

**Minutes of the Committee Meeting of the National Association of Woodworkers NZ Inc  
Held by teleconference on Sunday 13<sup>th</sup> October 2019 at 7:00pm.**

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

**Apologies.** Nil.

**Minutes.**

The Minutes of the Committee Meeting, held on Sunday 7<sup>th</sup> July 2019 in Christchurch, were circulated to Committee Members. The minutes were unable to be taken as a true and correct record of the meeting, as committee members present at the meeting had not seen/read the minutes. The minutes of the meeting were recirculated and carried over to be moved at the next meeting in January 2020.

**Motion: That the minutes of the July Committee Meeting be moved/approved at the next meeting in January. Moved. Helen Walker/ Peter Clemett. Carried.**

***Actions:***

- 1. Minutes of the July Committee Meeting be carried forward for approval to the January meeting.***

**Matters arising from the Minutes.** Nil.

**Financial update.**

Margaret presented the accounts as outlined in the Financial Report 1 July 2019 to 5 October 2019.

Helen queried the amount allocated to the Ken Sager account. Margaret clarified that \$20,000 is in the term deposit, with the remaining amount in the standard bank account.

Colin queried what the Ken Sager Trust is. Margaret specified that it's for training funds for teaching. Trefor pointed out that full information regarding the Ken Sager Trust is on our website.

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

## **Membership.**

We currently have 719 members of which 18 are couples (i.e. 36 people). There's still a few new members joining.

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

### Inwards

2020 AGM correspondence – confirmation received from the Geyserland Guild of Woodworkers that they will host the AGM and that a venue is booked.

Funding application from the Northland Woodturners and Woodworkers Club

Initial correspondence - Mark von Dadelszen - Incorporated Societies Constitution Template

Current Creative Wood allocation – Pam Chin

New member incentives – Peter Clemett. A starting point for further discussion.

Various responses from members regarding potential move to a CSC app.

### Outwards

Letter of thanks to the Christchurch Woodturners Association for hosting the 2019 AGM.

2020 AGM – request to the Geyserland Guild of Woodworkers (Rotorua) to host our next AGM, and subsequent correspondence regarding this.

Initial correspondence - Funding application Northland Woodturners and Woodworkers Club

Initial correspondence - Mark von Dadelszen - Incorporated Societies Constitution Template

Current Creative Wood allocation – Pam Chin

Letter to Kawerau providing judging criteria.

Dick Veitch – H&S document sent to Mark von Dadelszen for review.

Letter to all members regarding potential move to a CSC app.

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

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

## **General Business.**

### **a. Funding application: Northland Woodturners and Woodworkers Club**

Trefor spoke on behalf of the funding application from the Northland Woodturners and Woodworkers Club. He sees the event as a good opportunity to promote the NAW. The club has a compelling number of NAW members, and they have set the bar high in terms of how much the club does for the NAW.

We need to put parameters in place so that we can defend our position. These parameters were discussed as follows:

1. Ask a member of the club to write an article on the event for Creative Wood, mentioning the NAW sponsorship.
2. Photographs and information from the event must be displayed on their website, with NAW sponsorship mentioned.
3. Photographs from the event to be supplied to Paul Grainger-Allen for inclusion on the NAW website.
4. Letter from the club to the NAW, recognising the NAW's contribution.

**Motion: That the NAW supports this application for funding from the Northland Woodturners and Woodworkers Club; with the proviso that it remains a proper, organised competition, and that the event always has an outside, independent judge.**

**Moved. Trefor Roberts/Colin Parkinson. Carried.**

**Actions:**

1. *Helen to resend this application to Margaret.*
2. *Margaret to organise payment of funds.*
3. *Trefor Roberts - Publicity and Promotion. Approach a member of the Northland Woodturners and Woodworkers Club to write an article on the event for Creative Wood, mentioning the NAW sponsorship. Liase with the Northland Woodturners and Woodworkers Club regarding presentation of the award. Request photographs be supplied for the website, and receipt of a letter after the event acknowledging the sponsorship.*

## **b. Incorporated Societies Constitution Template**

A discussion was held regarding updating the NAW constitution to reflect the upcoming legal changes; and Mark von Dadelshen's proposal that the NAW create a template that our affiliated clubs can use to subsequently update their own club constitutions.

