



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 13th November 2024

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, Ian Ludford, Jim Parker, Matt Lanagan (Zoom), Ross Crawford, Brian McLoughlin (

Apologies, Alan Kelly, Robin Campbell, David Doye

Observers: Nil

1. Safety matters

- Nil.

2. Previous meeting Minutes

Motion "That Meeting Minutes for 9th October 2024 as a true and correct record of meeting".

Moved Ian Ludford **Seconded** David Finch **Passed Unanimously.**

3. Business Arising from previous Minutes.

- Breda Ivey to remain as Honorary Member.
- Busselton need a receipt book (take to Busselton WeWs)
- Check re AV food handling email (some groups reported not receiving)

4. Correspondence (as appended).

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

5. Financial Report:

• **Accounts**

- **Motion** "That October 2024 Financial Report: as a consolidated as circulated by email be accepted (Appended)" **Moved** Brian McLoughlin, **Seconded** Ian Ludford. **Passed Unanimously.**

▪ **Notes to Report**

- Craft Alive fair to be a cost and revenue centre
- Asset Register update to be reviewed
- Public events to include Advertising expenses Banner costs brochures.

- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Brian McLoughlin, **Seconded** Barbara Jennings **Passed Unanimously Items noted:**

- Group payment as per tabled list of competition entries (430) prorated from allocated \$3,000.
- Timbecon vouchers records indicate that there are \$100 worth of vouchers left. If this is case voucher be given to Mundaring group. CoM to be advised.
- Debit Card payments of a monthly nature are expensed, payments for Telstra WiFi and Mailjet noted.

• **Other Finance**



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA (INC.)

- **Motion** That David William Milton as Secretary and Public Officer for the Woodturners Association of Western Australia Inc. be authorized to update the Australian Business Register records for the Association. It is noted that the Association is recorded in the Business Register as THE WOOD TURNERS ASSOCHN OF WESTERN AUSTRALIA INC - ABN 16 774 855 126. David Milton is authorized to deal with ABN and Income Tax matters on behalf of the Association. Brian Cormac McLoughlin as Treasurer of the Association is authorized to deal with Income Tax matters on behalf of the Association."

Moved Brian McLachlan, **Seconded** David Finch **Passed Unanimously**

- Craft Alive 2024 event summary tabled. Recommendations and. Procedure needed for; learnings are that logging in of goods is essential, How sales are handled, how to reconcile square transactions. Need to look at a unified process across groups. Pay-id should be considered.
- Guest demonstrators (Interstate, International or Renown), **proposed** that previous minute be amended to read "That International demonstrators be funded by WAWA and Groups based on funding arrangements to be advised to CoM and agreed by CoM on a timely before the event basis."

6. Procedural Matters for noting.

- Group Public Displays for noting.
 - Swan Group Machinery Preservation Club, old Railway workshops, Midland, 12th October Demonstration, display and sales.
 - Bunbury will have a sale only event at Bunbury Forum Shopping Centre 7-10 Nov 2024
 - Swan group re Demonstration at Beyond tools 18-19th October
 - Busselton Bunnings Christmas night on Thursday 5th December 2024, display only, no demonstrations.
 - Busselton have cruise ships visiting on the following dates. Some are normal open days for the workshop, others we may open specially.
 - Tues 5/11/2024
 - Sat 21/12/2024
 - Sun 12/01/2025
 - Sun 02/02/2025
 - Sun 09/02/2025
 - Sun 02/03/2025
 - Tues 25/03/2025
 - Sat 29/03/2025
 - Mon 05/05/2025
 - Swan Group, Demonstration Darlington Arts festival 2nd and 3rd Nov.
 - Bunbury Group at
 - Art in the Garden (Stirling St Arts Centre) - sales only 24th November 2024
 - Bunnings Christmas - demo & display (giveaways but no sales) 5th December 2024
 - Melville group Bunnings Sausage sizzle, 23rd Nov, fund raising.



