

**Minutes of the Committee Meeting of the National Association of Woodworkers NZ Inc  
Held by way of Teleconference Call on Sunday 31<sup>st</sup> March 2019 at 7:00pm.**

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

**Apologies.** Dick Veitch.

**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.

Geoff highlighted a mistake on Page 8 – “Geoff thinks this is feel enough” – should be “Geoff thinks this is fair enough”.

**Moved.            Margaret Dekker/Tref Roberts            Carried.**

**Matters arising from the Minutes.**

MPI Kauri update

Geoff’s contact at MPI appears to no longer work there, but the recent article in the last Creative Wood from Mark von D covers the Kauri update.

Committee Nominations

Helen to follow up with Colin Parkinson regarding his committee nomination.

Obituaries

Geoff forgot to mention in the President’s Report in Creative Wood how we will now be displaying obituaries in Creative Wood. Geoff suggested that Tref puts something into NAW NOW around how we will be including obituaries in every issue of Creative Wood.

The guidelines for obituaries were previously agreed upon and recorded in January 2019 committee minutes, and are as follows:

Lathed to Rest - any member of the woodworking community, NAW member or not. Details recorded to include: name, affiliated club and month of passing.

Additional written obituary – must meet the guidelines below:

- The person has to be a significant member of NAW for a period of time.
- The person has to be significant in their own club.

The word limit, as to what is accepted for publication in Creative Wood, is yet to be decided upon.

#### CSC electronic card options

Peter is still to follow this up further.

#### Youth Policy

Responses are still being received. Northland has indicated that a response will be coming. Helen to collate all information together and send it out to everyone once the Northland club has responded.

#### **Financial update.**

Margaret presented the accounts as outlined in the Financial Report 18 January 2019 to 28 March 2019.

Cash reserves - \$4,000 down on last year at present. Looking pretty good. Additional \$1,800 from subs from PayPal transferred from Peter, will come in the new financial year. Cheque account will hold \$9,000 once this transfer is made.

Paypal is there for subscriptions from credit card. Peter will sort Margaret's access to the Paypal account.

Subs are coming through. Two \$20,000 deposits maturing in May will roll over for another year as we don't appear to need the finances at present. Keep the interest in the cheque account at this stage. We can reassess at the end of the year.

Tref queried if the cost of printing Creative Wood is the same each quarter?

Margaret advised that it varies slightly – from \$9,100 – \$9,400 each issue including GST.

Geoff advised that the cost varies based on the advertising revenue we take in. Pam organises the advertising for us, and bills the advertisers. She takes a 25 % commission for the advertising and does all the proofs, etc. Advertising revenue is changing in relation to the number of advertisers, and at present is going down, but when Pam took over it increased from \$1,000 – \$4,000.

**Motion: That the Financial Report, as presented, will be accepted as a true and accurate record. Moved. Margaret Dekker/Tref Roberts Carried.**

## **Membership.**

We currently have 661 members.

Peter will email a short report to us after the meeting – this is now attached to the minutes.

At present about 70 % have renewed which equates to 450 renewals and \$26,000 income. We received 5 new members in January, 6 in February, and 45 in March; this appears to be directly related to the Neil Turner tour. 33 members underpaid by \$5, and 44 members have overpaid by \$5. Of those 44 members, 5 have requested a refund of the additional payment, while the rest have made a \$5 donation.

Peter will follow up in April by email/letter, with phone calls required around mid-May. Peter will send us an email at that time with the contacts to ring.

Peter has sent out the club invoices. 9 clubs have paid. Putaruru didn't give any justification as to amount they paid. Many clubs have asked how many members they have who are NAW members.

At this stage our income should hopefully exceed what we have previously received.

At present most of the memberships are now managed digitally, the exception being 49 members who don't have a valid email. Of those, 28 don't have an email address and 21 have provided an email address that isn't valid.

Grant has provided a voucher for the member draw. Payments that are received on Monday will be included in the draw.

