MINUTES OF COMMITTEE OF MANAGEMENT MEETING

Date: 11th March 2026

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

Meeting commenced at 12 :02pm

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

Apologies Mary Byers.

Observers: Nil

- **Safety matters**
  - .
- **Previous Meeting Minutes**
  - **Motion** "*That Meeting Minutes for 11h February is a true and correct record of the meeting*".
- **Moved** Ross Crawford**, Seconded** Jim Parker .**Approved**

- **Business Arising from previous Minutes**.
  - NOTE ACTION ITEMS as appended ..
- **Correspondence**
  - As appended
  - **Motion** "*That the correspondence be accepted*" **Moved** David Milton**, Seconded** Barbara Jennings **Accepted**
- **Financial Report:**
  - **Accounts (**See Appendix for report)
    - **Motion** "*That February 2026 Treasurer's Report be accepted" (Appended)* **Moved** Brian McLoughlin, **Seconded Robin** Campbell. **Accepted**
  - **Expenditure for approval**
    - **Nil "**

Payments approved: -$7,000 capitation be distributed as per methodology and final numbers by Registrar (appended).

- **Other Finance**
  - See Action items
  - Trial balances have been obtained from 5 groups as step towards EOY consolidated uniform chart of accounts.
    Asset register review in progress, Mandurah missing. Trialling various cutoff of value Rang of $200 to 250.as many assets under this value (15 to 20%. Depreciation rate to be reviewed as flat 10% may not be appropriate.
  - Noted Brian possible absence fore next two months
- **Procedural Matters for noting.**
  - Group Public Displays for noting.
    - Bunbury Group Bunning Community Event March 28th, demonstrating and display.
    - Wandi group promotions,
      - March 26 Bunnings Baldivis - 4 members
      - March 28 Bunnings Baldivis - 2 members
      - March 29 WPA Neighbour Day Wandi- 6 members
    - Mandurah Group
      - Bunnings Easter Event either 26th March or 2nd April

- Pinjarra Festival 30th and 31st May
- Busselton Bunnings Easter Event either 26th March
- Northern Suburbs on 21st March Demonstration and Display at Timbecon Balcatta.

- **Registrar**
  - Final numbers for capitation payment for 2025-26 were tabled and are appended
  - Merit awards approved
  - Chris Smith application for rejoining fee to be waived was approved. To make payment by direct bank debit to avoid problems with MMS.
- **Subcommittee reports**
  - **Governance**.
    - Nil**.**
  - **Training**
    - Inquiry from Denmark Woodturners about running Skills development training in Denmark and interest in STEP program. STEP courses only for WAWA members , insurance issues with providing this outside WAWA so no possible. Members to be encouraged if visiting to offer to demonstrate. Advis Denmark Secretary.
    - Baldivis College see action list
    - STEP courses Approved
      - Friday March 27th at Melville. David Milton and the funeral urn.
      - Sunday April 26th at Melville. Jim Parker the pedestal bowl.
      - Sunday May 10th at Wandi. Denis Tapley the thin wall vase.
      - Sunday May 24th at Wandi. Colin Truscott embellishing the thin wall vase.
  - **Competition**
    - Judging panel new judges to be encouraged to be third judge
    - Photo setup needs to be addressed by each group (see action).
  - **Publicity and Communications**
    - **Webmaster**.
      - IBC has set up a temporary site for the new theme. The next step is to review the layouts and presentation. The new site does not yet host the full content of our current site.
    - **MMS**
      - The automatic email generated for Event Registration has been modified to remove the concerns of members who pay on-the-day by cash, or EFT. New format tabled
    - **Message Centre**
      - IBC have advised that the message centre has been updated and is ready for use. Handle with care! I suggest testing be carried out before we go live. Setting up of sub-groups to be investigated to enable ease of communication between sub-groups/sub-committees.
    - **IT Systems**
      - As a test case, we have created a **melville@woodturnerswa.org.au** email address. The Melville secretary is testing this address.
      - Results of the meeting with David Milton, Ian Ludford and Craig Kirkwood of TechBrain IT Services**.** (https://www.techbrain.com.au/) is that they will submit a proposal by latter this week.

Motion "*That expenditure in the order of $5,000 for IT support services from BrainTech is approved conditional on a favourable proposal being received, circulated to CoM members by email and*

CoM members agreement to its cost and terms" **Moved** Ian Ludford, **Seconded** David Milton. **Approved**.

