



COMMITTEE OF MANAGEMENT

MEETING MINUTES

Date: 13th August 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, Brian McLoughlin, David Doye (Zoom), David Finch

Apologies, Ian Ludford, Alan Kelly, Matt Lanagan, Robin Campbell

Observers: Nil

- **Safety matters**

- An Incident on Thursday 17th July where a Melville Group member received a severe laceration to the inside of his left index finger when struck by a chuck key which was flung from a bowl blank when testing for “trueness” when the key was applied to the improperly chucked, restrained and flawed spinning blank causing it to fragment into two pieces approximately 1kg each. Both pieces missed the turner, but one piece struck on rebound a second turner working on the lathe in front of the failure on his leg (slight bruising) and the other piece ricocheted and just missed the upper torso or head of a third turner on the lathe behind. It is clear that the safety screen prevented probable serious injury to the turner in the lathe in front of the incident. The incident was recorded on Melville security system. The laceration required attention by an ED, then of a plastic surgeon (multiple stiches both internal and external) and ongoing physiotherapy to repair the finger. The turner has indicated he will be making a claim against WAWA for out-of-pocket expenses not covered by his medical insurance. A full report of an investigation is available from the Melville Group. The report indicated that improvements on securing timber with proper sized and shaped tenons, tail stock support, use of appropriate tools and techniques, sound timber or timber repaired with the correct adhesives and additional screening are needed. Melville has implemented all these improvements.

- **ACTION**

- Documents needed for best practices: **ALL**
- Safety Handbook to be reviewed and updated: **Secretary**
- Remove Safety section from Handbook to avoid confusion. **Barbara Jennings**
- Follow up with Melville to see if video of incident can be made available for general WAWA use. **Secretary**

- **Previous meeting Minutes**

Motion “That Meeting Minutes for 9th July 2025 is a true and correct record of the meeting”.

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

- **Business Arising from previous Minutes.**

- insurer agreeing to clause 5 covering our interpretation
- on 14th July Ian Ludford was successful in transferring NFP Msoft licenses that were due to expire on July 27, 2025. With the exception of George (Comp Coordinator), we have the Business Basic account



(Free), which only gives us the Online version of the office software. George has a Business Standard account (\$4.90 per month) that will provide Desktop Office including MS Access.

- **Correspondence (as appended).**
 - **Motion** *“That correspondence be accepted”* Moved David Milton, **Seconded** Ross Crawford **Passed Unanimously**.

- **Financial Report:**
 - **Accounts**
 - **Motion** *“That July 2025 Treasurer’s Report be accepted” (Appended)*
Note this is a trial balance pending Auditors review and sign off. **Moved** Brian McLoughlin, **Seconded** David Finch. **Passed Unanimously**.

 - **Expenditure for approval**
 - Items for expenditure
 - Trophies for AGM awards \$1229.95 from Busselton Multi Services
 - Open Competition expenditures, total \$2050 for prizes
 - Expenses for judges (1 x 250 + 1x 150) for a total of \$400.00
 - Payments to sellers at Craft Alive as per list appended in treasurers Report (Craft Alive Sales Summary Turners Proceeds).

 - **Other Finance**
 - From the treasurer’s report the following matters:
 - RAC have paid in full claim against them for building damage repairs (members insurer).
 - All Groups have provided balance EOY accounts
 - Consolidated set of accounts based on common chart of accounts and accounting methods for all groups will be 25-26 year aim
 - Asset register consolidation for all groups is first objective (ATO focus due to our high asset equity). Once auditor gives recommendation need to talk to groups. Considering 2 levels of assets, with a \$250 limit to “stock” consumable items, other items to be at purchase price, depreciation methods as per auditor advice who may need more involvement
 - Treasurer to determine whether auditor needs additional remuneration for setting up asset register methods. **Treasurer**
 - Auditor will be advising on any movement of assets between groups are NOT SALES but may incur a transfer fee.
 - Self-assessment for 24-25 with ATO lodged ABN issue has been resolved.
 - **Term Deposit rollover** Noted that the treasurer is authorised to roll over the maturing investment deposit with ComBank at best rate and for an appropriate period that the budget requires.
 - **Motion** Moved Brian McLoughlin **Seconded** David Milton *“That the following items from the assets of the disbanded Gosnells Group were donated to the Southern River College , Roof mounted air-conditioner, 4kg Fire Extinguisher, the Southern River College P &C one 4 burner Bar-be-que and the Liddlow Woodturners two (2) Rikon 70 220 variable speed lathes (R1 and R5), one Carbatec dust filter and the 10l Birko over sink Tip Tronic boiling water heater. For the purpose of promoting community goodwill.”* **Approved**



