



COMMITTEE OF MANAGEMENT
MEETING MINUTES
Date: 15th October 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), Brian McLoughlin, David Milton, Mary Byers, Jim Parker, David Finch,

Apologies, Ian Ludford, Robin Campbell, Gary Taylor

Observers: Nil

- **Governance matters,**
 - Election of Office Bearers
Under Rule 29. ELECTION OF OFFICE HOLDERS clause 8
“At the first committee meeting following the annual general meeting the committee shall elect a Vice President, Secretary and Treasurer from amongst the members of the committee.” The following were elected unopposed.
 - Vice President Ross Crawford
 - Secretary David Milton
 - Treasurer Brian Mcloughlin
 - Appointment of subcommittee chairs,
 - Registrar David Finch
 - Newsletter editor (Andrea McCandlish and Aiton Sheppard have offered their services)
 - Equipment Officer George Murphy
 - Safety Officer David Milton
 - STEP Coordinator Jim Parker
 - Competition Coordinator George Murphy, Ian Ludford
 - Public event Coordinator Ross Crawford with assistance of Robin Campbell
 - AV equipment Coordinator David Milton Barbara Jennings
 - Competition photography David Finch
 - Webmaster, Waarble administrator Ian Ludford
 - Grants Officer Ross Crawford
- **Safety matters**
 - Nil.
- **Previous meeting Minutes**

Motion “*That Meeting Minutes for 10^h September 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 to be distributed.
 - Judges course in Busselton dependent on availability of Charlie Broadbent, probably early in new year.
- **Correspondence (as appended).**
 - **Motion** “*That the correspondence be accepted*” **Moved** David Milton, **Seconded** George Murphy **Passed Unanimously.**
- **Financial Report:**
 - **Accounts**
 - **Motion** “*That September 2025 Treasurer’s Report be accepted*” (Appended) **Moved** Brian McLoughlin, **Seconded** David Finch. **Passed Unanimously.**
 - **Expenditure for approval**
 - **Motion** “*Items for expenditure as per following list payments be authorised as payments*” **Moved** Brian McLoughlin, **Seconded** Ross Crawford **Passed Unanimously**

Payments for approved:-

- | | | | |
|------------|---|----------------|----------------------|
| • 2/9/25 | Officeworks via Treasurers Debit Card | \$12.50 | Stationery |
| • 3/9/25 | Perth Artfactory via Presidents Debit Card | \$60.00 | Trophy engraving |
| • 9/9/25 | ChrisRing via bank transfer | \$450.00 | Audit fee |
| • 17/9/25 | Denis Tapley via bank transfer | \$25.50 | Craft Alive sale |
| • 17/9/25 | Wandi Group via bank transfer | \$89.40 | WeWs Catering |
| • Proposed | C Broadbent | \$300.00 | Bowl for Chris Ring |
| • Proposed | Richard Barkman | up to \$500.00 | New computer subsidy |
| • | | | |
| • | Regular monthly payments from Secretary or Treasurer debit card | | |
| • | | | |
| • | IBC Digital | \$88.00 | Web hosting |
| • | Zoom.com | \$26.35 | Virtual meetings |
| • | Sinch Mailjet Charge in foreign currency | \$28 approx. | Mailing service |
| • | Motion “ <i>That regular monthly debit type payments (as above ;ist) for services are approved for the FY 2025-26 but must be reviewed annually</i> ” Moved Brian McLoughlin Seconded Barabra Jennings Passed Unanimously | | |

- **Other Finance**

From Treasurer reports

- **Motion** “That to ensure compliance with the ATO accounting requirements recently introduced for all Associations the treasurer is authorised to introduce a standard charter of accounts for the Association and its groups, Which will include a centralised asset register of equipment and guidance on consumable items, sales of goods and grants” **Moved** Ross Crawford, **Seconded** Barbara Jennings **Approved**
- **Motion** “That the President, Secretary, Treasurer and Registrar as signatories to the CommBiz accounts with immediate Past President retained as signatory in case of absences.” **Moved** Ross Crawford **Seconded** Mary Byers **Approved**
- **Motion** “That the President, Secretary and Treasurer as continuing holders of debit cards for coming year. **Moved** Jim Parker **Seconded** Barbara Jennings **Approved**
- **Motion** “That the Secretary is nominated as ‘Principal Authority’ for the Association ABN and Treasurer to have the authority to access ATO matters” **Moved** David Finch **Seconded** Mary Byers **Approved**
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- **Procedural Matters for noting.**
 - Group Public Displays for noting.



