

**Minutes of the Committee Meeting of the National Association of Woodworkers NZ Inc  
Held by teleconference on Thursday 16<sup>th</sup> January 2020 at 7:00pm.**

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

**Apologies.** Nil.

**Minutes.**

The Minutes of the Committee Meeting held on Sunday 7<sup>th</sup> July 2019 in Christchurch, and circulated to Committee Members, were taken as a true and correct record of the meeting.

**Moved. Peter Clemett/Dick Veitch Carried.**

**Matters arising from the July Minutes:**

- Correction of spelling of Wakatipu.

The Minutes of the Committee Meeting held on Sunday 13<sup>th</sup> October 2019 by teleconference, and circulated to Committee Members, were taken as a true and correct record of the meeting.

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

**Matters arising from the October Minutes:**

- Correction of spelling of Mark von Dadelszen.
- General Business a) Funding application for Northland Woodturners: Peter Clemett was listed as following up regarding a letter acknowledging sponsorship and an item for Creative Wood. This should be Trefor Roberts.
- Trefor queried if we had received any feedback from Taranaki regarding the woodcraft festival – letter acknowledging sponsorship and an item for Creative Wood. Helen and Margaret confirmed that we had not. Trefor to follow this up with them.

**Financial update.**

Margaret presented the accounts as outlined in the Financial Report 6 October 2019 to 14 January 2020.

- A few polo shirts were sold at the Tauranga Woodcrafters Show.

- We had the advertisement payments in for Creative Wood, including the payment from the Kawerau Woodskills Festival who were late in paying.
- GST was received, \$1185.53. GST was paid, \$196.83.
- Subscriptions received between mid October and mid January, \$1282.66.
- Administration costs \$65.28.
- Two grants were paid out – Northland and Taranaki.
- Honorariums were paid out to the Membership Secretary, Secretary and Treasurer.
- Teleconference cost \$232.17, slightly up as a cellphone was connected in.
  
- Trefor requested that the dates on the Term Deposits be modified to 2020 (currently 2019).
- Helen requested that the \$20,000 Term Deposit that belongs to the Ken Sager Trust is identified as such on the financial statements
- Margaret agreed to make the changes requested and resend out the financial report.
- Helen raised the cost of the teleconference and suggested that there might be a cheaper way of all connecting/calling in. Colin needs to call in from a cellphone as he does not have a landline. All in agreement to look into free options. Helen to have a look into potential options with Colin.
- Peter Macrae queried whether Margaret received his expenses claim form. \$217.60, as of December, claim for postage. Peter will try to recollate information for Margaret for payment.
- Colin believes he has gained two new NAW memberships down at Collaboration in Napier. It appears no-one regularly pushes NAW at this event.
- Colin thinks he managed to sell some advertising for Creative Wood, but this has not yet appeared. Colin to follow this up with Pam Chin.
- Colin received 9 copies of Creative Wood in December. Helen to follow this up with Pam. It was agreed that if committee members get extra copies that they should hold onto these for Peter Macrae in case they are required.
- We are printing 830 copies of Creative Wood as of December.

**Actions:**

1. *Margaret to change the date on the Term Deposits, label the Ken Sager Term Deposit, and resend out the financial report once done.*
2. *Helen and Colin to look into potential Teleconference options.*
3. *Colin to follow up advertising with Pam Chin.*
4. *Helen to follow up the number of copies of Creative Wood to be circulated with Pam Chin.*

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

## **Adding a Signatory to the NAW BNZ Accounts**

**Motion: That Trefor Roberts, NAW President, be added as a signatory for the National Association of Woodworkers NZ Inc. BNZ Bank accounts. All transactions will continue to require two signing authorities to authorise – this may be the President, Treasurer, or Membership Secretary.**

**Moved. Helen Walker (Secretary) / Dick Veitch (Committee Member) Carried.**

- All Committee Members and current Banking Signatories were in favour.
- **Peter Macrae** agreed with the proposal as the NAW Membership Secretary, a Committee Member and a current BNZ Signatory of the NAW accounts.
- **Margaret Dekker** agreed with the proposal as the NAW Treasurer, a Committee Member, and a current BNZ Signatory of the NAW accounts.

