. Reference to articles from magazines etc should be included.
- ii. Proposed promotions to be circulated to Groups before Wandi WeWs.
- iii. Trophies, recycled trophies gathered from Groups have provided enough for reuse, but perpetual trophies replica awards were purchased
 - 1. .

d. Publicity and Communications

i. Webmaster

- Office 365 products Business Premium has been implemented for key office holders. It is apparent there is a need to obtain IT systems advice so we setup most efficient system now we have platforms to do so. **Sub Committee** of Ian Ludford and Ross Crawford to advise on a external supplier of IT system service and prepare scope of works.

ii. Membership Management System (MMS)

- 1. Full birth date requirements will be scrapped and replaced by simply the year of birth as a single numeric value. This will apply to all membership grades e.g. Junior, adult, associate etc.
- 2. Process for members with no computer or email address will be written up (ie a guideline prepared) Group Secretaries to have responsibility of entering this for these members. The use of a common email address can be used (multiple members using one



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email address). This would allow them to login to webpage. Some clarification is needed.

3. The membership renewal process was tabled and discussed. In principle the summary and key points reflect what we need to do. Credit/Debit cards are to be used for payment NOT EFT direct to bank account. Payment status is color coded.
4. List of all new committee office holders for group needed. Secretary to provide to Ian Ludford, IBC (Shane) and David Finch. The permission levels will be Convener will see all members of group but no edit facility, both Secretary and Treasurer will have see and edit capacity. In addition, the Treasurer will be able to see financial matters for members.
5. Training session notes being put together by IBC on how to take fees.
6. CoM secretary Registrar to see and edit all, add a person.
7. Discount system for new joining members to be re-introduced based on pro-rata quarterly reduction in annual fees but not the one off joining fee.
8. If payment by EFT is made providing it is identifiable to a member it can be changed.

iii. **Newsletter Editor**

1. Contribution due on 22nd September (after AGM) President's report will be the Presidents Ponderings. Need update of new members. How will this happen with introduction of Waarble. Registrar will keep an update database.

iv. **Public Events**

1. Royal Show we have cancelled this years event in Heritage pavilion but they will be keen to get us back next year
2. Royal Show Craft Pavilion will house a demonstration plus static Display of woodturning by the Embellisher Group, arrangement finalised.

e. **Safety.**

- i. Nil.

f. **Grants**

- i. Lottery West Grant there is a paperwork issue that has to be resolved by Secretary.

g. **Facilities and equipment**

- i. Mandurah group queried a donation of equipment that is now surplus and needs to be disposed of. Advice is that if it has been registered as a WAWA asset then it must go through WAWA disposal process..

h. **DBC Act & Regulation Negotiations /Forrest Management Plan**

A letter has been received by the President of WAWA from the Ministers Chief of Staff on outlining that

- "to address the concerns, legislative amendments are required..."
- "...in the interim, DBCA does not require hobby woodworkers to apply for and hold a regulation 66 flora processing licence."
- "...intends to progress this further in the second half of 2024."

It was agreed the letter would be referred to in the Presidents report.

We need to keep a watching brief on this matter to ensure it is resolved by

legislation.

Note Ian Ludford left zoom at 1:25pm)

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



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- a. Lex McLachlan (in absence) and Bruce Jackson were thanked by the President for their contribution to CoM and WAWA over many years. The CoM unanimously endorsed this.
- b. Insurance certificates to be put up on web page in WAWA Documents.
- c. Information on "Shot Hole Borer" to be included in Newsletter. Matt to organise with links to relevant information sources and or reporting.

Date of next meeting: Wednesday 9th October 2024 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 1:43 pm

Appendix

August Balance sheet.

