COMMITTEE OF MANAGEMENT
MEETING MINUTES
Date: 13th May 2026

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

Meeting to commenced at 12 noon.

Call Roll, George Murphy, Ross Crawford, David Milton By ZOOM , Barbara Jennings, Jim Parker, David Doye, Gary Taylor, David Finch, Brian McLoughlin, Ian Ludford

Apologies, Mary Byers, Robin Campbell

Observers: Nil

- **Safety matters**
  - Incident reported at Wandi on 29th April when A Longworth chuck failed when in use. The user did not need or seek medical attention, suffering only minor bruising. Awaiting report..
- **Previous meeting Minutes** (as circulated)
  Motion "*That Meeting Minutes for 8th April 2026 is a true and correct record of the meeting*". **Moved** Ross Crawford **, Seconded** Barbar Jennings **Approved** .

- **Business Arising from previous Minutes**.
  - Based on Task list from last meeting see appendix the marked items received resolution notification,
- **Correspondence**(as appended))
  - **Motion** "*That the correspondence be accepted*" **Moved** David Milton**, Seconded** Ross Crawford **Accepted** .

- **Financial Report:**
  - **Accounts (**See Appendix for report)
    - **Motion** "*That April 2026 Treasurer's Financial Update be accepted" (Appended)* **Moved** Brian McLoughlin, **Seconded** Barbara Jennings . **Accepted**
  - **Expenditure for approval**

  Payments for approval:- NIL

- **Other Finance**
  - Roll over of Term Deposit account Number 2 – principal plus interest at best rate to be determined by Treasurer
  - Asset register will be centralized at WAWA Treasurer level, small value items to be written off the asset register ($200 cut off) but may be accrued
  - Replacement auditor needed (members to be asked to help find one)

- **Procedural Matters for noting.**
  - Group Public Displays for noting.
    - Wandi group Sunday 12th April Bunnings Baldivis Market Day for Rural Aid 9am to 2pm with 3 members attending
      - Wednesday 22nd April Have a Go Day at the Mike Barnett Sports Complex Rockingham 9am to 3pm with 3 members attending

- Bunbury Woodturners will be attending the Dardanup Art Trail, at the Ferguson Valley Hall on 2nd and 3rd May 2026. Will be displaying finished items, and offering items for sale
- Swan attending Gidgegannup Small Machinery Field Day 24th May
- Northern Suburbs 23May Bunnings Mindarie for fund raising.
- Craft Alive 30th July to 3rd August Demo, display and sales.

- **Registrar**
  - Nil
- **Subcommittee reports**
  - **Governance**.
    - Nil.
  - **Training**
    -
  - **Competition**
    - **Competition Coordinator**
      - Competition items for 2027 from the clubs notices to be sent out
        - Formation of a sub-committee to examine said items, and to examine the promotion system. We need to look at the promotions system and review the club submissions for next year's competitions. To work via Share point process
        - Coordinator required for the June WeWs, and possibly July (Secretary to fil in)
        - Judges required for the Open Competition, to be followed up by President (possible Kevin Luff)
        - 2nd Judge required for Bunbury still pending.
      -
  - **Publicity and Communications**
    - **Webmaster**.
      - No progress on new website
    - **MMS**
      - Message Centre - message format on mobile phones improved.
      - Group email addresses - melville@woodturnerswa.org.au - feedback from Melville Secretary positive. Next step will be Sharpont, TEAMS process
      - WeWs registration – during absence of Ian Ludford David Finch to do this. Groups to be approached o provide assistance. Internet access required. WAWA Telstra device to be used
      - Master STEP event template is available - guideline to be issued
    - **Message Centre**
      - .
    - **IT Systems**
      - TechBrain have made a good start and has created/is creating a SharePoint and Teams environment for WAWA.
      - A test environment for the Competition Coordinator's "2007 Comp Items" subcommittee has been created to provide an online teamwork area, including the ability to create "Team" video meetings as required.
      - TechBrain will create guidelines/procedures for managing the system
      - .
    - **Newsletter Editor**
      - Deadline 20 May for articles sent out to all groups, NL 246 on track..
    - **Public Events**
      - Request from Perth RHAS for "enquire about recommendations for judging the Woodworking section for the Show this year." Note this is not just woodturning> being dealt with by Ross Crawford.

