

# The Cutting Edge

October 2012

42 Courtney St Nth. Melbourne Vic 3051

## **EXHIBITIONS AND EVENTS**

#### October 19-21

Timber and Working with Wood Show to be held at the Melbourne Show Grounds, Epsom Road, Ascot Vale. The VWA will be hosting two exhibitions open to all members.

ACROSS THE BOARD 2012 will be open to all timber types.

**STORMWOOD** will be open only to pieces featuring the timbers that were rescued and salvaged from the Melbourne Botanical Gardens after the severe storms in 2005 - These timbers have already been distributed to members so we look forward to seeing the STORMWOOD creations.

Applicants may submit up to three works for <u>each</u> exhibition, and entry is made via the <u>online</u> <u>Exhibition Entry Form</u>.

#### **Prizes and Judging:**

There will be two major cash prizes of \$1000 and \$500 in each exhibition. See more details on Pages 7 and 8.

#### October 23 7.30pm

**Annual General Meeting.** Venue: Arts House Meat Market Meeting small meeting room, 5 Blackwood Street North Melbourne. 3051. We strongly urge our members to attend, catering will be provided.

#### October 30 7.30pm

Visit to Blueprint Furniture. 183 Laurens Street, North Melbourne.

#### November 27 7.30pm

**Visit to the workshop of Christian Cole Furniture.** 5 Dairy Drive, Coburg Vic. 3058. http://www.christiancolefurniture.com.au

#### December 11 7.30pm

**Christmas Drinks.** At the Metropolitan Hotel, corner Courtney and Blackwood Street, North Melbourne.



October 2012

### ANNUAL GENERAL MEETING

# The Annual General Meeting of the VWA to be held on 23 October at 7.30pm in the Conference Room of the Old Meat Market Arts Centre in Blackwood Street, North Melbourne.

I would like to strongly encourage you to attend.

The current Management Committee will report on progress that has been made to revitalise the organisation. We are in a strong financial position and have a large and experienced membership providing a great foundation for future prosperity. You will have noticed that general meetings for members have been reinstated, and the recent 2012 Timber and Working with Wood Show is almost upon us and I encourage you to be part of it.

Planning is underway for regular members' exhibitions, reinstating the very popular Create from a Crate in 2013. The website has been upgraded, and the VWA Newsletter has been relaunched to ensure that we have strong and open communication with our membership.

In summary, your VWA is being revitalised and I would like to invite you to take a more active role by joining the Management Committee and helping to steer the organisation over the next 12 months. Being a committee member is not an onerous task: it requires a couple of hours of your time each month to attend a committee meeting and whatever other time you are prepared to volunteer to help with specific tasks. Most importantly, we need people who are keen to work with their fellow woodworkers to maintain a strong and vibrant organisation.

I look forward to seeing you at the AGM. Regards,

Damien Wright President VWA Management Committee

PS If you are unable to attend the AGM, you may appoint another financial member of VWA as your proxy to vote on issues such as the Special Resolution and election of Office Holders and committee members A proxy form is attached.



## **APPOINTMENT OF PROXY**

1	
(name)	
(address)	
being a member of the Victorian	Woodworkers Association Inc. (VWA)
appoint	
	(name of proxy holder)
of	
	(address of proxy holder)
being a member of the VWA, as General Meeting to be held on	my proxy to vote for me on my behalf at the VWA Annual

23 October 2012, and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion.

Signed			
Date			



#### ANNUAL GENERAL MEETING Conference Room Meat Market Arts Centre Blackwood Street, North Melbourne

Tuesday 23<sup>rd</sup> October 2012 AT 7.30 PM

#### AGENDA

- 1. APOLOGIES
- 2. MINUTES OF PREVIOUS ANNUAL GENERAL MEETING 25<sup>th</sup> 2011
- 3. PRESIDENT'S REPORT Damien Wright
- 4. TREASURER'S REPORT Rob Allan
- 5. MEMBERSHIP and INSURANCE Report Meg Allan
- 6. Council of Woodworking Clubs Report Rob Allan
- 7. VWA SCHOOL OF WOODCRAFT REPORT Jerome Wielens
- 8. MONTHLY MEETINGS PROGRAM REPORT Damien Wright
- 9. EXHIBITIONS PROGRAM John Monument, Libby O'Brien, Ward Petherbridge.
- 10. ELECTION OF COMMITTEE FOR 2012/2013
  - President invites Hamish Hill to take the chair for election of committee
  - Nominations for President, Vice President, Secretary, Treasurer, and 8 other Members of the Management Committee
  - Declaration of candidates elected.
  - Elected President takes the Chair.
- 11. ELECTION OF AUDITOR Treasurer to recommend
- 12. OTHER BUSINESS
- 13. NEXT AGM MEETING Tuesday 22<sup>nd</sup> October 2013

The Cutting Edge

October 2012

## Victorian Woodworkers Association - Committee Nomination Form for AGM Election 2012 – 2013

#### **Executive Committee - Office Bearers**

Role	Nominee	Signature	Proposer #1	Signature	Proposer #2	Signature
President						
Vice-President						
Secretary						
Treasurer						

#### **General Committee - 8 Positions**

Role	Nominee	Signature	Proposer #1	Signature	Proposer #2	Signature
General C'tee #1						
General C'tee #2						
General C'tee #3						
General C'tee #4						
General C'tee #5						
General C'tee #6						
General C'tee #7						
General C'tee #8						

Note: Any person nominated must accept their nomination by signing this form.

