



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 10th September 2025

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

Meeting Declared open 12:00 pm by President George Murphy.

Call Roll George Murphy (President), Ross Crawford, Barbara Jennings (Zoom), David Milton, Jim Parker, Matt Lanagan (zoom), David Doye (Zoom), David Finch, Robin Campbell

Apologies, Ian Ludford, Alan Kelly, Brian McLoughlin,

Observers: Nil

- **Safety matters**
 - Nil.
- **Previous meeting Minutes**

Motion "That Meeting Minutes for 13th August 2025 is a true and correct record of the meeting".
Moved Ross Crawford, **Seconded** Jim Parker **Passed Unanimously**.
- **Business Arising from previous Minutes.**
 - Melville has given permission to use Video clip of August safety incident for safety topic for Groups.
- **Correspondence (as appended).**
 - **Motion** "That correspondence be accepted" **Moved** David Milton, **Seconded** David Finch **Passed Unanimously**.
- **Financial Report:**
 - **Accounts**
 - **Motion** "That August 2025 Treasurer's Report be accepted" (*Appended*) **Moved** David Milton, **Seconded** George Murphy. **Passed Unanimously**.
 - **Expenditure for approval**
 - **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** David Milton , **Seconded** Barbara Jennings **Passed Unanimously**

Payments for ratification:-

•	1/8/25	Neil Turner	\$250	Judges expenses
•	7/8/25	IBC Digital	\$88 per month	Renewed regular Deb Card
		Payment		
•	14/8/25	Dept of Transport	\$440.85	Trailer Registrations hiring
•	14/8/25	Lachlan Basc	\$500.00	Promotional video
•	14/8/25	10 Members	\$4035.80	Sales proceeds per Craft
		Alive Report		
•	20/8/25	Centrewest	\$7,712.00	Annual insurance premium



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA
(INC.)



-
- 20/8/25 F Green \$302.82 Craft Alive expenses
 - 20/8/25 G Murphy \$150.00 Refund payment Judges expenses J Cameron
 - 22/8/25 B McLoughlin \$148.80 Travel expenses to meet with auditor
 - 27/8/25 Busselton Multi Serv \$1278.30 Trophies for Annual Comp
 - 4/9/25 Chris Ring \$450.00 Audit fee and other advice
 - **Other Finance**
 - From the treasurer's report the following matters:
 - Self Insurance claim procedure **Motion** Moved Jim Parker **Seconded** David Doye "That groups to be reimbursed for the claim amount minus the excess \$100 (as per handbook) provided that in line with commercial insurance claims process, that is:
 - The loss is reported in an appropriate way eg a police report
 - That the claim items values are based on either the WAWA purchase price or quoted replacement cost.
 - Reimbursement will be at the discretion of WAWA CoM." **Passed By Majority**
 - The third stage of the Gosnells equipment disposal was conducted in unforeseen haste. Stage 4 offer to members for the remaining equipment is yet to be completed (held over to next meeting)
 - Our Auditor will not be available for the next audit and we will need to find a new Independent Auditor (held over to next meeting)
 - It is **proposed** "*that a gift of appreciation of his services outside paid service be given to Auditor (Chris Ring) suggestion is a Charlie Broadbent platter or similar. Value \$200 to 300*" **Moved** Ross Crawford **Seconded** Jim Parker **Passed Unanimously** Barbara Jennings to follow up with Charlie
 - **Moved** David Milton **Seconded** Barbara Jennings "*That the auditors report and accounts for 2024-25 be accepted and presented to AGM*" **Passed Unanimously**
 - **Procedural Matters for noting.**
 - Group Public Displays for noting.
 - Swan public event Machinery Preservation Group, at Old Railway workshops, 13th September, Demo, display, sales
 - Mandurah Club providing woodturning demonstrations at the Mandurah Baptist College from 1630 18th September 2025
 - **Registrar**
 - Annual report on membership complete, tabled and to be circulated to each group. (see appendix for report)
 - **Subcommittee reports**
 - **Governance.**
 - We have one vacancy for CoM (5 required) that is yet to be filled. Need for casual fill at AGM, have requested Collie and Swan to consider filling this positions (promoted attendance with Zoom)



