

**Minutes of the Committee Meeting of the National Association of Woodworkers NZ Inc  
Held in Karori on Sunday 22<sup>nd</sup> July 2018 at 9.05am.**

**Present.** Geoff Addison, Helen Walker, Margaret Dekker, Peter Clemett, Peter Macrae, Dick Veitch.

**Apologies.** Tref Roberts

**Minutes.** Minutes of the Committee Meeting held on Sunday 22<sup>nd</sup> April 2018 by teleconference, and circulated to Committee Members, were taken as a true and correct record of the meeting.

**Moved.** Dick Veitch/ Margaret Dekker. **Carried.**

**Matters arising from the Minutes.**

There were no matters arising from the Minutes.

**Financial update.**

Margaret presented the accounts as outlined in the Financial Report 14 April 2018 to 16 July 2018.

Helen queried why the expenditure for the polo shirts was recorded as more than the income. Margaret advised that she has ordered a number of shirts to hold as stock on hand, hence there is more expenditure than income recorded at present. As the shirts are sold this will balance out.

Helen queried whether the incoming interest payment is regular or just on maturation of our term deposits. Margaret advised that we will receive interest each time a term deposit matures.

Helen also queried how the GST works. Margaret and Geoff advised around this – basically when the income comes in you strip GST off; when the money is spent you bring GST back into it. Ideally if the income balances the outgoing expenses then no GST has to be paid. At the moment our income is greater than our expenditure so we have to pay GST. We make GST payments throughout the year as IRD requires, and it is all balanced up at the end of each financial year.

As a note, the \$45 membership fee includes GST which is why Peter's report as Membership Secretary records membership income as higher (GST inclusive) than that in the balance sheet, which records everything as GST exclusive (effectively \$39 per member).

Tref sent an email query about record of the Carbatec sponsorship. Helen will advise Tref to check the previous financial statement where the payment from Carbatec is recorded, and advise that it is also recorded in the AGM financial statement (balance sheet); Helen will include a scanned copy of the AGM financial statement for Tref's reference.

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

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

### **Membership.**

Membership was discussed in detail under General Business, along with the membership business arising from the AGM and the membership renewal discussion document tabled for this meeting.

Since the April meeting, the committee has rung around all members who were yet to renew. At this stage 91 members have not renewed: this includes the members who have passed away. 2 members have paid since the last tally and 1 new member has signed up.

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

#### Inwards

Geoff received an email from a parent in the Ashburton club complaining about the treatment their son had received, and enquiring if the NAW had any national policy around youth membership. Geoff explained the details of the email to the committee, and that he had been in contact with the President of the Ashburton club and the parents concerned. There was discussion within the committee about the letter, and the situation that led to the complaint. This letter highlights the need for clubs to have youth policies in place, which clearly set out the club's expectations.

The Exhibit Online Exhibition Website – two emails received (request and background information), which will be discussed under General Business.

South Otago Woodcraft Club requested clarification around the national liability insurance policy, and how this affects visitors and new members to their club.

Dick Veitch emailed his report on the Manawatu Open Day to the committee. This will be discussed under General Business.

## Outwards

Geoff responded to the parental complaint, and explained there was no national policy but that the Ashburton President would be in touch.

Dick suggests that we approach all clubs and request a copy of their youth policies (if they have one), and use these to formulate some recommended guidelines around youth membership for inclusion on the NAW website. Helen to contact clubs asking for a copy of their youth policy, and start the process of collating the information into a youth recommendations document. There was discussion around what some recommendations may look like – police vetting requirements (needed when you have control over the child), age restrictions, height restrictions, etc. It was agreed to see what the clubs come back with and create a recommendations document from there, which can be sent out and included on our website.

The Exhibit Online Exhibition Website – two emails received, which will be discussed under General Business.

Helen consulted with Geoff and replied to the enquiry from the South Otago Woodcraft Club, clarifying our national liability insurance policy and that a paper trail is essential.

