

**Minutes of the Committee Meeting of the National Association of Woodworkers NZ Inc  
Held by way of Teleconference Call on Sunday 30<sup>th</sup> January 2018 at 7.00pm**

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

**Apologies.** Nil.

**Minutes.** Minutes of the Committee Meeting held on 15<sup>th</sup> October by teleconference, and circulated to Committee Members were taken as a true and correct record of the meeting.

**Moved. Trefor Roberts/ Geoff Addison. Carried.**

**Matters arising from the Minutes.**

Nil.

**Financial update.**

Margaret briefly commented on the current balance of the accounts, as outlined in the Financial Report 30 September to 25 January 2018.

Geoff has claimed travel expenses for the SGM and Kawerau Woodskills Awards evening. Payment of honorariums as detailed at the last meeting. Payment of Creative Wood December issue, Brochures and CSC cards.

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

**Moved Margaret Dekker/ Helen Walker. Carried.**

With Peter Macrae going away in March, Geoff needs to be added to the internet banking access. Geoff is currently a signatory. Peter Macrae will go to the bank and find out what is required to action this. It is likely that Geoff will need to go to the bank with ID to be added as an authorised party.

**Membership.**

Currently 642 members registered. The renewal process has been started – 108 renewed to date, most by online banking. 5 new members since November. Clubs have just been invoiced, based on membership at end of the last financial year. Expiry date for the CSC cards has been set as 30 June 2019, membership expiry 31 March 2019.

Geoff and Trefor: It was noted that some clubs are joining and using the one CSC membership card designated for the club, for all members (including members who aren't affiliated with NAW). Geoff has made comment in the President's report that the CSC card

appears to well received and members seem to be receiving significant discounts; but that we are contracted with CSC such that only NAW members are eligible to use the CSC cards.

Geoff commented that it may be that we need to ensure that the club card sent out is not a CSC card, so it cannot be shared around non-NAW members for the discount. The question was asked if the club cards could be printed without the CSC details. Peter Macrae suggested that we could also not send a card to the clubs, which Trefor agreed with. Trefor pointed out that the clubs could then get a NAW member to purchase any required items with their discount card. Giving the clubs a card does not give individuals any incentive to join. There was discussion around inking out the card. Helen and Peter Macrae suggested that we could go back to sending out the old NAW cards (not CSC cards) to the clubs, as he has a couple of years worth of cards still in stock.

After some discussion the committee agreed that we revert to sending out the old cards for the clubs, to remove the temptation for non-NAW members to access the CSC discounts.

Peter Macrae mentioned again that he will be away from 9 March to mid/late-April, so will not be available to send out invoices for membership subscriptions paid over this time.

### **Correspondence: Inwards, Outwards.**

#### Outwards

Copy of the changes to the NAW Constitution as per the 2017 SGM sent to the Companies Office.

Letter to Kawerau Woodskills committee re allocation of sponsored award.

Email to all affiliated clubs re NAW Discussion document and responses as required.

Letter from Trefor Roberts to Mick Irwin, Secretary FWTC Inc. re use of photos in NAW brochure.

#### Inwards

Letter received from the Companies Office, acknowledging modifications to the NAW Constitution.

Letter received from Kawerau Woodskills Committee in response to outwards letter.

Response emails from affiliated clubs re NAW Discussion document (responses/acknowledgement received from 18 clubs).

Letter received from Dick Veitch requesting funding for the 2018 Symposium.

Letter from Mick Irwin, Secretary FWTC Inc. re use of photos in NAW brochure.

**Motion: That inward correspondence be accepted and outward approved.**

**Moved Geoff Addison/Margaret Dekker Carried.**

### **General Business.**

- a. SGM minutes from November 8<sup>th</sup> at 7.00pm, SAWG clubrooms.

The two motions put to the SGM meeting were approved. This means we can use a reviewer rather than an official auditor, but an auditor can be requested and approved at an AGM meeting if required. The meeting was over in around 5 minutes. Geoff put forward his thanks to Dick Veith and the South Auckland Guild for hosting the meeting.

The SGM minutes have been sent out to the committee; these will be approved at the AGM in July.

- b. AGM: Re-election of committee members.

Roles up for re-election are:

Vice President - Trefor

Secretary - Helen

3 new Committee Members required

Nomination form will be out in the March issue of Creative Wood. Helen and Trefor need to fill the nomination forms out, get a NAW member to countersign, and send the nomination forms to the secretary email address. CV's are only required if there is more than one nomination for the position and we have to have an election for the positions.

Geoff has asked the committee to have a think about appropriate people to approach to take on the one of the roles of committee member. If necessary, we can take nominations from the floor at the AGM for committee, and co-opt them on if necessary.