Tref made the observation that members in his club were working off their discount card expiry date rather than the invoice date. He's set them straight, but this may be an issue across the clubs when it comes to timely renewals.

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

### Inwards

Geoff had a query from Fay at the North Canterbury club about the \$11 fee. According to NAW records they only have 1 NAW member, but they actually have 3 – 4 as they have members who are members of other clubs too. Fay is going to ask people to cite their NAW card so we can verify who is/isn't a member. Peter is working to try pick up people who are in multiple clubs.

It's an issue verifying what numbers clubs have that are NAW members/not. We decided to let it sit and ride this year, and see how we go. The NAW magazine is paid for by the members, not the non-members. Geoff has asked Peter Clemett to go visit the North Canterbury club and take membership forms, but they meet on a Wednesday during the day. Peter will look to do a demonstration instead. Rangiora – about ¾ hour out of ChristChurch.

We had a query from a club asking about youth fees for NAW. A reduced rate for 2019 was agreed to by the Executive Committee and will be reviewed prior to the fees being set for 2020.

A letter was received from Robbie Graham regarding a piece of work in the Treeworkx Competition that did not acknowledge the design source.

Helen has received feedback on our youth policy request from:

- Geyserland Guild of Woodworkers
- Taieri Woodworkers Club
- Wairarapa
- Taranaki Woodworkers Guild
- Waikato Guild of Woodworkers
- Putaruru Woodcrafters
- Christchurch Woodturners
- Cambridge Woodturners Club

There are still a few clubs outstanding who have indicated that they would like to contribute so we will wait for their input.

Helen received a copy of the SGM minutes but the copy was damaged in the post. Helen to email Tref to arrange a new copy, and send this to the Business Office once approved at the AGM.

### Outwards

Geoff replied to the query from Fay at the North Canterbury club about the \$11 fee.

Helen sent a letter to all clubs requesting information on their youth policies. Responses were sent to clubs as appropriate.

Helen sent a letter to Kawerau providing feedback on the 2018 event.

Tref sent a letter to the North Shore Woodturning Guild thanking them for hosting the SGM, and their support of the motion tabled.

Tref sent a letter to Bosch/Dremel thanking them for supporting the SGM, and providing door prizes for the event.

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

**Moved. Helen Walker/Peter Macrae Carried.**

## **General Business.**

### **a. Subscription Levy for 2019**

Geoff spoke to Tref and Helen following the SGM. As we made a corum we approved the changes the committee had previously discussed and decided upon at our January meeting. Peter sent the information out to all members following approval of the changes.

Geoff received a query from a club asking about youth fees for NAW. Geoff, Tref and Helen made a decision that we would charge a half rate for non-NAW youth members. Youth membership levies for clubs are usually less, so this reflects this. This rate can be reviewed prior to the 2020 levy being set.

The question was asked if there a pro-rata rate that we can apply for members who join partway through the year. Geoff advised that in the past if someone joined well into the year they paid the full fee and received back copies of the magazine for the financial year missed. However, if we can get more people to join with a pro-rata rate, then it seems reasonable to have one. Tref expressed that he was happy to have a pro-rata rate if there's less than 4 months remaining in the membership year, and if someone joins with less than a month remaining, that we take a full fee but that covers the next financial year.

#### **The committee agreed to the following:**

**End of November – 50 % fee and they receive back copies of the magazine if they are available. If we are short on magazines, this won't happen.**

**From mid-February – any subscription paid is for the next year.**

With the influx of new members Peter is running out of magazines. The print run was 730 copies in September, 700 in December, 700 in March. Peter asked if we can get a format written down about where the magazines go. Then we can decide if we increase the print run or re-allocate where they go.

Helen will email Pam and ask for a production run and a list of distribution for Creative Wood. She can send this on to the committee and we can consider what we need on a month by month basis. Then we can find out what an increase will cost us.

Who are the extra copies going to? 660 members today. If Peter gets 50 copies of back issues, that's already 710 magazines without extra copies going to the Committee.