Helen to send a thank you letter to the Wellington Guild for hosting the AGM.

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

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

### **General Business.**

#### **a. Welcome any new committee members appointed at AGM**

Geoff extended his thanks to both Tref and Helen for standing for election at the AGM and accepting their positions as Vice President and Secretary respectively; and welcomed them both back onto the committee.

#### **b. Report on the Manawatu Open Day**

Dick attended the Manawatu Open Day in May, and wrote a report which was distributed to the NAW committee and the Manawatu Woodworkers Guild. The report made note of several good suggestions for improvements for the next event, which the Manawatu Woodworkers Guild have acknowledged.

Dick made an additional comment that the Manawatu Woodworkers Guild Roundup event is run by a separate committee; and that like other events you get feedback from people that they haven't heard about it. This is despite the committee's efforts to advertise said events (emails to clubs, website, Creative Wood, Facebook, etc). The response from clubs might make you feel that it is not particularly well advertised, but in reality there seems to be a communication barrier within the clubs themselves, which affects more than just these two Manawatu events. Geoff mentioned that Peter Johnson said to him that he had never heard of Roundup; likewise Peter Whitehead commented to Helen that he too had not heard of the event, despite being present at the Manawatu Open Day (where it was advertised).

Geoff also made mention that Peter Johnson commented that he was surprised that the AGM was not advertised or mentioned at the Manawatu Open Day. Dick acknowledged that this may have been overlooked by Tref and himself, and that we need to keep this in mind in the future, particularly if the AGM is local to the event.

While we can make every effort to keep our members informed, at some point there needs to be some personal responsibility to keep up to date with events around the country. For those people who are not NAW members, there are still avenues to hear about events – particularly the website, and through communication with the clubs (where there is good communication between club and club members).

Dick commented that there can be an issue with bulk mailing, where the server moves the messages to Spam, so we need to perhaps make members/clubs aware that they need to regularly check their Spam folders.

### **c. Report on the South Island Fun Day, hosted by the Waitaki Woodworkers Guild**

Peter Clemett reported back on the South Island Fun Day. He advised that there should be a summary of the event from the Waitaiki Guild in the next issue of Creative Wood. Peter tabled some observations from the NAW's perspective, which reflect much of what Dick has already noted with the Manawatu event:

- There is very little acknowledgment from the host club, that NAW contributes the \$500 prize money for the event.
- Peter plans to have a conversation with this year's host club and provide some feedback around the event:
  - o He suggests that the certificates handed out for the competition should specify that the prize money is sponsored by the NAW (whether in words or by use of the NAW logo);
  - o The NAW logo needs to be on the advertising and promotional material for the event;

- Where possible an agenda should be circulated to clubs prior to the event, which also acknowledges the NAW sponsorship and contribution;
- The organising club always requests an NAW representative to do the judging, and the NAW sponsorship should be verbally acknowledged during the prize giving as well (which it was in this case).
- It was agreed that while verbal recognition is often given at these type of events, there should also be acknowledgement in the paperwork side of the events (certificates, advertisements to clubs, etc).
- It was also agreed that any club requesting a grant should be asked to provide information around how they propose to acknowledge the grant if gifted – whether that be through the website, emails to clubs, certificates for prizewinners, etc. When the grant is provided, it could then be accompanied by a digital copy of the NAW logo for use in club promotions.

We have not asked for specific acknowledgement before, but we need to do this moving forward. We have a good number of resources behind us now to make our presence better known at the events: banner, polo shirts, brochures, membership forms, copies of past Creative Wood. We need to make sure we make use of the resources we have, so that people see the value in becoming members of the NAW.

#### **d. The Exhibit, online exhibition website**

Geoff received an email from Australia, which was circulated to the committee members. Geoff's feeling about the exhibition is that it is not a process for the NAW to go through, but rather one for our individual members to take up if they wish to pursue it. There was some discussion around curation of work, and who might be best to do this. Given the general feeling is that very few of our members would be in a position to follow this up, it was decided that the NAW's role should be to make the opportunity accessible to our members, but remain in a supportive role only and let them organise it (whether individual or group curation).