- **Safety.**
- Nil.

- **Grants**
  - Wandi Sec re request to apply for a lottery west grant for equipment (Two Vicmarc 100 scroll chucks $293 each and Two Vicmarc 120 chucks $334 each). This application was rejected and Wandi to be asked to re submit latter in year when call for Lottery West Grants issued.
- **History**
  - Nil.
- **Facilities and equipment**
  - .Nil

- **DBC Act & Regulation Negotiations /Forrest Management Plan**
  - Minister has implemented a review of the DBC act to take place over 18 mth period. It was decided that Barbara Jennings will represent WAWA and prepare submissions in consultation with CoM executive and other relevant members of WAWA as required to ensure continuity of process.

- **Other Business (Business raised by COM members or groups).**
  - Mary Byers proposed that we rename the weekend workshops, to be called (group name) **Saturday workshop.** The CoM discussed the matter and decided not to support the proposal (by majority vote).
  - Barbara Jenning indicated that Busselton group had recently 3D printed a micro lathe (from AAW article) used to turn tops while colouring. To be demonstrated at Mandurah WeWs. Cost about $65 for parts
  - .Jim Parker on be half of sub committee on WeWs requested to publish their guidelines to all members. Approved
  - Brian McLoughlin indicated that he may not be able to make Mandrah WeWs and Barbara wil pickup payment envelopes etc if this is case.

Date of next meeting: Wednesday 10th June 2026 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 1:32 pm

George Murphy (President) 10/6 David Milton (Secretary) 10/6

Appendix

Correspondence

- **In:**
  - 8/4 email from Tom French MP Federal member Moore re funding opportunities. Passed on information to Northern Suburbs group for their action
  - 8/4 email from Gary Taylor with advice on chairs requiring cushion for WeWs. Members notified.
  - 9/4 email from Wandi Secretary with advice on two public events Noted
  - 9/4 email from Mary Byers with request for 3 40th anniversary mugs for life members. Advised to get them from Ross Crawford.
  - 9/4 email from Mary Byers with proposal to change WeWs to Saturday workshop. See general business
  - 9/4 email from Bunbury Secretary about public demo, Noted
  - 9/4 email from Northern Suburbs convener concerning possible funding from Federal Govt for training and skills development and WAWA's view on this.

Discussed matter at Swan WeWs and encouraged Group to apply for grant, WAWA will facilitate if successful. Awaiting further advice from Group.

