



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 9th October 2024

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

Meeting Declared open 12:17 pm by President. (Unable to establish Zoom links established telephone conference call)

Roll Call George Murphy (President), Barbara Jennings (Telephone) David Milton, David Finch, Jim Parker, Robin Campbell, David Doye (telephone) Matt Lanagan (telephone) Ross Crawford, Alan Kelly, Brian McLoughlin (Telephone)

Apologies, Ian Ludford

Absences

Observers: Nil

1. Governance matters,

a. Election of Office Bearers:

Vice President, Ross Crawford

Secretary David Milton

Treasurer Brian McLoughlin with hand over from Ian Ludford

b. Appointment of subcommittee chairs,

i. Registrar: David Finch

ii. Newsletter editor: Matt Lanagan

iii. Equipment Officer: Alan Kelly

iv. Safety Officer: Alan Kelly

v. Webmaster and MMS/Waarble administrator Ian Ludford

vi. STEP Coordinator: Jim Parker

vii. Competition Coordinator George Murphy with assistance from Barbara Jennings, Ian Ludford

viii. Public event Coordinator Robin Campbell for Royal show Craft Alive Fair etc, with help from Alan Kelly, Ross Crawford and Barbara Jennings

ix. AV equipment Coordinator David Milton with handover to Groups

x. Competition photography David Finch with assistance from Barbara Jennings

xi. 40th Anniversary planning (to be decided November CoM meeting).

2. Safety matters

a. Nil.

3. Previous meeting Minutes

Motion "That Meeting Minutes for 11th September 2024 as a true and correct record of meeting".

Moved Alan Kelly, **Seconded** Jim Parker Passed Unanimously.

4. Business Arising from previous Minutes.

a. Nil.

5. Correspondence (as appended).

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

6. Financial Report:

a. Accounts

- **Motion** "That September 2024 Financial Reports: Transaction, Income and statements as circulated by email be accepted" **Moved** Brian McLoughlin, **Seconded** Alan Kelly. Passed Unanimously
- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Jim Parker, **Seconded** David Milton Passed Unanimously **Items noted:**
 - Webmaster re purchase of computer for handling MMS information. Cost \$830

b. Other Finance

- ATO annual returns to be progressed by Treasurer and information required for CoM to act on to be provided at November CoM meeting. Deadline for returns is 31st March 2025.
- Account signatories must attend to payment requests but ensure they are authorising correct amounts by reviewing attached documents. Any queries should be raised with treasurer before authorising payments.

Motion That new signatories of Brian Cormac McLoughlin (Treasurer) and George Murphy (President) are authorised to be added to the Commonwealth Bank Accounts operated by the Woodturners Association of Western Australia Inc."

Moved Jim Parker, **Seconded** Robin Campbell Passed Unanimously

- **Motion** "That the treasurer (Brian Cormac McLoughlin) is authorised to; • change the address for notices for accounts and deposits (listed below), held in the Commonwealth Bank, operated by the Woodturners Association of Western Australia Inc to 18 Mangles Street South Bunbury WA 6230

1. Woodturners Association of Western Australia BSB 066516 Account 10853480
2. Woodturners Association of Western Australia BSB 066516 Account 10853501
3. Woodturners Association of Western Australia BSB 066516 Account 50203984
4. Woodturners Association of Western Australia BSB 066516 Account 50203976 and

- Reinvest the Two (2) recently matured term deposit accounts :-
 1. Woodturners Association of Western Australia BSB 066516 Account 50203984
 2. Woodturners Association Of Western Australis BSB 066516 Account 50203976

entirely in best /appropriate interest-bearing funds maturing at intervals to best suit the Association's budget" **Moved** David Milton, **Seconded** George Murphy Passed Unanimously

7. Procedural Matters for noting.

- Group Public Displays for noting.
 - 18th and 19th October Beyond Tools demonstration Melville and Swan Members (Lathes provided by Beyond tools)
 - Melville group demonstration, sales and Display at Canninton Show 1st and 2nd November



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- Manjimup club will be off site on 29th October to attend The Quinninup Fair. Demo, display and selling
- Manjimup club will be off site Saturday 14th December to attend Cherry Harmony Festival this will be a stall only no turning
- Bunbury group Art in the Garden (Stirling St Arts Centre) 24-Nov, sales only
- Bunbury Group at Bunnings Christmas 5-Dec; demo & sales
- Avon is demonstrating at Toodyay show on Saturday 5th October. We will be setting up Friday 4th and cleaning up Sunday 6th.

8. Registrar

- a. Honorary Associate membership for:
 - i. Marlene Woodcock (Melville)
 - ii. Maurice Munro (Mandurah)
- b. Merit awards expected from two groups, to be advised.

9. Subcommittee reports

a. Governance.