Balance Sheet (Multicolumn) 01/08/2024 to 31/08/2024

Date 01/08/2024 31/08/2024

Asset

C \$0.00 \$0.00

Current Assets **\$318,605.31** **\$308,385.75**

Cash at BankWest \$0.00 \$0.00

Cash at CBA Transaction Account \$45,553.48 \$35,101.43

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

Cash at Debit Card Account CBA \$2,020.55 \$1,881.91

Cash held by Groups \$148,244.77 \$148,244.77

Loan to Gosnells Group \$0.00 \$0.00

Petty Cash & Floats **\$75.00** **\$75.00**

Book Library Float \$0.00 \$0.00

DVD Library Float \$0.00 \$0.00

Petty Cash \$75.00 \$75.00

Registrar Float \$0.00 \$0.00

Shopping Centre Group Float \$0.00 \$0.00

Prepayments \$1,313.01 \$1,313.01

Sundry Debtors \$0.00 \$0.00

Supplier Store Vouchers \$450.00 \$450.00

Term Deposits **\$120,948.50** **\$121,319.63**

Bankwest Term Deposit 1 \$0.00 \$0.00

Bankwest Term Deposit 2 \$0.00 \$0.00

CBA Term Deposit 1 \$52,674.28 \$52,835.91

CBA Term Deposit 2 \$68,274.22 \$68,483.72

Imbalance-AUD \$0.00 \$0.00

Non Current Assets **\$255,546.47** **\$255,546.47**

Plant & Equipment \$255,546.47 \$255,546.47

Orphan-AUD \$0.00 \$0.00

Total For Asset **\$574,151.78** **\$563,932.22**

Liability

Current Liabilities **\$531.50** **\$20.00**

Sundry Creditors \$0.00 \$0.00

Suspense \$531.50 \$20.00

Non Current Liabilities \$0.00 \$0.00

| | | |
|--|-------------------------------------|-------------------------------------|
| Total For Liability | \$531.50 | \$20.00 |
| Equity | | |
| Members Funds | \$540,152.04 | \$540,152.04 |
| Adjustment - Group Assets | \$17,689.28 | \$17,689.28 |
| <u>Cash</u> | <u>\$20,122.96</u> | <u>\$20,122.96</u> |
| <u>Plant & Equipment</u> | <u>-\$2,433.68</u> | <u>-\$2,433.68</u> |
| <u>Members Funds b/fwd</u> | <u>\$522,462.76</u> | <u>\$522,462.76</u> |
| Retained Earnings | \$33,468.24 | \$23,760.18 |
| Total For Equity | \$573,620.28 | \$563,912.22 |
| Total For Liability and Equity | \$574,151.78 | \$563,932.22 |



Correspondence

- a. In: (for noting, unless listed elsewhere)..
- i. 14/8 email Brian McLoughlin with 2023-24 Asset Summary and Income Expenditure and Audit Balance Sheet. Noted
 - ii. 14/8 email from Max Heath with David Doye's CoM nomination (amendment needed, provided) Forwarded to Returning officer
 - iii. 14/8 email from Centrewest Insurance Broker advising that renewal documents not ready until end of week. Noted
 - iv. 15/8 email from Brian McLoughlin establishing email contact. Noted
 - v. 15/8 email from Mandurah Secretary requesting CoC for Insurance for March event. Advised of delay and will provide when received.
 - vi. 15/8 email from a member requesting advertising of sandpaper. Put in Mailjet.
 - vii. 15/8 email from Wandi secretary requesting list of Wandi current members. Directed to Registrar. Reminded need for privacy of data and not to circulate.
 - viii. 16/8 mail PO Box, registration of trailer. Forwarded to treasurer.
 - ix. 16/8 webmail form a member of public Seville Grove re training. Advised either Gosnells or Mundaring (near work) suitable
 - x. 17/8 email from returning officer with nominations received at close of nomination period. Noted
 - xi. 17/8 email from Swan Secretary re York Show attendance and request for Insurance CoC. Noted and advised that CoC will be issued as soon as available.
 - xii. 18/8 email from Returning Officer seeking clarification on nominating of President. Provided advice.
 - xiii. 18/8 webmail from member of public requesting commercial turning work. Directed to Swan convener and Kevin Luff.
 - xiv. 19/8 webmail from member concerning change of email service provider. Forwarded to webmaster.
 - xv. 19/8 email from competition coordinator with results from Open competition. Noted
 - xvi. 19/8 email from competition coordinator with next year competition items. Noted
 - xvii. 20/8 email from IBC re migration of emails to outlook. Provided password information requested that I had. Other user contacted to provide their info.
 - xviii. 20/8 email from George Murphy concerning the attendance of Marleen Woodcock at Wandi WeWs. Provided advice that she would be.
 - xix. 20/8 email from Beyond tools about Wood Working event 18th and 19th October. Noted
 - xx. 20/8 email from Mandurah Secretary with new committee members. Noted
 - xxi. 20/8 email from Ian Ludford concerning WeWs agendas in the Newsletter. Mat responded. Noted
 - xxii. 20/8 email from Ian Ludford re issue with images for WeWs transfer to Web. Sent to Gallery area.
 - xxiii. 21/8 email from IBC advising all emails have been migrated for all office holders and we need to now use Office 365 Outlook. Noted
 - xxiv. 21/8 email from Brian McLoughlin with Audit report. Noted
 - xxv. 21/8 email from Swan Secretary with additional committee member. Noted
 - xxvi. 22/8 email from Insurance broker with information on Renewal and premiums (two). Circulated to CoM for their information and advised that we should pay. No objections received. Not there was some delay of three days in this due to issues of switching over the email system and lack of immediate access. From 21st to the 16th august.



