

WANDI PROGRESS ASSOCIATION (Inc)

**MINUTES OF THE MEETING HELD ON WEDNESDAY 18th SEPTEMBER 2019 AT 7.00PM AT
THE WANDI COMMUNITY CENTRE, 302 DE HAER ROAD, WANDI**

This meeting was held in The Resource Centre meeting room

1. ATTENDANCE

Wayne Tentori (President), Les Whiddett (Vice President), Rod Cocks (Vice President), Amanda Marshall (Treasurer) Ken Workman (Secretary), Debbie Cocks, Chris Barnes, Debbie Tentori and Mark Wells

Guests: Nil

2. APOLOGIES: Nil

3. CONTRIBUTIONS OF RESIDENTS/GUESTS: Nil

4. CONFIRMATION OF MINUTES:

Les Whiddett MOVED that the amended minutes of the meeting held on 21st August 2019 be accepted. Seconded by Debbie Tentori. PASSED.

5. BUSINESS ARISING : Nil

6. CORRESPONDENCE IN/OUT - As per schedule distributed and emailed

Correspondence In:

- | | | |
|----|----------|--|
| 1. | 11/09/19 | Woodturners association Wandi group .Confirmation of control unit cabinet replacement |
| 2. | 16/09/19 | Jenny Marslen (COK Place leader) AGM invitation received for Mayor and COK staff attending |
| 3. | 17/09/19 | Jenny Marslen (COK Place leader) Community leaders meeting 17/09/19 Kwinana Rotary club |

Correspondence Out :

- | | | |
|----|----------|---|
| 1. | 12/09/19 | Jenny Marslen (COK Place leader) Email with letter attached with AGM invitation to Mayor and COK staff. |
| 2. | 18/09/19 | Deputy Premier Roger Cook MLA . Email with letter attached with AGM invitation. |
| 3. | 18/09/19 | Mandogalup volunteer bush fire brigade . Email with letter attached with AGM invitation |

7. REPORTS

7.1 President: Nil

7.2 Treasurer:

Treasurer's report was circulated prior to the meeting.

Bank balance as at 15/09/19 was \$75,881.07

Income received was \$809.50

1.Accounts with the auditor have now been reviewed and audit completed and certificate issued.

2.Treasurer advised that our new auditor, as a specialist in Tax (GST), has identified in his report a couple of areas of deficiency that had not previously been raised that are required to be addressed. His auditor's report will be presented at our upcoming AGM and will include a comment around his findings and tax treatment.

Going forward the following policy will be applied for payments:

- Where regular services are provided then an ABN is required to be included on the invoice. If it is not, then withholding tax should be deducted at the current rate of 47% prior to payment.

- If a one-off service is provided by an individual not for financial gain i.e. cleaning the hall, then an ATO 'Statement by a Supplier' form must be completed and provided to the Treasurer (these forms are valid for 12 months) prior to payment. Otherwise 47% withholding tax will be deducted prior to payment.

- If committee members are seeking reimbursement of costs incurred on behalf of WPA the original invoice should be presented (with no 'header' invoice attached). These reimbursements will not be subject to withholding tax.

3. Treasurer discussed position with auditor regarding the dust extraction system recently installed and the arrangement agreed to between the WPA Inc and the Woodturners association. He has supported our treatment that the Woodturners Association Wandig group can make a donation of \$10K to the WPA Inc to go towards covering the total cost of the new system and this will not attract GST.

Telstra phone bill of \$32.20 was automatically paid.

Payments presented for approval:

M & F cleaning	\$385.00 (Cleaning)
Gary White	\$100.00 (Cleaning)
Ken Workman	\$146.58 (Stationery / Ink supplies)

Motion: Rod Cocks MOVED that the payments be made. SECONDED by Mark Wells - PASSED

The Treasurer's report was moved as true and correct by Rod Cocks and seconded by Mark Wells - PASSED

7.3 Facilities : Nil

Debbie Cocks did not provide a report other than to thank Amanda & Gary for assisting with a hire of facilities booking whilst she was absent.

7.4 Projects:

Rod Cocks advised the following:

1. Water treatment pump warning lights / alarm activated with pump to be repaired
2. Dust extraction system : Tripped out (5) times registering an error code. Wood turners association convenor has issued an email concerning issue and inspection identified that the control cabinet is too small causing over heating and the sensor being activated shutting down the system. Matter has been raised with supplier and promptly fixed under warranty.
3. Jenny Marslen & Scott Forder(COK) confirmed they will be attending the centre on 19th October 2019 at 3.30pm for a site visit to review location of proposed new air conditioning system in the recreation area and to discuss logistics.
4. Lighting upgrade review to improve quality of light to allow fine wood working is being assessed for the Woodturners group.

7.5 Communication Officer (Mark Wells) including Website/Facebook :

Mark Wells advised the following:

1. AGM notices to put up on our website and facebook page
2. AGM flyer notice to be distributed by email to meet required advertising period

7.6 Social:

Actions:

1. October refreshments: AGM meeting : KW to arrange refreshments/supper
2. October (Post AGM) or November : Debbie Cocks to arrange refreshments/supper

7.7 Landcare: Nil

7.8 Outstanding Lease Agreement: No update

8. WANDI WARBLER:

Debbie Tentori advised next Warbler issue is scheduled to be issued before October 2019 AGM and will include all appropriate AGM notices and forms.

9. GENERAL BUSINESS

A) AGM is set for 16th October 2019 and discussed agenda and outstanding requirements

Actions:

1. KW to arrange refreshments for AGM
2. KW to follow up invitations sent to Deputy Premier /Electorate office for Roger Cook MLA , Mayor Carol Adams /COK staff & Mandogalup volunteer bush fire brigade
3. Discussed membership fees of \$10.00 being retained for a further term required to be passed at AGM

B) Life Membership Award

Wayne Tentori raised for the committee to consider nominating Debbie Cocks for life membership in recognition of her outstanding contribution over many years to the Wandig community including her significant volunteer work achievements within the local and wider Wandig community.

Motion : Wayne Tentori raised the motion that Debbie Cocks to be nominated for life membership of the Wandj Progress Association Incorporated in terms of our constitution for her past and ongoing service to the local community Seconded Ken Workman -Passed

Debbie Cocks was then advised of the nomination and President Wayne Tentori asked if she was willing to accept the nomination of Life membership which she accepted.

10 NEXT MEETING: Wednesday 23rd October 2019 at 7pm

Meeting closed at 8.15 pm.