**So an increase of the print run is required – at least 730 copies.**

7 advertisers

5 copies to each committee member.

Advertisers

Article contributors

7 copies for Geoff each time.

3 for Margaret.

3 for Helen.

2 for Tref (was 5).

3 + 2 + 50 for Peter Macrae.

Each club should only get one copy.

**b. Youth membership and NAW club levies.**

There was a little discussion around this, but at present a NAW club levy for a youth membership is half the price of a full club levy.

**c. Neil Turner tour update**

All seems to be running to schedule.

**d. NAW Now**

Tref reports that this is going ok, but that he hasn't received much feedback with new ideas or different things to promote; all off Tref's back currently. No feedback from clubs yet. Tref has heavily promoted Neil Turner and the 3 upcoming club events.

Peter has received good feedback on the newsletter.

**e. AGM updates**

No updates at this stage.

**f. AGM nominations**

No nominations at this stage. Applications need to be received from all the committee. Peter Clemett may be willing to be nominated for Vice President?? Tref to talk to him about this.

**g. SGM feedback**

Feedback seemed very positive. The meeting was over very quickly, and was very well organised.

**h. Funding requests – Waitaki, Manawatu, Taupo.**

**Waitaki:** has been approved, yet to be paid.

**Taupo:** has yet to fill out the form requesting funding. Detailed arrangement as to how they will promote NAW. Suggestion was that we would put money towards the competition – decorated, non-decorated, beginner turners.

**Manawatu:** Tref suggests that we provide sponsorship to the value of \$500, for use as prize money, plus award an NAW polo each to the two winners (if NAW members), otherwise free membership. Roughly \$600 - \$700 sponsorship.

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

Tref will write a letter and circulate it to the committee; Helen will send it out.

**i. Carbatec Sponsorship**

\$750 + GST received from Carbatec. We will be keeping their name on the NAW polos. A thank you letter needs to go out – Margaret will send this.

**j. Free membership – Creative Wood**

Peter Macrae requested clarification about who receives free memberships, as he wasn't sure if he should be receiving a free membership for the articles he writes as Membership Secretary. There was some good discussion around this, as both the Secretary and Membership Secretary write a significant number of articles during the year and do not get free membership; whereas the President currently does receive free membership for writing the President's Report each issue.

**It was agreed that if you are on the committee, and receiving an honorarium, then writing articles for Creative Wood is part of your job. In the future, if you are writing reports for NAW for Creative Wood, then those reports do not count for free membership. However, if you write an article (not related to your role) then that will be treated as separate to your role, and will be eligible to be counted towards free membership.**

Jim Reilly is very unwell. Tref requested that someone in the committee write a letter to thank Jim and his wife for all the support and the articles he has written. Margaret has agreed to write a letter to Jim and his wife.

#### **k. Treeworkx Competition – Letter from Robbie Graham**

Robbie expressed concern that a piece in the latest Treeworkx Competition gave no acknowledgement of the source of the idea; and that it was an exact copy of work of his own design. Geoff feels for Robbie to a certain extent, as the piece in question was one of his signature pieces. To cover this, Geoff intends to make mention in the President's report that if you are making an exact copy it would be nice to acknowledge the source and/or input in the design. Arguably because it was published in the magazine we are caught in the middle.

Helen to send letter of acknowledgment to Robbie, and Geoff will try to address this in his next report.

#### **l. Treeworkx Competition – Rules**

In the last Treeworkx Competition the Maker of the winning piece wasn't an NAW member. Jim had indicated that he had a close second – which was Robbie's piece, so the prize was awarded to Robbie instead.

The rules are stated clearly in Creative Wood. Geoff will write a reminder in his President's Report. Pam may need to send a list of entries to Peter to double check the names first. Helen to follow up on this.

NAW Now – Tref to include the rules in the next issue as well.

