

**Minutes of the Committee Meeting of the National Association of Woodworkers NZ Inc  
Held by way of Teleconference Call on Sunday 7<sup>th</sup> July 2019 at 9:00am.**

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

*Note: As previously arranged and agreed by the committee during the March meeting, Geoff Addison attended the meeting on behalf of Trefor Roberts. Four members of the committee make a quorum. Geoff was considered to be acting on Trefor's behalf and therefore the quorum was accepted as being met.*

**Apologies.** Margaret Dekker, Peter Macrae, Tref Roberts, Colin Parkinson.

**Minutes.**

The Minutes of the Committee Meeting held on Sunday 20<sup>th</sup> January 2019 by teleconference, and circulated to Committee Members, were taken as a true and correct record of the meeting.

**Moved.            Helen Walker/Geoff Addison            Carried.**

**Matters arising from the Minutes.**

All members of the North Canterbury club who are doing the training programme should be members of the NAW. Helen to write to the Secretary and Training Programme co-ordinator to remind them of this. Run it past Dick first.

Peter went and did a demonstration on a Wednesday evening for the North Canterbury AGM. Geoff doesn't think that we have many NAW members from the club, and that the club isn't pushing NAW membership. Peter commented that we did have one member from the club turn up to the NAW AGM yesterday.

Many of the woodworking clubs are incorporated societies but do not have any formal paperwork in place. Wakatipu Woodcrafters Guild asked Peter if there was a draft constitution that they could use, as they wanted to go seek funding and realised the paperwork wasn't in place. This is now sorted; they were given two copies of other guild constitutions to look at.

Geoff advised that we have now run out of back issue copies of Creative Wood, prior to March 2019.

Helen emailed Pam regarding where the copies of Creative Wood are going. We received a response from Pam. We need to upgrade the committee lists for Pam (remove Geoff, add

Colin Parkinson) as to how many everyone is getting, and notify Pam as things change. We need to assess the articles that are written and make a decision on copies sent out each issue.

Historically it was decided that committee members would be given extra copies to distribute around as advertising for NAW and local clubs, i.e. at local doctors offices, etc.

Copies as follows (to be modified after consultation with committee):

Membership copies

Spare 50 copies for the Membership Secretary

1 for each Author of each article.

Free copies should not be sent for the President's Report, and any membership reports from committee members. This is to keep in line with the "free membership" guidelines.

Helen to check where old issues of Creative Wood are stored – Manawatu Woodworkers Guild ceiling?? Helen has 2 bound books of old copies from JR.

We need to update committee details with Pam for Creative Wood and with Paul for the website.

Dick wants to reassure Tref that he shouldn't expect to receive any feedback on NAW Now as people don't tend to give feedback.

Helen to check with Margaret that she sent a letter to Jim Reilly thanking him for his support (he has since passed away), and also to Carbatec thanking them for their support. There will be an obituary for Jim Reilly coming for the next issue of Creative Wood with photographs (this was published in Tauranga's newsletter, minus photos). It has been suggested that a guideline for such obituaries is to keep all photos and text roughly within one page of Creative Wood.

Treeworkx Competition – currently any piece entered is displayed. We just need to check that any winning entry is from an NAW member. Helen needs to get an up to date membership list at each print of Creative Wood from Peter so she can check the winning entry is eligible.

Helen to ask Tref to put a brief comment on the rules regarding Treeworkx competition in the next NAW Now, and also update of how we will be formatting the "Lathed to Rest" obituaries in Creative Wood.

An article was received from the Wakatipu Woodturners in Creative Wood – thanks to Peter Clemett for organising. Geoff asked Peter to see if he can organise Christchurch to write an article on the AGM demonstrations/day for the next issue of Creative Wood. Helen asked if we can get some of the photos for use online (website, Facebook, archives).

Peter reported on the Waiora event. A couple of members from Wakatipu turned up to the event which was really good. The weekend overall was really good. The Otago Woodturners hosted the event (3-4 years). It's a free format weekend. Bill Owen was there with his shop. There is no formal instruction (like Participation). Peter did an impromptu demonstration on his pewter casting.