AGM details:

The Wellington club is hosting the AGM. At this point they have dropped the ball, as they do not have a venue organised yet. We need a venue by February 1<sup>st</sup> to advertise in Creative Wood. Peter Johnson has headed overseas on a trip so has passed the role onto Peter Whitehead. Peter Whitehead was looking at hiring a venue at \$1200/day with Geoff has vetoed. Geoff discussed with Peter that the hosting club runs a raffle to cover their expenses, and the NAW covers any shortfall if necessary. Ideally we want the event to run at no cost to NAW. Peter has now gone to look at some other venues.

Helen has already talked to Pam re keeping space free in Creative Wood for the AGM notice and the Nominations form. We have until around the 10 February to get the details finalised and the notice in.

Geoff has warned the Wellington club that billeting will be needed for couples. He needs to know numbers of attendance as soon as possible, to give Peter Johnson time to organise this.

Peter Johnson will be hosting Geoff.

Peter Whitehead will be hosting Dick.

Helen will not require billeting.

Trefor has put in his apologies, as he is likely to be overseas.

Dates for the 2018 AGM:

13<sup>th</sup> – 15<sup>th</sup> July (Roundup weekend in Manawatu) is out.

Saturday 21<sup>st</sup> or 28<sup>th</sup> July are the two dates available. AGM must be held by the end of July.

The Wellington club will let us know of the finer details for advertisement in Creative Wood.

- c. AGM Discussion document: Compulsory membership, Membership card distribution - feedback from clubs.

Judging from the feedback from clubs so far, Geoff has written in his Presidents Report that it is a “no go” for compulsory membership (16/18 clubs has responded thus). It is also a “no go” for bulk mailing of Creative Wood as most clubs do not want it. The issues given include members not showing up to meetings (making it hard to distribute) and the geographic spread of the club membership.

Margaret – Tauranga is also a no go for the compulsory membership, but receptive to a bulk distribution of Creative Wood (Tauranga not being on the list of clubs who had responded to Helen).

d. Members only section of NAW website – what do we want to see here?

Trefor would like to see Creative Wood on a member's only section of the NAW website, as the first step to bringing it online (with the added bonus you would no longer have to post a copy to our overseas membership). He would also like to see a section dedicated to projects, shows and other specialised things that you have to be a member to access; with the hope that this will encourage new membership.

Geoff has asked Trefor to produce a discussion document of what he envisages happening with a Membership Only section of the website. Trefor will talk to Paul Grainger-Allan to see what is feasible.

Helen raised the issue that Creative Wood would need to be in a protected format so that it can't be downloaded and shared, as that creates less incentive to be a member of NAW. Trefor agreed and made comparison to the club copy of Creative Wood, where the club gets a copy and the copy is shared around all club members so there is no incentive for the individuals to be members themselves. Trefor would like to see the Creative Wood as a member-only magazine, and the club copy removed. Geoff has asked Trefor to include this in the discussion document he prepares for the committee.

Helen would like to see a portal for online membership renewal in a member's only section of the website. Currently the online membership renewal is very confusing and there have been a number of queries around it (Trefor has also had a lot of queries around this). Peter Macrae commented that Paul Grainger-Allan is still working on setting this up as the website currently links back to the old website for online credit card payments. Helen suggested in the meantime Peter could simply generate a PayPal invoice for online renewals to save the need to be linked back to the old website. Peter Macrae has agreed he will have a conversation with Paul about online membership renewal, how to simplify this process, and then feedback to Trefor.

e. NAW supported events, past events, amounts & future opportunities.

Trefor is aware that we support the same events year in, year out. However, he is not aware of:

- where we sponsor,
- how we sponsor,
- what credit we get for sponsoring

- if members are made aware that we sponsor
- if people who attend the events are made aware that we sponsor

He is looking for clarification in how this is all done and what approach we take. Do the event organisers apply to us every year? Does the sponsorship roll over from year to year? Does it come through the committee and we vote on the sponsorship that we give?

Events that we sponsor:

Manawatu Open Day \$500

South Island Open Day \$500

Kawerau Woodskills Youth Award \$300

This funding is applied for and given, but effectively rolls over. NAW is recognised at the events as having provided sponsorship.

Symposium – traditionally fund one NZ demonstrator's fee and travel costs. This is paid from the Ken Sager Trust. This year we have agreed to extend funding to the South Auckland Symposium - \$30/NAW member (this event is only held every second year). This \$30/NAW member is to be paid from NAW funds.

We sponsor the Ornamental Turning course run by the Waikato Guild – Fred Irvine runs it on our behalf at no cost, but we gift him a dinner voucher (or \$50 cash) in thanks. Hamilton Guild billets attendees on the course. The Presidents Report mentions the upcoming Ornamental course (normally runs so it overlaps with a Waikato Guild meeting). Max of 2 people at a time on the course.

Helen mentioned that it was her understanding that there was talk of increasing the funding to \$1000 for the two club days. Geoff agreed that it was decided at one of the committee meetings that we should increase our sponsorship to increase the NAW profile, and that at that meeting it was decided that we would include the Taranaki Woodcraft Festival event at Waitara (held every 2 years). Dick pointed out that the amount sponsored needs to be varied to make it an adequate prize – i.e. Franklin Arts is quite a high prize value; if you only sponsored a 3<sup>rd</sup> prize you would disappear into the dust a little. Memory around exactly what was decided about prize values is a little foggy so Helen was asked to go back through the minutes and see what had been approved.