- Public Demonstration for SWAN on Friday 7th November. This is for the Beyond Tools woodturning event. Demonstration
- Northern Suburbs do the Saturday 8th November at Beyond Tools woodturning event. Demonstration
- Bunbury will be demonstrating selling and displaying at the following events
 - Dardanup Bull and Barrel Festival, 11th October 2025
 - Bunnings Halloween, 30th October 2025
 - Bunbury Forum Shopping Centre, 6th to 8th November 2025
 - Stirling Street Arts, 30th November 2025
 - Bunnings Christmas Demo 4th December 2025.
- Melville Group attending Cannington Show on Friday 31st October and Saturday 1st November, with display, demo and sales.
- The Busselton Woodturners will be attending the Busselton Show on Friday 31st October and Saturday 1st November, with displays and demonstrations.
- Christmas markets at their local Bunning Store on Thursday 4th December for the following groups.
 - Busselton
 - Melville
- Wandi Woodturners on Saturday 18th October 9.00am to 3.00pm at Affinity Retirement Village Baldivis
 - Manjimup group demonstrating
 - at Quinninup Fair day on 2nd November we will be taking a small lathe to Quinninup for demonstrations and sale of goods.
 - We will also be at the Cherry Festival on the 13th December for sale of goods
 - Mandurah Group will be attending the Pinjarra Garden Show on 19 October 2025
 - Swan group attending Guilford Nostalgia Day on 19th October
- **Registrar**
 - Honorary membership **Approved by show of hands** for
 - Busselton member Tom Mazey (#1673) and
 - Northern Suburbs members Barry Cobb (#1971) and Gerry Doyle (#2242)
 - Renewals to date are 151 by webpage. Issues continue with the renewal process through MMS, many members paying direct to bank account or to group treasurer. Main issue seems to be navigation problems.
 - **Motion** “*That the \$10 late payment fee is waived until 1st December 2025*” **Moved** David Milton **Seconded** David Finch **Passed**
- **Subcommittee reports**
 - **Governance.**
 - The President received a recommendation from the Life member peer group “That CoM investigate the provision of a Life membership class at a group level with criteria related to exclusive group service” **Motion.** Moved George Murphy **Seconded** David Milton “*That the convenors meeting next year consider this matter and make a recommendation to CoM with criteria (if required)*”. **Passed Unanimously**
NOTE Group Conveners to be advised on this matter and seeking their groups input in formulating an appropriate resolution.
 - **Training**
 - Ross Crawford raised the matter of need for consistency between groups of the training of basic techniques. Ross to review
AWGB – The Association of Woodturners of Great Britain training options and resources and advise if suitable for WAWA.



