

**Minutes of the Committee Meeting of the National Association of Woodworkers NZ Inc
Held by videoconference on Thursday 20th April 2020 at 7:00pm.**

Present. Tref Roberts, Helen Walker, Margaret Dekker, Peter Macrae, Peter Clemett, Dick Veitch.

Apologies. Nil.

Minutes.

The Minutes of the Committee Meeting held on Thursday 16th January 2020 by teleconference, and circulated to Committee Members, were taken as a true and correct record of the meeting.

Moved. Peter Macrae/Margaret Dekker **Carried.**

Matters arising from the January Minutes:

Nil

Financial update.

Margaret presented the accounts as outlined in the Financial Report 14 January to 17 April 2020.

- It's been a fairly quiet period. The majority of account transactions have been the annual subscriptions coming in.
- The bank account is pretty healthy at the moment.
- The two term deposits will mature and roll over next month. Margaret expects that the interest rates will be much lower given the current economic environment.

- Trefor tabled a query about the budget that's been prepared. The budget shows an \$8,000 loss from the 2018 – 2019 year (total income \$40,969; total expenses \$48,048); and again for the 2019 – 2020 year (total income \$49,085; total expenses \$58,217). On paper we seem to be running at about a \$8,000 loss each year, but we don't seem to need to withdraw funds from our term deposit. Trefor queried if there is something he's missing.

- Peter Macrae suggested that while our accounts currently look healthy, we have just had an influx of membership subscription payments. Over the course of the year there will be a large number of expenses to be paid, including three more issues of Creative Wood, and that perhaps those outgoing payments will lead to the deficit

that we are seeing in the budget. He suggested that what we need to do is revise the budget once we have the annual review done, and create a prediction for 2020-2021.

- Margaret advised that the annual balance sheet will be available soon, as part of the annual review of the accounts, and will give us the correct figures to put into our forecast budget. Annual subscriptions run from January to December. All other figures are from April to March.
- Trefor commented that we will need to revisit the budget after the review of the accounts is complete, and create a prediction to help us look forward and remain fiscally responsible.

Actions:

1. *Revisit budget once we receive annual review of the accounts. Check how we are running; will there be a projected loss; how will we cover a loss if there is one.*
2. *Margaret to re-send out the report to reflect which term deposit is the Ken Sager Trust, and which is the capital investment.*

Motion: That the Financial Report, as presented, be accepted as a true and accurate record. Moved. Margaret Dekker /Peter Clemett. Carried.

Membership.

Peter Macrae gave an update on NAW Membership. Membership currently stands at 750, with 36 joint memberships (18 couples). We have 15 free memberships, including 2 Life Memberships. This year we have had a large number of our membership renew on-time, with only 188 people to chase up. There's more people to chase up than previous years, but it is earlier in the year than when we've previously followed up. Peter will circulate a list of outstanding memberships to the committee to follow up with. Trefor has asked that we all wait until after the long weekend before we start to follow up with everyone.

Club membership renewal numbers are very low. It is suspected this is a direct result of Level 4 lockdown – with renewal slipping under the radar as clubs unable to run committee meetings like they usually would. Email reminders need to be sent out to the club secretaries, reminding clubs of outstanding subscriptions (based on the clubs figures of non-NAW members as at the end of the clubs financial year). Peter will do this as part of the membership follow up next week.

Trefor commented that this month all current members (and currently un-renewed members) will receive a copy of the NAW Now newsletter. Until the committee has rung

around and reminded outstanding members, the newsletter and magazine (June issue) will be distributed to both current and outstanding memberships.

Peter Macrae has run the draw for the annual membership renewal spot prize (sponsored by Carbatec) for the two \$50 vouchers. He used an online random number generator. The 2020 winners are Glen Courtney and Peter Watt and will be advertised in the upcoming issue of Creative Wood.