- **Procedural Matters for noting.**
 - Group Public Displays for noting.
 - Bunbury will have demo & display at Bunnings on: 4th Sept, 30th Oct, 4th Dec.
 - Bunbury will have demo, display & sales at Bull & Barrel 11th Oct.
 - Bunbury will have display & sales at Stirling St Art in the Garden 30th Nov.
 - Swan York Ag Show 6th September
 - Wandi, Mandurah, Busselton, all attending local Bunnings store Father's Day event on 4th August
- **Registrar**
 - Annual report on membership is almost complete. Some issues with reconciliation with Waable records of payment and membership classes
- **Subcommittee reports**
 - **Governance.**
 - Report from returning officer indicates that we have two committee positions yet to fill (no nominations). To follow up with Swan and Collie groups. President to bring up at Bunbury WeWs.
 - Revision of Handbook is nearly complete with all sections being broken up into individual areas so they can be easily edited.
 - **Training**
 - Nil.
 - **Competition**
 - Collie verbally requested to change their WeWs date to a more suitable weather date. Melville to be approached to swap their date.
 - Consideration of moving ADM to different locations in future years (always in September)
 - 2026 calendar of items has proved difficult due to Collie and Manjimup not submitting items. **Motion** .Moved D.Milton. Seconded J.Parker **"That a July WeWs not be held"** **Passed** by Majority
 - Open competition number of entries were disappointing. Needs to be promoted as a competition of excellence and particularly to Advanced turners. Advertising effort must be improved.
 - Judging across the skill levels appears to be coming distorted by easy scoring on less skilled harder on advanced rather than level. To be monitored.
- **Publicity and Communications**
 - **Webmaster.**
 - To improve the website and ensure its security. **Motion** Moved Barbara Jennings, Seconded David Finch **"that an expenditure of up to \$3,500 be approved for Webpage upgrade"** **Passed** Unanimously
 - **Membership Management System (MMS)**
 - Nil
 - **Message centre**
 - Nil.
 - **Newsletter Editor**
 - .
 - **Public Events**
 - See appended Craft Alive Fair Report.
 - Letter to Timbecon declining involvement in their event
 - Northern Suburbs, Swan, Mandurah, Wandi to b asked to consider involvement in Perth Royal Show and



Beyond tools but they will have to organize. Secretary to send out letter.

