

Minutes of the Committee Meeting of the National Association of Woodworkers NZ Inc

Held on 28th August 2016 in Putaruru at 9am

Present. Geoff Addison, Brian Coulter, Peter Macrae, Barry Cardiff, Dick Veitch, Trefor Roberts, Paul Grainger-Allen, Phil Brady

Apologies. Peter Williams

NAW Objectives. As there were some new committee members present Geoff Addison took the opportunity to explain/refresh the objectives of the Association which establishes its purpose and vision. Geoff read out the objectives as detailed in the NAW Clubs Reference Manual. All Clubs were given a copy of the manual when it was first produced.

Membership of the Committee. Geoff Addison outlined the need to increase the number of Committee Members. It was moved that Trefor Roberts and Peter Williams be co-opted onto the Committee as per clause 9.4 of the Constitution

Geoff Addison/Barry Cardiff. Carried

Geoff also moved that the role of Membership Secretary be established on the Committee and that the present holder of that position, Peter Macrae be co-opted onto the Committee as per clause 9.4 of the Constitution.

Geoff Addison/Barry Cardiff. Carried.

It was noted that as per clause 9.4 co-opted members are for the period up until the next AGM when they are formalised by the members present.

Minutes. The minutes of the Committee meeting held on the 6th March via teleconference and as circulated to Committee members, be taken as a true and correct record of that meeting.

Phil Brady/ Peter Macrae. Carried.

Matters arising from the Minutes.

- Dick Veitch said he understood that Carbatec is now offering the one hour tuition to purchasers of a new lathe.
- Discussion on Police vetting deferred to general business

- Kawerau sponsorship of \$345 (includes GST), has been forwarded to Kawerau Woodskills Trust.

Correspondence. Inwards.

Letter from the Companies Office re filing of the Annual Financial Statement.

Email from Doug St George regarding his article for Creative Wood on the NAW.

Insurance Certificate of Currency received. Secretary to forward to Clubs

Email from Dave Brockway from Wanganui Club requesting Health and Safety information. Geoff Addison advised he has replied to email

National Woodskills Trust request for funding. Actioned by Brian Coulter

Email from Ashburton Woodworkers Club regarding date for their 2017 Open Day. Phil confirmed that it did not clash with any known other Club activities

Email from Franklin Woodturners requesting copy of Insurance Certificate of Currency. Phil Brady advised it has been sent.

Outwards.

Letter of thanks to Northland Woodturners and Woodworkers Club for hosting the 2016 AGM and to Bruce Wood, Neil Joynt and Terry Scott for their demonstrations at the AGM.

Letter to Kawerau Woodskills confirming sponsorship

Email to Ian Outshoon containing the minutes of last four AGM as per his request via email.

Secretary advised that routine email correspondence received from Clubs regarding change of contacts, officers etc, had not been presented due to their number. Such changes are forwarded to Paul Grainger Allen and Adprint for action

Moved Correspondence be accepted. Phil Brady/Geoff Addison. Carried.

Financial Report. Brian Coulter gave the following update of the Associations bank accounts as at 26th August 2016. Business Call \$23,087.81. Cheque Account \$19,223.97. Ken Sager Account \$2820.69. Subscription Account \$10,796.41. Combined total \$55,928.58.

Term Deposits. There are two term deposits of \$20,000 each

Brian then presented a budget for the 2016/17 year which he has prepared. Requested that Brian send out a spreadsheet of the budget to all Committee members.

Moved Treasurers report be accepted. Brian Coulter/Barry Cardiff. Carried

ACTION. Brian to send out spreadsheet.

Membership Report. Peter Macrae presented his report which shows membership as at 27th August being 627 and subscription income for 2016 renewals being \$36,425. Included in this are the Club membership from 42 Clubs with their nominated membership of 1616.

Moved report be accepted. Peter Macrae/Brian Coulter. Carried

General Business.

Creative Wood and Subscriptions. There was lengthy discussion on how the costs of producing Creative Wood and the current level of subscriptions is having on the Association. Both these issues were the subject of robust discussion at the recent AGM. Trefor Roberts expressed a view that Club membership is too low and needs to be reviewed together with the costs to members of demonstration tours. The discussion also covered the overall subscription cost to members and whether they are set at a level that supports the activities of the Association now and into the future or need adjusting.

Associated with the discussion on subscriptions was the cost of producing and distributing Creative Wood. Dick Veitch said that the total cost structure of both needs reviewing. Various ideas were proposed including the subscription levels, magazine content, electronic versus posted copies of Creative Wood and how to grow membership. Peter Macrae reminded the Committee that they need to be aware that any subscription levy adjustment could result in a decline in membership and that electronic copies of Creative Wood may not suit some members and Clubs and again with non-renewals. It would also not help with the distribution of complimentary copies to new join ups, advertisers, article providers etc.

It was accepted that more information is needed before any decision can be made. Therefore it was decided that Trefor Roberts undertake a review of the subscription options and present to the Committee. It was noted that any

subscription change has to be approved at an AGM. That will mean that any effect of a change will not become active until the renewals for the 2018 year.

Decided that no changes will take place to Creative Wood until all ideas, costings etc have been researched. Peter Williams motion was noted but not presented for a decision until a clearer picture is obtained. Geoff Addison, Phil Brady and Brian Coulter to meet with Adprint to get a clearer understanding of the production process i.e. advertisers etc and costings etc. Following the visit a report to be presented to Committee.