Neil Joynt is going to be the demonstrator for Spin Around.

Helen to follow up with Trefor regarding information for demonstrator details on our website.

### **Financial update.**

Helen presented the accounts, on Margaret's behalf, as outlined in the Financial Report 28 March 2019 to 28 June 2019.

Geoff commented that as a committee we need to look into preparing a budget, so that we know where we are going each year. Brian Coulter used to have a spreadsheet system that worked really well, so we may want to look at doing something like that. If we note our major expenses/income that we usually have, this will let us look at accidentals and other things that we may like to do.

We need to seek clarification from Margaret regarding the Ken Sager Account. In the AGM Report it is around \$19,000, but in the last financial update it was at \$4,719. Only the interest proportion for the last two years should have been removed, with the balance coming from our general accounts. We don't want to touch the principal amount.

**Motion: That the Financial Report, as presented, will be accepted as a true and accurate record. Moved. Helen Walker/Peter Clemett Carried.**

### **Membership.**

We currently have 697 members of which 651 have paid so far. 7 clubs are still to pay, so we should have a minimum of 658 members this year.

We have 15 free memberships currently – a combination of “Life” members and Creative Wood writers. We will need to keep a record of the “Life” members and free memberships.

**Life Members:**

Jim Manly

Fred Irvine

The remaining 13 free memberships are for our Editor, Technical Advisor, Legal Advice, Reviewer and those who write articles for Creative Wood.

Helen and Dick to look at a full spreadsheet of memberships, and check the terminology of how they are separated out.

We need to look at keeping archive records:

Office Bearers

Life Members

**Correspondence: Inwards, Outwards.**

Inwards

Letter from Kawerau regarding input on judging.

Funding application from Taranaki Woodcraft Festival.

South Island Fun Day report and thanks.

Application from Wellington to take up the training package. Dick isn't sure that they will be able to do it due to workshop space/access to lathes, but he is encouraging them to see how they go. They currently use the Menz Shed workshop. Dick will continue correspondence with them.

Final confirmation on AGM details with Christchurch Woodturners Association

Outwards

Letter to Kawerau providing judging criteria.

Letter to Manawatu reminding them to send in a report.

Correspondence with Wellington regarding training package.

Final confirmation on AGM details with Christchurch Woodturners Association

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

**Moved. Helen Walker/Dick Veitch Carried.**

### **General Business.**

#### **a. Kawerau Input**

Dick – The management committee for Kawerau has changed significantly – there is now an entirely new committee, with no input from the woodworking fraternity. This means that we have no idea what type of exhibition it will be. We need to nominate a committee member to go, present prizes and have a critical view of what is going on. Dick nominates Trefor to attend.

Geoff – we have criticised Kawerau after the competition last year, so we need to give them a year to respond to our criticism and implement changes. Trefor needs to go and evaluate the situation.

#### **b. Website H&S Policy**

Dick thinks he can probably update the H&S details for our website as he has been involved in sorting this out for the Franklin Woodturners Club, however he will need to talk to a woodworking club with relation to other woodworking equipment.

Sample document: Identifying Hazards

Sample document: Training Completion Form

Sample document: External Event Form

#### **c. Symposium and Tour**

Dick - We won't know until September/October if the South Auckland Woodturners Guild will be running another event, as there has been such a significant cost/loss for the event in the last few years.

Geoff feels that we need to seriously look at the costs and sponsorship around the event, to see if there's any changes that we can make. Geoff feels that the Symposium committee need to set their baseline price. Once they have this price they can look at what they want out of the NAW. The baseline price needs to include the discount amount – i.e. you take the NAW discount off that.

Dick mentioned that if we could get a definite indication of numbers of attendance for next year, we could easily make a decision. However the decision has to be made by October of this year to book in the venue and demonstrators. Funding is never confirmed until a month before the event, both from funding organisations and from woodworkers. This means it is very hard to guarantee the event will financially break even.

