MINUTES OF COMMITTEE OF MANAGEMENT MEETING

Date: 8th April 2026

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

Meeting commenced at 12 :00pm

Call Roll, George Murphy (President), Robin Campbell, Ian Ludford, Ross Crawford, David Milton, by ZOOM Jim Parker., Barbara Jennings, Mary Byers, Brian McLoughlin (left 12:18), David Doye, Gary Taylor, David Finch (12:08),

Apologies.Nil

Observers: Nil

- **Safety matters**
  - Nil.
- **Previous meeting Minutes** (as circulated)
  Motion "*That Meeting Minutes for 11th March 2026 is a true and correct record of the meeting*". **Moved** Ross Crawford **, Seconded** Barbara Jennings. **APPROVED** .

- **Business Arising from previous Minutes**.
  - See appendix fro resolved matters and outstanding matters,
- **Correspondence**(see appendix)
  -
    Motion "*That the correspondence be accepted*" **Moved** David Milton**, Seconded** Ian Ludford **APPROVED** .

- **Financial Report:**
  - **Accounts (**See Appendix for report)
    - **Motion** "*That March 2026 Treasurer's Financial Update be accepted" (Appended)* **Moved** Brian McLoughlin, **Seconded** Robin Campbell **APPROVED**

  - **Expenditure for approval**
    - **Motion "***Items for expenditure as per following list payments be authorised as payments*" **Moved** Brian McLoughlin**, Seconded** Ross Crawford **APPROVED**

Payments for approval:-

- PO Box renewal of $192
- That monthly payments related to subscription for service providers of Mailjet, Zoom, Webpage, Microsoft are on WAWA Secretary debit card and are not required to be approved monthly.
- Noted that full payment for IBC webpage refresh (20 hour block of time) has been made

- **Other Finance**
  - *From March Meeting it was requested to Investigate discrepancy between projected financial performance and financial report numbers*. The discrepancy is caused by the different reporting protocol used in the 2 cases. The 'Cash Flow' (CF) report is

used for the projections while the 'Income and Expenditure' (I&E) report is used for the main monthly reporting. There are a number of reasons for the discrepancies:-

1. The main discrepancy between the CF number and the I&E is the sale of members goods in the Craft Fair account. The cash in was $4756 which was for members goods sold. Cash out included $4537 paid to the members for their items sold. The cash in is not income for WAWA nor is the cash out expenditure – only the commission that WAWA extracts gets to the I&E. There are a number of similar issues - Waarble repayment of incorrect receipts occur as in and out for cash but do not register for I&E.
2. The surpluses, I thought, should have been the same but here the main discrepancy was the July Waarble payment which recorded as a cash-in event this fin year but consisted of some related to '24/'25 income which was attributed to the income of that year and is not recorded for this year's income.

RECOMMENDATION The CF is the better method for doing the projections so that method will be adopted. **APPROVED by Meeting**

- A review of guidelines for WeWs reimbursements for cost relating to catering for lunches and morning and afternoon tea breaks is required and wil be provided in new guidlelines for WeWs running.
- Brian left meeting 12:18

- **Procedural Matters for noting.**
  - Group Public Displays for noting.
    - Swan group re demonstration, sales at Lesmurdie Arts Show 2nd and 3rd May
    - The Busselton Woodturners will be open and participating in the Museum Kids Fun day on Saturday 18th April
    - Melville Group Open Studio event 2 and 3rd May, in their clubrooms, Display, Sales and demonstration.
- **Registrar**
  - Merit Award proposal **APPROVED**
- **Subcommittee reports**
  - **Governance**.
    - Approval for President and Secretary for signing of Bunbury Group building lease from the City of Bunbury (note this is a standard lease and Bunbury are comfortable with the schedules attached) Lease file attached to email of agenda papers.
    - **Motion** "*That the lease agreement from the Bunbury Council for the Bunbury Groups Building be executed by the President and Secretary and sealed*" **Moved,** Ross Crawford **Seconded** Ian Ludford**. APPROVED**
  - **Training**
    - Three STEP courses on offer for May and June. Moderate enrolment at moment additional publicity required.
  - **Competition**
    - **Competition Coordinator**
      - Judges pool is has a large number of inactive members and issue to be brought up at WeWs to get more judge participation.
      - Explore ways to stimulate judges involvement, eg refresher every 2 years if not done any, judges conference.
      - Sheet on judges clip board outlining expectations of Rules/guidelines. Republish in Newsletter.
  - **Publicity and Communications**
    - **Webmaster**.
      - No change
    - **MMS**