- **Safety.**
 - .
- **Grants**
 - Groups to be asked to submit proposals for application of Lotterywest grants. To Secretary by end of September.
- **History**
 - Nil.
- **Facilities and equipment**
 - Nil.
- **DBC Act & Regulation Negotiations /Forrest Management Plan**
 - . Watching brief.
- **Other Business (Business raised by COM members or groups).**
 - Mundaring potential issues with building becoming unsuitable. Noted
 - Perth Royal Show working with children and young people checks and accreditation Current cost is \$11. Publicity group made aware of this possibility.
 - SIG for 3D printers, CAD & lasers for Woodturners to be mainly a digital blog like forum on our web page. No equipment being sought from WAWA. **Motion "That a 3D printer SIG forum be setup on the Webpage"** Moved Barbara Jennings, Seconded Jim Parker **Passed** Unanimously
 - Ian Ludford. 40th Year anniversary gift at AGM- Golden Mean Calipers To be 3D printed by various members. Motion "that up to 120 caliper approved to be printed and WAWA will reimburse the cost (expected to be less than \$100) of materials. Moved Brian McLoughlin, Seconded Ross Crawford. **Passed** Unanimously
 - Conveners Conference is planned for March 26th 2026 at Mandurah.
 - Northern Suburbs WeWs will be similar to the WAWA July WeWs in format. Request was for possible WAWA support for additional cost. Northern Suburbs requested to come back with more information but general support for additional cost for event from CoM
 - Some general discussion on need to consider using interstate or international turners for future programs. For new committee to consider.
 - Brian McLoughlin will be absent from WAWA activities for 4 to 5 weeks
 - Melville advised that a recent break-in and subsequent burglary has resulted in the loss of approx. \$2,900 of equipment (list being compiled) Reported to police. Equipment mainly associated with wood preparation and segmenters SIG.

Date of next meeting: Wednesday 10th September 2025 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 2:29 pm

George Murphy (President)

David Milton (Secretary)

Appendix

Correspondence



- In:
 - 9/7 email of ZOOM renewal Payment for July. Forwarded to treasurer
 - 9/7 email from Treasurer with report for July. Inserted in minutes of July. Discussed verbally at CoM meeting 9th July.
 - 9/7 email from insurer agreeing to clause 5 covering our interpretation. Noted
 - 9/7 email from Ross Crawford with a complete Index to Woodturners Magazine. Filed in Secretaries library directory.
 - 10/7 webmail from a member of the public in Mirrabooka concerning woodturning training, Directed to Northern Suburbs
 - 10/7 email from member of Gosnells with drawing his offer to purchase a grinder. Noted
 - 10/7 webmail from a member of the public in Usher area concerning woodturning training for a teenage boy under 14, advised of our policy re age, invited them to go to Busselton for a look.
 - 11/7 email from treasure with modified asset list (updated June 30th 2025) with several deletions. Noted
 - 11/7 to 31st July various and numerous procedural correspondences with groups, Gosnells , between treasurer, secretary of WAWA resolving equipment actually at workshop and its allocation. All noted and acted upon. Note this included a meeting on site of President and secretary on site with college and Gosnells on Friday 25th July to finalise moving all equipment out. 5 trips to College over week 3rd to 8th August by secretary to arrange disposal and vacating facilities at college.
 - 12/7 email from Fran green clarifying photography of Open competition items. David Finch confirmed at doing this as per normal.
 - 12/7 webmail from member of public in Beelair re disposal of lathe and equipment. Responded asking for additional information. No further response.
 - 12/7 email from Robin Campbell requesting correction to members name (incorrect in database). Actioned and complete.
 - 13/7 email from Norm Hoskins confirming his availability to be WAWA returning officer for 2025 elections.
 - 13/7 email from Ros Crawford with Mandurah crew and new lathe. Noted
 - 13/7 cc of email re norther suburbs lathe disposal to a member. Noted
 - 13/7 email apology from Aiton Sheppard for AGM. Noted
 - 14/7 email from Gosnells member with drawing bid for dust filter. Noted
 - 14/7 email from Ian Ludford re transfer of NFP Msoft licenses that were due to expire on July 27, 2025. Noted
 - 15/7 webmail from a member of the public in Balga concerning woodturning training, Directed to Swan Group
 - 15/7 email from Kevin Cheetham advising that Gosnells group are no longer meeting at College and al transferred and joined Liddelow. Meeting with college arranged for 25th July. President and treasurer notified. Noted
 - 16/7 email from Avon re young teen attending WeWs. Advised all ok, no turning allowed.
 - 17/7 verbal advice of accident at Melville group (see safety section) Noted