Dick queried if we have the new CSC membership cards ready to send out. Peter Macrae confirmed these will be coming out with the membership renewals (which are slowed because of lockdown).

It was discussed and agreed that the Secretary will hold (and keep current) the list of free memberships, and advise the Membership Secretary of the relevant free memberships at the time of annual renewal. The Membership Secretary will then advise those members that they've qualified for free membership for the year. Helen queried who our Life Members are currently. Peter will send the information to Helen by email.

Peter Macrae is going to send out a PDF to the membership outlining what membership discounts we are entitled to, as the current membership card only lists the participating retailers but doesn't detail the discounts available.

Peter Clemett asked Peter Macrae what was happening with a refund query for a member joining late last year. Peter Macrae and Peter Clemett to follow up.

Peter Clemett queried if NAW is registered as a charity. Margaret clarified that we are not registered as a charity as we fall outside the required guidelines.

Trefor passed on his thanks to Peter Macrae for his efforts with processing the renewals to date. Given we've been in lockdown so the clubs, etc have not been operating, we should be very pleased with the current status of membership renewal. If we can raise our renewal numbers up to the 700 threshold by the time we ring around then we should be very pleased with our efforts given the current economic situation.

Actions:

- 1. Peter Macrae to send out CSC discount summary to all members.*
- 2. Peter Macrae to follow up on refund query.*
- 3. Peter Macrae to send his list of free members to Helen to make sure we have a complete list, including our Life Members.*
- 4. Helen Walker to file a copy of the annual free memberships, and update annually as required.*

Correspondence: Inwards, Outwards.

Inwards Correspondence

Helen

- Funding applications for the Taupo Jamboree and South Island Fun Day.
- Legal advice from Mark von Dadelszen for clubs regarding Covid-19 and the legal timeframe to hold an AGM (ability to extend the AGM dates given the pandemic).

Outwards Correspondence

Helen

- Acknowledgement to clubs of receipt of funding applications.

Actions:

- 1. Helen to send out legal expertise information to all clubs.*

Motion: That inward correspondence be accepted and outward approved.

Moved. Helen Walker/Trefor Roberts. Carried.

General Business.

a. Taupo Jamboree Funding Application

The application for \$250 from the Lake Taupo Woodworkers Guild for sponsorship of the Taupo Jamboree was considered by the committee. The event has been postponed until July in light of the Covid-19 pandemic and resulting lockdown. Funds will be held and paid out a week before the event runs.

Trefor and Dick (possibly Peter Macrae) will be in attendance and will take our banner down, as well as NAW shirts to have available for sale.

Motion: That the Taupo Woodworkers Guild funding application of \$250 for their annual Jamboree be approved. The funding is to be used to sponsor the Novice category of the event's instant gallery.

Moved. Trefor Roberts/ Dick Veitch. Carried.

Dick advised that there is the possibility that Taupo Jamboree may be moved into October, to avoid the clash with the Manawatu Roundup.

Actions:

- 1. Helen to notify the Taupo Woodworkers Guild that their funding application has been successful, pending notification of the rescheduled date. Funds will be paid a week prior.*

b. South Island Fun Day

The application for \$500 from the Timaru Woodturners Club for sponsorship of the South Island Fun Day was considered by the committee. Peter Clemett mentioned that the date may have to change in light of the pandemic, and that he would have a conversation with the club about the event.

Motion: That the Timaru Woodturners Club funding application of \$500 for the South Island Fun Day be approved.

Moved. Peter Clemett/ Dick Veitch. Carried.

Actions:

- 1. Peter Clemett to send out a letter approving funding, pending notification of the rescheduled date, and have a discussion about possible rescheduling of the event (as the NAW committee representative for the event).*

c. Fees for Individual Memberships

Trefor thinks that we should be anticipating having an increase in individual membership levies next year. He suggested that we wait for the annual review of the accounts to be completed so that we can prepare an accurate budget and hold an informed discussion.

