MINUTES OF COMMITTEE OF MANAGEMENT MEETING
Date: 14th January 2026

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

Meeting commenced at 12 noon.

Call Roll, George Murphy (President), , Ian Ludford, David Finch, Mary Byers, David Milton, Jim Parker, by ZOOM Barbara Jennings, Brian McLoughlin, Gary Taylor.

Apologies, Robin Campbell, Ross Crawford, David Doye (unable to connect Zoom)

Observers: Nil

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

- **Motion** "*That Meeting Minutes for 12h November 2025 is a true and correct record of the meeting*".
- **Moved** David Finch**, Seconded** Ian Ludford .**Approved**
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- **Motion** "*That Strategic Planning Meeting Minutes for 10h December 2025 is a true and correct record of the meeting*".
- **Moved,** Ian Ludford **Seconded** Barbara Jennings**. Approved**
- .

- **Business Arising from previous Minutes**.
  - Handover of gift to Auditor completed .
- **Correspondence**
  - As appended
  - **Motion** "*That the correspondence be accepted*" **Moved** David Milton**, Seconded** Mary Byers **Accepted** .

- **Financial Report:**
  - **Accounts**
    - **Motion** "*That December 2025 Treasurer's Report be accepted" (Appended)* **Moved** Brian McLoughlin, **Seconded** David Finch **Accepted** .
  - **Expenditure for approval**
    - It is noted that approval is previously given for
      - Competition bonus to be paid for 2025 competition entries, final numbers needed from Competition Co-ordinator so payments can be made.
      - Capitation payment based on membership Poll on November 30th. Registrar Treasurer to finalise figures for distribution of funds. If issues unresolved with groups Secretary to be advised so they can advise groups that there is an urgency in resolving records.
- **Other Finance**
  - Noted that roll over of investment due on 28th February. Treasurer to advise CoM next meeting of preferred term and amounts.

- **Procedural Matters for noting.**
  - Group Public Displays for noting.

- Wandi attending Kwinana Council Dazzle at Darius promoting WAWA and Wandi on Friday 21st November from 4 to 8pm
- Wandi, attending Bunnings Baldivis Christmas Market on 4th December from 4 to 7 pm
- Busselton Sales and demos
- Sunday 30th November – Cruise Ship (1338 pax)
  Wednesday 10th December – Cruise Ship (2018 pax)
  Tuesday 23rd December – Cruise Ship (777 pax)
  Monday 19th January – Cruise Ship (930 pax)
  Thursday 5th February – Cruise Ship (746 pax)
  Friday 13th February – Cruise Ship (596 pax)
  Saturday 14th February – Cruise Ship (777 pax)
  Wednesday 11th March – Cruise Ship (450 pax)
  Friday 13th March – Cruise Ship (596 pax)
  Monday 16th March – Cruise Ship (835 pax)
  Thursday 19th March – Cruise Ship (930 pax)
  Tuesday 31st March – Cruise Ship (3080 pax)
  Saturday 11th April – Cruise Ship (496 pax).
- Busselton Art in the Park demonstration 23rd and 24th January

- **Registrar**
  - Mundaring member Tony D'Ascenzo re request to restate his full membership (is Honorary) after recovering from cancer. Approved.
  - Bunbury request for Honorary membership for Georgina Steytler (nee Parker) to be conferred retaining George's badge number (#1935). Approved.