Please return this form by Monday 22 October by email or post to: Meg Allan, Membership Secretary 2650 Mansfield – Whitfield Rd, TOLMIE VIC 3723 Tel: (03) 5776 2178 Fax: (03) 5776 2185, Email: roballan@hotkey.net.au Alternatively, hand the completed form to the Chairman at the AGM.



## NOTICE

#### FREE TIMBER IN WARBURTON

Old Growth blackwood tree stump, 80-100 years old, about 750mm diameter by 600mm long. Suitable for turning green on a large lathe, or for carving.

Please Call Don Willis on 0434 047398. Don has a winch and chainsaw available.



The Cutting Edge

October 2012

## **Current Committee and Contacts:**

President	Damien Wright	03 9486 4434
Vice-President	John Monument	0417 119 946
Treasurer	Rob Allan	0448 332 141
Secretary	Stephen Farquhar	0419 311 010
Editor	Will Matthysen	0438 984 415
School Sub-committee Chairman	Jerome Wielens	0431 891 451
Exhibitions Co-ordinator	Libby O'Brien	0430 500 420
Committee Member	Marday Enassee	0449 556 628
Committee Member	Andrew Potocnik	0419 875 811
Committee Member	Mark Wakeham	0428 242 585



#### 2011 Annual General Meeting – Minutes

Date: 25 October, 2011 Time: 7.30pm Place: Meat Market, 5 Blackwood St, NORTH MELBOURNE



#### Attendees:

John Foster, Stephen Farquhar, Will Matthysen, Libby O'Brien, Rob Allan, Bryan Thompson, Richard Salvado, Hamish Hill, Stephen Oram, Andrew Potocnik, Geoff Wells, Randall Kohn, Carl Lutz, Mark Wakeham, Ian Boag, Damien Wright, Daryl Clavarino, Tom Romanowski, Jerome Wielens/

#### 1. Opening

The President, Will Matthysen, confirmed a quorum was present and declared the meeting open at 7.45pm.

#### 2. Minutes of previous Annual General Meeting, 26 October 2010.

Stephen Farquhar moved that the 2010 minutes be accepted as an accurate record of the 2010 AGM. Damien Wright seconded the motion. Unanimously passed.

#### 3. President's report – Will Matthysen

Will reported on the activities of the Management Committee of the past 12 months, noting the committee had achieved many of the objectives planned from the 2010 AGM. These objectives include:

- Re-establishing regular member's meetings
- Sending regular members newsletters
- Refreshing the VWA website
- Adding 2 new tenants to the Wood Design Centre
- Holding the annual exhibition at the Timber and Working With Wood Show
- Efficiently operating the School of Woodcraft

Rob Allan moved that the President's report be accepted. Stephen Farquhar seconded the motion. Unanimously passed.

#### 4. Treasurer's report – Rob Allan

The Treasurer, Rob Allan, provided a copy of the Treasurer's report and the Auditor's report to each member present. Rob explained the report and answered questions from the floor. Will Matthysen moved that the Treasurer's report be accepted. Libby O'Brien seconded the motion. Unanimously passed.

The Treasurer's report is attached.

#### 5. Membership Report, Insurance Report, VWA School of Woodcraft Report – Meg Allan

Meg Allan reported that at the end of the financial year – 30th June 2011, the VWA had 899 Full Members and 135 General Members (non-insurance, including WDC students). The Membership and Insurance Report, and the VWA School of Woodcraft Report are attached.

#### 6. 2011/2012 Committee Election

The VWA Committee was dissolved and VWA Member Hamish Hill was elected meeting Chairmen for the election of Office Holders and Ordinary Committee Members.

Damien Wright was the only nomination for President and he was declared elected to that position. John Monument was the only nomination for Vice-President and he was declared elected to that position. John also accepted the role of Public Officer.

Rob Allan was the only nomination for Treasurer and he was declared elected to that position. Stephen Farquhar was the only nomination for Secretary and he was declared elected to that position.

There were eight nominations for Ordinary Committee Members:

Marday Enassee, Will Matthysen, Andrew Potocnik, Carl Lutz, Libby O'Brien, Ken Free, Mark Wakeham, and Jerome Wielens.

All eight were elected – The Association rules permit up to 8 Ordinary Committee Members.

Damien Wright, as the elected President, took the chair.

#### 7. Election of Auditor

The Treasurer, Rob Allan, recommended that ProActive Tax and Business Services of Mansfield, Victoria, be re-appointed as VWA's auditor. Damien Wright moved that the recommendation be accepted. Rob Allan seconded the motion. Unanimously passed.