It was agreed that there will be no change to either subscription or Creative Wood will be made until there is consultation/feedback from members and Clubs. It was acknowledged that we need to take every opportunity to ensure that any reaction to changes in both areas will not have a negative impact on membership and revenue.

Action. 1. Trefor Roberts to undertake review of subscription levies

2. Geoff Addison, Phil Brady and Brian Coulter more fully investigate costings and production processes of Creative Wood.

Insurance. Dick Veitch advised he is slowly getting feedback from Clubs to his email requesting information from them regarding their insurance levies etc. The object of Dick's request is to investigate an option of assisting Clubs should the Association be able to extend the NAW insurance cover to cover the Clubs commitments.

Dick also suggested that when the Insurance Certificate of Currency is sent to Clubs that an explanation of what the Insurance covers is also sent as it is outlined in the NAW Clubs Reference Manual.

Action. Secretary to send both Certificate and explanation to Clubs.

Health and Safety. Dick Veitch advised that the South Auckland Woodturners Guild Health and Safety policy, originally received from Mark von Dadelszen and Hawkes Bay Club, has been reviewed and he believed it could be placed on the NAW website for Clubs to follow if it is appropriate for them. Geoff Addison commented that there are various Health and Safety Policies in the NAW Clubs Reference Manual covering various aspects of clubs activities. He will undertake a review of those policies and send to the Committee for comment/action on way forward.

Action. Geoff Addison to review Health and Safety Policies and present to Committee.

Website. Contents of an email from Ian Outshoon regarding the NAW website and which was circulated to Committee members was acknowledged. There was general discussion regarding the site and whether its current profile needs upgrading and or extending. Following the discussion it was agreed that Paul Grainger-Allen and Peter Macrae take a look at the website and report back to the Committee on any changes/improvements they believe can be looked at. Areas to be covered include

- a) Possible Club sections where Clubs can post information on their Clubs.
- b) Setting up the site for possible download onto mobile phones.
- c) Scrolling opportunities if appropriate
- d) Committee information, feedback options.
- e) Current format of site.

Action. Following reviews Paul and Peter to provide recommendation/views to Committee to action.

Police Vetting. Geoff Addison indicated that there is still a need to followup with the formulation of guidelines for the NAW to become an agent for the Police vetting process. The agent would become the contact for Clubs wishing to utilise the Police vetting system. He reminded the Committee that Don Tietjens from the Manawatu Club and who has experience with the system has agreed to be the NAW agent.

There was some concern regarding privacy of information received within the vetting process. These concerns need to be addressed in the establishment of the vetting policy.

Action. Barry Cardiff to work with Don in establishing a policy and to report back to the Committee on recommendations for the NAW regarding implementing that policy

Committee recruitment. There are a number of committee positions that will become vacant at the 2017 AGM. Incumbents have indicated that they are not in a position to cover the positions beyond the AGM. The positions needing to be filled are President, Vice President, Secretary, Treasurer and Auditor. It was agreed that there needs to be an active campaign to seek nominations for the positions. Geoff Addison and Phil Brady, to look at how to go about seeking replacements.

The position of auditor also needs to be filled. There was discussion on whether the Association needs an Audit report each year or a review of accounts. There is believed to be a significant cost difference between the two processes.

Action. Geoff Addison and Phil Brady to establish process for recruitment to fill Committee positions

Brian Coulter to seek advice on what financial review to follow and then recommend to the Committee.

Remuneration and mileage reimbursement. Following on from the AGM it is practice to review honorariums. It was agreed that the position of President and Secretary honorarium be \$300 the same as last year. Geoff Addison said he did not wish to receive the honorarium. His request was noted by the Committee.

After discussion it was agreed the Treasurer honorarium be set at \$1000 as is the Membership Secretary in recognition of the volume of work those positions carry.

Moved the honorarium for the President and Secretary be set at \$300 each and \$1000 each for the Treasurer and Membership Secretary

Trefor Roberts/ Phil Brady. Carried

Mileage reimbursement was discussed and settled at 50cents per kilometre.

Moved mileage reimbursement be set at 50cents per kilometre while on NAW Business.

Geoff Addison/Brian Coulter. Carried.

NAW Brochures. Committee acknowledged the need to reprint and upgrade the NAW brochures. Decided to look at the process for reprinting. Trefor Roberts asked to look at Vista Print as an option and advise Committee and/or other alternatives.

Action. Trefor to look at Vista Print as a printing option for brochures.

Fred Irvine Ornamental Turning. Geoff Addison outlined normal practice for remunerating Fred for conducting the ornamental turning course has been to take him and his wife out to dinner at a cost of \$50. This year due to circumstances that did not happen. It was suggested that given the amount of time and effort that Fred puts

into the course the remuneration should be a \$100 cheque to Fred and not bother with the dinner

Moved that \$100 be paid to Fred Irvine for running the annual ornamental turning course.

Geoff Addison/Barry Cardiff. Carried

In view of no remuneration being given to Fred for the 2016 course it was agreed that the Secretary send a letter of thanks to Fred along with a cheque for \$100

Geoff Addison/Barry Cardiff. Carried

National Training. Dick Veitch advised that there are now seven Clubs involved in running the course with the latest being North Shore and Wairarapa. Recently three Completion Certificates have been sent to Christchurch participants. Overall the training is going very well. There is to be a meeting with Club organisers on the 28th September.

Committee Meetings. Agreed Committee meetings need to be scheduled every three months.

Action. Secretary Phil Brady to schedule the three monthly meetings.

There being no further business the meeting closed at 2.41pm

.....**Geoff Addison. President** **Date**.....