- **Subcommittee reports**
  - **Governance**.
    - Succession planning was discussed and it was agreed a list of activities associated with various CoM positions be compiled in preparation for discussion on this matter at Convener meeting. All committee members (especially newsletter editor, treasurer, webmaster, registrar): Document roles/responsibilities and time commitments in bullet point form to assist with succession planning and recruitment of assistants
  - **Training**
    - Nil.
  - **Competition**
    - Still short of judges for some events, judges panel to be approached to fill voids.
    - Judge training date yet to be resolved.
    - Monthly updates of new members info is yet to be finalised with interface with MMS. Ongoing
  - **Publicity and Communications**
    - **IT**
      - The prospective IT support contact was not suitable. Other avenues being pursued.
    - **Webmaster**.
      Nil
    - **Membership Management System (MMS)**
      - Nil
    - **Message centre**
      - Nil.
    - **Newsletter Editor**
      - Due to change of. circumstances Matt Lanagan has offered to continue for 2026 t be Editor of Newsletter. **Approved.** We need to get one or two assistant editors working with Matt in case circumstances change again. For Conveners meeting.
    - **Public Events**

- Nil
- **Safety.**
  - Swan to follow-up on their Safety officer situation.
  - Security cameras in workshop
- **Grants**
  - The CoM discussed a grant for Avon to purchase equipment, with Barb raising concerns about setting a precedent. It was agreed to consider the grant on a case-by-case basis and explore Lottery West grants for other clubs. **Motion** *To support Avon's equipment purchase, pending further discussion on security and audio-visual system upgrades.* Un resolved.
  - Brian proposed recommending security camera systems to other groups, similar to the successful implementation at as per Melville. Groups to be canvassed on this matter. Send out a note to all groups encouraging them to consider internal security/monitoring systems (e.g., security cameras) for asset protection, and request estimates or expressions of interest for potential group systems.
  - To look at WAWA AV system and possible upgrades (see if Emma Basc can help)
- **History**
  - Nil.
- **Facilities and equipment**
  - ..Nil
- **DBC Act & Regulation Negotiations /Forrest Management Plan**
  - Watching brief.
- **Other Business (Business raised by COM members or groups)**.
  - The presentation of the sheoak platter to Chris Ring (Auditor for 14 years) was made by President on 4th January at Chris's home in the presence of his wife Karen , the Treasurer and Secretary.
  - Robin Campbell contacted Ken Wraight who is keen to come over and demonstrate and run masterclasses mid this year. Information to be passed onto Jim Parker and Barbara Jennings
  - From Jim Parker, I would like to address the issue of the welcome package that new members receive upon joining WAWA. After some general discussion it was agreed Jim would be provided with copies of existing packages from Registrar, Swan and Busselton and make a recommendation to CoM.
  - It was considered that webpage could be used to better inform new members and promote our activities.
  - Absences,
    - Brian McLoughlin is away from mid Feb to end of March
    - George Murphy is absent May June
    - Ian Ludford will be only on Zoom May to October

Date of next meeting: Wednesday 11th February 2026 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 1:21 pm

George Murphy (President)

8/4/2026

David Milton (Secretary)

11/2/26

Appendix

Woodturners Association of Western Australia Inc

December 2025 Statement of Financial Position

2 January 2026

Assets and Liabilities on 31st December

Current Assets	
CommBiz Bank Main Operating Account Acct	$ 65,830.22
CommBiz Bank Debit Card Account Acct	$ 819.57
CommBiz Bank Term Deposit #1	$ 54,149.85
CommBiz Bank Term Deposit #2	$ 66,009.66
Cash on hand	$ 30.00
Total Cash available	$183,207.23
Other assets	
Prepaid insurance	$ 1,295.88
Sundry Debtors	$ 20.90
Liabilities	
Group sale of lathes (to be refunded)	$ 88.00

Financial Performance

	December	Year to Date
Income	$ 3,840.00	$37,352.90
Expenditure	$ 295.93	$24,815.46
Surplus/(Deficit)	$ 3,544.07	$12,537.34

Registrations again formed the main activity and source of funds for the month at $3,600. This does not include Waarble payments after 19th December. The Sundry Debtor was due to a miscalculation in the Waarble report (November) and payment that has not yet been corrected. Proceeds of equipment sales by a Group were credited to WAWA and are held as a liability pending refund to the Group.