Moving forward, and to ensure all members have an equal chance to take up the opportunity, we will organise an article about the opportunity for Creative Wood and the website. Peter Macrae will forward the initial email from 30 June 2018 out to all members, and forward more details to anyone who is interested. Peter will use the email as the basis of an article for Creative Wood to catch all members not on email. Helen will send this to Paul (with the PDFs) to load onto the website.

#### **e. NAW polo shirts update**

The first polo shirt order has been delivered. All committee members now have a shirt. 3 non-committee members have also ordered shirts. The general feedback is that the shirts are very comfortable and of high quality.

The committee would like to acknowledge and thank Trefor for all his efforts in organising the polo shirts.

Helen to ask Pam to edit the polo shirt advert in Creative Wood to include the logo badge.

Helen to ask Paul to set up the website to include the badges for sale.

Helen to liaise with Pam about editing the membership application/renewal box in Creative Wood to include information/a photo about ordering polo shirts and badges; suggested to be above the subscription fee in a separate box to clearly identify it.

#### **f. NAW demonstrators, approve applications**

The committee put forward a list of suggested demonstrators to be included on the approved NAW Demonstrator List. The names put forward are as follows:

Geoff Addison

Peter Clemett

Noel Graham

Robbie Graham

Troy Grimwood

Neil Joynt

Terry Scott

Dick Veitch

Michael Walker

Helen to contact and confirm that everyone listed wishes to be included, and would be willing to travel for a demonstration if approached to do so.

Helen to request further information from the demonstrators:

Name

Contact details

Description of what they do

Affirmation of willingness to travel

Critique of their work (for those who we do not know)

We need to find a selection of demonstrators with a wide range of skills to demonstrate. Geoff asked that everyone on the committee consider who might be suitable to be included, and send these names through to Helen for inclusion on the list. For those people less

known to us we need to know if they are interested, what they do, and have some feedback on their demonstration quality.

Once the list is compiled, Helen to send an updated list and demonstrator criteria to Paul for inclusion on the website. Helen to follow up with Paul if we can add a couple of links to allow feedback on the demonstrators listed, and a link to nominate new demonstrators (these could simply come to the Secretary's email).

#### **g. Website logo**

The committee approved the current versions of the logo as they are currently used; it was agreed that no change was to be made to the logo design at this stage.

Dick noted that the logo should always be used in conjunction with the NAW name.

Helen queried what is the history and meaning behind the current choice of logo. She expressed the opinion that it is important to have some meaning to the logo, as this allows people to take ownership and identify with it. There was some discussion from the committee as to the koru representing both NZ and also a shaving or a nice shaped piece of woodwork; and the colours being symbolic of Paua, which is part of NZ's identity.

Dick stated that ideally it would be nice if we could find out what the original designer intended the meaning to be. Dick is going to circulate a copy of all the historic logos used by the NAW, as well as the three current versions of the logo, to the committee. He is going to investigate to see if he can find out any information around the history of the logos, when the current logo came into use, and what the logo stands for. Dick is going to compile this information into an article for the next issue of Creative Wood (providing he can find the information in time).

It was noted that the koru used on the front page of Creative Wood is not as bright in colour as the koru on the logo in circulation. Helen is to have a chat to Pam Chin and see if we can get the colours brighter, and a more accurate match.

#### **Other items of general business**

##### **h. Reviewer – David Jones.**

David Jones has indicated that he does not want to receive any payment for acting as Reviewer. He is currently entitled to a free membership, in thanks for his work, but has paid up for this year. Helen expressed that he should be allowed to choose to pay a membership

fee if he so wishes, but that he needs to be reminded each year that he is entitled to a free membership if he so wishes.

Geoff proposes that we gift David a \$100 Carbatec voucher as a token of our appreciation for the work that he has done for us this year. Margaret agrees to contact Grant at Carbatec to arrange this voucher.