- Avon is attending Toodyay Markets on Sunday 17th November.
- Mandurah Group Halls Head Bunnings, on
 - 25th Nov Fund Raising
 - 5th December Fund Raising.

7. Registrar

- **Motion:** That cut off date for capitalization returns to groups be as valid membership of 31st November 2014. Moved Barbara Jennings Seconded David Finch Passed
- Merit awards expected from two groups, CoM to be advised of awards citations when received.
- Bunbury request for Honorary membership for Associate: Chrissy Byrne #3265, approved but their will be a badge number change to #33265A.

8. Subcommittee reports

- **Governance.**
 - i. **Motion** "Renewal of Mundaring lease with Mundaring Shire, (two years) Approval to Execute by President and Secretary of WAWA and apply WAWA seal requested of meeting." Moved Jim Parker Seconded Ross Crawford **Approved.**
- **Training**
 - Judge training current lack of response. Re publicise in Newsletter and aim for February 2025. Consider other trainers eg Denis Tapley.
- **Competition**
 - 2025 program out and need to fill judging spots. To be circulated
- **Publicity and Communications**
 - i. **Webmaster**
 - **Membership Management System (MMS)**
Generally good uptake of members through new system but still some issues. Collie has low up take and uncertainty of renewing memberships. Melville also has about 30% of members not renewed.
 - Events registration via MMS is active but needs procedures for managing. To implement in time for Melville WeWs as a trial, need to understand way receipts are issued. Perhaps digital membership cards need to be progressed.
 - Mail out to all members and groups of members or individuals problematic and will be worked on by IBC.
 - ii. **Newsletter Editor**
 - Newsletter 237 deadline 22nd November.
 - iii. **Public Events**
 - Robin Campbell to draft letter for President to be sent to RHAS with thanks (held over from previous meeting)
 - Sub committee has been formed consisting of
 - Robin Campbell Co-ordinator
 - Frances Green Secretary/scribe
 - Andrew Bennett Embellishers Assistant
 - Harry Charles Embellishers Mandurah
 - Ross Crawford Mandurah
 - Tom Jarrett Embellishers Gosnells
 - Barbara Jennings Southern Clubs



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- Alan Kelly Wandi
- Jim Parker Northern Suburbs

- Promotional video concept for Public Events as per submission discussed at length. **Motion.** "That the sub committee flesh out the details of the Video concept for submission to CoM as soon as practical" Moved David Milton Seconded Jim Parker. **Approved.**

- **Safety.**

- i. At conveners forum early this year it was decided that we investigate a better "Induction" type process for new turners, with a "you tube" type presentation. Proposed that Ros Crawford and Allan Kelly investigate and make a detailed proposal to CoM as soon as possible.

- **Grants**

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

- **Facilities and equipment**

- i. Nil.

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

Watching brief on this until next year to be reviewed by CoM regularly.

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

- Re newly felled timber. Advised we will not advertise this to members due to movement bans on green timber due the PSB and potential risks. This will be our position for the foreseeable future. Members to be kept informed.
- Sub committees to provide reports with substance for CoM meetings.

Date of next meeting: Wednesday 11th December 2024 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 1:39 pm

George Murphy (President)

[Signature] 11/12/24

David Milton (Secretary)

[Signature] 11/12/24



Appendix

October Financial Report.



Woodturners Association of Western Australia Inc

October 2024 Treasurers Report

5 November 2024

Assets and Liabilities on 31st October

Current Assets

CommBiz Bank Main Operating Account Acct	\$ 55,312.42
CommBiz Bank Debit Card Account Acct	\$ 1,604.17
CommBiz Bank Term Deposit #1	\$ 53,125.81
CommBiz Bank Term Deposit #2	\$ 68,859.46
Cash on hand	\$ 10.00
Total Cash available	\$178,911.86