- **Newsletter Editor**
  - Newsletter 245 deadlines sent to al groups along with calendar of the rest of the year deadlines.
- **Public Events**
  - Sub committee formed with Ross Crawford, Robin Campbell, Fran Green, Jim Parker, Carol Burchell, Andrew Bennett and Barbara Jennings
  - Requested that Melville Meeting Room be made available on 18th July for judging of Open Competition items (judges yet to be determined)

- **Safety.**
  - Nil.
- **Grants**
  - Nil
- **History**
  - Nil.
- **Facilities and equipment**
  - .Nil
- **DBC Act & Regulation Negotiations /Forrest Management Plan**
  - Watching brief.

- **Other Business (Business raised by COM members or groups).**
  - Issue of Groups wanting to reward long standing members with a more prestigious award (currently some have given "Life Membership" Awards). Secretary to prepare a group specific award like Collie Group Life Achievement Award" outlining possible wording for the Handbook and how it would operate.
  - David Finch advised that Melville Group is running a morning session on 16th March with Parkerville Child Services for 6 students in mid high school years to participate in scroll sawying activities a spart of it community outreach activities.
  - President wil be away for June and July meetings.

Date of next meeting: Wednesday 8th April 2026 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 2:40 pm

George Murphy (President)

8/4/2026

David Milton (Secretary)

8/4/26

Appendix

- **Correspondence**
  - **In:**
    - 12/2 email from AAW editor acknowledging receipt of email.
    - 13/2 email from editor acknowledging policy on no photos without face shields when operating lathe.
    - 13/2 confidential email noted.
    - 17/2 emailed member of public about "grass tree" turning. Turner found to do job.
    - 18/2 email from Ian Ludford re change to minutes, reworded to reflect change being made by IBC,

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- 18/2 webmail from member of public requesting cremation ashes urn, found a turner to do job.
- 19/2 email from Bunbury group re public demonstration. Noted
- 19/2 PO box mail, Woodturning magazine. Noted
- 19/2 webmail from Denmark Woodturners about running Skills development training in Denmark and interest in STEP program. If WAWA members were visiting this could be a way to do this. See training. Provided outline of what we do and that this would be brought to CoM's attention.
- 20/2 email from Collie secretary re no renewal for two members. Peter Briggs made "Life member" by Collie group and suggested no membership fees are payable. I corrected this situation and asked Collie to make arrangements for fees to be paid. See general business
- 20/2 phone call re turning of 3.6m hand rails, passed on details of commercial turners
- 21/2 webmail from member of public in East Cannington re availability of Bull Banksia timber, local turner collected timber.
- 21/2 webmail from member of public at Wattle Grove re timber from deceased estate. Requested more details but no reply.
- 24/2 email from Ross Crawford re information from each grouper flyers. Provided some feedback. Ross need graphic design help.
- 24/2 cc of email from treasurer to all group treasurer re Trial balancing of accounts.
- 24/2 cc of email from RHAS Perth show changes of classes for woodwork. Noted
- 24/2 webmail from Moore electorate MLA re meeting with local groups. Sent to Northern Suburbs to deal with.
- 25/2 cc of email to webmaster re MMS functionality and ability to form groups. Noted, Actions taken by Ian Ludford.
- 25/2 cc of email from Mary Byes re need for definitions to be on webpage. Noted. Action taken by Ian Ludford. Resolved
- 25/2 email from Treasurer re payment to IBC. Clarified situation with reference to previous approval for payment of amount.
- 25/2 cc of email about missing Merit Citation, located and provided.
- 25/2 email from Mary Byer re short coming of Merit awards not being noted and published in Newsletter with photos at presentations. Noted See Newsletter
- 28/2 cc of email response from Ross Crawford to Ross Elliot, Baldivis Secondary college after visit. See appendix.
- 28/2 email from Jim Parker requesting all WAWA members be provided access to "Planning Your WeWs". Sent out link in Mailjet mailout.
- 1/3 webmail from Bunbury Peter Fairall re problem with lathe electronic controllers and requesting help. Sent out Mailjet request for help. To all WAWA members. Wandi provided some help.
- 1/3 email request from Wandi re digital copy of logo files for printing banner. Provided.
- 2/3 email from Wandi secretary with public events to promote Wandi Group. Noted
- 3/3 email from Ross Crawford with agenda items, request to send out a call for help with Public events group. Sent out in a Mailjet note.
- 4/3 email from Melville Secretary re merit award proposal. See attachments
- 5/3 cc of emails from Webmaster re setting up meeting with potential IT provider.
- 5/3 email from Avon convener about Rikon lathe problems with EVS controller. Matter resolved internally.
- 6/3 email from Gary Taylor with safety rep name. Noted

