

**Minutes of the Committee Meeting of the National Association of Woodworkers NZ Inc
Held by way of Teleconference Call on Sunday 22nd April 2018 at 7.00pm**

Present. Geoff Addison, Helen Walker, Trefor Roberts, Margaret Dekker, Peter Clemett, Dick Veitch (apologies for lateness).

Apologies. Peter Macrae

Minutes. Minutes of the Committee Meeting held on 30th January 2018 by teleconference, and circulated to Committee Members were taken as a true and correct record of the meeting.

Moved. Margaret Dekker/ Trefor Roberts. Carried.

Matters arising from the Minutes.

Nil.

Financial update.

Margaret presented the accounts as outlined in the Financial Report 25 January 2018 to 14 April 2018.

Our first term investment is due on the 5th May; this was invested at 3.6% for 270 days (\$532 of interest). Our second investment is due in May. Margaret asked the committee if we want to reinvest for 6, 12 or 18 months. Geoff raised the cost of the symposium in October this year, and whether we will have enough cash available to float that. Margaret clarified that with outstanding subscriptions still due, that by September we should be in a position to do so, even if we reinvest.

Currently the going rate is 3.5% if we reinvest for 12 months. This is the best rate currently available with the bank. Helen queried if there was any advantage looking into other investment options; a discussion was had around investments and risk, and the bank is considered the best "lower risk" option available to us at present.

Motion: That we reinvest the short term deposit for 12 months at 3.5% interest.

Moved. Margaret Dekker/ Geoff Addison. Carried.

Margaret mentioned that she has been having issues getting the outstanding bill from Rolly Munro paid, for advertising in Creative Wood in June and December 2017. Rolly has been preoccupied with moving across country; Helen to have a chat with Rolly.

David Jones, Reviewer – Margaret is working on the accounts at the moment to get this prepared ready to go to David, and will keep the committee updated on progress. Geoff will facilitate an introduction between Margaret and David.

Geoff has been added to the internet banking, as agreed last meeting.

Motion: That the Financial Report, as presented, will be accepted as a true and accurate record.

Moved. Margaret Dekker/ Peter Clemett. Carried.

Membership.

Geoff reported that Peter Macrae phoned him about membership. At this stage we have just over 300 of our 600 members renewed and paid. Peter would like to organise a phone list for committee to follow up with members. He was talking 70-80 people for each committee member to phone up. Geoff suggested to Peter that we should start by emailing reminders to all those we have contact addresses for.

1. Peter is going to email a subscriptions reminder to all members he has a contact for.
2. We will wait until at least May until we start to follow up. Geoff suggests that the next President's report contains a notice about Creative Wood being ceased if subs are not paid.
3. The two steps above will hopefully drop the number of people that we need to follow up with (15-20 each). No reminder has been sent out yet – so this is likely to be the reason why subs are not yet paid.

Tref pointed out that no reminder has been sent out since the original bill came out, in the December Creative Wood for payment in March. This is right on Christmas and as the subs aren't due until March, this notice is unlikely to get good response. Tref can't see that a notice in Creative Wood is a good means of informing people. As an example, the American Woodturners do an email drop which might be a better option in the future. Helen and Margaret don't see the notice in Creative Wood working well either and feel we need a better way of informing members for important notices; the invoice goes out far too early, and being in Creative Wood it won't be seen by everyone and responded to.

Geoff suggests that, moving forward, Peter should make contact with all members who have email addresses, if they have not paid their memberships. He also suggests putting a mention of subs being overdue in his President's Report.

Tref suggests that we have a separate article about subscriptions being overdue, which firstly lists the benefits members get for being a member, then reinforces what they will lose

if subscriptions are not paid. Helen to write the membership article and run it past Peter and Tref.

Peter Clemett raised the point that we can also advertise that subs are due on the front page of our website. Geoff to speak to Paul about actioning this.

Draw for Carbatec Voucher – Geoff to remind Peter Macrae about this.

Note: Dick Veitch joined the meeting during discussion of membership.

Correspondence: Inwards, Outwards.

Outwards

Letter to Kawerau Woodskills committee acknowledging their reply re allocation of sponsored award.