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- xxvii. 22/8 email from Swan group concerning Beyond tools event and query about Melville's attendance. Provided information.
- xxviii. 22/8 email from Manjimup Group requesting Insurance certificate. Provided advice that is imminently available.
- xxix. 22/8 webmail from member public in Melville requesting training details. Directed to Melville
- xxx. 23/8 email (on personal email) of insurance details requested over the phone that morning.
- xxxi. 23/8 email from Busselton Secretary concerning resolution of birthdate disclosure issue. See Appendix and Webmaster section.
- xxxii. 23/8 webmail from member public in Mullaloo with interest in learning turning. Referred to Northern suburbs.
- xxxiii. 24/8 email cc of award information from President. Filed
- xxxiv. 25/8 email from Manjimup Secretary with results of AGM. Noted
- xxxv. 26/8 email from Collie with their new committee details Noted
- xxxvi. 26/8 email from Insurance broker with CoC for Voluntary Workers. Circulated copy to all groups.
- xxxvii. 26/8 email from competition coordinator with results of most popular from Open Competition. Noted
- xxxviii. 26/ Webmail from a member of public re donation of drawings a scale models that belonged to father (a woodturner). Received 2 drawings of scal models of London Horse drawn Bus and a Contessa horse drawn wagon.
- xxxix. 27/8 email from Mundaring Convener requesting Teaching Woodturning notes and projects. Provided.
- xl. 27/8 email from Insurance broker with CoC for Business Insurance. Circulated copy to all groups.
- xli. 27/8 webmail from member of public re learning to turn pens. Advised to contact either Northern suburbs or Melville.
- xl.ii. 28/8 email from the editor re change to the Swan WeWs to the 12th April to avoid Easter Saturday Clash. Noted
- xl.iii. 28/8 email from Matt Lanagan re demo at Bunnings Noted.
- xl.ii. 28/8 email from Craft Alive with Invoice for commission on sales from Fair. Invoice paid (\$297 from square account). Several emails on how this needs to be accounted for in WAWA accounts.
- xl.ii. 28/8 email from President with copy of letter received from Minister for Energy; Environment; Climate Action concerning processing licence. See appendix and DBC section.
- xl.ii. 30/8 email from Craft alive with program dates for 2025. Perth 31st July to 3rd August inclusive. For Noting
- xl.ii. 30/8 email from Mandurah Convener seeking advice on potential matter of unwelcome behaviour. Provided advice.
- xl.ii. 3/9 email from Max Heath with apologies for AGM. Noted
- xl.ii. 3/9 email from Busselton secretary with newly elected committee details. Noted
- I. 4/9 email from from Henk Geerling re confirmation of change of dates for Swan WeWs. Advised change to 12th April.
- li. 4/9 email from Ross Crawford re proposal re insurance certifies to be on web. (see general business)
- lii. 6/9 email from Returning Officer concerning AG process. Responded. See appendix. And governance.
- lii. 6/9 email from Ian Ludford with the August financials. Circulated to al CoM. Also contained a proposal for how we should handle member subscription renewals. See appendix and MMS section
- liv. 6/9 email from Mandurah Convener re letter sent to member concerning unwelcome behaviour over several months. For information. Filed.
- lv. 8/9 email from Barbara Jennings re Shot Hole borer. See general business.



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- lvi. 9/9 Email with invoice for Zoom account. Forwarded to treasurer.
- lvii. 9/9 email from Swan ex convener requesting change to webpage contact. Forwarded to web master.
- lviii. 9/9 email from Matt Lanangan re method of handling members with out email query. Forward to Ian Ludford.
- lix. 9/9 email from Barbara with suggestion for Competition. Noted an in Competition section.
- lx. 9/9 email from Barbara with shot hole borer information. Noted
- lxi. 9/9 email from Busselton Secretary with public demonstrations. Noted
- lxii. 10/9 email from Competition coordinator with proposed changes to Handbook. See Appendix and Governance section
- lxiii. 10/9 email from Competition coordinator with update 2025 competition schedule and Promotions. See Competitions. Circulated to all groups
- lxiv. 10/9 email cc on award information from President. Filed.

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

- lxv. 12/8 email reminder to retiring CoM member re nomination closure for AGM
- lxvi. 16/8 email to Craft area supervisor at Royal Show advising of WAWA interest in providing a presence from 23rd to 28th. Received acknowledgement and put in touch with Embellishers.
- lxvii. 17/8 emailed Brian McLoughlin AGM 2023 minutes.

a. 3/9 emailed Timbecon with insurance CoC for public liability to cover TTT event on 7th September