



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 9th July 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, Jim Parker, Brian McLoughlin (Zoom). Matt Lanagan (Zoom), David Doye (Zoom),

Apologies, Alan Kelly, Robin Campbell, David Finch

Observers: Fran Kelly

1. Safety matters

- Two minor incidents reported at Collie Group 1. In workshop with a member struck, cut and bruised when turning an item fragmented on another lathe, 2. advising they had a tool break, and member received a small cut to his hand. Neither case required any medical attention. See appendix for reports received. Noted no further action.
- President to remind Groups that they need to report and use form on webpage (updated)

2. Previous meeting Minutes

Motion "That Meeting Minutes for 11th June 2025 is a true and correct record of the meeting".

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

3. Business Arising from previous Minutes.

- That pursuant to the Rules of Association, By Laws, Groups, Section 19 and 20 where after due notice to disband the Gosnells Group of WAWA, served on 15th May 2025 to all Gosnell members and receiving no objections from those members the following motion is proposed. **Motion** "That the Woodturners Association of Western Australia Inc (WAWA), effective of midnight 31st July 2025 disband the Gosnells Group of WAWA." **Moved** George Murphy, **Seconded** David Milton. *Passed Unanimously*.
- MICROSOFT NFP licenses: update on status. Held over to next meeting
- Insurer re Section 4 of our Policy has said we are covered for building works as described by policy but seeking clarification on what is meant by installing dust extractor. Provided explanation on 27/6. No response to date.

4. Correspondence (as appended).

- **Motion** "That correspondence be accepted" **Moved** David Milton, **Seconded** Jim Parker **Passed Unanimously**.

5. Financial Report:

- **Accounts**
 - **Motion** "That June 2025 Treasurer's Report be accepted" (Appended)" **Moved** Brian McLoughlin, **Seconded** Ross Crawford. **Passed Unanimously**.
- **Expenditure for approval**



- No items
- **Other Finance**
 - From the treasurer's report the following matters:
 - There continues to be small discrepancies with Waable accounts. Brian to sort out with Waable and Ian Ludford
 - EOY accounts only 5 groups have reported, Brian to followup. Main issue in accounts are
 - i. the blurred lines between consumables, maintenance and capital items.
 - ii. Timber stocks held by groups may not be accounted for or under valued.
 - iii. Asset register values gradually being sorted through with treasurer and auditor. Cash transfers still occurring when assets transferred to another group which must not happen.
- 6. **Procedural Matters for noting.**
 - Group Public Displays for noting.
 - Nil
- 7. **Registrar**
 - Nil.
- 8. **Subcommittee reports**
 - **Governance.**
 - Writ (as tabled) to be issued for AGM to be held on 20th September 2025 at 9 am. Secretary to notify members by Mailjet and notice to be placed in Newsletters with nomination forms. Norm Hoskins has agreed to be Returning Officer.
 - **Training**
 - Nil.
 - **Competition**
 - Only 6 groups have made submissions. Others to be followed up and given to end of month. Draft for next CoM meeting.
 - Judges appointed for Open Competition, entries to be collected at the WeWs on 17th July or no later than noon on 30th July at the Craft Alive event (personal submissions)
- **Publicity and Communications**
 - **Webmaster.**
 - Nil
 - **Membership Management System (MMS)**
 - Nil
 - **Message centre**
 - Nil.
 - **Newsletter Editor**
 - Reminder that soft close for articles is 17th July
 - Barbara moved a vote of thanks for Matt an the fine work he has done on the Newsletter over the past 4 years. This was fully supported by all the CoM.
 - **Public Events**
 - Fran Green reported that the video filming for promotional video is well advanced and will be available for the Craft Alive Fair.
 - Details for compiling entries, sale and exhibition items has been finalized and paperwork to be circulated to WAWA members.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA
(INC.)