Dick asked the committee to consider that if there is no Symposium, would we like to run a tour in next April. He feels the answer should be yes. However to run a tour again, we need to pay the demonstrator more and charge everyone attending more. As we had such a large price differential for NAW members versus non-members, we had less non-members attend which meant that overall we made less money. In the case of the Glenn Lucas Tour we received all the raffle money, but this was not the case for the Neil Turner Tour. Once Glenn started touring, everyone started talking about his superb demonstrating skills, which meant that more people attended overall.

We need to look at communication of NAW events, like the tour. Club contacts are not good at passing on information. Perhaps we could put the list of the tour details online.

#### **d. Sponsorship Stratford**

We've received a funding application from the Taranaki Woodcraft Festival. It was agreed that we should sponsor the Student Category to the value of \$400 with an additional free NAW membership to the first prize recipient. It was discussed that each award should have a certificate with the prize that specifies that it can be presented in lieu of payment for membership.

**Motion: That we sponsor the Taranaki Woodcraft Festival to the value of \$400 (GST incl), for the purpose of Student Categories, and that we will give an NAW membership to the first prize recipient. Moved Dick Veitch/Peter Clemett. Carried.**

#### **e. CSC Electronic Membership**

Dick supports the move to an App, but thinks that it may be better to move it the change out over two years. He suspects that we may have up to 50 % membership who have a smartphone. He thinks that we should send a letter out to get the membership body thinking about this change, but feels that it may be a push to have the change rolled out in March 2020.

It works out at a cost of \$1.50 pp per year to cover the setup costs.

Peter Clemett – it's a change for the longterm.

Geoff thinks we should go for it. Peter Macrae needs to organise a letter to send out to the membership, to ask for feedback.

Dick to talk to Peter Macrae about sending out a letter to the membership. Letter to say that the committee are planning/looking to do this, this is what the outcome will be, and invite commentary and feedback. Make it known that a physical card can continue parallel to the app where necessary.

**Dick moves that we do want to change to an online "App" membership and that we should look to consider implementing the change in March 2021, bearing in mind the time it will take to canvas members and make budgeting provision/decisions.**

**Moved Dick Veitch/Helen Walker. Carried.**

**The committee has agreed that Dick will liase with Peter to modify the letter to send to the membership.**

Peter Clemett feels that we need to create a budget first before we can approve the spending. In other words, we need the Treasurer and Membership Secretary present to be able to make a firm decision.

**f. President's Honorarium**

The President's Honorarium is currently \$300; the other Honorarium's are \$1000. We need to consider this in the future to look at bringing it into alignment with the others.

**g. Club Reference Manual**

Helen talked about the club reference manual. Dick requested that she remind him about it at the end of July, as the updated H&S he is working on will contribute to it. Dick advised that he has recently updated the Dust and Toxic Woods pages on the website.

***Dick left the meeting to catch his Northbound Ferry.***

**h. Job Assignment**

We need to assign jobs to all the committee. Job descriptions are printed in the front of Creative Wood. Peter Clemett will send a copy of the Committee Job Descriptions to everyone to consider and make comment on.

1. Roles – we need to revise the roles, and clarify what is listed in Creative Wood.
2. Office Bearers/Committee Members.

Any Office Bearer/Committee Member can hold one or more roles. These need to be spelt out and re-assigned.

**i. Review how the new levy system is working**

Geoff has received a membership breakdown from Peter Macrae detailing new membership numbers each month. He will circulate this to the committee.

Two Symposium's ago our sponsorship gave a direct correlation to a number of new members. Last Symposium this was not obviously the case.

The Neil Turner tour coincided with the roll out of the new levy system.

A number of people paid on the day for the Neil Turner Tour (including several new memberships). The accounting by the clubs was not overall clear, so while we can work out some of the new membership numbers the finances in this instance are mixed.

The new levy has attracted new members in, as clubs have a reason to push them to become NAW members.

As a committee we will need to look carefully at the budget, as we aren't currently sponsoring a tour or symposium this year. The new memberships may balance some of the "overspending" from last year. Costs will continue to increase so we will need to look at what we want to do with the levy over the next few years. Geoff feels that the club levy will need to creep up (not the membership levy). In a year's time we need to creep it to \$12 and justify it based on the associated costs for every member. This should have a positive effect on new membership.