Note a Term Deposit for $54,149.85 matures on 28th February. Rates will be researched to roll the fund over with interest for terms that will be provided to the February CoM for approval.

Brian McLoughlin

Treasurer

2025/27 Projected financial Projection

Income

	Year to Date	Projected 2025/26	Actual 2024/25
Advertising	$ -	$ -	$ 350.00
Badge sales	$ 35.00	$ 50.00	$ 70.00
Donations	$ 40.00	$ -	$ 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	$ 34,705.00	$ 39,000.00	$ 38,760.00
Expenses reimbursed	$ -	$ -	$ 230.00
Training	$ -	$ 500.00	$ 950.00
Weekend workshops	$ 4,409.00	$ 8,000.00	$ 7,017.00
	$ 39,407.90	$ 50,800.00	$ 68,944.00

Expense

	Year to Date	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 *	-$ 7.75	$ 10.00	$ 98.00
Cash collection services	$ 1,327.65	$ 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
Equipment Grant to Groups	$ -	$ 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	$ 7,729.13	$ 7,730.00	$ 7,646.00
Phone postage printing and stationery	$ 12.50	$ 25.00	$ 640.00
Prizes	$ 3,300.00	$ 4,500.00	$ 5,190.00
Self insurance claim	$ 2,800.00	$ 2,800.00	$ -
Subscriptions	$ -	$ -	$ 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	$ 886.35	$ 1,760.00	$ 1,482.00
WeWs hall hire and catering	$ 1,909.95	$ 3,800.00	$ 3,676.00
WeWs Judges & Demonstrators expenses	$ 2,275.00	$ 3,400.00	$ -
STEP	$ 128.00	$ 1,000.00	$ 1,641.00
Other			$ 31.00
Total Expenses	$ 26,433.35	$ 43,645.00	$ 65,996.00
Surplus	$ 12,974.55	$ 7,155.00	$ 2,948.00

* Combiz refund $29.54

Correspondence tabled

- **In:**
  - 11/11 webmail from a member of the public re opportunity for woodturners selling at Byford We market, Included in Mail jet
  - 11/11 email from Wandi secretary requesting training information from Melville. Provided.
  - 11/11 webmail request from member of public for supply of Banksia nuts. Provided Djarilmar Timbers contact
  - 12/11 verbal advice re accident to Busselton member with bandsaw laceration to left hand index finger (noted in November safety minutes)
  - 13/11 webmail from member public in Bunbury re training 9 year old boy in woodturning. Provided our policy of over 14 yo and referred to Bunbury convener.
  - 13/11 email from Wandi Secretary re public Event attendance.
  - 13/11 email from Ian Ludford with suggestions for safety Bulletin item for Webpage. To be discussed at WeWs No decision.
  - 13/11 email from member re Life Membership further correspondence. Noted
  - 14/11 cc of email from Mandurah Convener regarding negotiations on workshop lease. Noted
  - 14/11 email from Mandurah concerning status of lease negotiations. Noted.
  - 14/11 email from member informing of email address change. Noted
  - 15/11 email from Mandurah convener to President and Secretary re the Peel Arts Connect using the Clubroom for two meeting early in January. Noted No action required.
  - 16/11 cc of email concerning changes at embellishers special interest group. Noted
  - 15/11 email request from member inquiring where timber can be purchased from. Provided information.
  - 17/11 cc of email re bobbins makers in WAWA. No further action
  - 17/11 email from Lottery west concerning input into Grant Strategy Project survey. Completed Survey, indicated we are happy with grants process for equipment but would like to be considered for grants for buildings for some of our Groups.
  - 17/11 email with suggestions for “group Life members titles”
    - Group (or Group name) Life Membership, Distinguished service Award, Distinguished Membership.
    - Lifetime Achievement award or Lifetime membership Award.
  - 17/11 Phone call from Brian Fowlie and email from Swan Secretary concerning passing of Jim McDnnell (Swan Member #1226). Mail jet notice sent out to WAWA members.
  - 18/11 email from Wandi Secretary re attending Bunning’s Christmas market. Noted
  - 18/11 email from Mandurah Convener re the discussions with Mandurah Baptist College re possible off site wood turning skill transfer (training!). Provide outline of WAWA position on what we do re promotion of woodturning but that we are not a training organization, but a craft skills transfer organization. Response noted by Mandurah and will further consider their position.
  - 20/11 email from Wandi Secretary querying “training courses that they are developing” and where WAWA stands on accreditation or who accredits “trainers” provide advice that we are a craft group and only pass on skills in the woodturning area. We do not have accreditation process nor conduct any “training” although we use structured processes to pass on skills. Noted by Wandi.
  - 20/11 cc of email to IBC (MMS provider) and Webmaster re issues of funds transfer and IBC issuing receipts causing confusion about possible hacking. Noted