- Up coming WeWs (WAWA event at Wandi) planning finalized. CoM approved the following arrangements,
 - i. All event attendance fees retained by WAWA.
 - ii. Distribution of payment for demonstrators to be sorted out by Treasurer, President and Jim Parker, and paid for by WAWA.
 - iii. Wandi will be catering for lunch and running a raffle for their group. All related expenses borne by Wandi and they retain all profits
 - iv. WAWA is responsible for setup and pack up. Noted that Wandi members will also assist.
- **Safety.**
 - Updated webpage incident reporting form so it is editable on webpage and can be submitted from there.
- **Grants**
 - Lottery West Grant Request ID: R-202403-86724 has been closed out and stickers for equipment received.
- **History**
 - Nil.
- **Facilities and equipment**
 - Nil.
- **DBC Act & Regulation Negotiations /Forrest Management Plan**

Letter to be signed and issued.

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

- Gosnells Disbandment and Asset Disposal
 - The circulation of the list of assets to all groups occurred and submissions were received from all groups (Except Swan who did not want anything). The submissions were reviewed and allocation to groups made based on a set of criteria decided by subcommittee. (attached as appendix)
 - **Motion** Moved Brian McLoughlin Seconded by Jim Pparker *"That the criteria for the Gosnells asset allocation is provided to the groups"* **Passed unanimously.**
 - The President moved a vote of thanks for Brian Mcloughlin and his effort in sorting this matter out.
 - The second round of asset allocation (offer to Gosnell's members) in progress
 - The Southern River College to be approached to arrange for a time to access the equipment and allow the groups to take it. Secretary to arrange with Kevin Cheetham and advise groups.
- Induction process for new members was raised by Ross Crawford seeking information from other groups. Information to be sought from groups and report back to CoM needed.

Date of next meeting: Wednesday 13th August 2025 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 1:14 pm

George Murphy (President)

David Milton (Secretary)



Appendix

Correspondence

- In:
 - 13/6 email from Matt Lanagan with Lotterywest lathe in use.
 - 13/6 email from Treasurer with a request for a formal letter for a change of bank account details for WAWA to Synergy so Grant given to Collie Group can be paid. Letter provided. Note Synergy gave Collie group \$3,882.69 towards a dust extraction system.
 - 13/6 email from PESC secretary with reports, Craft Alive , open competition items entry details and scope of works for Video Crew. Sent out to all members circulated to CoM
 - 14/6 email with copy to Treasurer advising of building damage done to Mundaring clubroom accidental by a member's car. Potential claim for damages in the order of \$2,100 Matter being handled by Treasurer direct with Mundaring Convener, who is advised to pursue member for his car insurance to pay.
 - 16/6 email from Henk Geerling with digital files of WAWA various logos. Filed
 - 16/6 email from treasure re suggested changes to Craft Alive fair sales process. Directed to Robin Campbell to resolve.
 - 17/6 email from George Murphy with the Open competition details to be circulated to members. Circulated
 - 17/6 email from Carol Burchett re Northern Suburbs group equipment for disposal. Requested additional info and photos. Provided and equipment offered to Groups 26th June, Close 10th July.
 - 17/6 email from Carol Burchett re Northern Suburbs group requesting to store some surplus equipment for short term in Wandl trailer storage are. Approved by Secretary.
 - 17/6 email from Swan Secretary confirming Honorary membership for Jim McDonnell noted.
 - 18/6 email query from a member about whether display items will be needed for Craft Alive fair. Provided guidance.
 - 18/6 cc of email from Mandurah re competition item for 2026.
 - 20/6 cc of email from new member having trouble paying membership fees. Resolved by registrar
 - 20/6 email advice from Treasurer that the Smart Mini PoS device has been activated and will be used where it can be in future WAWA events for EFT payments.
 - 20/6 email from Insurance Broker re following up Clase 4 issue with insurer. No response as of 7/7, follow up note sent
 - 21/6 cc of email from Busselton treasurer querying handling of consumables and stock (timber) Treasure following up with Auditor.
 - 21/6 verbally informed that there was an accident in Collie workshop with a member struck and bruised when turning an item fragmented on another lathe. Requested incident report. Precautionary advised insurer Form provided. See appendix.
 - 22/6 email from a member inquiring if he left competition item at WeWs, Item located and to be returned at next WeWs.
 - 22/6 email from Busselton Convener confirming sale of Jet Mini lathe to one of their new members. Noted
 - 22/6 email query from Busselton Secretary re chuck description equipment from Gosnells. Resolved, should be VM not VN, all Tormek gear bundles together.