Letter to Waitaki Woodturning Guild approving funding for the South Island Fun Day.

Letter to MWG Guild re funding approval of \$1000 for Open Day event.

Letter from Geoff to Taupo Guild outlining steps required to apply for funding for Jamboree.

Email discussion with David Clark re timber supply.

Inwards

Funding application from Verna Chambers, Waitaki Woodies Secretary, to the NAW Secretary (Helen) for South Island Fun Day. Invitation for Peter Clemett to represent NAW as the Judge.

Funding application from Mike Walker Snr, MWG Open Day Committee Representative, to the NAW Secretary (Helen) for MWG Open Day. Invitation for a NAW representative to attend.

Email “feeler” from Chris Hooton to Geoff around potential funding for 2018 Taupo Jamboree.

Email from David Clark re supply of NZ indigenous wood samples for sale.

EBSCO Proposal to Geoff.

Waitaki Woodturners Guild feedback on logo change proposal.

Motion: That inward correspondence be accepted and outward approved.

Moved. Helen Walker/Geoff Addison. Carried.

General Business.

a. Appointment of David Jones as Reviewer

Mark von Dadelszen is happy that David will fit the role to review the NAW accounts.

Motion: That David Jones is appointed as Reviewer of the NAW accounts for this financial year, 2017 - 2018.

Moved. Geoff Addison/ Dick Veitch. Carried.

b. Nominations received for positions opening at AGM

Vice President

Trefor Roberts

Secretary

Helen Walker

Three committee members

No nominations yet – Geoff will ask in President's Report for nominations for 3 more committee members.

c. Approval of funding applications, North and South Island Open Days

Manawatu Open Day

The NAW have agreed to support this event to the value of \$1000 this year on the basis of the MWG's application (2017 accounts, 2018 budget). \$450 will be allocated to NAW sponsored prizes for the competition awards.

The MWG have been advised that the support given this year does not guarantee future funding to this amount - each application will be considered on the basis of its merits each year.

South Island Fun Day

The NAW have agreed to support this event to the value of \$500 this year, as requested by the Waitaki Guild. No budget was supplied as funding was only requested for \$500 NAW sponsored prizes.

There was discussion around the South Island event needing to follow the same procedure as the Manawatu Guild next year – a written request for funding, and provision of last years accounts and a budget for the current year’s event. Peter Clemett made the point that this is much harder for the South Island event, as it is hosted by clubs in rotation (maximum 2 years in a row) so accounts/budgets will vary from location to location. It was agreed by the committee that regardless an application needs to be made each year that the NAW committee can review and vote on. This may or may not include a review of the event accounts and a budget, depending on what funds are being requested. Feedback needs to be given to the South Island organising committee around this.

To recap it has been agreed that, moving forward, every woodworking event must apply for funding based on the merits of what they are trying to achieve. A summary of the event accounts (previous year) and budget (current year) is required as part of the application (the committee may agree this is not necessary – i.e. in the case of the South Island Fun Day). An application for funds will not ensure funding to the amount requested; the committee will review the application, and based on the merits of the application, other applications received, and funds available, will make a decision on the funds to be allocated (or not).

Margaret requested that Helen send the application letter from the MWG Open Day Committee, so that she has it on file to justify the \$1000 payment for this event.

d. Taupo Jamboree funding

Geoff received an email from Chris Hooten in February around potential funding for 2018 Taupo Jamboree, particularly requesting if there might be funding to cover any shortfall for the event. Geoff replied outlining steps required to apply for funding for Jamboree (copy of last year’s financial statement, budget for this year, and a commitment to highlight the NAW sponsorship). Geoff never had a request back from Chris to formally set any funding request in motion, nor did Helen as Secretary.

The Jamboree is now over. Geoff and Dick attended the event. Geoff has no idea of what prizes were given for the two competitions run. As it was, with the numbers in attendance and the auction and raffles run, Dick and Geoff don’t envisage any shortfall to “make up”.

Tref would like to add that our role is not to support an event to cover any shortfall – our role is to promote events and/or sponsor prizes. Geoff made comment that we used to sponsor \$250 for prizes at the Taupo event.