**Motion: That we gift a \$100 Carbatec voucher to David Jones in acknowledgement of his work as the NAW Reviewer.**

**Moved. Geoff Addison/Peter Macrae. Carried.**

Peter Macrae queried that as David Jones is not a member of the Chartered Accounts (CA ANZ), would that be an issue when it came to reviewing the accounts for us. Geoff clarified that as long as the reviewer is considered competent to do the job, there is no need for them to even be an accountant (registered or otherwise).

#### **i. Next venue of AGM**

The venue for the next AGM was discussed, and Geoff suggested that we see if it can be held in Christchurch. This is dependent on 5-6 billets for the Committee being organised. Peter Clemett agreed he would work on organising this.

Geoff outlined the requirements:

- AGM hosted by the local club, preferably at no cost to the NAW.
- The hosting club runs a couple of raffles to offset costs (e.g. donated wood and other prizes).
- A simple lunch provided (covered by the raffle proceeds).
- Billets for the committee members are organised.
- The AGM must be after the 31 March, but before the 31 July.
- The Manawatu Roundup dates need to be avoided (weekend 13 - 14 July) as three of the committee regularly attend this event.
- Hosting club organises the venue and a lathe (preferably a DVR).
- Three demonstrators are organised for the event: two by the NAW, one by the hosting club. 2019 demonstrators: Michael Walker, Geoff Addison or Dick Veitch, Peter Clemett.

Peter will try to organise the next AGM for the 6 July 2019 (weekend 6 - 7 July). Peter Macrae may not be available for the weekend 6 - 7 July, as it is a significant birthday. Dick is thinking he will drive down so he will be available to take gear down. The NAW pays \$0.50/km for committee member travel.



## **j. Hosting of website**

Dick outlined the issue that developed with the website hosting since our last meeting. The company that we were with declared that we were taking up too much space. They gave us the option of paying considerably more, or “taking stuff off” – although what exactly they didn’t specify. We do have a lot of photos, but they are all reduced size so it shouldn’t be too bad. In the time we were thinking about a solution they cut us off. Ian (an IT specialist) from the South Auckland guild had already suggested a new route for us to consider, and once they cut us off he shifted the website over, set it all up and got everything running smoothly again. We are now with the same host as the South Auckland guild website. Dick’s impression with our old host was that they gave us a cheap offer to get us in and then hiked up the prices (he has seen this before with other websites). We are all up and go, and various aspects have been updated.

Helen queried if it is possible to set up the NAW email addresses to email out with (not just receive mail from). Dick suggested Helen talk to Paul again about setting this up.

Helen also commented that the website is quite slow to load at times; Dick again suggested talking to Paul regarding this.

## **k. Article on Milling Native Timber**

Geoff reported that the MPI are going to write an article laying out the ground rules around milling timber, as to what woodworkers can/cannot do. The reason Geoff approached MPI is that he had heard word that an 86-year-old Rotorua woodworker was approached by MPI about where he sourced his timber from. The woodworkers naively said he had sliced a piece off his block of Rimu, and shortly thereafter received a formal letter from MPI requiring him to desist milling native timber without a permit, and to register his mill. The woodworker rung MPI up and was told the letter was in error, but shortly after that had two enforcement officers turn up to inspect his sawmill. Clearly, the rules need to be spelt out and MPI are going to help with this by supplying an article for us to publish in Creative Wood.

Geoff has since been made aware of a video of a chap associated with AAW, who skited about huge blanks of swamp kauri he had acquired, that he is currently selling at great profit in America (\$5000/block). Geoff is going to follow this up as to what is going on. As Dick said as long as it is partly milled and dressed, it can be sold and exported as a finished product. Until such time as we can prove to the Politicians that there is more value to NZ in having it processed and finished here, this will continue to be an issue.

## **l. Membership discussion arising from the 2018 AGM**

Helen read the membership discussion arising from the AGM.