## **Membership.**

Peter Macrae gave an update on NAW Membership. Membership currently stands at 741, with 36 joint memberships (18 couples). We have 15 free memberships, including 2 Life Memberships.

### Life Memberships

Jim Manley

### Free Memberships

Geoff Addison – Articles

Michael Walker – Articles

Jim Lowe – Articles

Dick Veitch – Articles

Terry Scott – Articles

Doug St George – Articles

Fred Irvine – Articles

George Lomas - Editor

Don Tietjens – Police Vetting

Rolly Munro – Technical Advisor

Mark von Dadelszen – Legal Advice

David Jones – Reviewer

Legal Deposit Office, National Library – 2 copies

We are just starting the renewal process. Helen to update Peter Macrae on who is eligible for free memberships based on Creative Wood.

The reprint of the CSC membership cards will cost \$904.15 plus GST. It creeps up slightly each year due to increased costs and increase in the number of members. This will give us 745 cards with full details printed, a further 50 cards with new membership numbers (no names) for new members that join during the year, and a further 50 blank cards (no numbers or names) for when members lose cards (total 845 cards).

Colin commented that this means it costs roughly \$1.30/member per card plus postage (so roughly \$3/member). This is quite reasonable given the drawcard of the CSC buying. Colin queried if we needed quite so many extra cards. Peter Macrae pointed out that we had to get extra cards printed during this last year which cost us even more, so we do use them. He's not expecting as many new members in the coming year (as we don't have an overseas demonstrator touring), so we may not use them all. Trefor disagreed – he's on a new membership push and hopes to see us crack the 800 mark this year.

As the cards do have a CSC expiry date printed on them they cannot roll over into the new year. There are some non-CSC temporary membership cards but Peter Macrae likes to keep these for the club memberships.

Peter Macrae pointed out that the CSC app looks much more appealing when you start to look at the cost of printing the cards. Trefor agreed that the app will be the way of the future. 2/3 of the membership replied to our questionnaire about the app – the split of that was 50/50 for/against use of the app.

Two current suppliers for CSC (Autoshops and NZ Safety Blackwoods) are no longer part of the scheme, but they will remain part of the scheme until the end of this financial year. Peter Macrae asked that the committee consider the list of suppliers for CSC that he circulated by email prior to the meeting. It was agreed that the new suppliers for 2020 will be 1Day and Guthrie Bowron.

***Actions:***

- 1. Helen to update Peter Macrae on who is eligible for free memberships based on Creative Wood articles.*
- 2. Peter Macrae to finalise details for the CSC membership cards.*

**Correspondence: Inwards, Outwards.**

Inwards

Trefor – Steven Whiffen Funding scholarship application.

Trefor – Thank you from Camilla Harmston, recipient of the NAW-Sponsored “Best Piece Overall” prize at the Northland Woodturners and Woodworkers Annual Club Competition.

Trefor – Query from the Waikato Guild of Woodworkers regarding NAW Subscriptions.

Helen – Thank you from Heather Vivian, on behalf of the Taranaki Woodcraft Festival.

Helen – Articles for March Creative Wood from the Kapiti Woodworkers Guild and East Otago Woodturners.

### Outwards

Trefor – Initial correspondence with Steven Whiffen acknowledging receipt of his funding application.

Trefor – Response to the Waikato Guild of Woodworkers regarding their NAW Subscriptions query.

Helen – Request to Mark von Dadelszen to provide a detailed quote regarding the Incorporated Societies Constitution Template.

Helen – Reminder to the Manawatu Woodworkers Guild to fill out the feedback form regarding event funding. Trefor also phoned Mike Walker Snr and did not receive a reply to the message he left.