The Committee agrees that as no formal request was made that the matter rests there, and no funding will be given for the event this year.

e. Carbatec Sponsorship

Tref put forward that Grant from Carbatec has provided sponsorship to help promote the NAW and try increase the number of members. This donation is \$750 + GST which has been received; and is an annual donation. Margaret to invoice Grant the second week of March each year.

It was agreed that the Carbatec logo will go on one sleeve on the shirts produced this year, as recognition of the sponsorship he has provided this year. All the graphics files have been organised, and size and position of the logo on the garment have been agreed by Carbatec Australia.

f. NAW Tshirts & Caps

Tref is currently waiting on the supplier who is waiting on a new delivery, due this week. He has ordered a S and XL mens and will pay personally to get the samples all sorted with Carbatec and NAW logos. The supplier is going to photograph the shirts on their dummies. Once Tref has photographs he will get the shirts loaded onto our NAW website. He will also write an article for Creative Wood, which will include the photos. Deadline for Creative Wood articles is the 1 May 2018 – Helen will email Pam to let her know an article is coming.

- a. Tref is not keen on new members getting a discount, as old members can feel disadvantaged about this inducement. He feels that there is already enough reasons why people should join NAW. All agreed.
- b. He doesn't feel that there should be a discount for clubs who order as there is no profit margin. However, we can advertise club orders as more convenient and saving on shipping. If clubs want to order they need to appoint a club liason, who takes payment from all members ordering, pays Margaret when placing the order, and receives all orders to distribute.

Helen to turn Tref's article into a letter and distribute to clubs as well.

- c. Discount to NAW members who attend. While the idea is favourable, it would be a double discount for any symposium or NAW sponsored events. At this stage we will leave this idea, but it can be dealt with as an ongoing thing if deemed appropriate.

g. Freestanding NAW Banner

The design has been agreed upon and the banner will be ready to be displayed at the Manawatu Open Day. Tref queried whether photographs will be included in the empty space in the bottom; Dick confirmed this is the case.

Dick will also be taking a box of older Creative Wood magazines from Peter, and the NAW stand to display them on to the Open Day.

Helen has put in her apologies for the Open Day event. Tref and Dick will be attending as NAW representatives.

h. NAW demonstrators criteria

Geoff has liased with Dick to change terminology and the “final” copy was sent to all committee members for comment.

Helen requested the wording be changed to “preferably demonstrated once at another club”. It is agreed that other demonstrations will be preferable, but not compulsory.

There was discussion around Health and Safety. It was agreed that the host club is responsible for ensuring the demonstrator is appropriately outfitted for the demonstration. It was also agreed that there should be a clause added that “there is an expectation that all demonstrators will follow suitable safety guidelines”. It does however come down to personal responsibility and responsibility of the hosting club.

Helen queried the 5 year member clause. It was agreed to change the point to read “Must be a current member of NAW”.

The Criteria will go into Creative Wood as a small sub article. Geoff will ask people in his President’s Report to put their names forward for consideration.

The NAW website will need the list updated as names are added. The criteria can also be added to the website. Peter suggests that we also add a couple of links – one where potential demonstrators can be nominated; and one where anyone can provide feedback on the demonstrators listed. All in agreement with this idea. Peter to talk to Paul about this idea.

i. EBSCO proposal

Tref expressed his concern over the committee's personal information being advertised on an international site.

Geoff doesn't feel that there is any value to the NAW in being a part of EBSCO; or that our website/magazine will be of any real value to them. He reads it to mean that all back copies of Creative Wood would have to be online and available to clients of EBSCO.

Helen talked about how EBSCO works from a research point of view; and expressed the opinion that there is no real value to us at this time.

Dick doesn't feel that with NAW and Creative Wood as it is, that EBSCO are an appropriate target audience at this time - we don't have anything online which isn't widely open to the public, or that anyone should need to subscribe to. He sees no value in us subscribing.

Tref and Peter are in agreement with Dick. There will a large cost to us to scan all back copies of Creative Wood and host these on our website.

It was agreed that Geoff will write back to Bonnie Broderick from EBSCO and express that the committee have voted and we are not interested in pursuing this further at this time; our website is publically open and we wish to keep it this way.

j. Nelson Centre for Fine Woodworking Sponsorship, Opportunities to sponsor one member onto a course, from NAW Minutes 23.07.17.