From a legal point of view we have to upgrade our rules/laws to reflect new legislation. From an affiliated membership point of view, we can promote to the clubs that it's one of the services we provide.

Colin has had some discussions around the matter, and feels it may not be as complex as it seems. Peter Clemett has come across one club in the South Island already this year who were seeking guidance from the national body around constitutions.

In principal, all on the committee are in favour of having the constitution updated to reflect the new laws and a template created for our member clubs. Once we have a financial estimate of the cost of this process we can have an email conference about it.

**Actions:**

1. *Trefor to follow up with Colin on his findings and report back to the committee.*
2. *Helen to ask Mark von Dadelszen's to provide a proper quote (itemising: 1. Update of the NAW constitution and 2. Creation of a club template).*

**c. Fundraising for change of constitution**

Trefor has started looking at options to solicit funding to update our constitution. He reports that there appear to be limited national options, with funding bodies such as Cogs, Kapiti, etc generally only supporting local clubs/events.

Peter Macrae highlighted that there is a website that includes a list of who provides funding for what, he will send it around to the committee.

**Actions:**

1. *Peter Macrae to email the funding website to committee members.*
2. *Helen to talk to Don Tietjens and Keith Betteridge about potential funding avenues.*
3. *Discussion to be carried forward to the January meeting.*

**d. Creative Wood allocation**

**Actions:**

1. *Helen to send information on Creative Wood allocation to Trefor.*
2. *Discussion to be carried forward to the January meeting.*

**e. Creative Wood advertising**

In general our numbers of advertisers have dropped off. Pam Chin found the initial advertisers, and hence takes a cut of the income generated from these advertisements.

Colin queried whether there is any advantage to approaching some of the firms who we use our CSC card with.

Trefor questioned what do we have to offer to them, if we do. He is happy to talk to them, but needs some suggestions.

It was suggested that we start to think about who else we might approach for funding e.g. Gordon Harris (Auckland). We should look to target companies with multiple outlets around the country, e.g. Bunnings. Mitre10 stores are franchised so not a nationwide base.

**Actions:**

1. *Committee members to consider companies to approach for funding, and make funding advances if appropriate.*
2. *Committee members to consider what the NAW is effectively offering to those companies that do take up advertisements in Creative Wood.*

#### **f. Public Arena**

There was some recent heated discussion in a Facebook forum regarding NAW's policy (and recent article in Creative Wood) on Fractal Burning. This discussion was handled appropriately, however it raised a potential issue regarding comments made by Committee members online being seen/considered to be that of the NAW.

With any future debate/discussions we need to state if we are talking from an NAW or personal position. If we state we are talking from the NAW perspective, we need to make sure that what we say is what we all agree as a committee. If there are any contentious issues they need to be run past the committee first. We are entitled to state NAW's position, if we have a fixed position.

#### **g. NAW newsletter distribution method**

Peter requested that we consider sending the newsletter as a PDF attachment rather than as a JPEG. Dick pointed out that this would be picked up on most email spam filters and get thrown out. The point was also made that when the newsletter is in the body of the email it reaches more people than when it is sent as an attachment. Trefor suggests that we carry on with the current format. Helen offered to convert the files for Peter if required.

#### **Actions:**

1. *Any material useful for NAW Now to be sent to Trefor.*

#### **h. Subscription Levy for 2020**

Trefor proposes that we should avoid an increase in the membership levy this upcoming financial year (2020-2021), to let it settle after the big jump this year. He suggests that next year we have the conversation and increase the levy for 2021-2022 by a couple of dollars.

All the committee are in favour of this suggestion.

There was some discussion around levy increases:

1. Peter Clemett suggested that we look to do a budget before we make any decision.
2. Peter Macrae pointed out that postage is continually on the increase, and that our associated postage costs will continue to rise. He suggests that an increase may target

the individual membership rather than the affiliated club membership, as this is where the postage costs are associated.

3. Trefor pointed out that the increase in levies this year brought in approximately an additional \$8000 this year compared to last year. He feels that we would lose more members than we gain by increasing membership levies again this year.
4. It would be unfair to increase the affiliated membership levy if we don't increase the other levies.
5. It was agreed that we need to create a budget for this upcoming financial year so we can make informed decisions around levies and other expenditure.