- 23/6 email reminder from Lotterywest re acquittal due for Grant G 2024003-86724. Acquittal submitted 26/6.
- 23/6 to 3/7 emails from Groups with their expressions of interest for equipment from Gosnells disbanding.
- 23/6 email from member pointing out error in his recorded name, Registrar and webmaster corrected. This,
- 25/6 email from member requesting contact for embellishers. Provided Robin's email
- 25/6 email from Collie Secretary re delay in providing Incident report and advising they had a tool break, and member received a small cut to his hand. Requested incident report. Has been provided. See appendix.
- 26/6 telephone request for logos in digital form for Avon. Provided to Max Heath.
- 26/6 email from Ian Ramsdale advising of the death of Domenic Italiano (Collie) on Monday 23rd. All WAWA members advised with details of funeral service also.
- 26/6 by mail renewal Debit card from CoM Biz bank issued to Secretary and activated (expiry 5/28)
- 26/6 cc of email about equipment availability to members to purchase (Northern suburb gear) . provide outline of process that is followed.
- 27/6 email from Busselton with Lottery West lathe being used. Filed
- 27/6 email from Zoom re pending debit card expiry. New card details provided.
- 27/6 email from Manjimup re lost life member badge requiring replacement. Registrar advised.
- 27/6 email from Insurer stating " *The insurer has apologized and confirmed that as per class 4 of the declaration, building projects, unskilled labour, heavy maintenance work is covered by your policy.*" But has queried "*what is intended to be noted under class 5? Is that installation of dust management systems?*" Provided additional information. Awaiting answer.
- 30/6 email from Timbecon re Preliminary notice re TTT2025 on Saturday 4th October..
- Forwarded to Robin Campbell.
- 30/6 email from Robin Campbell re process for nomination for CoM by Fran Green who has been invited to observe next CoM meeting. Responded that Fran is more than welcome to attend and apply.
- 1/7 email from Mundaring member re possibility of purchasing equipment from Gosnells disbanding. Provided details of process ie Stage 3 is for all WAWA members.
- 1/7 email from Associations and Charities | Consumer Protection Division reminding us that we can now submit our annual return (this is done after September AGM)
- 1/7 email from Collie secretary with two incident reports. Noted
- 2/7 email from Ross Crawford re group Induction process and major hazardous equipment ie Bandsaw accreditation process.
- 3/7 email from a member of Wandie having trouble logging in. Forwarded to webmaster/registrar for resolution.
- 3/7 cc of email to George Murphy from Mary Byers requesting permission to bring fragile item for Open competition direct to Craft Alive event. George has resolved.
- 3/7 webmail inquiry from member of public in St James about woodturning lessons. Directed to Melville group.



- 4/7 email from Lotterywest re Grant stating “Thank you for submitting a report for your grant. We have approved your report for the reasons below: As per your Grant Approval Schedule, the submitted document(s) have been reviewed and meet your reporting requirements.”
- 6/7 email from Kevin Cheetham querying Fire sale value of air filter. Referred to Treasurer and then back to Kevin, who found mistake in Gosnell previous annual write downs. Values now agreed.
- 6/7 email from Matt Lanagan to President and Secretary tendering his resignation, effective at AGM from CoM and as Newsletter editor. Also advised he will not stand for convener at Bunbury for next year.
- 6/7 email with Treasurers report for June.
- 6/7 email from Ross Crawford confirming he will be standing for re-election to CoM at AGM.
- 7/7 email from Alan Kelly indicating he will not be standing for re-election for CoM at AGM
- 7/7 cc of email to President from lotterywest stating “Thank you for successfully completing your acquittal for this grant. We are proud to have supported your initiative and wish you every success in the future”. Noted.
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- **Out** (for noting, unless listed elsewhere).
 - 18/6 emailed all CoM members indicating 30 days has elapsed since serving notice of intent to disband Gosnells Group of WAWA with no objections received.
 - 19/5 email sent to Special Interest groups (segmenters and Embellishers inviting them to make submissions for 2026 competition items direct to Competition Coordinator..
 - 21/6 emailed all groups executive team with offer of Gosnells equipment available to them for their Group use (Stage one of 4 stage process), closing 6pm , 4th July 2025. A curtesy copy of the email was ent to Gosnells executives to keep them abreast of the process.
 - 25/6 emailed scanned copy of signed letter to Minister for Environment re processing licences. Received response (automatic) indicating at least 4 to 6 weeks before matter considered and response.
 - 26/6 final acquittal of Lotterywest grant made with submission of paperwork from President and Secretary. Acknowledged receipt of same.
 - 30/6 emailed webmaster to have incident report form made a downloadable, editable document on Webpage. Currently uneditible pdf file that is downloaded and hand filled in.
 - 4/7 email sent to al Gosnells members with list of equipment available for them to purchase which is left over after Groups requests taken into account.. This is stage 2. Closing date 18th July. Three expressions received as of 7/7
 - 6/7 email correspondence with Bob Webb seeking approval for proposed article about him to go in Newsletter. Approval given by Bob.