Peter Macrae queried if we should make a decision prior to the AGM, as people may ask the question. Helen voiced that really she felt it was a decision for later in the year, once the finances started to pan out and we were looking towards a budget for the 2021-2022 financial year. Trefor stated that if we are asked the question, that we can always provide the answer that these things will be considered on a year in, year out basis, as we have to look at the financial situation of the association to ensure that we remain fiscally responsible.

Peter Clemett suggested that it's reasonable to expect that our budget forecast for the coming year will be prepared in the last quarter of the previous year. We won't know the value of an increase, or if there is any increase at all, until we have prepared that budget forecast each year.

Peter Macrae – It's important that whatever we decide, we get the decision out to our membership early enough so that if there's an increase in the membership levy that they don't renew at the old subscription rate. That's a real pain to manage.

Trefor Roberts – Let's have a face to face discussion about the membership fees after the AGM, and start to make some decisions from there.

d. Creative Wood Content – possible projects

Trefor briefly discussed his vision of expanding the Creative Wood magazine content. He outlined the two upcoming features that will be ongoing each issue – “Beginners Tips” and a “Project” page.

For the June issue Dick has put together a project page on “natural edge bowls”. Peter Clemett has offered to write up a project for the December issue (Trefor will try to get this in colour as it will present better). At the moment we have space for the March 2021 issue – we would like to see a non-turning project featured if possible.

Trefor reiterated that all ideas are welcome, he would like to see us start some conversations to make the magazine more proactive and useful for our members.

Helen asked that if anyone has contacts (who aren't woodturners) who could write up a non-turning project for the magazine to please tap them on the shoulder. Trefor said that Tauranga has a really good website that deals with woodworking tips so he will be looking into that more.

e. Raffle - Orion Lathe

The raffle of the Orion Lathe (sponsored by Tecknatool / Carbatec) was originally going to be drawn for the AGM, with tickets sold during the Neil Joynt tour. The raffle has been postponed (with support of our sponsors), at the very least until clubs start operating again, at which point we will follow the same format discussed previously.

Dick offered his congratulations to Trefor on behalf of the committee for successfully acquiring an Orion lathe to raffle.

f. NAW Manual Update

Bron, Helen and Trefor have been working on updating the NAW manual. Section 6 (Ken Sager Fund and Ornamental Turning Scholarship) is where there are issues that need to be discussed with the committee.

Notes on changes to be made (as discussed and agreed by committee):

- Reference to “woodturning” should be updated to “woodworking”.
- Application details – simplify what is presented. We need an application form - Name, Address, Experience, brief CV, etc.
- Application date - allow at least 3 months.

- Comment to the effect: “all applications will be given due consideration, including value to the NAW.”

There was some discussion around the Ken Sager fund. Funding paid comes out of the interest balance, rather than the capital investment. It was originally used to support a person attending the symposium, but is now used to help sponsor the symposium. For the 2018 symposium, the funds came directly out of the NAW accounts (rather than the Ken Sager fund). Any applications must honor the basis on which the Ken Sager fund was bequeathed. The Symposium was deemed to meet the criteria of the fund as it directly benefited the growth of multiple New Zealand woodworkers, rather than just one individual (who may/may not give back to the woodworking community). Moving forward the committee should give due consideration to any applications where people’s learning will be enhanced.

Ornamental Turning Scholarship:

It currently specifies that we provide travel expenses for participants, of which there are usually two, who Fred Irvine takes on board for a weekend. Usually these participants were hosted by the Waikato Guild of Woodworkers.

Trefor queried if we still want to provide travel expenses for the Ornamental course.

Peter Clemett queried if we want to be really specific and view it as a set dollar amount, like any other grant; or do we cover the full travel expenses regardless of where in the country they come from. It is potentially open-ended for NAW and maybe we should look to provide a specific grant or change the wording to “consider” an application.