Helen – we could also creep the individual membership levy each year, as people tend to respond more positively to a slight increase, than to a "large" (say \$5) increase.

Geoff - If we have a membership push from clubs we will do much better financially.

Geoff investigated cheaper options for Creative Wood (our largest cost). The cheapest option was printing overseas, but to do this the file to be printed must already be prepared. We could reinvestigate this if we so wish, but to do so we might want to employ an Advertising Manager.



**Peter Clemett – The summary of the above discussion is that we need to do forecast income/expenditure for the next few years and model the effect of increasing or keeping the levy the same.**

#### **j. Review feedback from the 2018 AGM on Membership Drive**

Geoff brought up the comments from the 2018 AGM regarding membership. He feels that we need to keep revisiting these comments.

Peter Clemett highlighted that there was an interesting comment that we look into seeking a marketing plan. This could be explored further.

David Marshall has indicated that he might be interested in coming on the committee at a later time – it may be time to shoulder tap him.

As a committee it may be time to review the comments and see where we might make changes/what direction we might go. There were some very positive comments and suggestions made.

It may pay to look at costs associated with each increase in membership – Creative Wood, CSC, Associated Costs (Administration, Committee Honorariums, Sponsorship). **Peter is happy to start looking at some models and putting them into spreadsheets, but he will need to understand all the underlying costs that we have. Geoff is happy to be involved with that process, and pass on the the information that he has.**

Creative Wood – setup costs (~\$3000) are offset by advertising. Costs to NAW are the printing and distribution.

#### **k. Ken Sager Account**

We need to look at this account and see what we can do to keep this balance up. The committee previously decided to try to keep this at around \$20,000. We may need to look for a cash input.

#### **l. AGM 2020**

Margaret has said that she can get the accounts out by the end of June, which is just before Trefor heads overseas. We need to look at setting a date and location now for the 2020

AGM. Geoff suggests that the next AGM is held at Rotorua, as this is the central point for the bulk of the Committee. Once we have a possible date we can go to Leith Gray, President of the Geyserland Guild of Woodworkers, to check that they are happy to host the event. They may need to hire a hall to host us as they currently do not have a club hall.

Helen and Peter Clemett to combine notes to create AGM document that can go out to hosting clubs each year.

Nelson may also be an option to host the AGM as they missed out on the Neil Turner tour. However, it may also not be a good idea as you won't get the same people travelling to go there (due to it's isolation), and thus you might not get a NAW member quorum.

**n. mNext meeting date:** TBC October at 7.00 pm.

There being no further business the meeting closed at 12:07 pm.

.....President.

.....Date.

Financial Report dated 28 June 2019 .

Balance BNZ Cheque Account	000	\$ 8923.37
Balance BNZ Subscription Acc	001	5786.21
Balance Call Account	066	19210.97
Balance Ken Sager Acc	067	<u>4719.82</u>
		<b>\$ 38640.37</b>
Term deposit maturing	22 May 2018	\$ 20000.00
Term Deposit maturing	5 May 2018	\$ 20000.00

Receipts 28 March 2019 to 28 June 2019 :

Subscriptions	\$ 15046.23
Advertising Creative Wood	2696.00
Sale of POLO Shirts less costs	323.48
Neil Turner Tour	12050.50
<b>TOTAL RECEIVED</b>	<b>\$ 30116.21</b>

Payments 28 March 2019- 28 June 2019 :

Printing Creative Wood	\$ 8788.24
Grants to Waitaki & Manawatu	1000.00
Admin – postage	419.93
Neil Turner Tour Exp	10825.00
Eureka Phone Conference Oct. 2017	143.11
Expenses Polo Shirts	367.60
Travel expenses ,prepaid AGM travel	421.74
IRD GST paid	<u>1773.49</u>
<b>TOTAL PAYMENTS</b>	<b>\$ 23739.11</b>