- George Murphy President
 - David Milton CoM member
 - Geoff Green CoM member (note it is reported that he will be withdrawing his nomination due to recent health issues)
 - Ross Crawford CoM Member
 - David Finch CoM Member
- a. That we **recommend at AGM** that
- “the removal of visitor fee for attending WeWs and no change to any other WAWA fees and charges for 2025-26”.
 - There are no items of business that have been presented by members for consideration “ **Moved** David Milton **Seconded** Robin Campbell **Passed Unanimously**”
- Handbook now has 13 editable sections thanks to Barbara Jennings. Need forms section and some matters clarified. To be collated to one document and put up on web with all members to be notified. **Action** Secretary
 - Invitations to Ivor Bridges, Milton Rundle and Micheal Kenny to attend to receive their 40 year Service plaques. Ivor to be asked to talk about WAWA treadle lathe and logo.
 - **Training**
 - Judges training for late October. To be at Busselton. To be advertised. Date to be advise depending on Charlie Broadbent’s availability.
 -
 - **Competition**
 - Draft 2026 Calendar after amendments to circulated to all groups for implementation.
 - Promotions sent to groups (8/9) will be in place for Wandi WeWs (WAWA AGM) meeting 21st September.
 - **Publicity and Communications**
 - **Webmaster.**

Recommendation purchase theme (cost \$49 USD)
<https://theforest.net/item/907-responsive-multipurpose-wordpress-theme/4087140>
and authorisation of 20 hour block at \$165 per hour ie \$3,300.
(as per previous minuted in budget) **Approved**
 - **Membership Management System (MMS)**
 - Gosnells - The group will remain in the MMS until after this year's subscription renewals - ex Gosnells members who renew their subscriptions will need to be assigned to one of the other groups. On 1st January 2026 Gosnells group will be removed from MMS, website and as a membership group.
 - **Message centre**
 - Nil.
 - **Newsletter Editor**
 - No one has offered to do Newsletter, Matt will do one after AGM.
 - **Public Events**
 - Craft Alive debrief was
 1. that the promoter was happy with us, some problems in rosters and attendances of our members,
 2. Flyers don’t have enough Group information (locations), QR codes point to web but info on groups not intuitive. Need to have grop specific flyers.
 3. Big banners were of limited use.



- Royal show planning update
 1. Location is yet to be finalized for display and sales in Creative arts.
 2. Rosters for Heritage Center turning display being populated, equipment from Wandi.
 3. **Motion** *“That demonstrator at the RHAS Heritage Pavillion be reimbursed for their expenses in preparing and suppling materials from the pool of funds received from the RHAS.”*
Moved Robin Campbell **Seconded** Jim Parker **Passed Unanimously**

- **Safety.**
 - Nil.
- **Grants**
 - Participated in Lotterywest Arts and Culture Infrastructure Grant Program Webinar. As we are not GST registered and not able to apply, main thrust of \$30 Million is for replacement and development of programs. No new buildings are allowed. We are clearly restricted to the max \$15,000 class of grantees.
 - All Groups requested to put in submissions by end of September, response so far (indication that Avon will be after sharpening system), Collie, Melville, Busselton and Northern Suburbs will not be applying for a grant this round.

- **History**
 - Nil.
- **Facilities and equipment**
 - The AV trailer needs to be replaced due to continuing deterioration. Need to determine what we need to store in it and how. Do we need new more portable AV gear, members with experience in this to be approached e.g. do we have a projector type system rather than TV screens. Barbara Jennings to investigate what type of off shelf trailers are available and costs.

- **DBC Act & Regulation Negotiations /Forrest Management Plan**
 - . Watching brief.

- **Other Business (Business raised by COM members or groups).**
 - Mandurah advised they have been awarded a grant of \$20,000 for dust extraction (external mounted) system Need planning approval.
 - Emma Basc advertising Wandi WeWs through media
 - The strategic plan is to be reviewed, to be circulated to incoming committee for their consideration.
 - 40 year plaque to be redone.

Date of next meeting: Wednesday ?? (date to be determined by incoming President) October) 2025 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 2:06 pm

George Murphy (President)

David Milton (Secretary)