**Actions:**

1. *Projected Expenditure budget. Margaret to create a budget and send it out to everyone, so we can have a discussion around the points raised in this meeting.*
2. *Peter Macrae to send postal costs to Margaret for inclusion in the budget.*

**i. Confirmation of Membership rates**

Currently we do not have a clear policy regarding payment of new memberships, where a member joins throughout the financial year. The following suggestion has been made:

Brand new members

March – October: Fully membership rate.

October – February: 50 % membership rate.

February – end March: Free membership providing membership paid for the following year.

Back issues of the magazine will be issued where available.

Current members

A full levy is required to be paid at any point of renewal throughout the year. Back issues of the magazine will be issued where available.

**Motion: That a full membership rate is charged for brand new members through till October, and that a 50 % discount is applied for any new memberships between October and February.**

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

**Actions:**

1. *Peter will change the way the membership spreadsheet is sent to Pam, so that only one copy of the magazine is sent to joint members.*

**j. Youth Membership Rate**

We currently have one youth member. At the time the member joined up we were approached about offering a reduced youth membership from the affiliated club. As a timely response was required, a discussion was held between the President, Vice President and Secretary. A one-off decision was made to halve the individual membership levy (to \$25) and to also halve the associated club levy.

Peter Macrae questioned whether we were okay to continue with that as a set youth levy. Peter Clemett said that we needed to have a more detailed discussion over what the rate might be, and set the rules around who that levy applies to. In the essence of time, the decision was made to defer the discussion to our next meeting.

**Actions:**

1. *Defer discussion to our meeting in January.*

**k. Membership App. Discussion re CSC SmartPhone App and how to move forward.**

Helen provided a quick summary of the discussion from our committee meeting in July:

- There was general support from the committee to move to a CSC app.
- Dick suggested that it may be better to move the change out over two years. He thinks the letter about the change should go out to get the membership thinking about it, but thinks it may be a push to have it rolled out in March 2020.
- Set up costs work out at \$1.50 pp per year.
- Peter Clemett felt that this will be a change for the longterm.
- Geoff was in full support of the move. He suggested that Helen talked to Peter Macrae about organising a letter to send out to the membership, to ask for feedback.
- The letter should include a description of what the committee are planning/looking to do this, what the outcome will be, and invite commentary and feedback. The point should be stressed that the physical card can continue parallel to the app.

Peter Macrae reported the results of the letter that went out to our membership:

213 voted in favour

193 wanted to stay with the card

A number of people replied that they would be happy to pay extra for postage of a physical card.

Peter Macrae feels that the move is essential. As our membership numbers are growing, the membership administration is taking much longer to process. A shift to an app would reduce our postage costs and make the role of membership secretary much more manageable.

Peter Clemett made that point that if we are going to push to increase our membership by 50 %, as has been suggested, then this is another 50 % increase in the workload that Peter Macrae currently has. A move to an app will still allow us to accommodate those who do not want to take it up.

Colin made the comment that his smartphone would not be compatible, and that not all of our members would have smartphone capability. He's not personally against the technology but wants us to consider that not everyone will be up for the technology.

Trefor asked how we might work out who wants the app/does not want the app if we went ahead with it. Peter suggested he would need to approach everyone again. Helen suggested that instead we let everyone know that the change is happening, and leave it up to the membership to get in contact with us if they want to keep a physical membership card.

Colin suggested that it comes through with membership renewal: "app" or "no app". Peter Macrae said this would be problematic as lots of people don't send a physical form back.

Trefor summarised that the general consensus seemed to be that the app was the way forward. However he stressed that we need to base our decision on a sound financial basis. To make a decision on whether we can currently afford the \$4000 set up cost to introduce the app, we need to know our budget for the upcoming year. Trefor did point out that based on postage alone, we should cover the set up cost within 3 years.

There is more "risk" in having an app if we want to opt out of the CSC scheme, especially in the near future (if for example CSC increased the cost). However, it is a really good sale point for membership, so we are unlikely to discontinue in the near future. Security of the system will be enhanced by introducing the app (no one is likely to want to hand their phone to their mate to take to town and get a discount).