### **Actions:**

- 1. Helen to resend contact details for the Manawatu Woodworkers Guild to Trefor.*
- 2. Trefor to follow up again with the Manawatu Woodworkers Guild regarding the outstanding funding feedback form.*
- 3. Helen to follow up with Mark von Dadelszen regarding a quote for the Incorporated Societies Constitution Template.*

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

**Moved. Helen Walker/Colin Parkinson. Carried.**

### **General Business.**

#### **a. Incorporated Societies Constitution Template**

##### **a. Still waiting on a quote from Mark von Dadelszen**

### **Actions:**

- 1. Helen to follow up with Mark von Dadelszen again regarding a proper quote (itemising: 1. Update of the NAW constitution and 2. Creation of a club template).*

#### **b. Fundraising options**

Trefor looked at fundraising options, but it does not seem that it is something that we will be able to access funding for. It looks like we will have to fund it ourselves.

Helen asked if Trefor has a list of funding opportunities that we could collate for future funding application purposes. Trefor will send this to everyone on the committee as it could work for individual clubs as well as the national body.

Colin asked around various other club members if they had heard any whispers or hints on what might be required; no one has heard anything about it. Colin has also spoken to his own solicitors and the general feeling is that because it will affect thousands of clubs across NZ that it will simply just “work out”; he will follow this up with them again. Colin’s RSA contacts have said “watch this space, it should be sorted out quite simply and easily”.

Colin summarised the changes we can expect. Under the old legislation someone could become a dictator of the society, dissolve the society and abscond with the funds. Basically the constitutional changes that will be required, are being introduced as a way to protect society funds and minimise the possibility of a dictatorship developing within the society.

Trefor summarised that it’s not something that we need to rush into, so we will wait and see what Mark von Dadelszen comes back with, and make some decisions then. It is not a job that has to be done today – we have 4 years to make the change. While we need to be ahead of the game as the National Body, we have time to work on this and get to the point that, when clubs contact us, we can walk them through the process.

***Actions:***

- 1. Colin will continue to review the upcoming constitutional changes and keep us updated on the process that we need to follow.*
- 2. Trefor to summarise and circulate his fundraising book to the committee.*

**b. Creative Wood**

**a. Advertising – companies to approach**

Trefor summarised that we need to continue to push Pam to increase our advertising, but that as a committee we also need to be on the look out for opportunities to approach companies regarding marketing. Trefor wondered if we could go to an advertising company and see what they make of our magazine and potential marketing opportunities.

Colin thought he had successfully found an advertisement but it is yet to eventuate.

Dick suggested that Bunnings and Noel Leeming could be good companies to approach, especially as they are CSC partners. It has the potential to be a win win for both parties – it will encourage our members to shop there, but it also reminds our members that they get a discount as part of their NAW membership. Trefor volunteered to find out who is important in those companies, go along with the CSC card and ask for an advert to encourage our members to shop there.

Trefor has a club member who works for Makita, and he thinks he could get some product (i.e. 2 right-angle drills worth \$400 each), in exchange for an article in Creative Wood. There was some discussion around how we could help turn this “product” into something that is financially beneficial to us.

Helen suggested that we might run a nationwide raffle. Some discussion was held around how we might do this. In summary: Tickets advertised as part of the Membership Renewal Process – i.e. \$2 or \$5/ticket added to your membership fee puts you in the draw. The March magazine article deadline is the 1<sup>st</sup> February. It was decided that we would try to run a National Raffle. Tickets were set at \$5. Providing Trefor can get it organised this will go out with the Membership Renewal information, as well as be advertised on our Facebook page (and website if possible). It was agreed that people can buy an unlimited number of tickets in the draw, as long as they are a current NAW member.

**Actions:**

1. *Trefor to investigate options around approaching an advertising company to see what they make of our magazine and potential marketing opportunities.*
2. *Trefor to approach Bunnings and Noel Leeming to place an advert in our magazine.*
3. *Trefor to organise a national raffle with Makita tools, write some guidelines and liaise with Helen to get it online asap. Trefor to write an article for Creative Wood (if there's time to organise it before the 1<sup>st</sup> February).*
4. *Ongoing: Committee members to make funding advances on behalf of NAW if/when appropriate.*

**b. Guidelines on articles vs advertising**

It was agreed that advertising-based articles need to be approved by the committee first. There was a general agreement that costings should vary for articles versus advertisements. An article on a specific product must accompany an advertisement from that company.