- Ross to be provided with current training documents held by WAWA particularly Melville course outline. Bunbury also have a two day course which may be of value.
- **Motion** “*That a subcommittee is formed to prepare a schedule of interstate and International turners to conduct workshops and demonstration*” **Moved** David Milton **seconded** Ross Crawford. **Approved**. Sub-committee to consist of David Milton, David Finch, Barbara Jennings and Jim Parker.
- **Competition**
 - 2026 Calendar circulated to all groups and advertised in Newsletter.
 - From Mary Byers the suggestion that the CoM include a section in the Hand Book relating to how to put together a WeWS program. “*How to promote, improve, provide interesting and attendance propelling programs for weekend workshops.*”. It was agreed to **set up subcommittee** consisting of **Mary Byers** and **Jim Parker** to provide support to groups replanning their WeWs , the content and programs.
- **Publicity and Communications**
 - **Webmaster.**
 - Nil
 - **Membership Management System (MMS)**
 - Nil.
 - **Message centre**
 - Nil.
 - **Newsletter Editor**
 - Newsletter editor (Andrea McCandlish and Aiton Sheppard have offered their services).
 - **Public Events**
 - Ross Crawford comments on RHAS Perth Show are
 - 2 lathes rather than one would be better at the Heritage area. The area is very crowded however and the possibility of another area to be investigated with area manager (small shed at side of building. Lack of signage also an issue and the need for better barriers.
 - Overall poor group support needs to be addressed.
 - Better individual group hand out brochures needed for this type of event. Groups to be approached about preparing a brochure to be used.
- **Safety.**
 - Nil.
- **Grants**
 - All Groups requested to put in submissions by end of September, response only Avon submitted a quote for slow speed grinder total cost \$1,537.
 - Possible WAWA review camera for Trailer (cost approx. \$500) be applied for. **Note subsequent to meeting it was decided by Executive Group that direct purchase of the camera be made by Barbara Jennings and installed on trailer while in Busselton. Cost estimate \$434.50.**
- **History**
 - Nil.
- **Facilities and equipment**
 - Barbara Jennings indicated that her research indicated that we could purchase a WA made luggage trailer for about \$5000. Would need to add brakes and internal racking for crates etc. Probably a 6x4 or a 7x4 would suit, but we won't know until we know exactly what we want to put into it. Action



held in abeyance until current AV trailer equipment reviewed and space required finalized..

- **DBC Act & Regulation Negotiations /Forrest Management Plan**

.Watching brief.

- **Other Business (Business raised by COM members or groups).**

- Barbara Jennings **recommended** and it was **approved unanimously** “that dispersal of remaining 40th anniversary mugs (about 100)? following should get one:
 - all Life members
 - all COM members
 - all Group Executives
 - Group committees and
 - any residual to smaller groups like Avon, Mundaring and Manjimup”
- Jim Parker requested additional demonstrator fees for the Northern Suburbs WeWs **Motion** “*Demonstration Fees be set at \$375 for the Northern Suburbs WeWs*” **Moved** Brian McLoughlin **Seconded** Jim Parker **Approved**
- Strategic Plan is to be considered at a special cCoM meeting , planned for December in place of normal CoM meeting. Current plan to be circulated to CoM members.

Date of next meeting: Wednesday 12th November 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:**
 - 10/9 webmail from member of public re oak timber in Mt Lawley. Timber collected by Melville
 - 10/9 Collie Secretary with email address change noted
 - 10/9 Wandi advised of meeting venue change for committee (noted)
 - 10/9 Busselton advised that updated (removed) honorary members no longer active Noted
 - 11/9 email from member of Public about not finding chess set and made other arrangements
 - 11/8 email from Geoff Green withdrawing his nomination as general member to CoM. Returning officer advised.
 - 11/9 provide with copy of press release by Wandi for promoting AGM. Approval to publish and use WAWA logo
 - 12/9 Peter Compton advised that he wil bring Ivor Bridges to AGM, and he will talk about lathe
 - 13/9 Lyn Poli, Carol Burcchell apology for AGM noted
 - 8/9 email from Norm Hoskins with update on CoM nominations. Noted.
 - 13/9 received modified competition calendar, circulated
 - 14/9 Matt Lanagan apology for AGM noted
 - 14/9 request for AGM commencement time, provided information