- 21/7 cc of email of competition subcommittee progress on 2026 competition items. Noted
- 22/7 email from Wandi secretary with new elected committee. Noted, advised Newsletter editor and webmaster.
- 22/7 email from Ministerial Liaison Officer | Office of the Director General Department of Biodiversity, Conservation and Attractions with letter in response to President's letter. See appendix.
- 22/7 email from Busselton Secretary with request from Busselton council for the following matter to be attended to in our renewal of insurance **"Interested Party:** City of Busselton in respect to the Lease Agreement for Land Use of Infrastructure **Interest Insured:** Insured's legal liability arising out of an occurrence happening in connection with the Insured's occupation." Insure contacted concerning this matter and they have agreed to consider insertion in renewal quote.
- 23/7 email from Craft alive Fair organizers requesting on behalf of RHAS requesting the following be inserted in insurance documents "listing RASWA (Royal Agricultural Society of Western Australia) as an interested party" Insurer contacted and they arranged clause to be inserted and issuing new Certificate of currency which was forwarded to Craft alive.
- 23/7 email query about a new member (October 2024) not receiving membership package. Forwarded to registrar for action.
- 23/7 cc of email from Robin Campbell to Creative Arts section of the Perth Royal show concerning 2025 activities. Noted
- 23/7 cc of email to Jim Parker from President thanking him for his effort in organizing the July WeWs. Noted
- 23/7 email from Avon secretary with new committee for 2025-26. Noted
- 24/7 email from Insurance broker with documentation to be prepared for Insurance renewal and request for additional documentation. Documents completed and submitted 4th August. Awaiting quote.
- 25/7 cc of email from Mundaring shire with invoiced for damages to Treasurer re Ivor Bridges accident at Mundaring building. Noted
- 26/7 webmail from a member of the public in Wattening concerning woodturning training, Directed to Avon
- 29/7 request from Treasurer re WAWA assets (Library, Equipment . AV gear etc) not completed.
- 29/7 email correspondence between Treasurer , President and Secretary re donation s to Liddelow of 2 lathes and dust filter. Agreed.
- 3/8 webmail request for replacement badge. Forwarded to registrar.
- 4/8 Bunbury provided list of events for public events section. Noted
- 4/8 Matt Lanagan apologies for CoM meeting. Noted
- 4/8 email from treasurer advising "I have completed the Self Review for the Association. The review was lodged by automated Tax Office phone line today - 04/08/2025 under the following references:-
 - Client ID (ABN) 16 774 855 126
 - ATO reference 8012288064662
 - My name Brian McLoughlinThe information provided was:-
 - Estimated gross revenue question - Association entered as MEDIUM revenue.
 - The Aim of the association was registered in the category CULTURAL



- Affirmed that the Association did not pursue any activities inconsistent with the Aim
- Affirmed that the Association's Rules prohibit the transfer of assets to members
- Affirmed that the Associations performance activities and financial activities were conducted within Australia.
- Based on the answers to the questions the Association was rated as TAX EXEMPT and the receipt for the lodgement and assessment is 6010036457031
- 4/8 email from Ross Crawford requesting feedback from Craft Alive.
- 4/8 email from President re items for agenda. Noted
- 6/8 email from Beyond Tools re *"We look forward to seeing you once again at our 2025 Wood Show. Wood Working 2025 Dates are Friday 7th and Saturday 8th November.* "Noted and forwarded to Robin Campbell with some recommendations.
- 6/8 webmail re training and benefits from member of public in Canning Vale. Directed to either Wandi or Melville
- 7/8 email from Mundaring Convener re equipment and possible issues with their premises. See appendix for letter and Other business.
- 7/8 email from Timbecon Ross Gobby re A Free Community Woodworking Event October 4th 2025 opens 8.30am to 3.00pm. Set up starts from 7.30am. advised Robin Campbell for Public Event consideration.
- 7/8 email from Barbar Jenning with agenda items, New SIG and Working with Children issue at Perth Royal Show. See other business.
- 8/8 email from Wandi about
 - WAWA face shield policy. Provided information and advice
 - Setup requirement for AV gear at WeWs.. Provided information and advice
- 8/8 cc of email to member of Mundurah for their Treasurer re sale of personal lathe to Mandurah members Noted
- 8/8 email from Swan Group re results of AGM and elections. Noted
- 9/8 email of ZOOM payment receipt. Forwarded to Treasurer.
- 9/8 email from Barbar Jennings with quote for trophies for AGM presentations. See appendix and expenditure. (\$1229.95)
- 9/8 email from treasurer with his monthly reports and supporting documents. Noted
- 9/8 email from president with agenda items. Noted
- 10/8 email from Ian Ludford with agenda items noted
- 11/8 email from Norm Hoskin indicating only two applications for CoM committee received.
- 11/8 PO box mail, 5 DOT invoices for Trailer rego renewals. Scanned and sent to Treasurer.
- 11/8 email from President with correspondence from Melville Convenerre July weWs. See appendix and Competition
- 12/8 email from Insurer with claim form for Melville member to fill out re claim for expenses.
- 12/8 email with letter from the Southern River College P&C thanking for donation of barbeque to them. Noted
- 12/8 email from Ian Ludford on Themes issue. Circulated
- **Out** (for noting, unless listed elsewhere).