Dick provided feedback on the article printed in Creative Wood for Woodcut. His feeling was that the article initially submitted by Terry Scott for editing was a very strong advertisement for a tool, with no comparison provided with other tools. The article was incredibly biased and unfit for publication in Creative Wood in its original state, so Dick consulted with Terry Scott to edit it to provide an article that gave a more truthful reflection of the tool's abilities. Dick feels that any articles written about a tool/product on behalf of a supplier need to be very carefully vetted to ensure that it is truthful. Dan (Woodcut) was not happy but both Terry Scott and Dick were happy with the end result. Unfortunately the advertisement for Woodcut was not printed next to the article, which also upset Dan. Pam Chin apologised to Dan for this mistake.

Peter Clemett - For the benefit of our members, and readers of such articles, if it is a “paid for” article then it should be identified as such.

Colin disclosed to the committee that he is now importing and selling woodturning related items, so he does see himself as having a slight conflict of interest when it comes to discussing product advertising. Trefor suggested that Colin should send an email to all on the committee so it is recorded in incoming correspondence.

**Actions:**

1. *Colin to email the committee outlining his possible conflict of interest relating to the import and selling of woodturning related items.*

**c. Finalise additional Creative Wood copy allocation**

Each committee member should be getting 2 copies of Creative Wood. If there are any deviations from this please let Helen know so that she can provide feedback to Pam Chin.

Dick queried how Pam allocates copies of Creative Wood each month. Helen confirmed that Pam works off the membership list that Peter Macrae sends her each month, as well as the list of copies that was previously decided in a committee meeting. Helen will liase with Pam as to how we can improve this process.

**Actions:**

1. *Helen to send Pam a reminder of how many copies are to go out, and liase with her on how to improve this process. Note: Dick does not want any more than 5 copies, even if he writes several articles.*

**d. Obituaries**

**i. Approach when a club sends in a written obituary.**

We initially decided that written obituaries would not be accepted unless they were about an NAW member who had made a significant difference at national level. We were just to print name, club and date of passing. Over the last year a raft of Obituary “articles” were sent in by clubs, and Pam Chin insisted on printing them all as they were all “articles”. Helen brought this issue to the committee’s attention again, to check if everyone was still happy with the previous decision.

On discussion, the committee decided that they have no issue with written obituaries as long as they are short and sweet (i.e. not an A4 page). Longer obituaries are to be kept for people of significance to the NAW and national body – i.e. Malcolm Pettman who held many Executive Positions over his lifetime and was a significantly active NAW member at both local and national level.



**Actions:**

1. *Helen to recirculate the Obituary policy for review by the committee.*
2. *Once the Obituary policy is reviewed, Helen will send this to Pam as a formalised policy to control how obituaries are printed in Creative Wood.*

**ii. "Lathed to Rest" – do we want to rename it?**

Is "Lathed to Rest" too polarising? Helen received comments that it was, and that we should maybe consider a name change. The Committee's feeling is that the name can stay.

**c. Review committee roles and align with Creative Wood**

Trefor feels that the current workload could be split up amongst the committee a little better, and would like to review the current roles in an effort to share the load.

**Actions:**

1. *Peter Clemett will re-send a copy of the current Committee Job Descriptions to everyone.*
2. *Discussion to be had via email. Everyone to consider the roles as they currently are, and make comment on what might stay the same/change/what roles they may like to take on.*
3. *Helen to clarify roles as they are printed in Creative Wood, once these are updated.*

**d. "Projected Expenditure Budget" Dependent Discussions:**

Margaret sent a 2020-2021 budget to Trefor but it has not been discussed any further. Trefor has asked that Margaret circulates this to everyone after the meeting so that we can all consider how to approach this upcoming years financial outlay.