- 5/3 phone call from member of public requesting job. Approached Wandi group to do it. Pending
- 7/3 email from Treasurer with Financial reports. noted and appended.
- 7/3 webmaster with agenda items. Noted see his section
- 7/3 webmail from a recent Gosnell's member Chris Smith requesting rejoining WAWA See Registrar section.
- 7/3 email from Jim parker with STEP items for agenda, noted
- 9/3 email from Ian Ludford with Competition items for agenda. Noted
- 9/3 email from Busselton Secretary re chainsaw training subsidy question, provided information
- 9/3 cc of email from Busselton Secretary re Busselton brochure for Publicity. Noted

- **Out** (for noting, unless listed elsewhere).
  - 11/2 emailed out to CoM members AI generated Task list based on Zoom meeting records. Consensus is that this is a good initiative.
  - 11/2 emailed President and Treasurer with draft note re Avon special grant for slow speed grinder. Letter sent to Avon with offer to provide 75% of funding as per Lotterywest. Email sent 15th Feb. Monies transferred to Avon.
  - 12/2 emailed letter to Editor AAW congratulating them on 40th anniversary
  - 12/2 email contact with Ross Elliot at Baldivis College outlining Ross Crawford will be negotiating on our behalf
  - 15/2 emailed all group executive with Feb CoM meeting items, safety Committee, Conveners Forum, No photos or publicity showing turning operations without full face shield, STEP program ideas, Lottery Est Grants, WAWA succession planning.
  - 15/2 Mailjet reminding all members of Collie WeWs
  - 17/2 emailed Wandi Secretary advising ok to use logo

Attachments

2025/26 Projected Financial Performance

Income

	YTD February	Projected 2025/26	Actual 2024/25
Advertising	$ -	$ -	$ 350.00
Badge sales	$ 25.00	$ 50.00	$ 70.00
Donations	$ -	$ -	$ 130.00
Commission on sales	$ 218.90	$ 250.00	$ 171.00
Grants	$ -	$ -	$ 18,785.00
Interest	$ -	$ 3,000.00	$ 2,481.00
Master classes	$ -	$ -	$ -
Members Registration	$ 34,085.00	$ 39,000.00	$ 38,760.00
Expenses reimbursed	$ -	$ -	$ 230.00
Training	$ -	$ 500.00	$ 950.00
Weekend workshops	$ 3,584.00	$ 8,000.00	$ 7,017.00
	$ 37,912.90	$ 50,800.00	$ 68,944.00

Expense

	YTD February	Projected 2025/26	Actual 2024/25
Advertising and Promotion	$ -	$ -	$ 2,004.00
Audit fees	$ 450.00	$ 450.00	$ 400.00
Badges	$ -	$ -	$ 763.00
Bank charges *	-$ 9.64	$ 10.00	$ 98.00
Cash collection services	$ 1,187.49	$ 1,600.00	$ 1,494.00
COM meeting Expenses	$ 1,800.00	$ 1,800.00	$ 1,200.00
Equipment purchase	$ 454.50	$ 500.00	$ 443.00
Association Grants to Groups	$ 3,000.01	$ 10,000.00	$ 14,500.00
Lottery West and other Grants	$ -	$ -	$ 18,785.00
Exibitions and Fairs	$ 702.82	$ 1,000.00	$ 1,579.00
Hall rent and hire			$ 2,000.00
Gifts	$ 800.00	$ 800.00	$ -
Insurance	$ 7,712.00	$ 7,730.00	$ 7,646.00
Phone postage printing and stationery	$ 12.50	$ 25.00	$ 640.00
Prizes	$ 3,060.00	$ 4,500.00	$ 5,190.00
Self insurance claim	$ 2,800.00	$ 2,800.00	$ -
Subscriptions	$ 184.45	$ 320.00	$ 297.00
Trailers	$ 378.10	$ 980.00	$ 1,373.00
Travel	$ 148.80	$ 150.00	$ 126.00
Trophies	$ 1,338.30	$ 1,340.00	$ 628.00
Website hosting	$ 998.97	$ 1,760.00	$ 1,482.00
WeWs hall hire and catering	$ 1,095.45	$ 3,800.00	$ 3,676.00
WeWs Judges & Demonstrators expenses	$ 2,275.00	$ 3,400.00	$ -
STEP	$ -	$ 1,000.00	$ 1,641.00
Other			$ 31.00
Total Expenses	$ 28,388.75	$ 43,965.00	$ 65,996.00
Surplus	$ 9,524.15	$ 6,835.00	$ 2,948.00