- 14/9 Northern Suburbs advised that three lathes for disposal. Put message out to groups, At close of two week no interest, currently awaiting NS member interest (closes on 15th October)
- 15/9 cc of correspondence relating to WeWs entries and trends requested from Mandurah (Ross Crawford) Noted
- 15/9 Avon submission (quote with justification) for Slow speed grinder with Lotteries west grant
- 15/9 inquiry from Wandi convener about chainsaw training procedure and requirements. Provided detail
- 17/9 Australia post mail at PO box. Monthly woodturning Magazine.
- 17/9 Des Pascoe apology for AGM noted
- 18/9 webmail for training from MOP in apple cross, advise to go to Melville.
- 19/9 response from Collie secretary re no one their interested in joining CoM, Provided update on Michael Kenny health and will not be attending AGM.
- 21/9 member advising of wish to transfer from Busselton to Bunbury, forwarded o Registrar
- 21/9 Ross Crawford provide AGM minutes taken by him in my absence.
- 22/9 Ross Crawford provided copy of Mary Byers nomination form for CoM
- 23/9 update for Robin Campbell on Royal show setup and manning Noted
- 25/9 cc of Busselton WeWs program. Noted
- 26/9 Gforce printing cost invoice
- 26/9 Bunbury public demo events for next two months, noted
- 26/9 A Busselton member taking over managing their webpage, needing details, put in touch with Ian Ludford
- 26/9 president provided copy of his AGM report. Included in minutes.
- 27/9 NS provided a map with direction to their WeWs venue for inclusion in Mailjet reminder. Mailed out
- 27/9 Request from mary Byers about WeWs surveys, CoM processes and general information. Provided.
- 2/10 advice from treasurer that successful submission of return to ATO as a NFP, confirming we are Tax exempt. receipt number for lodgment is 6010037075031.
- 3/10 NS photos of Lottery West stickers on lathe. Noted
- 3/10 Swan advising Bandsaw surplus to their needs, advertised to groups. Avon have expressed interest in it. To advise if taking.
- 5/10 Bunbury Convener request to access MMS, passed onto Ian Ludford.
- 5/10 request by Newsletter editor for Wandi WeWs photos, provided.
- 6/10 member advising he will not be renewing membership
- 6/10 Collie advised that Wayne Retzlaff passed away Removed from database.
- 7/10 Wandi advice on demo at Baldivis
- 8/10 Ross Crawford with agenda items Noted
- 9/10 Zoom statement, forwarded to treasurer
- 9/10 query from new membrr, forwarded to Registrar
- 9/10 advice from Avon requesting Sawn Bandsaw and information on process. Provided.
- 9/10 Andrea McCandlish replying to request for editor to replace mMatt. "f push comes to shove regarding the continuation of the newsletter I offer to take it on again."
- 9/10 request from Pemberton Avocado Festival for woodturning display on 1st November. Manjimup advised but they have declined as they are already demonstrating at Quinninup the day after.
- 11/10 agenda items from Mary Byers. Noted
- 11/10 Treasurer's report for September Noted
- 12/10 Norm Hoskins advised of the passing of Dick Keyser, members advised by Mailjet notice.



- 12/10 agenda items from Barbara Jennings. Noted Photos attached to agenda papers.
- 12/10 Busselton advised of public demos coming up. Noted
- 12/10 Jim Parker agenda item Noted
- 14/10 Ian Ludford advised would like to continue as webmaster, warble administrator, and a member of the competition coordinators
- 13/10 request from MOP in Thornlie for woodturner to make a 1 to 1.2m Candle stick for church. Requested more information.
- 14/10 Aiton Shepard offered to take over as editor, corresponding direct with Matt
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- **Out** (for noting, unless listed elsewhere).
 - .12/9 Mailjet all members with notices for AGM, auditors report, previous meeting minutes, financial statements
 - 14/9 contacted Gforce to have 2000 flyers printed. Confirmed copy proof to be used. Authorised printing and Robin Campbell to pick up in my absence
 - 23/9 request to President to delay next CoM meeting to 15th October. Agreed.
 - 24/9 CoM members advised of meeting date and sent out welcome note, how to rub=n a meeting package.
 - 1/10 emailed Ian Ludford on status of reminder notice for Subscription renewals via MMS. Advised not available. Reverted to Mailjet notice to members for them to renew.
 - 6/10 sent out old strategic plan to CoM members along with Melville simplified version.
 - 7/10 Newsletter 242 published
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September 2025 Treasurer Report and Documents

Treasurer's Reports and documents

3 October 2024

Assets and Liabilities on 30th September**Current Assets**

CommBiz Bank Main Operating Account Acct	\$ 39,344.27
CommBiz Bank Debit Card Account Acct	\$ 870.73
CommBiz Bank Term Deposit #1	\$ 54,149.85
CommBiz Bank Term Deposit #2	\$ 66,009.66
Cash on hand	\$ 135.00
Total Cash available	\$160,509.51