- Fees for WeWs to become an agenda item for next years AGM to be formally considered by CoM in August 2025. Fore shadowed that all juniors, visitors, Honoraray associates, demonstrators, judges and Life members be charged no fees. .

b. Training

- Nil.

c. Competition

- Payments for WEWs to be picked up from Treasurer by Barbara Jennings.

d. Publicity and Communications

i. Webmaster

- **Membership Management System (MMS)**
Motion "that the late fee of \$10 to be levied from 1st November be waived until 1st December" Moved David Milton
Seconded Alan Kelly. Approved unanimously.
- Over 250 members have renewed subscription using the system

ii. Newsletter Editor

- Newsletter 236 published on web 7/10. Requested that competition items be photographed with and without id showing.

iii. Public Events

- Royal Show Craft Pavilion maned by the Embellisher Group, for 6 days was highly successful.
 - Despite a lack of items due to short notice around \$4,260 of sales were made. Before transaction and bank costs.
 - Some lesson learnt were need for more pamphlets, more persons to man (4 not enough) due to level of visitors, attendance of partners was beneficial. Engaging activities for children important, twirling simple buttons that could be decorated were very popular.



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- The section organiser has indicated that they want us back next year.
 - Robin Campbell to draft letter for President to be sent to RHAS with thanks
- 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. Nil..
- h. **DBC Act & Regulation Negotiations /Forrest Management Plan**

Watching brief on this until next year.

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

- a. Ross Crawford reported on initial investigation of IT support capabilities indicate that we need to clearly map out what we need as prices are highly dependent on level of services, numbers requiring service, applications.
i. Ross and Ian to approach the CoM executive members who need the services to map out their needs to form the basis of an enquiry of service. This must include hardware configurations/needs.
- b. The issue of food hygiene at WeWs was raised and potential for spread of viruses. Groups to be advised.

Date of next meeting: Wednesday 13th November 2024 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 1:22 pm

George Murphy (President)

G. Murphy 13/11/24.

David Milton (Secretary)

D. Milton 13/11/24



Appendix

September Balance sheet.



Balance Sheet (Multicolumn) 01/09/2024 to 30/09/2024

Date 30/09/2024 01/09/2024

Asset

C \$0.00 \$0.00

Current Assets **\$303,779.14** **\$308,110.75**

Cash at BankWest \$0.00 \$0.00

Cash at CBA Transaction Account \$30,280.18 \$35,101.43

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

Cash at Debit Card Account CBA \$1,769.28 \$1,881.91

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

Loan to Gosnells Group \$0.00 \$0.00

Petty Cash & Floats **\$330.00** **\$0.00**

Book Library Float \$0.00 \$0.00

DVD Library Float \$0.00 \$0.00

Petty Cash \$330.00 \$0.00

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 \$150.00 \$250.00

Term Deposits **\$121,691.90** **\$121,319.63**

Bankwest Term Deposit 1 \$0.00 \$0.00

Bankwest Term Deposit 2 \$0.00 \$0.00

CBA Term Deposit 1 \$52,998.04 \$52,835.91

CBA Term Deposit 2 \$68,693.86 \$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 **\$559,325.61** **\$563,657.22**

Liability

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

Sundry Creditors \$0.00 \$0.00

Suspense \$20.00 \$20.00

Non Current Liabilities \$0.00 \$0.00

Total For Liability	\$20.00	\$20.00
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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	\$19,153.57	\$23,485.18
Total For Equity	\$559,305.61	\$563,637.22
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Total For Liability and Equity	\$559,325.61	\$563,657.22
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Correspondence

- a. In: (for noting, unless listed elsewhere)..
- i. 12/9 email from Brian Mcloughlin re Craft Alive miss balance and unpaid members (\$52). Noted
 - ii. 12/9 email re replacement membership badge. No provision on webpage to order. Manual order raised.
 - iii. 12/9 email from Bunbury Convener concerning the make of of group executive and committees and the need to have a minimum structure. Provided guidance.
 - iv. 14/9 email from member of public concerning turning veranda post. Provided details of commercial turner.
 - v. 14/9 webmail from member of public in Clarkson re course, directed to Northern suburbs group.
 - vi. 16/9 email request from member requesting timber for turning, included in a Mailjet notice.
 - vii. 15/9 email request from editor for new group officers list . provided to matt and webmaster, registrar.
 - viii. 18/9 email request from Melville for Marlene Woodcock to be made an Honorary Associate Member. Noted
 - ix. 18/9 email advice of the passing of Ken Thurston Melville member # 134. noted
 - x. 19/9 email request from two members with AGM apologies. Noted
 - xi. 20/9 email request from two members with AGM apologies. Noted
 - xii. 21/9 email request from Barabara Jennings with an alteration to minutes re Competition group money being \$3,000.
 - xiii. 23/9 email concerning Robbie Graham payments, for WeWs and Master class. Information provided on structure and payment responsibilities.
 - xiv. 23/9 email from Alan Roberts (Wandi) re issues with desk box (box 18) and deficiencies. Approved Alan fixing these matters and claiming expenses from WAWA.
 - xv. 23/9 email from competition coordinator with results of the Wandi WeWs results. Matched with photos and posted to webmaster for putting up up on web. Completed
 - xvi. 23/9 webmail re item purchased at Royal show and need to contact maker. Provided contact.
 - xvii. 24/9 email pointing out error on Honor board. Noted for action.
 - xviii. 24/9 email from Andrea about possible timber from road clearing in July/August 2025 in Toodyay Road area. Mainly Wandoo
 - xix. 24/9 telephone call from ember advising they had tested positive with Covid and though source was at Wandi WeWs. Advised members by mail jet of this issue. Subsequently 9 members advised they had Covid probably sourced at Wandi WeWs.
 - xx. 25/9 email advice from Northern Suburbs with their WeWs agenda. Noted
 - xxi. 25/9 email from Manjimup advising of attendance at two events. Noted
 - xxii. 26/9 email request from Northern Suburbs for copy of insurance certificates. Provide and also directed to webpage for future reference.
 - xxiii. 26/9 email request from member about definition of a platter. Provided information Square platter diameter is the largest diagonal dimension.
 - xxiv. 26/9 email from Mandurah group with concerns about fruit platter dimensions. Passed onto Competition coordinator and Collie. Specification to remain as published.
 - xxv. 27/9 email query about ICE , provided information.



