



MINUTES OF COMMITTEE OF MANAGEMENT MEETING

Date: 12th November 2025

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

Meeting commenced at 12 noon.

Call Roll, George Murphy (President), Ross Crawford, Ian Ludford, David Finch, Robin Campbell, David Milton, by ZOOM (Barbara Jennings, David Doye, Brian McLoughlin, Gary Taylor.)

Apologies Mary Byers,

Observers: Jim Cameron

Business to note.

No safety Incidents reported

Melville Group wished to note that two members would be made honorary members due to longer turning and wishing to remain in social contact. Members Geoff Saw # 2142 Joined October.2005 and Roy Lundy #642 joined April 1989. **Approved**

Strategic Plan Review.

Meeting summary

The meeting focused on reviewing and updating WAVA's strategic plan, with discussions centered on prioritizing key result areas, formalizing relationships with other organizations, and addressing membership strategies. The CoM examined various operational aspects including policies, training programs, competitions, and health and safety protocols, while also reviewing and endorsing proposals for workshop activities. Financial considerations were discussed, with concerns raised about reserves and the need for a detailed financial overview, along with plans for succession planning and community outreach initiatives.

The current summarised 2022-25 plan is to be modified and re-issued

Next steps

- Secretary: Provide monthly summary of Committee of Management deliberations to groups
- Weekend Workshop Sub Committee: To ensure exchange of information such as WeWs programs, STEP courses etc with other like groups such a Collaboration, Fine Wood work Group and Carvers Guild
- Registrar and Webmaster: Review recruitment and retention over past 5 years by group detail basis from legacy registration systems and new MMS system within 6 months
- Treasurer (Brian): Implement first stage of consistent financial records for all groups by end of financial year 2026



- Health and Safety Officer and Group Safety Officers: Establish health and safety subcommittee at WAWA level and provide guidance to Com on these matters.
- Competition Committee: Define criteria for novice, intermediate, and advanced levels for both training and competition, with group involvement in promotions
- Committee of Management: Consider budget allocation for acquisition program to enhance current Heritage collection.
- Demonstration Subcommittee: Proceed with four adopted proposals for workshop material support as documented by Jim Parker in tabled document (see Appendix),
- Treasurer (Brian): Present financial information showing available funds and required reserves within 3-4 months

Notes on Discussions

WAWA Strategic Plan Review

The meeting focused on reviewing WAWA's strategic plan, with Jim Cameron, who authored the original plan, attending as a guest. The review highlighted strengths such as a clear definition of WAWA's aims and principles, but noted weaknesses including a lack of prioritization, unclear review processes, and no performance indicators. The group agreed to focus on prioritizing key result areas (KRAs) and identifying measurable targets with assigned reviewers. CoM decided to move forward by examining each KRA in order, with an emphasis on setting clear timelines, measuring success, and determining who will review progress.

KRA1 Governance Strategy Review

KRA1, focuses on governance and public profile. They considered having a patron, but Barbara suggested it wasn't a priority. The idea of an advisory board was also discussed, but they decided it wasn't necessary given the current state of the organization. The group also reviewed their relationships with other organizations and agreed to removing the goal of establishing a permanent headquarters.

Woodworking Organizations Collaboration Initiative

The committee discussed formalizing relationships with other woodworking and carving organizations, with a focus on collaboration rather than formal relationships. They agreed that while informal relationships currently exist, a more proactive approach is needed, including sending meeting notices and workshop information to other groups. The workshop subcommittee was identified as the body that should handle these relationships, with a suggestion to share workshop programs and competition details with other organizations.

Organizational Objectives and Relationships Review

The meeting focused on reviewing and refining key organizational objectives, particularly around relationships with external groups and internal governance processes. The group agreed to formalize relationships with other organizations through regular communication and training updates, while also establishing a workshop subcommittee. They decided to maintain annual group conveners' meetings and keep the handbook as an ongoing project, with plans to define specific services provided to members.



The discussion highlighted the need to prioritize relationships with existing groups before expanding to new members, particularly given the current state of the MMI (Men's Shed Initiative).

Membership Strategies and Retention

The meeting focused on membership strategies, with Barb emphasizing the importance of recruitment, retention, and recognition, while the Secretary noted that recruitment has improved through the website but retention remains a challenge. They agreed to review membership management system (MMS) and website performance over the past five years, with the Secretary offering to provide the latest membership figures. The group discussed the success of merit awards and certificates of appreciation, deciding to continue these recognition efforts, while also maintaining honorary memberships for social members.

Policy Updates and Safety Initiatives

The meeting focused on reviewing and updating policies and procedures, particularly in financial transactions and health and safety protocols. Brian was tasked with refining financial practices to align with accounting standards, with a goal to implement the first stage by the end of the 2026 financial year. The group agreed to establish a health and safety subcommittee comprising the COM safety officer and each group's safety officer, with the aim of determining appropriate incident reporting levels and implementing a standardized accident reporting system.

WAWA Health and Safety Sub Committee

The meeting focused on health and safety policies, with the establishment of a WAWA health and safety sub-committee identified as a top priority made up of all the group safety officers.

Facilities and equipment acquisition

The group discussed facilities and equipment acquisition, noting that while current policies are adequate, there is a need to review asset registers and consider support for groups with limited fundraising capabilities. Barbara highlighted the importance of addressing groups without secure workshop facilities, particularly Northern Suburbs and Swan, and suggested developing a database of facility lease terms and assets.