Safety Incidents



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA
(INC.)



COLLIE WOODTURNERS GROUP

INCIDENT REPORT

Date of incident 25/6/25

Where did the incident occur?
WOODTURNERS WAREHOUSE

Who was involved with the incident?
DENNIS SANDERS

What was the incident?
ROCK CHISEL

What was the treatment for the incident?
NIL

Signed by the people involved Dated 25/6/25
Name DENNIS SANDERS Number 2654 Sign Dennies
Name _____ Number _____ Sign _____

When was the follow up treatment for the incident taken place?
1/1/25

What was the follow up treatment?
N/A

COLLIE WOODTURNERS GROUP

INCIDENT REPORT

Date of incident 11/06/2025

Where did the incident occur?
It occurred in the club room between lathe No. 5 and lathe No. 6

Who was involved with the incident?
Ken Morgan was working on lathe No. 5 and Dennis Gray was working on lathe No. 6

What was the incident?
Ken was hollowing out a vase. It exploded apart and all the wooden pieces flew everywhere. The largest piece flew into the right side of Dennis's back. It left a bruise and a few scratches on his back.

What was the treatment for the incident?
Dennis sat down and had a rest and a coffee. He put his coat on because he felt cold - probably from the shock. Later when he went home he put a cold pack on the bruise.

Signed by the people involved Dated 18/06/2025
Name DENNIS GRAY Number 3328 Sign Dennis
Name Ken Morgan Number 2654 Sign Ken Morgan

When was the follow up treatment for the incident taken place?
1/1/25

What was the follow up treatment?
.....None.....

June 2025 Treasurer Report and Documents

Woodturners Association of Western Australia Inc

June 2025 Treasurers Report

6 July 2025

Assets and Liabilities on 30th June

Current Assets

CommBiz Bank Main Operating Account Acct	\$ 51,345.89
CommBiz Bank Debit Card Account Acct	\$ 355.41
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>\$174,837.81</u>

Other assets

Prepaid insurance	\$ 1,299.45
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Financial Performance

	<u>June</u>	<u>Full Year</u>
Income	\$ 6,963.93	\$69,969.88
Expenditure	<u>\$ 19,601.92</u>	<u>\$65,024.84</u>
Surplus/(Deficit)	<u>\$-12,637.69</u>	<u>\$ 4,945.04</u>

The main activity for the month was for the payment of Lottery West grants and the receipt of a grant for Collie Group from Synergy which was promptly passed on to the Group.

The Weekend Workshop at Collie yielded \$665 in cash and \$40 in EFTPoS, WAARBLE payments are yet to be recorded. The CommBank PoS device worked efficiently and other operators will be authorized as needed

The end of year accounts recorded a sundry debtor amount of \$1.13 relating to 5 calculation errors in WAARBLE payments some of which were resolved some not. This platform needs a lot of monitoring and time consuming effort in recording to Gnucash. Hopefully glitches will be ironed out soon.

The end of year reporting has commenced with some asset register and some finance reporting in already. I have not completed a lot of the collation but some problems have been raised on the forms which have been corrected and some issues already highlighted with respect to asset recording. Some communication has been had with the auditor and

resolved financial reporting issues. But other items raised have been added separately as agenda items for noting, discussion and action if required.

Brian McLoughlin

Treasurer