- 21/11 email from Busselton Secretary with Bandsaw accident Report. Noted
- 21/11 email from Swan Secretary requesting copy of Melville accident video. Provide to Swan and all other groups (too large to put on webpage)
- 24/11 webmail from member of public in Baldivis concerning training. Referred to Wandi
- 25/11 webmail from a member re trying to upload photo. Provided information (not available)
- 25/11 cc of email to Registrar from Mandurah treasurer with 4 members who paid group.
- 26/11 cc of email of member to Wandi Secretary with 12 SWPs relating to Wood working equipment for possible use by WAWA (permission given to use them). Noted
- 27/11 email from Swan Secretary on funeral service notice for Jim McDonnell. Noted
- 27/11 email from Mandurah Convener re update on lease negotiations. Noted
- 28/11 email from Mundaring member re his honorary membership status. Provided information.
- 29/11 email from Busselton Secretary with list of passenger ship and thus public sales and demos. Noted
- 30/11 webmail from member public in Scarborough re training Referred to Northern Suburbs
- 1/12 cc email from Mandurah council re dust system information for workshop. Noted
- 1/12 email from Newsletter editor re availability of NL 243 for publication. Published and advice to members through Mailjet.
- 1/12 webmail from member of public in Wellard re training. Referred to Wandi
- 2/12 webmail from USA re Coolabah bowl, repair or making similar. Referred to Neil Turner.
- 3/12 webmail from member public in Joondalup re training Referred to Northern Suburbs
- 3/12 webmail from member public in Victoria Park for training. Referred to Melville
- 4/12 PO box mail (Woodturning Magazine)
- 4/12 email from Mandurah convener updating on lease negotiations. Noted
- 5/12 email from President with his Review of the strategic plan. Circulated to all CoM members.
- 5/12 email from Jim McDonnels daughter with additional information on funeral service. Circulated to WAWA members.
- 7/12 email from Jim Parker with agenda items for strategic plan meeting, 4 proposals and comments on succession planning. Circulated to all CoM members.
- 8/12 webmail from member of public in Busselton requesting gift certificate for training. Referred to Busselton.
- 9/12 webmail from member public in Thornlie re training Referred to Melville
- 9/12 email from Collie Treasurer re problems getting new member registered via webpage. Referred to Webmaster/Registrar.
- 10/12 forwarded email from Ross Crawford re contact with AWGB and training. Ross to follow up contact. Noted
- 11/12 email from two members wishing not to rejoin. Noted
- 11/12 email from Ross Crawford re-application for Grant from Lotterywest does not meet $3,000 threshold. There are no other requests. See Grants section.
- 11/12 webmail from MRD in Daran re road clearing in early 2026 having some Wando, Jarrah, Marri and Flooded gum to be cleared. Advised to contact Collie Group.