Geoff – suggests that we should seriously look into the potential of a University project on marketing the NAW. It may well cost us money but it is very clear that every club in NZ (i.e. Scouts, Rotary, Lions) has the same problem – the average age of members is increasing, and membership is declining (members are dying). This could be our first line of attack: looking at how we target younger members and get them involved.

Dick – it is clear that clubs with clubrooms are better off; and likewise clubs with active members and frequent gatherings are doing better. However, the general trend across the country is a gentle decline. There are key elements to make it as good as possible but there is no magic bullet.

Geoff – The second point raised was the Club levy. The suggestion that you have to force clubs to want to get people into NAW, struck a chord with Geoff. He thinks that if you can reverse the negative attitude around joining the NAW, and get clubs physically pushing members into membership, that many of our problems will abate.

Geoff proposes that we increase the individual membership to \$50, and that this is not reduced regardless. The club does not pay a levy on those members that also hold an NAW membership. We increase the levy for non-NAW members to \$15. This approach is value driven to the clubs.

On the basis of 600 members:

Losing \$3600 from 600 members at \$6/member.

Gaining 1000 members (currently not NAW members) at \$15/member - \$6/member (that was being paid already) = \$9/member = \$9,000.

\$9,000 - \$3,600 = \$5,400 increased club membership levy.

Also gain \$3000 from increased individual membership levy.

**Net effect of club membership: \$8400 increased levies.**

The numbers reported from clubs should be their EOY membership numbers, and these are what the levy is paid on. Dick – Clubs are now told that the club date should be from end of the clubs financial year (not the beginning) so we should be getting correct numbers now.

Geoff feels this would give the clubs an incentive to get members into the NAW. Both Peter Macrae and Peter Clemett voiced concerns that we might lose clubs if we do what is proposed. In particular, we will lose clubs of a smaller size (10 members or less) as they do not have the funds to carry this increase of levy. It might not be significant money wise, but it is the perception of what is going on that is important.

We may also lose members over the increased membership levy, as many are on the pension.

There was a short digression into NAW liability insurance:

Geoff tried to point out to a club earlier this year that \$60 for their club to be covered for liability insurance was the cheapest insurance they will ever get, but the club contact he talked to remained unconvinced.

Dick – mentioned that the issue boils down to the fact that there is no known claim that has been put against insurance of this style at any stage in NZ. So there is a complete lack of understanding of the value of the insurance being offered.

Helen - However, the insurance environment is changing and these claims will start to become more likely.

Peter Clemett - Christchurch are currently tendering for a lease of land under the clubrooms. The tender requires \$2 million liability insurance. So the NAW insurance is invaluable.

Geoff – to hold Collab in the school grounds this year he had to show that they were covered by liability insurance; as if they had an accident in the school grounds and it burnt down, they would have otherwise been liable. There was the same situation at the Ashburton collaboration, and the NAW liability insurance covered this.

There are many clubs facing this situation every year. This is why we send out the Liability Insurance policy document to the clubs every year. Dick requests that we add to that a cover letter spelling out instances of its use so they can see the value of it. We need to keep telling the clubs and our members what we are doing and why we are doing it.

Peter will provide notes to Helen on the Christchurch and Ashburton examples. Helen will compile with the MWG Open Day example. Helen will put these instances where the insurance is invaluable, together with the FAQ on our website, and use this document when she sends out the Insurance policy document to the clubs each year. We need to keep informing clubs of the value of the insurance – they need the liability insurance to hire halls, etc. - and that the NAW is providing this invaluable resource. Dick asked that this document is kept to two pages to encourage it to be read at the club end.

The discussion came back to Geoff's proposal on membership levies:

Dick feels that the proposal needs more thought, so that the smaller clubs are not disadvantaged – as some of the larger clubs stand to benefit greatly (financially) from this suggestion, based on the numbers quoted.

Geoff - Based on the numbers we have, roughly every club has a third NAW members. In a club of 20 members, they would be currently paying \$120. Under the new suggestion, seven members would be free (NAW members), so the club would be paying \$15/member for thirteen members, so paying \$195.