- 10/4 email from Denmark Woodturners Secretary acknowledging our response and indicating they will internally discuss the matter.
- 10/4 email from Swan Convener requesting members be advised that a display of embellished and pierced items is available at their WeWs. Members advised by MMS.
- 13/4 email from Jim Parker requesting further advertisement of STEP courses. Notices sent out to all members on 13/4
- 14/4 email from member requesting email address change, change made member advised they can change this themselves.
- 15/4 email from Wandi Secretary re sale of surplus equipment. Circulated to Groups with Melville excess equipment Closes 13th May, then to be offered to group members.
- 15/4 email from Wandi Secretary with advice that training program has been implemented with new documentation. Noted
- 15/4 cc of email to grants officer from Wandi Sec re request to apply for a lottery west grant for equipment (Two Vicmarc 100 scroll chucks $293 each and Two Vicmarc 120 chucks $334 each) Grants officer indicated that CoM should be approached as there are no current grants items proposed by other groups.
- 17/4 email from Swan Sec re possible urgent bridge works causing traffic delay in attending WeWs. Members advised by MMS.
- 18/4 web mail from member of public in Parmelia, directed to Wandi group, advised Wandi.
- 19/4 email from Mary Byers tendering apologies for May CoM meeting, noted.
- 18/4 web mail from member of public in South Perth, directed to Melville group, advised Melville.
- 20/4 email from Bunbury Convener requesting WAWA demonstrators list, directed to Jim Parker.
- 20/4 to 24/4 several emails concerning inability to enroll for STEP courses or make payments. Resolved by Webmaster and STEP coordinator.
- 20/4 email from Collie treasure with details of two new members to be enrolled. Advised Registrar. Collie advised they must use webpage to enrol new members.
- 21/4 email from member who left her prize certificate at Swan, Certificate located with Ian Ludford who posted it to member (very grateful!)
- 22/4 email advice from Swan re public demonstration. Noted
- 23/4 email request from Robin Campbell about suitability of article to be published in Badgingarra newsletter about WAWA. Permission given to publish.
- 23/4 email from Northern Suburbs convener re possible grant (to be pursued), need for extra brochures (provided) and recent demo recruiting 4 potential new members. Noted
- 24/4 email from Wandi secretary with the training program course notes. Filed in Training section.
- 24/4 email from president with request to send clarification to members on diagram to be used for pedestal bowl competition. Sent mail jet clarification to all members and also detailed drawings to group executives for distribution.
- 26/4 email from member wishing to be removed from mailing list. Removed
- 26/4 webmail from member of public at Karracup with jarrah burls for sale, provided information to members via MMS
- 28/4 email from Barbara Jennings with information forwarded by Ian Kealley on a review of the WA Biodiversity Act has been announced. This is important relating to previous correspondence about flora harvesting licences and processing licences. See that section in business

- 28/4 email from Lottery est re removing application for grant under $3,000. Ross Crawford action needed.
- 30/4 to 10/5 varios email about problems with secretary credit card automatic payments being rejected for Mailjet and Zoom. Yet to be resolved
- 1/5 email notification of longworthy chuck incident at Wandi with chuck failing, no injuries. Awaiting report.
- 3/5 webmail from member public at Morley about training, directed to Swan group for assistance.
- 6/5 emaill cc on revised WeWs Planning document being reissued and placed on webpage, Noted
- 3/5 webmail from member public at Applecross about training, directed to Melville group for assistance
- 7/5 email from Ross Crawford with agenda items see public events.
- 7/5 email from George Murphy with agenda items, see competition coordinator
- 8/5 email from Brian Mcloughlin with treasurers reports for April
- 8/5 email from Gary Taylor with agenda items see finance
- 10/5 webmail about passing of ex Gosnell's member Bill Wallbank. MMS message sent out, ex Gosnells group members advised.
- 11/5 email from Collie secretary with submission for competition item for 2027 WeWs. Passed to sub committee.
- 12/5 email from ian Ludford with agenda items. Noted in subcommittee reports.
- 12/5 email from Wandi treasurer with advice on new member information. Forwarded to registrar.

- **Out** and report
  - 10/4 MMS notice to members indicating that there will be no attendance fees for WeWs (suspended) until 2026 AGM, that cushions will be needed at Swan and embellished and pierced will be welcome to be displayed.
  - 9/4 emailed Bunbury Secretary scan of executed agreement for premise lease. On 16/4 Shire required wet copy plus complete document, posted to Shire officer on 21/4
  - 16/4 emailed bidders who sent expressions of interest for residual items from Gosnells. closed with 4 bidders for Carbatec dust filter, one for the bandsaw, none for the rest of the items. Draw conducted by President for dust filter resolved matter.
  - 19/4 emailed bidders with results of ballot. Instructions to successful bidder on how to pay for items and collect them. All payments made and items have been collected

20/4 emailed Avon secretary with request for members details on on e that was found to have a duplicated wrong address. Matter resolved