**Actions:**

1. *Margaret to send the Projected Expenditure budget out to all committee.*

**a. Youth membership rate**

Helen summarised the discussion from the October committee meeting to provide context for the discussion. Following this summary, there was some discussion held over the youth levy, as a decision needed to be made for the upcoming financial year despite not yet having a projected budget. Key points are listed below:

Trefor – the intermittent decision made for 2019-2020 was that the youth levy was going to be \$25/year (entitling the youth member to 4 magazines/year and other member benefits). He queried if reducing the levy would affect the insurance cover for the affiliated clubs. Helen clarified that if it was decided to make this an official membership fee then there would be no effect on the Liability insurance.

Peter Clemett – we want to make it really straight forward to understand the differences between a youth member and a full fledged member. As the CSC card is only valid for 18+ year olds, we should define the youth membership as those under the age of 18 at the time membership levies are due. Adult members are those 18 years or older. A youth member is therefore not issued a CSC card. Youth Members will pay a 50 % reduction on the adult membership fee – for both individual and/or the affiliated club levy.

When we consider this in the future we need to look at all costs associated with membership, and assign a membership levy that covers those costs. This should be possible once a budget is created. The \$25 was set for 2019-2020 based on the membership costs at that point.

Dick queried if the youth member would have full voting rights? The general rule is that to be a voting member, you must be a full member of the organisation.

Colin agreed that this is a common policy across most clubs. If it is not part of our constitution then this change will need to be made.

**Motion: Youth Membership Fees are set for the 2020-2021 Financial year at a 50 % reduction on the adult membership fee – for both individual and/or affiliated club levy. We will review this fee at the start of the 2021-2022 membership period.**

**Proviso: “This membership type does not allow a youth member to have voting rights within the association. To be a voting member, you must be a full financial member of the association.”**

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

**Actions:**

*1. Helen to talk to Mark von Dadelszen about whether this proviso requires a constitutional change.*

**b. CSC SmartPhone Application**

It was decided to defer the discussion until a budget for the financial year is finalised. Recorded below are the key points from the October 2019 Committee Meeting:

- The general consensus seemed to be that the app was the way forward.
- However 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.

- 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 of the scheme).
- 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).
- Future discussion will need to include an application for funding to buy the software.

**Actions:**

1. *Peter Macrae to send Trefor an email with all the app related information he has.*
2. *Discussion deferred until we have a budget developed.*

**c. New-member incentives / Ways to encourage new membership**

Trefor Roberts – At the last meeting Peter Clemett floated the idea that for every new member introduced by the club we give a \$10 discount back to the club. Trefor queried if Peter had given thought to how it might be managed.

Helen summarised the key points from the October meeting:

- We could possibly consider a \$10 discount for both parties for new individual memberships in the first year.
- 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).

Colin feels that we can’t be too greedy with this – a discount should only apply to the first new member signed up by an existing member. Helen feels that the discount should apply up until the point that free membership is earned. Peter Clemett agrees with this thought – there should be no issue with giving a free membership if a member brings in 10 new members. We should celebrate their success.

Trefor said should we be worried about giving away so much financially with a discount to both parties. Helen pointed out that even if both parties received a \$10 discount, basic membership costs (magazine, membership card) would still be met, so therefore we are still better off.

Peter Macrae pointed out that if we were to award a discount to both the new member and the discount to the club for having a new affiliated member then we would be bearing a financial cost.

Trefor said there are two approaches. We either give \$5 cash back to the club as a direct financial incentive for every new member they join up during the financial year, or for every new member that joins there is a \$5 discount on that member's individual membership fee.

Colin feels that the incentive should primarily go to the signing body, not to the signee. This is standard practice across clubs. Colin pointed out that the Hawke's Bay club do not have a high number of NAW members signed up as individual members. It goes to reason that an additional financial incentive to the club, to encourage these members to sign up as individual members, may go a long way towards rectifying this. In contrast at a recent demonstration at the Taupo club, nearly all the club members identified as also holding NAW individual membership.