Peter Macrae – the smaller clubs do not have the money in the bank to deal with the increase. You are not talking big dollars, but it is the perception that we are putting up the rates (albeit for a good cause – to get more members), but by also increasing the membership fee it could be seen as a negative thing by the smaller clubs.

Peter Clemett – we need to think through how clubs might practically react. Would they genuinely absorb the cost and retain all their membership policies? Will they change their own membership policy and pricing schedule? What might the flow on be? Will they lose members to their clubs as the barrier to entry is higher for club membership, and consequently will there be ill will to the NAW from the club?

Geoff – we need to come up with some ideas, and we then need to take those ideas to the clubs and see how they react.

Peter Macrae - Can we get sponsorship for the national body to avoid an increase in levies? It may be hard to do, given we are not seen to be “doing anything” for our member clubs or running any national events; but perhaps this might be a way to avoid increasing our levies.

Helen – Is there any way that our membership payments could be set up to be paid in instalments? Perhaps we could set the membership payments up to be paid in instalments by direct debit. The idea being that the membership levy is cheaper if paid in a lump sum, or slightly more expensive if paid in instalments. It should not make more work if it is set up as a direct debit.

The clubs need to make an effort to get members into the NAW. There was a suggestion that the levy clubs pay is based on a % of club membership that are NAW members – so we drop the levy proportionally based on the % of members.

Dick – When we email out the clubs about the proposed fee changes we want to be sending a positive letter about the benefits of the NAW. We need to spell the benefits out for them: If clubs do not get keep the NAW going, your club will not be benefiting from the liability

insurance; your club will not be benefiting from the discount-buying card; your club will not gain benefit from the NAW-supported events.

Helen – we need to go out with choices of how the change will evolve - Option One or Option Two. If we just ask for feedback it will likely all be negative.

Peter Macrae - suggested that we consider a smaller jump in fee, say \$6 to \$10 rather than \$6 to \$15, and then the fee is staggered up each year (smaller increase so hopefully less complaints).

Dick and Geoff will draft a letter tonight with a positive spin on the benefits of the NAW and circulate for comments from the rest of the committee (Dick – the letter needs to be a carrot, not a stick). Once agreed, Helen can send it out to all the clubs. We want to make the NAW attractive so we draw people to us. We need to make the numbers seem positive to the smaller clubs. We need to point out the value to our affiliated clubs and ask them to drive NAW membership to keep making this value-added club membership a possibility.

It was suggested that we could stockpile the club magazines and the clubs get them a year later. The general feeling was that clubs would backlash against this, as they are members and therefore should receive a magazine. However, it was tabled that would could make a recommendation to clubs that magazines are held in reserve for at least 6 months, before being released to the membership, to try increase the incentive to their members to join up to the NAW.

Two letters – first letter to spell out all the benefits to “you” (the club) and “you” the individual members. Second letter to talk about the issue of membership and how the NAW is looking to improve the situation (two options), and keep the NAW in the green to keep the benefits coming. Possibility of these letters being merged into one letter, and make sure we request a response.

Helen – other organisations work out their operating expenses for the year, and then the affiliated clubs pay a percentage of those costs based on the number of members they have. Bigger clubs pay more, smaller clubs pay less. Also works well because smaller clubs may have higher operating costs per person, than larger clubs with more members. So all clubs pay proportionally.

Geoff – the Hamilton club hires out their facility to other community groups, and are so successful that they completely cover their rates, etc.

Helen – made the suggestion that as committee members we look at doing a tour of the North and South Islands, and make sure we talk about the NAW. If you turn up with a

demonstrator, even better. We need to do more visits to clubs to raise the profile of the NAW, and we need to talk about the benefits.

Geoff – to include in his President report an invitation for people to write articles for Creative Wood.