* Combiz refund $29.54

Woodturners Association of Western Australia Inc

February 2026 Treasurer's Report

6 March 2026

Assets and Liabilities on 28th February

Current Assets

CommBiz Bank Main Operating Account Acct	$ 62,853.40
CommBiz Bank Debit Card Account Acct	$ 1,640.39
CommBiz Bank Term Deposit #1	$ 55,531.93
CommBiz Bank Term Deposit #2	$ 66,009.66
Cash on hand	$ 0.00
Total Cash available	$186,035.38

Other assets

Prepaid insurance	$ 1,295.88
Sundry Debtor (Unknown Payment)	$ 80.00

Liabilities Nil

Financial Performance

	February	Year to Date
Income	$ 3,742.08	$41,654.98
Expenditure	$ 1,958.71	$29,934.46
Surplus/(Deficit)	$ 1,783.37	$11,720.52

Major income items for the month were $1,480 for subscriptions (new and continuing), $1,382.08 term deposit interest and $730 for the weekend workshop door fee.

The expenses include $1,153.13 one off payment to Avon Group for new equipment, $565 for weekend workshop prizes etc., and $240.98 web and admin costs.

Capitation payments have not been paid meaning that the uncommitted surplus is $4,720.52.

Term deposit of $54,149.85 matured on 28th February and was rolled over for 6 months (principal plus interest).

The updated forecast for the year is attached.

GROUP	Honorary	Life	Paid on Time	Paid Later	Unpaid	Total	Total Allowance
Avon	0	0	17	0	0	17	17

Bunbury	10	2	34	2	7	55	36
Busselton	2	2	35	3	6	48	37
Collie	1	1	22	1	4	29	23
Mandurah	2	2	38	0	11	53	40
Manjimup	2	1	16	0	4	23	17
Melville	4	3	104	6	20	137	107
Mundaring	3	1	10	1	2	17	11
Northern Suburbs	3	0	36	1	2	42	36
Swan	0	2	40	1	4	47	42
Wandi	5	3	50	3	3	64	53
TOTALS	**28**	**17**	**402**	**18**	**61**	**547**	**419**

Note: We lost 25 members - Gosnells

End of Year – Summary of Numbers - 31/12/2025

Action Items from meeting

- Secretary: Send out email to all members regarding unknown $80 payment (possibly from Square) and junior member payment, requesting anyone who paid fees recently to contact Treasurer/Secretary
- Brian: Contact Square to investigate the origin of the $80 payment received
- Gary: Follow up with Swan Treasurer (Brian Mather) to provide feedback on the new accounting system trial balance
- Registrar: Send updated membership numbers to Brian for computation
- Ross Crawford: Contact Ross Elliott regarding insurance and visitor policies for Baldivis high school woodturning tuition possibility and with information about junior membership costs ($50 not $100) for high school woodturning program
- Ross Crawford: Send RHAS and Open competition requirements and entry information to secretary for distribution
- Barbara: Research costs and non-profit status for Margaret River Open Studios participation and report back to committee
- David Doye: Organize assistance for competition and photography at Avon event
- Gary: Arrange for Kevin to assist with competition layout at April weekend workshop
- Jim Parker: Add to weekend workshop guidelines that host groups should provide assistants for competition coordinator and photographer and forward to Secretary for inclusion in guidelines
- Mary Byers: Update guidelines to require photos and citations for merit award presentations
- Secretary: Send out proposal for IT services expenditure (up to 4K) for committee email approval when received by Ian Ludford from Tech Brain
- Brian: Investigate discrepancy between projected financial performance and financial report numbers
- David Milton: Act as competition coordinator for June/July while Ian is away
- Ross Crawford: Act as meeting chair while President is away in June/July

- Secretary: Send note to Chris Smith regarding rejoining WAWA (waive joining fee) and payment through bank account. Join Wandi Group
- Secretary: Update WAWA monthly meeting task list and mark completed items
- Secretary: Correct typo in correspondence regarding "special granny" reference
- Ian Ludford: Send updated information about competition judges list (removing inactive judges) to Barbara and Brian
- Secretary: Update WAWA guidelines regarding Group Life Achievement Awards (to avoid Groups using Life Membership) to clarify naming and membership fee requirements
- Jim Parker: Work with Ian to resolve Waable STEP program access issues for course registration.
- Secretary: Book meeting room for July 18th Craft Alive judging at Melville
- Ross Crawford: Put together what was discussed today at Publicity subcommittee about Craft Alive and send to Secretary and other events team members. Put together information about Royal Show classes as soon as details are received