Training Criteria and Competition Standards

The group discussed training programs and competitions, focusing on the need to establish clear criteria and outcomes for different skill levels, particularly for beginner turners. They agreed that the competitions committee should be involved in developing these standards, with input from trainers and groups. The secretary suggested setting aside funds for a meeting of trainers to discuss training outcomes, and Barbara supported the idea of involving groups in promotion decisions. The discussion highlighted the need to balance competitive and non-competitive training approaches, with a focus on producing competent and safe turners.

KPIs for Education and Training

The group reviewed and revised several key performance indicators (KPIs) related to education and training, focusing on documentation, reciprocity in training, and support for special interest groups (SIGs). They decided to remove references to SIG support since the groups now exist independently, and agreed to maintain ongoing activities like the STEP program and local demonstrations. The discussion



concluded with a decision to keep training-related activities at the group level rather than the strategic level, as these initiatives are better managed locally.

Community Programs and Leadership Planning

The meeting focused on several key areas including community outreach, marketing, and competitions. The group discussed establishing a public events subcommittee to handle programs like Craft Alive and the Royal Show. They agreed to create an acquisition program for the permanent collection, with the need to determine budget allocation through the common budget process. The competition subcommittee's activities were reviewed, including the need to establish clear assessment criteria and recruit new judges. The conversation ended with a discussion on succession planning, acknowledging the need to prepare for upcoming leadership changes and ensure proper handover of roles and responsibilities.

WeWS Proposals and Financial Review as presented by Jim Parker

Motion That the four proposals related to WeWs, Training, STEP integration and Non-Association demonstrators be adopted and authorizing the Demonstration Subcommittee to implement these initiatives.” **Moved** Jim Parker **Seconded** Barbara Jennings. **Passed unanimously.**

Proposal 1: Adoption and Distribution of the 'Planning Guide to Make Your WeWs a Success' Booklet

Proposal 2: Establishment of a Demonstrator Training Subcommittee and Standard Training Program

Proposal 3: Establishment of a Regular STEP Program Focused on Upcoming Competition Items

Proposal 4: Approach to Non-Association Demonstrators

Financial Reserves

Brian raised concerns about the association's financial reserves and proposed presenting a detailed financial overview, including asset values and recommended allocations, over the next few months.

Succession Planning

Although not part of current Strategic plan this is an issue of some importance to the long term viability of WAWA and CoM needs to address the both short term and long term plans for this.

Meeting closed at 2:23pm.

Appendix

From Jim Parker

Proposal 1: Adoption and Distribution of the 'Planning Guide to Make Your WeWs a Success' Booklet

That the Committee of Management:



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1. **Formally adopt** the booklet compiled by this subcommittee as an endorsed resource for all groups.
 2. **Approve the distribution** of the booklet to all affiliated groups and members.
 3. **Support ongoing annual updates** to the booklet as needed, with revisions brought back to the Committee of Management for endorsement.

Rationale:

This booklet consolidates consistent information, guidance, and standards that will support improved quality, safety, and clarity across all groups. The subcommittee has completed the development work and believes this resource will benefit all members.

Proposal 2: Establishment of a Demonstrator Training Subcommittee and Standard Training Program

That the Committee of Management:

1. **Establish a new Demonstrator Training Subcommittee** to oversee the development, coordination, and delivery of demonstrator training across the organisation.
2. **Approve the creation of a standardised Demonstrator Training Course**, to be delivered regularly in a similar manner to STEP training.
3. **Acknowledge the three historic demonstrator training outlines** sourced by the current subcommittee and authorise these to be used as a starting point for developing the new standard course.

Rationale:

The current subcommittee believes strongly in the value of consistent, high-quality demonstrator training. A structured and repeatable training model will lift demonstrator skills, improve safety and engagement across groups, and ensure organisational continuity.

Proposal 3: Establishment of a Regular STEP Program Focused on Upcoming Competition Items

That the Committee of Management:

1. **Approve the development of a regular STEP training schedule** aligned with the annual competition calendar.
2. **Endorse the delivery of STEP sessions approximately two months in advance** of each competition item.
3. **Support the development of accompanying training materials** to ensure groups can prepare and coach members effectively.

Rationale:

A consistent, forward-planned STEP program will improve participation, skill development, and competition outcomes. By training in advance, groups and individuals have time to practise techniques and improve the overall standard of submitted pieces.



Proposal 4: Approach to Non-Association Demonstrators

That the Committee of Management:

1. **Establish a new External Demonstrator Subcommittee** to oversee the development, coordination, and delivery of demonstrator opportunities from external to WAWA
2. **Endorse, in principle, the development of a framework** for engaging non-association demonstrators—including criteria, approval processes, and partnership opportunities.
3. **Authorise the organisation to actively explore opportunities** to host or jointly host external demonstrators with other associations, events, or groups (e.g., Fine Woodwork Association, collaboration events, Turnfest).
4. **Support the investigation of opportunities** for one-day workshops with local, non-association turners and related craftspeople (e.g., pyrographers, carvers, embellishers), where financially and operationally viable.
5. **Request that a working group or designated subcommittee** return to the Committee of Management with a practical implementation plan.

Rationale:

Why:

Members gain significant skill uplift from workshops facilitated by experienced external turners. These sessions offer techniques and artistic perspectives that are difficult to replicate in-house. Historically, participant fees have covered most costs, and member feedback has been consistently positive.

How:

Local external turners may be viable for one-day paid workshops. Higher-cost interstate or international presenters would be more feasible when coordinated jointly with other associations or major events. There is also potential value in broadening offerings to include complementary disciplines such as carving and pyrography.

When:

The timing will depend on the availability of shared opportunities with other organisations, as cost considerations mean such events are unlikely to be feasible as stand-alone efforts. A proactive approach to monitoring and pursuing these opportunities is recommended.