#### **m. Membership renewal discussion document**

Peter Macrae enquired about the AGM minutes and the mention of who holds the membership records. In the past, the Treasurer has held the membership records. The committee agrees that Peter, as Membership Secretary, will keep the membership records, and that at least once a year he should provide a copy to Margaret, the Treasurer, to accompany the accounts.

Peter Macrae asked for a quick review on the procedure for sending out the annual invoices. This year invoices were sent out in the December issue of Creative Wood, which Peter feels is too early given they are not due for payment until March. Peter put forward the suggestion that invoices are not sent out in Creative Wood, but are instead sent out by email (the exception being for those people who do not have email). He also suggested that they are sent out in early February, with a reminder email in early March.

Peter checked the pricing with Pam to send an invoice with Creative Wood. To send an invoice for all members was \$300 + GST, to send an invoice to the 95 members not on email was \$250 + GST. To send out 95 invoices by mail (at \$1.40 postage) is \$133 GST inclusive + cost of printing the invoice. Peter will double check the pricing with Pam, but thinks it is likely that he will send out invoices himself, in which case they could be sent out at the same time as the emailed invoices. The committee agrees that we are likely to get a better response to a mailed invoice than to one included with the magazine.

Peter Macrae queried if the CSC card could be electronic. He is going to check with CSC and see if it is a possibility. It might be a higher set up cost, but cheaper in the end. The only issue then is new members joining during the year, but potentially the cards could be pre-numbered, ready to be allocated and sent out. Helen asked Peter if he would be happy mailing out an extra 100 invoices every year, and he said he was happy to do the work – as he is already sending out invoices and a new CSC card to every member every year. He would happily email invoices if the cards were electronic, but at present, this is not possible.

#### **n. Other items of General Business.**

Geoff summed up the meeting. He asked that all committee members have a read through the minutes of the AGM and the minutes of this meeting, and have a think about how we might progress what we have discussed. He asked everyone to consider his suggestion of

playing around with the club levy. Dick and Geoff will draft a letter giving the benefits of the NAW and all we have discussed. At the end of it, all of us as committee members need to be at clubs talking about the positive nature of the NAW and the benefits of the NAW, which will be in the draft letter that Dick and Geoff will produce. Next meeting we will follow on from this discussion and work out where to next. We need to remember that if we do not table a suggested change until the AGM, then any change cannot come into effect until the following financial year. A change for the next financial year (2019-2020) can only come into effect if passed at a SGM prior to the AGM.

Margaret asked if we have ever applied for a grant for administration/operating costs, for example from the Lotto Foundation? The Tauranga Guild has successfully applied and received a grant for this purpose. Dick commented that most grants are for specific activities or purchase of assets. Peter Macrae commented that actually, there are many grants available for administration costs, and it is well worth looking at. We need to look at getting some information from COGs. Geoff queried what operating costs we would have – mailing of subscriptions, telecommunications, insurance, travel for meetings, purchase of CSC cards.

Peter Macrae asked if we could look at conference calling through a free app to save on call costs (e.g. Viber, WhatsApp). Helen will investigate some options and report back. There may be some issues with call quality but it is worth trying out.

Margaret asked exactly what we have insurance for (so she can answer queries that come in). Geoff clarified that we have \$5 million liability insurance cover (details on the website in the FAQs). He emphasised that there must be a paper trail – the activity must go through a committee meeting and be documented in the club minutes, before the activity commences. Clubs need to have separate insurance for their building, but the liability insurance covers you for any damage caused by your building – damage to other property – houses, cars, etc. It also covers other club activities – for example if the club goes out to collect timber and accidentally drops a tree on a house – the house is covered by the liability insurance. However, if a club member is going out to collect timber, they will only be covered if the club documents their activity in the club minutes before they go out to do it. Normal club activities are covered without a special paper trail (i.e. monthly meetings), but events run by the club (even if they are annual) must be documented as being approved by the committee.

Margaret has requested that the committee email in their claims for travel.

**o. Next meeting date:** Sunday 14 October at 7.00 pm.

There being no further business the meeting closed at 12:23pm.

.....President.

.....Date.