- No change
- **Message Centre**
  - Testing underway by secretary.
- **IT Systems**
  - Entering in negations with Techbrain on details of structure of IT platforms commencing later this week.
- **Newsletter Editor**
  - Newsletter 245 published OK..
- **Public Events**
  - Looking at pull up banners which cost $85 plus postage each for major events. Ross to get quotes and submit for consideration by CoM.
  -
- **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)**.
  - **Motion** "Effective immediately *that the attendances fee ($10) for the WeWs be waived until a determination of fees at September 2026AGM*" **Moved** Barbara Jennings **Seconded** Ross Crawford **APPROVED**
  - **Motion** "Effective immediately *that the towing rate of trailers be increase to that aligned with the ATO allowance for vehicle usage , being 88c per km*" **Moved** Barbara Jennings **Seconded** David Doye **APPROVED**:
  - Barbara Jenning raised the matter of live streaming of demonstrations or making recordings available thru the website for members - do we have the capabilities for this? The answer is no and this needs to be integrated with AV review
  - Ross Crawford proposed disposal of excess 40th mugs. It was decided that they wil be offered to all life members (no charge) and then can be sold at cost ($10 each) to members, mainly at WeWs. **APPROVED**
  - Noted Mandurah and Wandi have commenced Novice courses.
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Date of next meeting: Wednesday 13th May 2026 12:00 pm in Carvers Room Wandi. Zoom facilities available.

Meeting Closed 1;16 pm

George Murphy (President) 13/05/26

David Milton (Secretary) 13/5/26

Appendix

- **In:**
  - 12/3 email from Northern suburbs with request for Insurance certificates. Provided
  - 12/3 Mary Byers provided proposed update to Hand book by inserting sixth point "A photo of presentation and a copy of the citation to be included into the

- next Association newsletter." Inserted in both conferral sections (Life and Merit awards)
- 12/3 email request from treasurer to make payments for capitation to groups. Executed
- 13/3 email from Swan group re demonstration, sales at Lesmurdie Arts Show 2nd and 3rd May noted
- 13/3 email from Ian Ludford with proposal from Techbrain re IT support. Circulated to CoM for members approval which was received from 6 members. Contact executed by President and returned to Ian for initiation with Techbrain.
- 14/3 email query from Collie re life membership process. Provided information
- 14/3 several email concerning issues with Messages from MMS trial. Work in progress. Several suggested Mailjet best!
- 15/3 email from Swan member requesting scale drawing for the pedestal Bowl competition item. Provided
- 15/3 email from Wandi Secretary asking about Lotterywest grants. Provided update
- 15/3 and various subsequent dates cc of emails from Busselton Secretary to Margret River Region open studio events about advertising NFP (Busselton Group) in promotional materials, Barbara to report on.
- 16/3 cc of email from Ross Crawford to Baldivis Secondary college. Awaiting response.
- 16/3 email from Busselton Secretary re The Busselton Woodturners will be open and participating in the Museum Kids Fun day on Saturday 18th April. Noted
- 17/3 Mail at PO Box , collected (woodturning magazine)
- 18/3 email from Andrea McCandlish who is unable to judge at Avon. Noted
- 18/3 email from Jim Parker with additional STEP courses information, sent out to members by Mail jet
- 23/3 webmail enquiry re training from member public in Alkimos area. Directed to Northern suburbs convener.
- 25/3 email with PO box renewal, forwarded to treasurer. Paid.
- 25/3 email from member advising of email address change. MMS updated.
- 25/3 email from President with executed Contact with Braintech, forwarded to Ian Ludford.
- 26/3 email from Treasurer of Avon with income and cost information for Avon WeWs. Forwarded to treasurer.
- 27/3 email from Northern Suburbs secretary seeking information on Melville workshop expansion in preparation for meeting with Joondalup Mayor. Provide details and inspection of facilities carried out.
- 28/3 email from Jim Parker following up on STEP course on Funerary Urn completed on 27/3 and with additional STEP course info. Noted
- 30/3 email from Barbara Jenning re items for meeting agend. See General Business.
- 30/3 email from Bunbury Convener with Deed of lease needing to be executed.
- 31/3 and various cc of email from Webmaster to treasurer re payment of invoice relating to the webpage updating.
- 31/3 email from Avon Convener re disposal of drill press To be offered to groups as per disposal procedure.
- 31/3 email from Ian Ludford with a ATT(Authority to Trade) form from Braintech. Form completed and returned to Ian.
- 1st april email from Melville re disposal of two lathes (Rikon and Laguna) To be offered to groups as per disposal procedure
- 2/4 email of Newsletter 245 availability, members advised.
- 2/4 email from Jim Cameron re-equipment from deceased estate at Duncraig. NS asked to have a look and advice.
- 2/4 email from Ross Crawford with agenda items Noted
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- 5/4 email query from Treasurer re banking of fees from Avon, Requested information
- 5/4 email from Ross Crawford with additional items for agenda. Noted
- 6/4 email from Treasurer with March Financial Update. (appended)