Appendix

Correspondence

- In:
 - 13/8 email from Kevin Cheetham confirming Birko boiling water heater is at Liddelow. Noted
 - 13/8 PO box mail, woodturning Magazine for library. Picked up
 - 13/8 request from member of public requesting manufacture of 18 Balusters. Advised to use Kevin Luff.
 - 14/8 email from Manjimup Secretary concerning Forstner bits, advised that inventory inaccuracy from Gosnells meant that all bits were in one box and had been assigned to Bunbury.
 - 14/8 email from Ross Crawford with Craft Alive fair report". Added to minutes.
 - 14/8 email from Bob Webb thanking for article in Newsletter. Noted
 - 14/8 email from Brian Hand Southern River College confirming they now have vacant possession of the Woodturning Workshop (Disbanded Gosnells Group) and have had all keys returned. Noted
 - 15/8 email cc of Registrars report on membership information for 2024-25. Noted
 - 16/8 webmail from member of public at Greenmout asking about beginners courses, referred to Swan Group
 - 19/8 email from Centre West insurance with quotes and invoices for the Public Liability and Workers Comp Insurance. Treasurer dealing with payment made on 20/8.
 - 19/8 webmail from member of public at Mullaloo requesting traing leassons. Referred to Northern Suburbs Group.
 - 19/8 email from Swan Secretary re public event Machinery Preservation Group, at Old Railway workshops, 13th September, Demo, display, sales. Noted
 - 19/8 email from Melville Secretary notifying of a forced break-in and burglary of equipment from their wood storage and preparation room, police report is 12082025120062975. Current estimated value of equipment stolen was \$2,900. Forewarned that a claim from our self-insurance would be made. Noted
 - 20/8 webmail from member of public at Darlington with seasoned Sheoak available, advised Swan and Mundaring of contact and their action.
 - 20/8 webmail with a member trying to pay new subscription and having difficulty. Provided information and Melville group contact.
 - 21/8 email from Collie Secretary about a certificate proforma they can use to give a long standing member a "Group Life membership". Provided a proforma based on the Certificate of appreciation and advised that this has no standing as a WAWA "Life member" Noted
 - 21/8 email from Treasure to President and secretary recording Roll over of term deposit for 9 months and the withdrawal of \$2,900 in anticipation of the Insurance claim from Melville Group for equipment stolen.
 - 21/8 webmail from member of public inquiring about contacting of ex member re purchase of chess set. Provided information
 - 22/8 and onwards various email about miss labelled Bunbury competition item(s). Corrections made.
 - 23/8 and onwards groups requesting insurance certificates. Eventually provided on Thursday 28th August.



- 25/8 email from Lotterywest concerning Lotterywest Arts and Culture Infrastructure Grant Program Webinar on Grants on 29th August. See Grants section
- 25/8 cc of email with call for agenda and meeting of PESC. Noted
- 26/8 email from Collie Secretary requesting date change for Collie WeWs to warmer month. Melville approached.
- 26/8 email from Mandurah with Lottery West logo attached to lathe. Noted
- 26/8 email cc of email advice on Mandurah new committee.
- 27/8 email from Mandurah re Royal Show attendance and comment on preferred if there were two lathes. Noted
- 27/8 email from Collie re item for 2026 Competition. After consultation with Sub committee advised this is too late (by 6 weeks) and that items are set.
- 27/8 various emails on website updates. Noted
- 27/8 email from Collie Secretary "The members of collie would like to officially thank WAWA for allocating them the Woodturning gear from Gosnell and will put it all to good use the lathe is already in use".
- 28/8 email with the Certificate of currency of Public Liability received and copied to all group Executives. On webpage
- 28/8 email with competition calendar (draft) , circulated to al groups for comment.
- 28/8 email with the Certificate of currency For Voluntary Workers Insurance received and copied to all group Executives. On webpage.
- 28/8 email from Collie as they" put in for another grant from synergy to paint the work shop so we will give your grant a miss". Noted
- 28/8 webmail from member of public in Alkimos re learning, advised of Northern Suburbs group.
- 29/8 email from Busselton Secretary with AGM results and paper work for EOY. Forwarded to Treasurer.
- 1/9 cc of email to all groups requesting EOY information (part2) from treasurer. Noted
- 3/9 email from Barbara Jennings with revised and wordsmithed WAWA handbook into separate sections (13) Received
- 3/9 email query from Avon secretary re junior membership fees. Provided advice
- 4/9 email from treasurer with auditor letters and report. Noted for AGM inclusion.
- 5/9 email from Treasure with August report.
- 6/9 email from Treasurer with additional reports from Auditor. (provide to CoM as separate documents)
- 6/9 email from Competition Sub committee with promotions list. Requested some modifications. Sent out to groups on 8/9
- 6/9 email from treasurer with copy of group returns. Noted
- 8/9 email from Ian Ludford with agenda items. Noted
- 8/9 email from Northern suburbs re disposal of three lathes, one Carbatec MC1018, two Carbatec Wood Fast WM305 (Date: 5-1210) To be advertise through normal process.
- 8/9 email from Norm Hoskins with update on CoM nominations. Noted.
- **Out** (for noting, unless listed elsewhere).