Woodturners Association of Western Australia Inc

April 2026 Treasurer's Report

7 May 2026

Assets and Liabilities on 30th April

Current Assets

CommBiz Bank Main Operating Account Acct	$ 53,701.28
CommBiz Bank Debit Card Account Acct	$ 889.19

CommBiz Bank Term Deposit #1	$ 55,531.93
CommBiz Bank Term Deposit #2 (Matures 23 May)	$ 66,009.66
Cash on hand	$ 85.00
Total Cash available	$186,035.38

Other assets

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

Liabilities

Subscription over charge	$ 30.00

Financial Performance

	April	Year to Date
Income	$ 1,730.00	$44,194.47
Expenditure	$ 4,288.55	$42,540.67
Surplus/(Deficit)	$ -2,588.55	$ 1,653.80

Major income items for April were $820 for new subscriptions and $850 for STEP program registrations (made up of 7@ Thin Wall Vase, 5@ Carve and Pierce, 4@ Pet Funerary Urn and 1@ Pedestal Bowl)

The expenses include $3,404.85 for web page upgrade, $640 for WeWs prizes and expenses and $83.05 for web payment service

The updated forecast for the year is attached.

Items for ratification or approval

Nil

Motions proposed

Acceptance of Treasurer's report
Roll over of Term Deposit – principal plus interest

Brian McLoughlin

Treasurer

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	$ 36,855.00	$ 37,500.00	$ 38,760.00
Expenses reimbursed	$ -	$ -	$ 230.00
Training STEP	$ 850.00	$ 1,000.00	$ 950.00
Weekend workshops	$ 4,763.59	$ 8,000.00	$ 7,017.00
	$ 42,712.49	$ 49,800.00	$ 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 *	-$ 1.32	$ 10.00	$ 98.00
Cash collection services	$ 1,394.62	$ 1,800.00	$ 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	$ 11,153.13	$ 11,000.00	$ 14,500.00
Lottery West and other Grants	$ -	$ -	$ 18,785.00
Exibitions and Fairs	$ 1,155.64	$ 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	$ 609.15	$ 620.00	$ 640.00
Prizes	$ 3,770.00	$ 4,250.00	$ 5,190.00
Self insurance claim	$ 2,800.00	$ 2,800.00	$ -
Subscriptions	$ 263.50	$ 320.00	$ 297.00
Trailers	$ 734.15	$ 980.00	$ 1,373.00
Travel	$ 148.80	$ 150.00	$ 126.00
Trophies	$ 1,338.30	$ 1,340.00	$ 628.00
Website hosting	$ 4,540.61	$ 5,000.00	$ 1,482.00
WeWs hall hire and catering	$ 1,095.45	$ 3,000.00	$ 3,676.00
WeWs Judges & Demonstrators expenses	$ 3,000.00	$ 3,800.00	$ -
STEP	$ -	$ 1,000.00	$ 1,641.00
Other			$ 31.00
Total Expenses	$ 43,218.53	$ 48,350.00	$ 65,996.00
Surplus	-$ 506.04	$ 1,450.00	$ 2,948.00
* Combiz refund $29.54			

Attachments

Next steps

- Ross Crawford: Send RHAS and Open competition requirements and entry information to secretary for distribution
- Secretary: Update WAWA guidelines regarding Group Life Achievement Awards (to avoid Groups using Life Membership) to clarify naming and membership fee requirements