- **Out** and report
  - 12/3 email sent to Chris Smith re waiving of nomination fees for his membership renewal. Chris has renewed as Wandi member and advised Wandi Convener.
  - 15/3 Mailjet sent to all members about Avon WeWs
  - 17/3 Mailjet sent to all members about STEP course for Funerary Urn
  - 23/3 Mailjet sent to all members with STEP courses and WAWA equipment for sale (Manjimup lathe, surplus Gosnell's gear, 4 for dust filter, one for Bandsaw)
  - 25/3 MMS all conveners postponing Conveners meeting
  - 6/4 email to Denmark Woodturners re STEP policy of WAWA and informing we have advised members travelling if they can do some training in Denmark to arrange this direct.

March Financial Update

06 April 2026

The main account has $56,257.08 after expenditure of $7,000 capitation payments, $404 Webmaster personal expenses and income $339.49 Avon door fee, $370 New memberships and $50 for badges.
The debit card account has $3.53 after withdrawal of $1,280 for 2 x WeWs prizes etc, $192 PO Box renewal, $50 Mailjet subscription x3 and Zoom Subs of $26.
Approval required for POBox $192 (paid) and $3,316.85 to IBC Digital for progress on Web Page enhancements.
I would like to clarify WAWA payments to WeWs hosts as the last few have had issues. The practice has been for WAWA to take the door fee - hosts to manage lunch with a contribution from attendees requiring their lunch, and attending members to provide morning and a'noon tea refreshments. Hosts have made a small profit by recruiting their membership to contribute food. WAWA reimbursed for beverages (tea, coffee, milk and disposable serving utensils at the breaks)
Currently hosts have been outsourcing the lunches and supplementing the refreshments at the breaks. I think things have changed since Covid and have recognized changing demographics within groups. - for discussion –

Brian McLoughlin

Attachments

Next steps

- 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 RESOLVED
- Brian: Contact Square to investigate the origin of the $80 payment received RESOLVED

- 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 RESOLVED
- 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 RESOLVED
- David Doye: Organize assistance for competition and photography at Avon event RESOLVED
- 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 RESOLVED
- Brian: Investigate discrepancy between projected financial performance and financial report numbers RESOLVED
- David Milton: Act as competition coordinator for June/July while Ian is away NOTED
- Ross Crawford: Act as meeting chair while President is away in June/July NOTED
- Secretary: Send note to Chris Smith regarding rejoining WAWA (waive joining fee) and payment through bank account. Join Wandi Group RESOLVED
- Secretary: Update WAWA monthly meeting task list and mark completed items RESOLVED
- Secretary: Correct typo in correspondence regarding "special granny" reference RESOLVED
- 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. RESOLVED
- Secretary: Book meeting room for July 18th Craft Alive judging at Melville RESOLVED
- 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