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- 9/7 email to all Gosnells members informing of the passing of the motion by CoM at its meeting today to disband the Gosnells Group as effective midnight 31st July 2025.
 - 9/7 email to Gosnells committee to arrange on site meeting to decide on equipment disposal and pickup from Southern River college
 - 13/7 Mailjet to all members with a notice calling for an AGM to be held on 20th September 2025 and applications for committee to be lodged by 20th August. Forms attached.
 - 17/7 emailed insurer advising of an accident involving turner at Melville lacerating a finger. Insurer noted this advice. Will advise of follow-up. Follow up made on 10th August advising that turner want to claim out of pocket medical expenses requesting paperwork to progress this matter.
 - 22/7 web mailed out Craft Alive Fair information and paper work for exhibitors, competitors and sellers to use.
 - 1/8 Newsletter 241 published, members advised by webmail. Noted
 - 3/8 cc of email from Mundaring treasurer re payment of the damages bill for building repairs. Noted see appendix
 - 8/8 verbal request to Kevin Cheetham to have Liddelow, Southern River College and P&C acknowledge in writing the receipt of donated equipment

July 2025 Treasurer Report and Documents

Woodturners Association of Western Australia Inc

July 2025 Treasurers Report

8 August 2025

Assets and Liabilities on 30th July (note this excludes the start of Craft Alive)

Current Assets

CommBiz Bank Main Operating Account Acct	\$ 46,044.49
CommBiz Bank Debit Card Account Acct	\$ 1,472.12
CommBiz Bank Term Deposit #1	\$ 54,149.85
CommBiz Bank Term Deposit #2	\$ 68,909.66
Cash on hand	\$ <u>60.00</u>
<u>Total Cash available</u>	<u>\$170,636.12</u>

Financial Performance

	<u>July</u>
Income	\$ 1,061.00
Expenditure	\$ <u>1,348.44</u>
Surplus/(Deficit)	\$ <u>287.44</u>

The Weekend Workshop at Wandi yielded \$735 in cash and \$20 in EFTPoS, WAARBLE payments are yet to be recorded. The CommBank PoS device did not work well with data connection a problem. Back up will be needed for the AGM.

A payment was made to Mundaring Shire to cover damage repairs at the Mundaring Group's premises as the group could not cover the expense. The member's insurance has agreed to pay in full. The amount (\$2,068) was handled through sundry debtors and does not appear in income or expenditure. The endorsement from CoM for the action taken on this matter is sought

The end of year accounts are almost ready for the auditor. The new system of Group reporting was successful in achieving all Group returns in balance. The asset register was a different story. Much work is needed to establish consistent procedures around recording, depreciating, transferring and selling of assets. Discussion with the Auditor will be needed regarding the treatment of capital expenditure and generation of a means to consolidate the Association's accounts. A summary of pre-audit numbers is provided for guidance.

