

Minutes of COMMITTEE MEETING held at Munlochy on Saturday 5th February 2022 at 10.00am.

1. WELCOME to Meeting

Present :- Alec Mutch, Geoff Potter, David Line, Peter Lawrence, John Ruickbie, Cliff Sim, Nick Simpson, Errol Levings, David Ross, David Hobson, Alan Geddes

APOLOGIES: - None

2. New Members

AM warmly welcomed everyone to the first meeting of the new 2022 Committee especially the two new members David Hobson and David Ross who had both served on the Committee before.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of meetings held 09/12/21 were proposed as correct by NS and seconded by DL. Approved by all.

4. MATTERS ARISING

After discussion it was decided that to ensure flexibility - the conduct of the AGM after dissolution of the current Committee would be left open – just as it appears in the recently approved HWC Constitution.

5. ALLOCATION OF COMMITTEE POSTS AND DUTIES etc

Each Committee member's posts and duties were discussed and agreed with the following points raised and resolved in detail :- [see the attached document]

AM proposed CS as continuing Treasurer and GP as Secretary. These were seconded by DR and PL and agreed by all.

It was clarified that (with the Committee's agreement) the Treasurer could choose the two signatories on the annual **Statement of Income and Expenditure** but this would be in liaison with two Committee members. It was noted that PL, AM and CS were the current bank account signatories. AM would familiarise himself with CS's banking procedures. [For completeness the Treasurer's CS AGM report is attached to these Minutes - as these are missing from the AGM minutes].

The Training Manager would be NS, assisted by EL, JR, DR and DH. The start of training would be 10th March and would be publicised at the next Club meeting. It was noted that the fee was £5 per session and would be held monthly. Participants would be asked to bring suitable PPE and if possible their own tools, equipment and materials. A stock of ex-pews would be available as materials for training. Training would concentrate on bowl turning and spindle turning initially.

GP would email all members to ask if any were any First Aiders. PL suggested a trainer could train interested members.

JR the Maintenance Manager proposed that all members be allocated and invited to participate in regular maintenance. A schedule was presented and agreed. [see attached schedule]. It was agreed that the maintenance would be under the supervision of a Maintenance team member and would be beneficial for members to be familiar with eg bandsaw maintenance.

6. COVID SITUATION

Details of the 'Distance Aware' notices and the availability of badges would be sent to all members by GP.

Meetings would proceed as all seated with a probable first 'all lathes' meeting 14th April 2022.

7. RETURN TO NORMAL

As already stated -10th March for training and 14th April for meetings.

8. COMPETITIONS

AM sought everyone's views. He advocated no cash prizes but rosettes and feedback on the entries to be offered publicly or privately for all items submitted. Agreed.

NS (Competition Manager) emphasised that the competitions needed to be integrated with the training. He proposed an annual points system for all entries and results. Agreed.

HIGHLAND WOODTURNERS CLUB, Club Premises, Munloch Village Hall

Perhaps only 1 or 2 competitions this year. Competition criteria to be looser. Trophies to be held in abeyance. A display table to be available for every meeting for members to show their work and receive advice. Perhaps every meeting should have a dedicated lathe and an experienced turner to offer and show methods of working. It was agreed that participation by all members was important.

DR suggested that MacGregors still be used as sponsors if possible. D MacGruer to be contacted.

9. NEW LAYOUT

An excellent layout plan was presented by JR. It incorporates designated zones, screens and chains. Agreed.

JR presented a proposal for the existing wood Store which includes relocating the Hall's materials to their own Hall's upgraded store then complete rearrangement and refitting of the Store for HWC. A detailed electrical equipment proposal, work schedule and estimate was included. Approved by all.

10. HALL COMMITTEE

JR and PL were on the Hall Committee. Agreement over lease, the store and electricity supply were discussed and were ongoing.

11. ELECTRICAL EQUIPMENT FOR JR

JR had purchased some necessary electrical testing equipment c£180. Costs to be reimbursed in full by the HWC.

12. VOLUNTEERS

Completion of the remaining screens to be by the whole maintenance team under JR management.

13. AOCB

The Club's programme up until the 12th May was fully agreed. Outline programme for the remaining period is to be completed as information becomes available.