Other assets

Prepaid insurance	\$ 1,313.00
Store Vouchers (Timbecon)	\$ 50.00

Liabilities

Sundry Creditors	(Cash provided for Prizes)	\$ 310.00
Suspense	(Unpaid sales from Craft Alive)	\$ 134.30

Financial Performance

	<u>October</u>	<u>Year to Date</u>
Income	\$26,020.17	\$29,433.22
Expenditure	<u>\$ 1,603.97</u>	<u>\$20,654.00</u>
Surplus/(Deficit)	<u>\$24,416.20</u>	<u>\$ 8,779.22</u>

Major income items were dominated by the receipt of membership renewals. Gross subscriptions received was \$22,260.00 while \$1,015 was received for the Wandi WeWs/AGM (see summary below). The main expense was the Web payments service of \$911.90.

The Melville Group hosted the Craft Alive promotion and sales on behalf of WAWA during the first weekend in August. A summary of sales is appended. Other expenses (around \$1,700.00) were incurred directly by WAWA in preparation for the event and may be used at future events.

The WeWs/AGM breakdown is as follows:-

	Income	Expense
• Door Take	\$1,080.00	
• Catering		\$ 54.41
• Hall Hire		\$ 220.00
• Prizes and judges (WeWs only not major prizes)		\$ 310.00
• Payment to Collaboration WA for Robbie Graham		\$ 800.00
	<u>\$1,080.00</u>	<u>\$1,384.41</u>

Based on previous years, no large expenditures are expected and continuation of registrations will be the main source of income. LotteryWest grants were distributed in November last year.



Brian McLoughlin

Treasurer

Woodturning Sales Reconciliation

Venue / event Craft Alive

Dates 1-4 August '24

Event Commission invoiced

\$ 297.00

SALES SUMMARY

Name of Turner	Sales	Received at PoS	Received EFT	Cash	WAWA Commission	Turner's Proceeds
Aiton Shepard	\$ 50	\$ 50.00	\$ -		\$ 5.00	\$ 45.00
Alan Kelly	\$ 40	\$ 40.00	\$ -		\$ 4.00	\$ 36.00
Barbara Jennings	\$ 715	\$ 715.00	\$ -		\$ 71.50	\$ 643.50
Brian Fowlie	\$ 904	\$ 904.00	\$ -		\$ 90.40	\$ 813.60
Charles Broadbent	\$ 350	\$ 350.00	\$ -		\$ 35.00	\$ 315.00
David Rechter	\$ 240	\$ 240.00	\$ -		\$ 24.00	\$ 216.00
Denis Tapley	\$ 130	\$ 130.00	\$ -		\$ 13.00	\$ 117.00
Frank Dymond	\$ 150	\$ 150.00	\$ -		\$ 15.00	\$ 135.00
Graham Turner	\$ 35	\$ 35.00	\$ -		\$ 3.50	\$ 31.50
Jim Parker	\$ 330	\$ 330.00	\$ -		\$ 33.00	\$ 297.00
John Quartermine	\$ 40	\$ 40.00	\$ -		\$ 4.00	\$ 36.00
Len ?	\$ 30	\$ 30.00	\$ -		\$ 3.00	\$ 27.00
LIF ?	\$ 45	\$ 45.00	\$ -		\$ 4.50	\$ 40.50
Malcolm Alcock	\$ 100	\$ 100.00	\$ -		\$ 10.00	\$ 90.00
Matt Lanagan	\$ 75	\$ 75.00	\$ -		\$ 7.50	\$ 67.50
NP	\$ 189	\$ 189.00	\$ -		\$ 18.90	\$ 170.10
Peter Mittler	\$ 132	\$ 132.00	\$ -		\$ 13.20	\$ 118.80
Russell Morgan	\$ 115	\$ 115.00	\$ -		\$ 11.50	\$ 103.50
Sandy Graham	\$ 215	\$ 215.00	\$ -		\$ 21.50	\$ 193.50
Tania Emmerson	\$ 240	\$ 70.00	\$ 170.00		\$ 24.00	\$ 216.00
					\$ -	\$ -
Unregistered PoS	\$ 52.00	\$ 52.00			\$ 5.20	\$ 46.80
					\$ -	\$ -
TOTALS	\$ 4,177.00	\$ 4,007.00	\$ 170.00	\$ -	\$ 417.70	\$ 3,759.30