- 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
- APRIL MEETING
- Ross: Contact Baldivis Secondary school about their costs (awaiting feedback).
- Jim: Give a draft of the weekend workshop guidelines (committed to do). Resolved new document issued
- Brian: Talk with Jim to clarify financial matters for weekend workshop hosts and include in the guidelines.
- Secretary: Write up and send to Brian the revised wording for financial approvals/notes in the minutes regarding IBC and BrainTech payments. Resolved
- Brian: Send BrainTech client portal/ticket information to Ian for follow-up. Resolved
- Secretary: Check whether notification has been sent about Melville Open Studio and advise if not. Resolved
- Secretary: Sign and affix the seal to the Bunbury Group lease agreement after George signs. Resolved
- Ian Ludford: Follow up with BrainTech regarding the invoice and service ticket status. Resolved
- Secretary: Integrate live streaming/recording capability requirements into the upcoming AV system evaluation/grant application.
- Secretary/Gary: Ensure notice goes out that weekend workshop attendance fees are waived and update online enrollment/fee collection accordingly. Resolved
- Gary: Send email to Secretary with details to include in the Swan weekend workshop reminder (e.g., bringing a cushion). Resolved
- Ross Crawford: Distribute 40th anniversary cups to life members at upcoming Swan and other weekend workshops as needed. Resolved
- Ian Ludford: Update online membership joining fee to reflect half price for new members joining from this month (if not already done). Resolved

MAY meeting

Barb

- Participate in the competition items subcommittee and assist with promotion.
- Draft and send to Secretary (David) a submission/email to request WAWA be included as a stakeholder in the DBC Act review and to raise processing licenses/unintended consequences as issues.
- Lead the WAWA response to the DBC Act review, including potential face-to-face submissions.
- Bring the 3D printed tops demonstration to Bunbury and set up for display.
- Pick up weekend workshop prize envelopes from Brian (if Brian cannot attend) and deliver to the event.

Brian

- Follow up with Bunbury regarding the overcharged new member subscriptions and arrange for the refund/adjustment.
- Pay invoices for STEP program venue usage (Wandi Progress Association and Melville) upon receipt of invoices.
- Send instructions to group treasurers regarding the new asset/equipment register process and requirements.
- Chase up Mandurah and Collie for their asset registers and send back separated item lists (over/under $200) to each group.
- Respond to the Wandi treasurer regarding the tax file number and bank account interest issue.
- Make up prize envelopes for all weekend workshop prizes except those already prepared by Ian.

Ian

- Set up SharePoint sites and email accounts (e.g., swan@woodturnerswa.org, bunbury@woodturnerswa.org) for groups as required and notify secretaries.
- Confirm with TechBrain about use of online Outlook for group email accounts and update relevant parties.
- Send the link to the updated weekend workshop document to Secretary (David).

Jim

- Email Brian with details of STEP program payments to clarify and ensure all payments are correctly recorded.
- Coordinate with relevant contacts to ensure invoices for STEP program venue usage are sent to Brian.
- Jim/weekend workshop subcommittee: Send a brief explanation to Secretary (David) about the updated weekend workshop document for inclusion in the email to members

Secretary

- Send out an MMS note to all members requesting auditor/accountant candidates.
- Send out the previous year's competition items list to all groups, updated with new dates, and contact subcommittee members (Dennis Tapley, Robin Campbell) to confirm participation.

Summary

Safety and Financial Updates Meeting

The meeting covered several key topics including a safety incident at Wandi on April 29th where a piece of timber flew out and hit a worker, though he was only bruised. The group reviewed and approved minutes from the April 8th meeting and discussed correspondence items. Brian presented the financial report, noting that a term deposit matures on May 23rd and requiring approval for reinvestment, while also identifying an unknown payment of $80 from the Woodturners Association of Western Australia that needs resolution. The group discussed payment processes for cash transactions, with Jim clarifying that he had received payments both online and in cash for workshop registrations, and Barb asked about adjustments to weekend workshop income projections due to not collecting entrance fees at upcoming workshops.

STEP Course Financial Procedures

The meeting focused on financial procedures for STEP courses, particularly regarding payments to Wandi Progress Association and Melville for using their facilities. Brian agreed to handle invoices directly for these payments, with a $10 per person fee structure for Melville and a $5 per person fee structure for Wandi. Jim clarified the process for booking and paying for courses at these venues, with the understanding that payments would be processed through WAWA rather than personally.