Helen – the club already has an incentive, this is why we changed the membership levy structure. For every NAW member they have signed up, they are getting that \$11 discount every year. We should focus our energy at present on our Individual Members and try to drive Individual Memberships up by providing an incentive to our current members. The person who signs a new member up gets the discount. If they've already paid their membership for the year, they get a discount on next years membership (or however we decide to work it).

Peter Macrae – this would be a logistical nightmare to try and manage.

Trefor feels that we need to have a thought about how we could make this work (if we decide to make it work) and then how we might market it. He suggested that maybe we need to shelve the discussion officially for now. In the meantime we can email our thoughts around and have a discussion around how we might make this work.

**Actions:**

*1. Trefor will compile ideas expressed so far, email them around, and we can take some time to rationalise them.*

**e. Neil Joynt Tour**

Dick reported on the Neil Joynt Tour:

- We will have a tour.
- We have data ready to go out at the end of the month, to the clubs to invite them to join in on the tour.
- The tour will start at the end of April. Where it goes/how long it goes for will depend on the response from the clubs.
- Neil has 4 new, distinctly different demonstrations, which can also be run as a hands on/masterclass day.
- No price for the classes yet.

- We will pay for Neil's classes subject to negotiation.
- Once Dick has the rates that each club needs to pay organised he will share it around with the committee.

Peter Clemett – the Christchurch club had a meeting recently and it was mentioned at that meeting. There is already anticipation for the tour; a lot of members saw Neil demonstrating at SpinARound at the end of October, and are really keen to see him tour.

Helen Walker – the Manawatu club have emailed out about it. Helen clarified with Dick that NAW are not looking to bring Glenn Lucas back on tour later this year (the Manawatu email suggested that we were). Dick confirmed that this is not the case; the Neil Joynt tour is all that is organised at present.

Concerns were raised about how Neil Joynt was chosen as the Touring Demonstrator without discussion/consultation with the rest of the committee first; the committee found out who had been selected as recipients of the email that went out to all clubs. Trefor and Dick acknowledged that the decision was made between themselves under a time pressure, and that there should have been more consultation with the rest of the committee prior to a decision being made and advertised. The committee were happy with the decision to select Neil Joynt as the 2020 Tour Demonstrator.

At the end of the month Dick will send the relevant information out to all the clubs. Once he hears back from them (he will chase them if he doesn't hear back from them smartly) he will then organise the tour schedule and costings. He will keep the committee advised during this process.

#### **f. Scholarship Application – Steven Whiffen**

Steven Whiffen got in touch with Trefor. Trefor then got in touch with Geoff to have a discussion about how the application might be handled. Geoff advised that the NAW committee had a similar situation in the past, where they did fund the gentleman, who once he had the money completely disappeared with no contribution to the NAW. Geoff was not complimentary about the matter and advised against funding the application.

Trefor advised that it is part of our philosophy, and that it is part of our manual. He then opened the discussion up to the committee.

Helen expressed that she had a very strong opinion that if Steven truly wanted funding that he shouldn't be coming saying "if I join will you give me funding", rather he should be saying something along the lines of "I've found your national body I'm really excited about what you are doing and what I might contribute. I'm a member. Will you consider funding me?". She felt that really what Steven is asking is "If I give you \$50, will you give me

\$3000?'. Helen doesn't feel complimentary about it. Steven's not someone who has done anything for the NAW. He's not someone who obviously is doing something for woodwork in NZ. His website displayed a very limited body of work with no real variety. Helen doesn't feel that granting the funding would be a sensible or wise use of NAW funds.

Colin then declared a conflict of interest. He is considering applying for something similar, and felt that if he vetoed the application then submitted his own application that could be seen as a conflict of interest. Colin will abstain from voting on this matter. He does however concur with Helen and Geoff. "If I become a member" is a questionable statement.

Trefor – the issue here is not someone applying for funding/scholarship as scholarship funding is part of the NAW philosophy, and something we do provide where funds permit.