- 11/12 update on Mandurah lease negotiations and fees reduction. Draft letter provided. Ok'd Mandurah Convener to send it to Mandurah council under their letter head as its not a binding contract just negotiation correspondence.
- 12/12 webmail from member public in Scarborough re training Referred to Northern Suburbs
- 12/12 Phone call from Wandi convener re logo digital files for printer. Provided.
- 12/12 email from ex-member family re lathe and tools for sale. Advertised in Mailjet. Sold
- 12/12 email from Bunbury Secretary re life membership process . Provided information.
- 13/12 webmail from member public in Scarborough re training Referred to Northern Suburbs
- 13/12 email from Collie Secretary requesting list of financial members. Provided.
- 15/12 Phone call from Brian Fowlie and email from Jim Cameron re passing of Ted Boyd. Sent Mailjet out about this to all WAWA. With funeral details.
- 15/12 email from Jim Cameron re message to be sent out concerning Embellishers SIG. Sent out by Mailjet.
- 17/12 email from Manjimup Secretary advising 3 of 4 lathes have been sold to members. Fourth lathe to be offered to WAWA members in New year.
- 17/12 member of public inquiring about wood turned item recently purchased wanting identification. Provided information on provenance.
- 24/12 cc of email to Treasurer re issues with IBC receipts and members cancelling cards due to suspected fraud. Noted
- 30/12 email from member requesting change to email address. Noted
- 2/1 phone call from Robin Campbell with apologies for CoM meeting. Also advised that contact made with Ken Wraight who is keen to come over and demonstrate and run masterclasses mid this year
- 2/1 email from Jim Cameron re message to be sent out concerning Embellishers SIG. Sent out by Mailjet
- 2/1 cc of email from Treasurer to Manjimup Treasurer re payment for lathe by local members being returned to group's bank account.
- 3/1 webmail contact from a Swizz turner visiting in February and wants to meet woodturners. Offered to do demos. Provided list of Groups, meeting times and contacts for him to follow-up personally.
- 4/1 email from Treasurer with December Financial statement. Appended to Agenda.
- 4/1 webmail from member public in Scarborough re training Referred to Northern Suburbs
- 5/1 email from Wandi Secretary requesting new badges for transferring members (from Gosnells' and Collie) Advised registrar.
- 5/1 email from Swan Secretary advising of private demo at members' house. Noted that this is not covered by WAWA insurance.
- 5/1 cc of email to Chris Ring from Treasurer with draft 2025-6 financial statements and possible chart of accounts. Noted
- 6/1 email Apologies from Ross Crawford
- 6/1 email from Mary Byers enquiring about minutes. Actioned.
- 6/1email from Mundaring member Tony D'Ascenzo re request to restate his full membership after recovering from cancer. Advised Registrar.
- 7/1 cc of email from Treasurer to Webmaster re payments to IBC and change of account details. Noted
- 9/1 webmail from member requesting replacement badge. Advised on process.
- 9/1 email from Matt Lanagan indicating due to change of circumstances he is now able to continue Editing Newsletter (for 2026). See Newsletter.

- 11/1 web mail from a member of the public in Pamelia re training. Referred to Wandi Group.
- 11/1 email from Treasurer with Financial projection for 2025-6. See appendix.
- 11/1 email from Jim Parker re welcome package See general business.

- **Out** (for noting, unless listed elsewhere).
  - 12/11 email to all conveners and secretaries with CoM concern about safety and the groups responsibilities.
  - 14/11 email to group executives with items for transfer from Manjimup Group
  - 17/11 Mailjet concerning passing of Jim McDonnell.
  - 21/11 email to Busselton Secretary inquiring if an insurance claim was likely for Bandsaw accident victim. Advice that none was likely. Watching brief in case these changes. Member making good recovery.
  - 23/11 Mailjet Safety Alert re bandsaw accident at Busselton sent out to all members.
  - 23/11 Mailjet notice sent out to all members reminding of need to renew membership before 30th November to avoid $10 penalty or before 31st December to avoid deregistration.
  - 12/1 provide Wandi convener with digital files for Logo for shirt embroidering.