Term Deposit and Asset Management

The group discussed rolling over a term deposit, with Brian moving the motion to do so at the best available interest rate and time to have two term deposits mature in the same calendar year. They addressed the asset register format, where Brian explained he was working on a new system that separates items over $200 (which get depreciated) from those under $200 (which remain at replacement value), and will send updated information to groups. The conversation ended with Brian requesting assistance in finding a replacement auditor, as the Bunbury community group's fees were too high.

Fundraising and Competition Planning Meeting

The meeting covered several key topics including fundraising, financial matters, and competition planning. Brian agreed to follow up on a tax file number question regarding bank accounts, while Jim announced a fundraising sausage sizzle event scheduled for May 23rd at Bunnings Mindarie. The group discussed concerns about an imbalance in the competition categories, particularly noting too many items in the advanced section compared to other groups, with Barb and Jim both having raised similar issues. The competition items list for next month and year will be updated and distributed to members, with Jim confirmed to continue in the examination group and Barb included in promotion discussions.

SharePoint Site Setup for Competition

Ian presented the setup of a new SharePoint site called "2027 Competition Items" for the subcommittee to manage competition guidelines, procedures, and submissions. He explained that members were allocated and notified via email, with the site serving as a centralized platform for document sharing and collaboration, including a register to track submissions. Ian also highlighted the positive progress with TechBrain, noting their proactive approach in addressing unknown aspects and preparing guidelines to reduce dependency on external support.

Technology Upgrades and Site Management

The meeting focused on technology upgrades and site management. Ian explained plans to set up SharePoint sites for different groups, including a Melville site that David Milton would own, and discussed the implementation of 6 Teams licenses at approximately $40 per month including GST. The group approved the purchase of these licenses after Barb seconded the proposal. The conversation ended with a brief mention of needing a coordinator for the trend weekend workshop.

Judge Recruitment for Competition

The group discussed the ongoing challenge of finding judges for an upcoming open competition, which is only five weeks away. They debated whether to use internal or external judges, with some preferring external judges for their credibility. It was decided to contact Kevin Luff as a potential judge and to send out more emails to the current judging panel. The group also briefly touched on the need for a second judge for the Bunbury event in August, with Barbara confirming she was scheduled for October. Finally, they noted that IBC had updated their email format to improve mobile compatibility and functionality.

Warble Registration System Implementation

The team discussed implementing the Warble registration system for weekend workshops, with Ian confirming he would train Dave Finch to use it for the June event at Mandurah. They clarified that Waarble allows participants to register simply by providing their badge number without needing pre-registration or manual sign-in, and can support multiple registration stations simultaneously. Barbara noted the requirement for internet access and potential connectivity issues in some locations, while Ian suggested using mobile hotspot as a solution.

Email System Implementation Planning

The group discussed implementing a new email system for different locations, with plans to set up specific email addresses for Melville, Bunbury, and other groups using woodturners.org.au domain. The Secretary reported success with the current Melville email system at woodturnerswa.org and outlined plans to link it with SharePoint for secure file storage. Ian announced he would set up the new email addresses over the next few days, with secretaries serving as focal points for each group. The discussion concluded with positive feedback about the TechBrain company's services and their flexible support arrangement.

DBC Act Review and Grants

The meeting covered several key topics including the newsletter editor deadline, grant applications, and the DBC Act review. The group decided to reject Wandi's grant application due to it not meeting the minimum threshold, following a similar decision made for Avon. Barbara agreed to lead the effort to ensure WAWA is included as a stakeholder in the DBC Act review process. The group also discussed whether to change the name of weekend workshops from "weekend workshop" to "SW" but decided to maintain the current name after majority vote. Finally, the committee agreed to share a link to an updated document on the website rather than emailing the full document, and Barbara will handle prize envelopes for the upcoming weekend workshop.