Waitara, Franklin, Royal Easter Show have never been included in our sponsorship, as far as we are aware. If we look into these events then the amount sponsored needs to

be varied to be an adequate prize. If you sponsor the Royal Easter Show, all sponsors names go up on a big board and the sponsors are listed in the catalogue. Prizes at the Easter Show are as follows: 1<sup>st</sup> place - \$400, 2<sup>nd</sup> - \$200, 3<sup>rd</sup> - \$50; i.e. recognition significantly decreases from the 1<sup>st</sup> place award.

- f. Proposal from SAWG re Symposium support from NAW.

Letter for funding application received from Dick Veitch and circulated to all committee members.

The Symposium committee accepts the offer of a \$30 discount for all NAW members (at an estimated cost of \$2100 based on previous years attendance). Note this will be paid from NAW funds.

**Motion: That the NAW approves funding for the Symposium.**

**Moved Trefor Roberts/Geoff Addison Carried**

In relation to the NAW funding a NZ demonstrator to the symposium, the Symposium committee would like the NAW to consider funding Neil Joynt. Total cost \$1845 - \$1500 demonstrator fee, \$220 accommodation, \$125 travel. Note this will be paid from the Ken Sager Trust.

There was some discussion around the funds in the Ken Sager Trust – currently \$3482 (refreshed from interest on the \$20,000 term deposit). Trefor raised concerns that we could continue to fund a demonstrator from this fund at the current rate of interest. Geoff pointed out that the symposium is only every 2 years, and at roughly \$800/year interest (depending on the rate) that with careful management we should be able to continue to fund this event.

Trefor asked Dick if it might be possible to make the recognition of the NAW sponsorship more visible. Dick advised that the NAW will have a stand at the Symposium at no cost, that symposium books will be available that include NAW's sponsorship of the demonstrator on them (and some of these will be made available to have on the NAW stand). He did suggest that the NAW look at proactively manning the stand – to be discussed more at a later date.

**Motion: That we accept South Auckland's submission and support them to the figures submitted to us, total \$1845.**

**Moved Trefor Roberts/Helen Walker Carried.**

*Note: Peter Clemett joined the meeting partway through discussion of the symposium funding request.*

g. NAW TShirts & Caps.

Trefor has done a lot of research into options for a NAW t-shirt. Bearing in mind the age group of the general membership, he submits that the grey shirt is the best option of polo shirt. It is a little more expensive, but of higher quality, and with the gold print it will look very smart. Comes in both men and women's style which is a plus as many other options don't.

Cost will be \$40-\$50 + GST for a shirt embroidered with the NAW logo. Individuals names can be included for a small extra cost.

Trefor suggests that we look into sponsorship of the shirts so we can offer them at a reduced rate. His suggestion is that the sponsor's logo goes on the cuff of the shirtsleeve.

Everyone was happy with Trefor's colour recommendation and suggestions at looking into sponsorship. Geoff suggests that we should stall progress on the shirts until a decision about changing the logo/not changing the logo is made. Once a decision is made we will proceed with the shirts.

h. NAW demonstrators list.

Geoff has removed all non-NAW members from the list. Geoff advertised through his President's report for people to be added to the list and has received no response.

Trefor mentioned that Terry Scott has requested to be re-added to the list. Geoff is happy for this to happen as he didn't realise that Terry had been removed.

Helen queried whether we were still going to have a subcommittee look into a list of requirements for those who want to be demonstrators and included on the NAW list. Geoff will come up with a preliminary list of guidelines that the committee can use to vet demonstrators for our list.

Dick mentioned that there is a shortage of NZ demonstrators, especially for turners for symposium.



i. Creative Wood costs.

There was a short discussion over reducing associated costs with Creative Wood.

Trefor mentioned that the American Association of Woodturners don't card or place their magazine in an envelope, they just bag and sticker it, and it arrives in good condition in the post.

Helen mentioned that plastic wrapping might have backlash with the push towards sustainability. Dick mentioned that the Forest and Bird Society distribute their newsletter in a biodegradable plastic.

The question was asked if it is cheaper to have our newsletter sent out in an envelope or shrink wrapped. Geoff will talk to Creative Wood about whether there is a cheaper/alternative method of packaging/labelling, and get back to the Committee.

j. Next phone meeting date: 22 April 2018 at 7pm.

k. Any other items of General Business

Helen asked the committee about what feedback they would like sent to the Kawerau Woodskills Committee. It was agreed that it is appropriate to send a letter of acknowledgement to the Woodskills committee, stating that their letter had been received and discussed and that we are happy with their response.

There being no further business the meeting closed at 8.24pm.

.....President.