We don’t currently pay Fred Irvine for his time teaching the course. In the past, the NAW has paid for our President (and his wife) to take Fred Irvine (and his wife) out to dinner to show our appreciation. We all agree that something needs to be done to thank Fred, however that may look in the future.

Helen proposes that we change the wording for the Ornamental Course and remove the references regarding travel. It then is up to the applicants to make their case for where/how they need financial support from the NAW. Applications will be considered by the committee on the basis of their merit, and supporting information provided. The committee were all in agreement with the changes.

Demonstrators Travel Subsidy – there apparently is a fund available for clubs to claim to bring visiting demonstrators in. Peter Clemett can see the value for smaller clubs where funds are limited (but then attendees would be limited), but wouldn’t expect any larger clubs to need to claim for such an event. There was some discussion around the subsidy and

it was agreed to remove it from the manual. It still leaves it open for clubs to approach us on a case by case basis if there are any events they want funding support for.

Actions:

- 1. Helen to create an application form for the Ornamental Turning Scholarship and circulate it around the committee.*
- 2. Trefor to talk to the local clubs to see if they are interested in acting as hosts for the Ornamental Turning Scholarship.*
- 3. Trefor to make agreed changes and email out the changed Ornamental Turning section to the committee for final approval.*

g. NAW AGM

At present the NAW AGM location will stay as previously advertised, but we will act under the assumption that the date is likely to move by at least a month due to Covid-19 restrictions. Trefor will have a discussion with the Geyserland Guild of Woodworkers President about the possibility of changing the date.

Helen put forward that the Geyserland Guild may find themselves subject to additional costs if the event is postponed, such as if the booking fee is doubled up. The committee are aware of the situation and will monitor it as appropriate.

There may be additional costs for committee members to attend, with flight cancellations / cost increases. Peter Clemett's flight has already been booked and will need to be cancelled / re-booked. We will deal with this on a case by case situation. Additional costs are inevitable under the current circumstances.

Helen suggested that there may be the potential in the future to run the AGM meetings in an online capacity, such as through Zoom, where the need dictates. We currently can host up to 250 people for online meetings. Trefor suspects that such a move would need to be voted on by the membership at an AGM. Helen to talk to Mark von Dadelszen about legal requirements and any constitutional change that may be required.

- 1. Trefor to initiate a discussion with the Geyserland Guild of Woodworkers regarding the AGM date and a potential postponement.*
- 2. Committee members to make alternative arrangements for AGM travel as required.*
- 3. Helen to talk to Mark von Dadelszen about legal requirements for hosting AGM's, and any constitutional change that may be required.*

Other General Business

a. Health & Safety Update

Dick to send final edition of the H&S document to Trefor and Helen so that the latest H&S recommendations are include in the NAW manual.

b. Next meeting date: Sunday 7th June at 10:00am.

There being no further business the meeting closed at 9:27 pm.

.....President.

.....Date.

FINANCIAL REPORT dated Jan 14 2020 to April 17 2020

Balance at BNZ Cheque Account	\$ 2768.36
Balance at BNZ Subs Account	\$ 13911.16
Balance at BNZ Call Account	\$ 30234.84
Ken Sager Account	\$ 4723.76
Term Deposit maturing 5 May 2019 - 3.25%	\$ 20000.00
Term Deposit maturing 22 May 2019 - 3.15%	\$ 20000.00

INCOME 16 Jan to 17 April:

Subs	\$ 31411.51
Polo Shirts & Badges sold	---
CW Advertising	\$ 1708.90
GST Received	\$ 903.70
TOTAL Income	\$ <u>34024.11</u>

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Payments:

Printing CW -- Adprint March	\$ 9662.58
CSC cards	\$ 984.50
Postage	\$ 690.50
Express Virtual, phone meeting	\$ 236.99
Paul Grainer Allen, website	\$ 345.48
GST Paid Feb – March period	\$ 1497.08
TOTAL Payments	\$ <u>13417.13</u>