Peter Macrae – he feels that while it may be a part of our constitution/vision to offer scholarship funds, it would not be an appropriate use of membership funds to give \$3000 to a guy we do not know when we cannot even allocate the money to spend on our membership administration.

Margaret concurs with Peter Macrae.

Dick doesn't believe that we have seen Steven's work on display anywhere, at anytime in NZ. There's no statement in his application that he even belongs to a club, let alone the NAW. It is not our role to provide money to people who walk in off the street.

Colin asked if it would be appropriate to give him a rider to the effect that should he in future become a contributing member of our society then we may reconsider his application at a later date. The committee voted against this as they felt no reason needed to be provided for declining his application at this time. We are responsible for any decisions we make on behalf of our members, and our decisions should be looking to benefit the membership rather than individuals.

**Motion: That we decline Steven Whiffen's request for scholarship funding.**

**Moved. Trefor Roberts/Dick Veitch. Carried.**

#### **g. National Certificate in Woodturning**

Dick provided an update on the National Certificate in Woodturning. Right now we have 6 clubs participating and about 50 students. It is going really well. Dick would love more clubs and organisations to take it up. All participants are now current NAW members – corresponding to the recent flux in membership.

Helen asked Dick whether the clubs that run the course charge their participants. Dick advised that this decision is up to the individual clubs; they can make the decision as to whether or not they charge for the course. South Auckland charge \$20/day (lights, wear and tear), with the Introductory Course being free. Participants must be an NAW member to partake in the course.

Dick doesn't believe that North Canterbury charge as they see the course as providing good value to the club in other ways. He is unsure what the Timaru Woodturners Club and the Hawke's Bay Woodturners Guild do. The challenge in any club is to find the tutors to run the course. After that it's a case of working out a balance between the cost and benefits of running the course to the club.

Peter Clemett advised that the Christchurch Woodturners Association have a similar charge to South Auckland. The course is somewhere between \$20-\$30/day, and is worked out to be roughly cost neutral for the club and also cover the tutors costs; the tutors do not get a wage. As a club Christchurch have noticed a huge benefit in offering the course – it has brought many new members in the door.

#### **h. NAW AGM**

The next AGM will be held in Rotorua on Saturday 6<sup>th</sup> June 2020. The Geyserland Guild of Woodworkers will be hosting us.

Helen has been in contact with the Secretary and provided the standard AGM information. They have the date, they've booked the venue, and they are looking forward to hosting us. We just need to let them know about billeting requirements.

Peter Clemett said the Christchurch Woodturners received some additional guidelines from Geoff Addison for the 2019 AGM. Helen and Peter Clemett to liase.

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

- 1. Peter Clemett and Helen to compile AGM information, then send it out to the rest of the committee.*
- 2. Committee to have a discussion via email over who we might like to provide as NAW demonstrators for the AGM.*

#### **i. Follow up from October meeting:**

- a. Report on funding for Northland Woodturners & Woodworkers Club**

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

- 1. As discussed under Minutes Arising, Trefor will liase.*

#### **b. Non-NAW members work on website**

Trefor advised that this issue has been sorted.

#### **Actions (follow up from October meeting):**

1. *Helen to ask Paul to update the front cover website photos regularly.*
2. *Helen to ask Paul if he has received Kawerau photos. Trefor can send them through if needed.*

#### **c. Joining online – feedback on the process**

Dick had a look at the online membership process and liased with Paul Grainger-Allen. As a result, Paul has made some changes.

Peter Macrae had a couple of queries from people trying to use the form. They got stuck in a loop where it kept asking for a security code. Paul has now removed this and everything now seems to be working. It isn't the simplest of processes because the payment portal is not linked into the form. Paul advised that either we need to buy another bit of software to link the payment portal into the form (which will have an associated fee for every use) or that we need to leave it as it is.

Helen commented that the advantage of having the payment platform integrated into the form is that you capture membership "right now". Colin agreed – we either want people to pay online or we don't.