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- xxvi. 27/9 email concerning Collaboration payment without bank details. Requested info from Collaboration who provide it, matter resolved payment made.
- xxvii. 28/9 email from alan Roberts re fees payable at WeWs. Matter resolved by President.
- xxviii. 28/9 webmail contact from member public in Baldivis re training, referred to Wandi group.
- xxix. 29/9 webmail contact from member public in Tapping re training for 15 year old son, referred to Northern Suburb group
- xxx. 29/9 email from webmaster re deceased members and updating data base. Source information, resolved.
- xxxi. 30/9 email from President with item for agenda re WEWs fees.
- xxxii. 30/9 webmail contact from member of a womens group in Subiaco re carving and bowl making, referred to Embellishers group and Melville group
- xxxiii. 30/9 email from Bunbury Convener with items for public demos. Noted
- xxxiv. 30/9 webmail contact from member public in Greenwood re training, referred to Northern Suburb group
- xxxv. 30/9 email from Avon re attendance at Toodyay Show. Noted
- xxxvi. 30/9 email from member advising of email address change. Forwarded to registrar and webmaster.
- xxxvii. 2/10 webmail contact from member public in Duncraig re training, referred to Northern Suburb group
- xxxviii. 3/10 webmail contact from member public in Subiaco re training, referred to Northern Suburb group
- xxxix. 3/10 PO box Mail rego unpaid notice, Matter resolved rego paid.
- xl. 3/10 email advice from Maurie Munro about not renewing membership due to ill health. Noted
- xli. 3/10 email from editor with Newsletter 236 draft. Reviewed and advised.
- xliv. 4/10 Email from treasure re possible compromise of email by SPAMER. Note sent to all members.
- xliii. 7/10 email complaint from member about sending out notices of other activities and not WAWA events. Provided response.
- xliv. 7/10 email from member requesting removal from mailing list. Complied.
- xlvi. 7/10 email advice from Webmaster re purchase of computer for handling MMS information. Cost \$830 Samsung - Galaxy Book4 Laptop, Intel Core i5 Processor, 8GB RAM, 512GB SSD, 15.6" Full HD
- xlvi. 7/10 email from Treasurer with September Balance sheets, Transactions and Income. Appended to Agenda papers
- xlvi. 8/10 email from Lex McLachlan with names from Melville members attending Beyond tools demo. Swan members to follow,
- xlvi. 8/10 email from Brenda Ivey advising of the passing of Bill Ivey and requesting unsubscribing emails. Complied and advised Registrar and Webmaster
- xlvi. 9/10 hand delivered letters from Commonwealth Bank advising that the Association two interest bearing investment accounts, one containing \$52,998.04 and the other \$68,693.86 have matured on 5th October and the funds are being held in a holding account. Bank awaiting instructions.
 - I. During period there have been numerous emails concerning the implementation of the MMS system, advising group executives on how it works, providing guidance to group executives and troubleshooting matters.
 - li. 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)..
- lii. .12/9 email to returning officer and President re Ross Crawford only having one year tenure and requiring re nomination and election from floor of AGM. Re issued AGM agenda.
 - liii. 12/9 email briefing note to advise incoming President of potential disciplinary matter. Additional information provided on the processes involved and CoM approach in the past.
 - liv. 14/9 mailjet notice to all members about Wandi WeWs and AGM materials
 - lv. 19/9 emailed web master to put up Insurance certificates on WAWA webpage. Done.
 - lvi. 22/9 mailjet all members with results of AGM, elections, resolutions and awards.
 - lvii. .26/9 mailout to al group executives with information on fees payment process with how too guidelines.
 - lviii. 27/9 mailjet all members re payment through new MMS of annual fees.
 - lix. 2/10 submitted annual returns to Association On line site for WAWA. Requested change to Andrea as contact and provided details of new contact.
 - lx. 3/10 emailed group executives with additional information on how to handle cash or EFT renewals of membership.
 - lxi. 7/10 mailjet to all members advising of availability of Newsletter 236.