#### **m. Obituaries list – how often we publish.**

We have decide to publish obituaries every issue of Creative Wood. A note to this effect will be included in President's Report and NAW Now. Hopefully this will mean a short list each issue. If names are missed earlier in year, we welcome people to bring them in later.



If there's an obituary write up, the person needs to be significant member of the NAW.

#### **n. Items of General Business**

Peter Macrae – query about a member from an education trust, which was historically classed as an individual member – should it be treated as a club? Geoff mentioned that it is treated separately as it is separately funded to the Hawke's Bay Club. To cover NAW insurance the Education Trust also must be a member, in addition to the membership of the Hawke's Bay club. For this reason we treat them as an individual member rather than a whole new club membership when it comes to the levy they are charged.

Peter has received money with no name attached, he's hoping to follow these up where possible.

Peter needs details on Gretal – Tref will send.

Helen to email Peter regarding membership for Grant Tatham.

Tref requested that Peter send the list of unknown names to all committee members to see if we recognise their names.

Peter Clemett – arranged to spend the day with the Waikatiku Woodturners in Queenstown. It was a very good day. 8 members of their club attended (over half the membership). Extremely appreciative to their very first external demonstrator that they had ever hosted. What they received and what they learnt may inspire them to attend other wider community woodwork events as well.

Tref asked if there was enough in Peter's day to write up? Peter thinks he can do this. Focus to be on recognition and new members; Peter may possibly get one of their members to write it. They meet in members workshops, no clubrooms. Their experienced woodturners aren't really "experienced" but more static. Don't get out and see what others are doing. Bunch of newbies who are keen and enthusiastic but aren't getting enough exposure and stimulation, which was the motivation around going down there.

Peter Clemett is heading through to Dunedin for the Waiora event next weekend.

Peter made contact with Faye, and will try make time to talk to their Committee and go down and do a demonstration down there.

Tref wants to be added to the demonstrators list. Tref to send info to Helen for inclusion on the website. **All approved.**

**n. Next meeting date:** Sunday 7 July at 9.00 am.

Note: Tref to liase with Helen for a date for the phone meeting in October. Helen to send Tref details for Creative Wood deadlines, so we can meet prior to the deadline.

There being no further business the meeting closed at 8:36 pm.

.....President.

.....Date.

## Financial Report

Balance BNZ Cheque A  
Balance BNZ Subscripti  
Balance Call Account  
Balance Ken Sager Acc

Term deposit maturing  
Term Deposit maturing

Receipts 18 January  
Subscriptions  
Grant CARBATEC  
Advertising Creative Wood  
Sale of POLO Shirts less co  
Inland Rev. -- GST refund  
TOTAL RECEIVED

Payments 18 January 20  
Printing Creative Wood  
Admin – postage  
CSC Buying Group  
Insurance AMP  
Eureka Phone Conference C  
Travel expenses  
Travel Expenses – Neil Turn  
IRD --- Income tax 2018  
TOTAL PAYMENTS

## Membership Secretary report – March 31<sup>st</sup> 2019

Individual renewals progressing – approx. 70% have renewed

Current membership is 661

### Renewals

450 - \$26020.50. Approx 70% by number

76% by online banking, 21% by cheque and the balance by PayPal

5 new members in January

6 new members in February

45 new members in March

A number have underpaid (33) and a number have overpaid (44). All overpaid have been asked if they want a refund or to donate it to NAW. Most say to donate – 5 refunds.

Follow up emails and letters to be sent out to members who haven't paid towards the end of April

Phone follow up mid May

Club invoices have been sent out by email – 9 have paid - \$3217.50, 314 Non NAW, 131 NAW members

A number of clubs requested lists of NAW members to assist their calculations

293 Non NAW members - income of \$3223

125 NAW members

Previous year income from clubs was \$8181.00

49 members without email addresses – 7.4%

28 do not have email

21 invalid / unknown

Membership draw for Carbatec voucher will take place next week. I will include any payments received on Monday April 1<sup>st</sup>

NAW Now – sent out monthly