The obsolete club laptop is to be offered to a recycling charity by GP.

GP requested the cameras and monitors be operated during the 'all lathe' meetings. Extra camera gantries may be required. Agreed.

Alterations to the single fire/ entry door to be investigated.

The Inventory had been valued at £24k to £25k and the insurance had been altered to match. All were satisfied with the valuation. Photographs of all the equipment are held by the Secretary.

14. NEXT MEETING

31st March at 6pm.

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HWC COMMITTEE RESPONSIBILITIES FROM FEB 2022 TO FEB 2023,

Alec Mutch Chairman. Upload web site/facebook, Manage 2 meetings.
Showtime manager, Training. Assist treasurer.

Geoff Potter Secretary. Manage 2 meetings. Deputy Chair 2.

Cliff Sim. Treasurer. Manage 2 meetings. Deputy Chair 3.

John Ruickbie Safety officer. Manage 2 meetings. Training. PAT test.
Maintenance manager 1. Extractor Doc/control. Hall committee 2.

Peter Lawrence. Buyer 1. Manage 2 meetings. Deputy Chair 1. Media 2.
Assistant to secretary. Sanitizer maintenance. Hall committee 1.

Errol Levings. Manage 2 meetings. Training. Maintenance 2.

Nick Simpson. Training & Competitions Manager. Manage 2 meetings.

Dave Line Media manager 1. Manage 2 meetings. Maintenance 3.

Alan Geddes. Buyer 2. Manage 2 meetings. Library manager.

David Ross. Manage 2 meetings. Training. Maintenance 5. Media 4

David Hobson Media 3, Manage 2 meetings, Training, Maintenance 4.

A.N.Other Manage 2 meetings.

Phil Moore. Web master. Not on committee. Free subscription.

Kathleen Line. To assist with raffles, non committee member.

Also required 2 members to countersign yearly accounts with treasurer Cliff Sim, in accordance with new constitution. Cliff to choose.

Also required are some first aid personnel from the membership.

Jim Kelman. On his return will be door manager, Raffles 1, incl prizes.

Peter Lawrence, temporary door manager until Jim Kelman returns.

WORKSHOP MAINTENANCE WORK

A monthly check and clean of the premises.

Tasks would be as follows:-

Check and clean or replace filters

Empty vacuum clean

Check band saw and clean

Check sharpening bench and clean

Check operation of sharpening equipment

Check lathes, including chucks, and clean if required

Check operation of shutdown system

Check RCD operation (this would be by JR)

A maintenance record book with a section for reporting faults should be provided.

This work should be led by a maintenance team member assisted by some members giving them some insight into the workings of the Club and teach them how to look after equipment.

Treasurer's Report at AGM on 3rd February 2022

The 2021 figures are shown with last year's figures on the left-hand side for comparison purposes. Sadly, due to Covid-19 we had to shut down operations of the Club for 17 months but with a huge effort by key members we were able to get going again in August 2021.

Overall, we had a surplus of income over costs of £249 for the past year, though we missed many of our monthly raffles, while the Xmas 2021 raffle raised the magnificent sum of £414! Grateful thanks to members who very generously donated £1,172 towards the cost of new ventilation and extraction plant equipment, costing £2,566, and those who supported the Xmas Raffle, with prizes donated and also those who bought lots of tickets. Thanks too to Jim Kelman, Peter, Dave and Kathleen for their hard work selling tickets. £300 of sales represent 3 Record extractor units no longer required. We paid monthly rent of £140 from October onwards, cost £420.

I keep a close watch on all costs and the majority of these are incurred only after prior consultation and approval by our Chairman/Committee.

I am always happy to answer any questions about the Accounts at any time. The Accounts have been examined and signed off by Gordon Leitch., a member of the Club, and John M Clarkson, a former banking colleague. My thanks to both.

In conclusion I pay a heartfelt tribute to the many members who gave up their time, applied their many skills and installed all the new equipment, which is there to enhance our safety. Grateful thanks to each and every one.

I am happy to continue in office.

Cliff Sim – Treasurer – Highland Woodturners Club on 3rd February 2022