#### **Actions:**

1. *Peter to send Trefor an email with all the information he currently has about the app.*
2. *Discussion to be carried forward, once a budget is developed. Include discussion around funding to buy the software.*

#### **I. New member incentives**

Peter Clemett suggested that we should consider what approaches we might take to increase membership. Are there any incentives that make the difference between joining/not, or is



there any way we can encourage some positive peer pressure (by offering an incentive to introduce a new member).

Peter Clemett's email was a starting point to what each of those approaches cost. In order to make detailed suggestions he needs to know the actual costs.

Trefor suggested that we could possibly consider a \$10 discount for both parties for the first year. As we aren't currently increasing magazine production there's no immediate cost, however this decision would need to be formulated properly, linked into the budget, and then put to a vote.

Peter Clemett prefers the idea that we offer an incentive for clubs. The club incentive could be that for every new member they sign up, they get "x" discount for that year (on top of the discount they already get for affiliated members). The club can only claim the discount if they send the new individual membership form in through their club secretary.

Trefor has an ambition to see NAW individual membership raised to 1000 members. He would like everyone to have a look at it, and up with a system that works for everybody.

**Actions:**

- 1. Trefor suggests that we consider both aspects. Everyone to formulate ideas and send them around so we all have knowledge of where we need to go.*
- 2. All to consider what other alternative approaches are out there.*
- 3. Defer discussion on anything financial until we have a budget in front of us.*

**m. The Symposium and the future**

Dick reported that there will be no symposium next year (2020), but that it may be considered again for 2021. The event is currently under further review. The attendance cost is currently such that NZ woodturners fail to turn up, but it is not currently possible to make a . magical change to the attendance cost.

Trefor asked that Dick keep us informed moving forward, as NAW are in the best position to promote the event.

**n. 2020 Tour**

Dick reported that there is currently no timeframe. He asked whether anyone on the committee had any ideas on who might be appropriate to undertake a tour.

### List for Turnfest March 2020

Nick Agar  
John Beaver  
Dick and Cindy Singh  
Tom Worsing (Dick's choice)  
Ian Mariatte, Queensland  
Neil Joynt

Dick asked that we consider everyone demonstrating at Turnfest and come back to Dick with a preference, or an alternative suggestion. If we look to have a Turnfest demonstrator, Dick would invite them to come before/after Turnfest to reduce the cost of flights. If they are closer we could agree on an alternative date. Overseas demonstrators tend to attract bigger numbers, but it would be really nice to showcase one of our own.

Colin would like us to consider touring a NZ demonstrator. He feels that we should be looking after our own; bringing them up and pushing them forward. We are up there with the world with our skills and techniques; we just need to showcase them. Neil Joynt, Troy Grimwood, Mike Walker, Bahat are just a few options we could consider.

Trefor would like to potentially showcase two demonstrators – one overseas, one NZ. These could tour together or separate.

#### **Actions:**

*1. Consider who we would like to tour in 2020 and come back to Dick with suggestions.*

#### **o. General Business**

#### **Non-NAW members work on website/facebook page**

It has been mentioned that there is work on our website that is not from current NAW members, or that is from overseas woodworkers.

Colin feels that we have enough talent within our own organisation and that the work displayed (both website and social media) should be from our own members and/or affiliated clubs.

#### **Actions:**

- 1. Trefor will have a look at the website and come back to us.*
- 2. Helen will talk to Paul about what work is displayed on the website. Anything on the front page of the website needs to be new/fresh and from current NAW members.*

3. *Helen to ask Paul to check that any work highlighted is from members of the NAW, regardless of who photographs it, and to ask Paul to update the front cover website photos regularly.*
4. *Helen to ask Paul if he has received Kawerau photos. Trefor can send them through if needed.*

## **Joining Online**

We have had some feedback that members get lost in the online membership process, with a request to consider if it is possible to simplify the process at all. Paul had trouble bringing it over from the old website. We need to re-look at it and see if we can simplify it.

Peter Macrae commented that there was previously a problem where he received emails that said an application form has been filled in, but no payments were ever received. This has been reviewed and there is now a direct link for online membership.

### **Actions:**

1. *Helen to follow up on the online membership process with Paul and see if the process can be simplified at all.*
2. *Dick suggests that we all take time to scroll through the website and provide feedback on any changes that we would like to see.*

## **H&S**

Dick has a copy of the current H&S policy with Mark von Dadelszen at present for review.