Other assets

Prepaid insurance \$ 1,295.88

Liabilities Nil

Financial Performance

	<u>September</u>	<u>Year to Date</u>
Income	\$ 1,508.90	\$ 3,387.90
Expenditure	\$ 3,381.81	\$17,194.05
Surplus/(Deficit)	\$ (1,872.91)	\$13,806.15

Weekend Workshop \$780 and Registrations \$500 formed the bulk of the income while expenditure was dominated by WeWs and Open Comp prizes at \$2,230. Audit fees \$450, WeWs expenses \$325 and \$140 of recurring expenses made up most of the balance.

The 2025 tax return has been completed and has resulted in a confirmation of the Association's 'Tax Exempt' status.

On advice of the Auditor, sale of members' goods is now handled differently. Rather than treating the Gross sales as income, a suspense account for gross sales is set up as a holding account



(liability) from which the members proceeds, venue commission and WAWA commission is deducted leaving the account with zero balance. Consequently the sale of almost \$5,000 at the Craft Alive does not appear as an income item and the money paid to members does not constitute an expense. The residual \$218.90 was transferred from the liability account to WAWA income as commission. I would like to instruct Groups to treat member goods sales and collection of money for registration in a similar way.

Similarly, grants received by WAWA on behalf of Groups will not be reported as Association income but as a liability that will be discharged on distribution to the Groups leaving zero balance.

As advised, Chris Ring will not be able to conduct the audit next and expressed his disappointment at not being able to oversee the transition of our accounting systems to conventional accounting practice. However Chris wishes to continue to advise on the transition and does not anticipate any charge at this time.

A major items asset register format and basic database specification has been developed to record items over a stipulated value (say somewhere between \$200 and \$300). All items below the threshold value will be expensed and managed in the Groups' asset list along with replacement values. Firesale values will not be updated annually but a total replacement value for those items will be reported to allow CoM to review self insurance preparedness. Major capital items will not be reported as an expense but will be handled through depreciation. The database will perform an update for the end of year financials.

Chris is currently reviewing the chart of accounts with a view to standardizing across all groups.

The wish to move to GnuCash as a standard accounting platform would appear to be out of reach at this time so Excel will be the basic platform with GnuCash optional. This transition will be brought to CoM as a proposal when detailed.

The wind-up of Gosnells Group is being treated as 'Cash held by Groups' until the sale/disposal of remaining assets has been completed. I will take advice on how to proceed post completion.

Items for ratification or approval

2/9/25	Officeworks via Treasurers Debit Card	\$12.50	Stationery
3/9/25	Perth Artifactory via Presidents Debit Card	\$60.00	Trophy engraving
9/9/25	ChrisRing via bank transfer	\$450.00	Audit fee
17/9/25	Denis Tapley via bank transfer	\$25.50	Craft Alive sale
17/9/25	Wandi Group via bank transfer	\$89.40	WeWs Catering
Proposed	C Broadbent	\$300.00	Bowl for Chris Ring
Proposed	Richard Barkman (upto)	\$500.00	New computer subsidy

Regular monthly payments from Secretary or Treasurer debit card

	IBC Digital	\$88.00	Web hosting
	Zoom.com	\$26.35	Virtual meetings
Sinch	Mailjet Charge in foreign currency	\$28 approx	Mailing service

Motions

Acceptance of Treasurer's report

Approval of payments including the regular debit card payments for a further 12 months

Approval for proceeding with transition of the asset recording to conform to standard accounting practice. With the acknowledgement that the development of the database will involve some expense. A cut off value between major and minor capital should be set.

Approve President, Secretary, Treasurer and Registrar as signatories to the CommBiz accounts with immediate Past President retained as signatory in case of absences.

Approve President, Secretary and Treasurer as continuing holders of debit cards for coming year.

Approve Secretary as 'Principal Authority' for the Association ABN and Treasurer to have the authority to access ATO matters.

Brian McLoughlin
Treasurer