Not paid \$ 114.30

Event summary	
Total of Sales	\$ 4,177.00
Less cost of sales	
Event expenses	\$ -
Less event organiser commission	\$ 297.00
Commission on PoS	\$ 66.85
Gross Profit	\$ 3,813.15
Less Turner's proceeds	\$ 3,759.30
Surplus	\$ 53.85

PoS Proceeds banked	\$ 3,940.15
EFT Proceeds banked	\$ 170.00
Total banked	\$ 4,110.15
Less expenses	
Event organiser commission	\$ 297.00
Turners proceeds actually paid	\$ 3,645.00
	\$ 3,942.00

Predicted surplus \$ 168.15

Funds banked by Melville Gp \$ 171.10 difference \$ 2.95



Correspondence

- a. In: (for noting, unless listed elsewhere)..
- i. 9/10 email statement from Zoom. Forwarded to Treasurer
 - ii. 9/10 email statement from Gosnells treasurer querying fees (\$4.40) taken from membership renewal. Explanation provided
 - iii. 9/10 webmail inquiry re STEP and training from public at Westminster, referred to Northern Suburbs
 - iv. 9/10 email of cc of internal issue correspondence from Mandurah. Noted
 - v. 9/10 email from Mandurah Convener re nomination of Maurie Munro as an Honorary Associate Member of WAWA. Noted in Registrar section
 - vi. 10/10 webmail from member public in Armadale requesting information on turning courses. Referred at Gosnells group.
 - vii. 10/10 webmail from member public in Kelmscott area requesting information on turning courses. Referred at Gosnells group.
 - viii. 11/10 cc of email query about Brenda Ivey remaining an honorary member . Unresolved?
 - ix. 11/10 email from Northern suburbs requesting that a map of new location for WEWs be provided to all members. Mailjet notification made.
 - x. 11/10 email from Swan Group with notification of attendance to Machinery Preservation Society open day. Noted
 - xi. 11/10 email from member concerning not getting Mailjet notification. Blocked status was resolved.
 - xii. 12/10 webmail from member of public in Brentwood, wanting to attend a meeting, provided contact with Melville group.
 - xiii. 14/10 email from Mandurah secretary requesting a modified CoC for Insurance, current one rejected by Bunnings, Insurer issued letter to clarify matter raised by Bunnings.
 - xiv. 14/10 webmail from member public in Rockingham area requesting information on turning courses. Referred at Mandurah group.
 - xv. 15/10 emails from CoM members with corrections to minutes. Resolved and minutes amended.
 - xvi. 17/10 email from Bunbury advising of public event noted.
 - xvii. 17/10 email from Swan group re Demonstration at Beyond tools 18-19th October. Noted
 - xviii. 17/10 email from Barbara Jennings re need for competition entry in 2023-24 payments to be tabled and approved next meeting. Noted in Competition/finance
 - xix. 19/10 webmail from member of public in Gidgegannup re training. Referred to Mundaring Group.
 - xx. 21/10 several email over 10 days from treasurer re clarification on payments to Wandie and Northern Suburbs guest demonstrators and payment agreements. Noted
 - xxi. 22/10 email advice from Rod Basden concerning gravely ill Neil Basden (father) member # 474, past president WAWA and Swan member. Passed away on 23rd . members advised by Mailjet notice.
 - xxii. 22/10 webmail from member of public in Cottesloe inquiring about training, referred to Northern Suburbs
 - xxiii. 25/10 webmail from member of public in Nollamara inquiring about training, referred to Northern Suburbs
 - xxiv. 25/10 email from Gosnell's treasurer requesting new receipt book, provided
 - xxv. 25/10 email from member, Requested reformatting. Noted