Helen brought this point to attention as it was previously mentioned in the minutes "to be discussed" but no discussion was ever recorded.

Dick would like to know what the sponsorship would entail; what the cost would be, and what would be the benefit to the NAW? There is value to the NAW if the member who was sponsored would then tour as a demonstrator, but only if the cost of the course is appropriate.

Trefor feels that sponsorship of one person, is not in the best interest of NAW members or providing a service to all members.

Geoff mentioned that the Ken Sager Trust was initially set up to sponsor people to go overseas, to learn from the experts and come back and showcase those skills in NZ. However

this has not been done for around 10 years, and instead we have used the money to bring demonstrators to NZ, i.e. for Symposium.

Helen proposed that you could have a NZ based demonstrator touring in the “off” years (i.e. every second year) if the skills they had were deemed to be appropriate for a tour around the clubs. Potentially they could be upskilled first by attending a course, but this depends on the courses offered and the cost of those courses.

Dick put forward that a course at the centre is \$1950 – whether it be an introduction to fine woodworking, chair making, acoustic guitar making, furniture making, etc. This sort of cost is well beyond our current budgets. Potentially a collaboration could be agreed to between the Centre and the NAW, but the value of this would need to be considered.

Tref feels that we are wasting our time if the Centre isn’t even a member of the NAW (which it currently isn’t).

Geoff would like everyone to have a look at the website (www.cfw.co.nz) and see if there is any value in putting forward a proposal for the NAW, otherwise we will let this matter drop.

k. Creative Wood costs

Geoff reported back that there is no way to save money at this point in time.

Currently the magazines are plastic wrapped with a cardboard insert. Adprint advised that the cardboard insert is necessary to stop creasing of the magazine during the heat sealing process. They claimed that this was at their expense - “yeah right”. There was discussion over mailing of the magazines (multiple envelopes and magazines), but this is limited to 3 magazines per envelope. To get Adprint to put the magazines into a lesser number of envelopes is going to upset the system.

Geoff feels it is going to be too complicated to press this matter of cost, especially given all the work Pam does putting the magazine together. All agreed to stay with status quo at this time.

As an aside there was discussion over the use of spare copies of Creative Wood. It was agreed that it is good to give a copy to prospective members (with a form to sign up), but not to give ongoing copies to the same people if they don’t sign up.

I. Members section of NAW

Tref reported back that the discussion over the members section is ongoing with Paul. They are discussing having Creative Wood in a members only section. At this stage Tref has nothing to report, so this will roll over to the meeting after next (Tref being away overseas next meeting).

m. Any other items of General Business

Peter is heading to the Otago Woodturners event next weekend. He hasn't been taken up in any official position, but he will wave the NAW flag. He will also be representing the NAW at the South Island fun day, doing the Judging and gifting the prizes. Tref will send him some brochures.

Tref questioned if there is any value in having a banner for the South Island as well as the North Island. Peter thinks this used to be the case, and would be useful. Dick reported that the cost is not that huge, and he could take this down to the South Island.

Motion: That a second NAW banner is printed for use in the South Island.

Moved. Trefor Roberts/ Helen Walker. Carried.

Dick requested that Tref brings a stack of brochures to the North Shore, for him to take down for MWG Open Day (as Dick is driving). Dick will talk at the MWG prize giving about the NAW.

Geoff reported that the AGM is in Wellington on the 21 July. Most of the Committee are expected to be there, except Tref who will be overseas. Accommodation will be provided, so please let Geoff know if you require billeting asap (within the next month). Everyone needs to organise transport to get to Wellington – whether it be driving or flying.

21 July - Three demonstrations: Geoff (first demonstration), Dick and Mike Walker Jnr. AGM at 1pm. Committee and Billets will go out for dinner after the AGM.

22 July - We will be meeting as a committee 8.30 am at a members home.

* Dick and Mike to let Geoff know what items are required for their demonstrations.

n. Next meeting date: Sunday 22 July at 8.30 am.

There being no further business the meeting closed at 8.47pm.

.....President.