### **Actions:**

1. *Dick to liase with Mark von Dadelszen and report back to the committee with progress.*

## **Club Manual**

Helen asked if the committee had any updates or suggestions on what we do with the NAW club manual. Several clubs have recently requested copies of the manual, but it is not worth sending in it's current state as it needs a lot of updating.

### **Actions:**

1. *Helen to send digital copy around for consideration by the committee.*

## **President's Honorarium**

At our previous meeting it was brought to the committee's attention that the President's Honorarium is currently \$300, while the other Honorarium's are \$1000. It was suggested that consider bringing it into alignment with the others.

Colin queried if this needed to be a decision for the AGM. Trefor clarified that it is a decision that can be made by the committee.

Peter Clemett made the observation that based on how much work Geoff put in, that the value of the current President's honorarium is disproportionate. Regardless of the state of our budget, it should be upgraded.

Peter Macrae made the comment that the honorariums were historically raised to attract new members into those committee roles.

**Motion: That we increase the President's honorarium to \$1000.**

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

**Note: Trefor abstained from voting due to a conflict of interest. All else in favour.**

### **Taupo Weekend**

Colin Parkinson, Troy Grimwood and Chris Hooten spent a recent weekend in Taupo running a tutoring course. It was very successful and they would like it to continue. Colin mentioned that they would like to look to the NAW for financial assistance to run it in the future (this last course was run at some cost to the tutors). He would like to suggest that the NAW to sponsor 3 worthy candidates for the next course.

Trefor asked Colin to put a proposal together as to how the NAW might help run the event in the future. He acknowledged that upskilling of tutors/judges is hot on the agenda.

#### ***Actions:***

- 1. Colin – create a proposal together detailing how the NAW might help run a future event.*

### **AGM 2020**

Helen confirmed that the next AGM will be held in Rotorua on Saturday 6<sup>th</sup> June 2020. The Geysersland Guild of Woodworkers will be hosting us, and have confirmed that the hall is booked for the event. Early in the new year we will need to provide numbers required for hosting.

### **Job Assignment**

Job descriptions are currently printed in the front of Creative Wood. These are somewhat out of date. Any Office Bearer/Committee Member can hold one or more roles. These roles need to be itemised out and re-assigned to current committee members.

Moving forward we need to:

- 1. Itemise and revise the roles.
- 2. Assign roles/jobs to Office Bearers and Committee Members.
- 3. Clarify what is listed in Creative Wood.

**Actions:**

- 1. *Peter Clemett will send a copy of the current Committee Job Descriptions to everyone.*
- 2. *Everyone to consider the roles as they currently are, and make comment on what might stay the same/change.*
- 3. *Discussion to be continued via email and roles clarified in the January meeting.*

**p. Next meeting date:** 16<sup>th</sup> January at 7.00 pm.

There being no further business the meeting closed at 9:23 pm.

.....President.

.....Date.

**Financial Report dated 5 October 2019 .**

Balance BNZ Cheque Account	\$	4273.96
Balance BNZ Subscription Acc		2828.99
Balance Call Account		29220.57
Balance Ken Sager Acc		<u>4721.40</u>
	<b>\$</b>	<b>41044.92</b>
Term deposit maturing 22 May 2020	\$	20000.00
Term Deposit maturing 5 May 2020	\$	20000.00

**Receipts** 1 July 2019 to 5 October 2019 :

Subscriptions	\$	1545.25
Advertising Creative Wood	\$	2268.00
Inland Rev. -- GST refund		<u>\$ 518.96</u>
<b>TOTAL RECEIVED</b>	<b>\$</b>	<b>4332.21</b>

**Payments** 1 July 2019 - 5 October 2019 :

Printing Creative Wood	\$	8923.24
Admin – postage		--
CSC Buying Group		255.00
Insurance AMP		--
Eureka Phone Conference Oct. 2017		--
Travel expenses AGM		936.87
Expenses AGM		248.96
Expenses Poloshirts :	\$	485.40
Less Sales Shirts / Badges		<u>138.25</u>
		<u>347.15</u>
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>10711.22</b>