The 2023/24 'Not for Profit Self Assessment was completed and received a 'TAX EXEMPT' status (basically no change). There was one issue raised in the process about distribution of financial benefit to individual members that could need tightening in The Rules and Handbook. This should be covered in the fixed asset review mentioned above.

The larger term deposit matures on 23rd August. By this item, I seek approval to renew the TD under the best conditions of interest rate and term. The other TD matures on 28th February 2026.

Gosnells wind-up stage 1 offer to Groups and stage 2 offer to Gosnells members completed. Transfers of some equipment to the Liddlow association (fire sale value - \$1,571) and to Southern River College (\$2,520) were made and will be discussed separately.

A summary of the Craft Alive sales and costs is appended.

Payments for ratification:-

- | | | | |
|-----------|------------------|---------------------|---------------------------|
| • 10/7/25 | Mundaring Shire | \$2,068.00 | as reported |
| • 21/7/25 | Wandi Prog Assoc | \$220, \$1800, \$70 | WeWs, annual, STEP hiring |
| • 21/7/25 | M Lanagan | \$115.15 | Trailer towing |
| • 21/7/25 | Collie WG | \$807.50 | WeWS catering and hire |

Brian McLoughlin

Treasurer



Craft Alive

Demonstrations:

Two members for the embellishers were in attendance for all four days **Segementers** (despite advising attendance) and **Carvers** were not present at all. **Pyrography** was being demonstrated on the last day. Unfortunately, attendance numbers were low.

Bump In and Out

Coordination of uplift of items was advised to be 19 July at the WeWs. It is apparent that this was not well taken up as items were being delivered up until the Wednesday and Thursday Mornings.

Opportunity: Ensure all members are aware of the time frame for presenting items for the Display, Competition and Sale and to adhere to the schedule.

Uplift of items was left to the volunteers who attended the event with a few members uplifting their own items. This placed a burden on the coordinators who had to pack items against the catalogue in order to return to the owners.

Pack Up – the Event runs until 1600 each day – Displays are not to be removed /packed up until this time.

Volunteers

There were sufficient on each day but it was the same people.

- Need to ensure that there is a representation across the clubs not a few willing volunteers.

Parking

- Free parking was available for volunteers with correct Identification

Entry

- Free entry available for volunteers – must ensure name is on the list

Advertising:

The WAWA Flyers were accepted by patrons – However there was interest in clubs in their catchment area. Wandi had a flyer that gave relevant information to prospective members.

Banners were a good representation for WAWA and Clubs – unfortunately these were partially obstructed by the displays. Additionally some banners do not include all the clubs.

Opportunity:

- Investigate procurement of smaller banners e.g. the vertical banner type with stand.

Opportunity:



- It is suggested that a Flyer/Pamphlet be produced for each/all of the clubs with contact details, address, web site Social Media page etc.

Location of Display

Woodturners had the largest display area besides the Quilt Competition. The Area was adequate for our purposes – however, foot traffic through the display could have been improved if we were in a more central location.

Competition Items

Only 23 Items were presented – down on last year. Need to generate more interest and specify categories and levels

Display Items

A good selection with range and quantity. Could be improved with addition of segmented/carved and embellished items

Sale Items

The use of the Card Reader was a definite plus and made transactions simple.

(Kudos to Fran for the long hours she spent processing sales)

Sold Well:

- Craft Oriented Items:
 - Pin Cushions
 - Seam Rippers
 - Needle Cases (Only One for Sale)
- Pens

In liaising with some groups there is a suggestion that Lace Bobbins are sought after items and the Lace Guild would be willing to pay for these. The types are Midland, Honiton, Long Square, Short Square, International Square, Bayeux, Flanders, Binche and Continental.