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- xxvi. 25/10 webmail from member of public wanting details on turning veranda post. Provided contact George Macfarland 0411339935 in O Connor Industrial estate.
- xxvii. 28/10 copy of email form webmaster with MMS payments for treasurer consideration.
- xxviii. 28/10 email from Busselton Secretary with list of group public event activities. Noted
- xxix. 29/10 email from Mundaring Treasurer requesting receipt book. Posted book.
- xxx. 29/10 email from Gosnell's treasurer for CoC for insurance, provided copy and directed to webpage for future requirements.
- xxxi. 29/10 email from treasurer with amendments to minutes for banking changes. Minutes changed to reflect request which contains the bank account details.
- xxxii. 29/10 email from Robin Campbell re newly felled olive timber in Claremont. Advised we will not advertise this to members due to movement bans on green timber due to the PSB and potential risks. This should be our position for the foreseeable future.
- xxxiii. 30/10 webmail from Poland requesting support of woodturning using crowdfunding and that members be asked for contributions. Considered a scam and unanswered.
- xxxiv. 1/11 email from Swan Secretary with public demo information. Noted
- xxxv. 2/11 email from Robin Campbell with list of persons co-opted to Public events sub committee. (see main list)
- xxxvi. 2/11 email from Robin Campbell requesting budget for promotional video. See Appendix.
- xxxvii. 3/11 email from treasurer re WeWs Payments. See Appendix
- xxxviii. 4/11 email from Mandurah Convener requesting advertising of air compressor for sale. Advised groups by email.
- xxxix. 5/11 webmail re bow bread knife. Responded (no one sourced)
- xl. 6/11 email from member requesting advertised chisels price. Unable to help
- xli. 6/11 email from Associations and Charities Branch with Issue 38 notes. Reminding of submission of annual returns(submitted in early October)
- xl. 6/11 email from Mundaring Shire with draft lease arrangements. Mundaring Convener reviewed and ok. Provided requested WAWA annual reports and financial for past two years. Awaiting issue of final documents to sign and stamp. See Governance.
- xlii. 7/11 email from member alerting to a scam using an ex WAWA members email, members advised to be careful.
- xlii. 7/11 email from Treasurer with October financial information. Balance sheet, P and L and treasurers report. Circulated with this email.
- xliv. 7/11 email from Busselton Secretary with Merit award documentation. Circulated to CoM members. Noted
- xlvi. 9/11 email with Zoom Billing info. Forwarded to Treasurer.
- xlvi. 11/11 email from member requesting location of Busselton WeWs. Provided information.
- xlvi. 11/11 email response from Lotteries west on application Request ID: R-202403-86724 4 to 5 month time frame.
- xlix. 11/11 email from Bunbury Convener notifying of new treasurer. Noted. Also requesting honorary membership for member.
- I. 12/11 email from Alan Kelly with apologies for meeting
- li. 12/11 phone call from David Doye with apologies for meeting
- lii. 12/11 email from Bunbury Convener with public display info, Noted



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- liii. 12/11 cc pf email from President to Mandurah Secretary re Bandsaw operational requirements. Noted.
- liv. 13/11 email from Avon Convener re attending Toodyay Markets on Sunday 17th November.
- lv. During the period there have been numerous request by members for assistance with registering with MMS and paying fees. Passed onto webmaster for resolution.

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- b. **Out** (for noting, unless listed elsewhere)..
 - i. 9/10 Email to Treasurer re letters about term deposits maturing and requesting actions Monies held in holding accounts. Note sent to CoM members advising them of the issues and requesting meeting minutes be altered to reflect this. CoM members approved the action.
 - ii. 14/10 email sent to all group executive with matters raised at CoM meeting re AV gear and food handling.
 - iii. 14/10 emailed draft minutes of CoM meeting out to CoM members.
 - iv. . 5/11 mailjet woodturning equipment for sale to al members