- 25/8 email northern suburbs, Swan, Wandi and Mandurah groups re royal show and Beyond tools demonstration and request for them to provide members.
- 28/8 emailed out Insurance certificates to al groups.
- 28/8 emailed out Draft WeWs items for 2026 to all groups.
- .8/9 emailed competition promotions to all groups

August 2025 Treasurer Report and Documents

Treasurer's Reports and documents

August 2025 Treasurers Report

4 September 2025

Assets and Liabilities on 31st August

Current Assets

CommBiz Bank Main Operating Account Acct	\$ 41,192.74
CommBiz Bank Debit Card Account Acct	\$ 1,169.57
CommBiz Bank Term Deposit #1	\$ 54,149.85
CommBiz Bank Term Deposit #2	\$ 68,303.22
Cash on hand	<u>\$ 105.00</u>
Total Cash available	<u>\$ 164,920.38</u>

Financial Performance

	<u>August</u>
Income	\$ 9,604.01
Expenditure	<u>\$ 16,018.75</u>
Surplus/(Deficit)	<u>\$ 6,414.64</u>

Quite a busy month. The main expenditure was \$7,712 for renewal of insurance premiums. Other notable expense items were \$1,278 for trophies, \$4,035 for Craft Alive sales, \$580 cash out for prizes, \$440 trailer registrations, \$474 Craft Alive Fee and \$500 for production of the promotional video. Income was mainly from the Craft Alive sales \$3,371 (plus \$1,385 in July), \$2,293 term deposit interest \$2,068 RAC insurance for Avon damage claim, \$485 Bunbury WeWs, \$202 Waarble and \$225 Trailer registration repayment.

The larger Term Deposit was renewed but \$2,900 was transferred to the operating account, on maturity, to cover an expected claim against self-insurance for the break-in and theft at Melville. A stolen list was compiled with a replacement value of \$2,888 and has been submitted. My preference for proceeding with this claim is that MWG submit their list to two or more equipment suppliers for supply and that WAWA purchases the equipment from the best bidder. Discussion welcome.



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA
(INC.)



A final cash payment was received from Gosnells along with a USB drive of their financials up to 31st July. The third stage of the Gosnells equipment disposal was conducted in unforeseen haste. Stage 4 offer to members for the remaining equipment is yet to be completed.

The 2024/25 Audit has been completed and relevant documentation provided to the Secretary for distribution ahead of the AGM. The new process was completed with mixed results. I will be meeting with Auditor on Monday 8th to discuss how to transition the accounting standards. The accounting standards for the wind-up of the Gosnells will also be discussed. Our Auditor will not be available for the next audit and we will need to find a new Independent Auditor. An invoice for the Auditor's fee of \$450 has been submitted .

Payments for ratification:-

- 1/8/25 Neil Turner \$250 Judges expenses
- 7/8/25 IBC Digital \$88 permonth Renewed regular Deb Card Payment
- 14/8/25 Dept of Transport \$440.85 Trailer Registrations hiring
- 14/8/25 Lachlan Basc \$500.00 Promotional video
- 14/8/25 10 Members Report \$4035.80 Sales proceeds per Craft Alive
- 20/8/25 Centrewest \$7,712.00 Annual insurance premium
- 20/8/25 F Green \$302.82 Craft Alive expenses
- 20/8/25 G Murphy Cameron \$150.00 Refund payment Judges expenses J
- 22/8/25 B McLoughlin \$148.80 Travel expenses to meet with auditor
- 27/8/25 Busselton Multi Serv \$1278.30 Trophies for Annual Comp
- 4/9/25 Chris Ring \$450.00 Audit fee and other advice

Brian McLoughlin

Treasurer WAWA

Registrar's Report 2024/2025

Membership

As of June 30th, 2025, the Association has a total of 521 current Members. Last year the Association had 538 members. During the year there has been 88 new members, with 27 joining in the second part of the year. 105 members decided to quit.

<u>Club</u>	<u>Total Members</u>	<u>Paying Members</u>	<u>Life Members</u>	<u>Honorary + Associate</u>	<u>Junior</u>
Avon	12	12			1
Bunbury	52	41	2	9	
Busselton	50	41	2	7	1
Collie	33	31	1	1	
Gosnells	30	29		1	1



THE WOODTURNERS ASSOCIATION OF WESTERN AUSTRALIA
(INC.)



Mandurah	43	39	2	2	
Manjimup	20	17	1	2	1
Melville	126	119	3	4	2
Mundaring	17	15	1	1	
Northern Suburbs	39	30			
Swan	44	41	2	1	
Wandi	55	46	3	6	1
Totals	521	470	17	34	7

There were few issues during the year:

The majority of members took advantage of paying online which has considerably eased the burden for treasurers and others, though in some cases automated receipts were generated before paper receipts were sighted.

The Clubs do not appear to be using the online system to chase up membership issues,

D T Finch
Registrar