Trefor suggested that right now we stay with the system we have. Helen pointed out that the only downside to this is that we do not know what memberships we miss out on simply because the membership process is too complicated. Trefor countered that without knowing our budget we cannot make decisions on further expenditure at this time. We can review this in the next membership cycle if it continues to pose problems.

Peter Macrae advised that he generally manages to work through the issues with people when they contact him. The biggest issue is the people who pay money into the bank account without making contact, as there is no easy way to trace them or where the money has come from.

The decision was made to hold the status quo at present.

#### **d. H&S policy update**

Dick advised that he had a discussion with Mark von Dadelszen over the past week. Despite a lot of the documents originating from Mark, he advised that he thought it was overly complicated. Mark advised that Dick should put what is available right now on the website, but make it clear that every club must form and recognise their own H&S implications, by



whatever method they see fit. If the club does not formulate their own H&S policy and something goes wrong, then the Executive of that club may be held responsible.

There's no clear, simple way to hand a document to clubs and say "here is an easy way to be compliant with H&S rules".

Colin added that the work environment is all about guidelines. Worksafe is a good source to talk to if individuals have any doubts.

**Actions:**

1. *Dick to send updated H&S to Helen to hold on file, and also include with the NAW manual.*
2. *H&S to be loaded to our website as word documents so that clubs can read and modify. They are only guidelines – not mandatory.*

**e. Club Manual update**

Trefor advised that Bron is about two thirds of the way through the manual. It will be slightly different in that it will not specify information like the current President's details, but for the most part it will be the same. It will be more user friendly.

Peter Clemett asked if there was a goal for when we will have it complete (he occasionally gets asked). Trefor advised that Bron is trying to have it finished for mid February. If this changes Trefor will let the committee know.

**Actions:**

1. *Trefor to liaise with Bron regarding the manual, with the aim to have it ready for circulation to the committee in mid February.*

**f. Taupo weekend**

At the October meeting Colin agreed to work on a proposal, detailing how the NAW might help run a future event. He advised that at this point in time things were still in the planning stage. The team were hopeful that the NAW would support the event and allow them to advertise/promote it when the time comes, but at this stage were not considering approaching the NAW for any financial or course content support.

Colin advised that it is an evolving project and that the team were looking well into the future with the aim to eventually help upskill several areas within the woodturning community. He did mention that they hoped that eventually the NAW might consider nominating or sponsoring an attendee to come on the course (not financial).

**j. Any other items of General Business.**

Colin queried how confidential discussions held within our meetings are; how do we promote what we discuss in our meetings. Colin queried, when he is asked by members, if he can quote from what is discussed, once the minutes of the meeting are published.

Helen advised that all minutes of our meetings are published in full on our website. Everyone should take this as a timely reminder that if we discuss anything that we want to keep confidential, it needs to be highlighted as such, or it will be published on the website. Anything discussed in a confidential manner cannot be discussed with the general membership body until such time as the committee decide it is appropriate to do so.

**k. Next meeting date:** Monday 20<sup>th</sup> April at 7.00 pm.

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

.....President.

.....Date.

**FINANCIAL REPORT dated 14 January 2020**

Balance at BNZ Cheque Account	\$ 1085.56
Balance at BNZ Subs Account	1103.99
Balance at BNZ Call Account	25227.93
Ken Sager Account	4722.59
Term Deposit maturing 5 May 2019	\$ 20000.00
Term Deposit maturing 22 May 2019	\$ 20000.00

**RECEIVED** 16 October to 14 January :

Subs	\$ 1282.66
Polo Shirts & Badges sold	95.66
CW Advertising	2298.00
GST Received	1185.53
TOTAL Received	\$ <u>4861.85</u>

**Payments :**

Printing CW -- Adprint	\$ 9662.00
Grants : Taranaki 400	
Northland <u>100</u>	500.00
Admin postage	65.28
Honorariums x 3	3000.00
Tele conference October	232.17
GST paid	<u>196.83</u>
Total payments	\$ <u>13656.28</u>