#### 8. Other Business

- Hamish Hill led a discussion on the value of having a major wood conference and summit within the next 5 years. The suggestion was noted for ongoing discussion.
- Across the Board 2011 winners were announced:
  - First Yanni Rigos \$1000
  - Second Randall Kohn \$750
  - Third Byron Miatke \$500

#### 9. The meeting was declared closed at 9.30pm

#### Next Meeting: AGM – 23 October 2012

## VWA Treasurer's Report 2010/2011 Financial Year

#### Cash Flow Statement

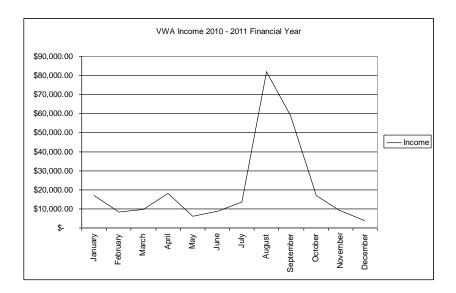
Balance 1st July 2010				\$100,992.40
Income	Meetings Membership School VWA WDC	\$ \$ \$ \$	50.00 159,158.73 83,797.00 4,280.00 3,760.00	
Income Total	WEG	Ψ	0,700.00	\$251,045.73
Expense	Exhibitions Meetings Membership School VWA WDC	-\$ -\$ -\$ -\$ -\$ -\$	4,094.65 1,014.34 88,592.53 91,445.69 29,445.16 16,806.06	¢221 209 42
Expense Total				-\$231,398.43
Balance 30th June 2011				\$120,639.70
Assets	Office School WDC	\$ \$ \$	22,924.66 33,969.78 40,540.50	
	Assets Total			\$ 97,434.94
Term Deposits	Term deposit 111667044 Term deposit 119167575 Term deposit 125805796 Term deposit 127452688		\$23,108.27 \$7,297.98 \$74,415.31 \$63,761.18	
	Term Deposits Total			\$168,582.74
Unpresented cheques				-\$ 13,800.19
Total				\$372,857.19

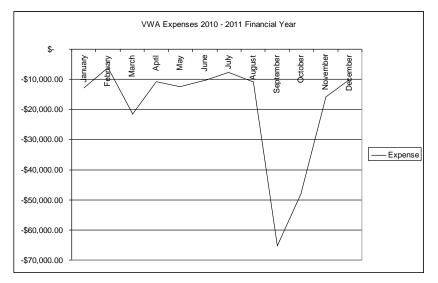
#### Income Details

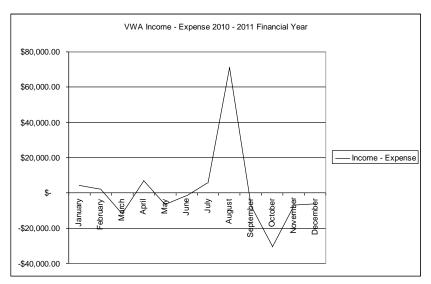
Income	Meetings Meetings Total	Donations	\$ 50.00	\$ 50.00
	Membership	CRIB	\$ 1,030.73	
	Membership Total	Fees	\$158,128.00	\$159,158.73
	School School Total	Fees	\$ 83,797.00	\$ 83,797.00
	VWA	Tax Refund Westpac	\$ 695.00	
	VWA Total	Transfer Workshop Fees	\$ 3,090.00 \$ 495.00	\$ 4,280.00
	WDC WDC Total	Rent	\$ 3,760.00	\$ 3,760.00
Income Total				\$251,045.73
Expense Details				
Exhibitions	Equip Hire Furniture Hire Insurance Prizes	-\$ 93.00 -\$ 1,376.65 -\$ 375.00 -\$ 2,250.00		
Exhibitions Total			-\$ 4,094.65	
Meetings Meetings Total	Catering	-\$ 1,014.34	-\$ 1,014.34	
Membership	Advertising Annual Gratuity CRIB Phone/Internet Refund Stationary & Postag	-\$ 6,182.40 -\$15,495.00 -\$63,137.00 -\$ 1,709.98 -\$ 165.00 ge -\$ 1,903.15		
Membership Total	,,	g- + .,	-\$ 88,592.53	
School	Class Preparation Cleaning Consumables Fee Refund Machine Maintenar Machine Purchase Phone/Internet Power Refund Rent Rubbish Removal Student Materials Tutor Fees	-\$ 900.00 -\$ 1,800.00 -\$ 1,265.36 -\$ 1,264.50 -\$ 2,941.52 -\$ 97.02 -\$ 779.29 -\$ 1,409.42 -\$ 425.00 -\$ 8,610.05 -\$ 2,815.78 -\$ 175.00 -\$68,962.75		
School Total		,,	-\$ 91,445.69	

#### Expense Details cont.

VWA	ASIC A Associa Audit F Bank A Bank F Consur CWC M Gift Machir Office S Phone/ Power Rent Rubbis	Adjustment Fees mer Affairs Membership ne Maintenance Supplies /Internet sh Removal ary & Postage fice	-\$ 1,485.00 -\$ 2,257.20 -\$ 2,230.00 -\$ 1,155.00 -\$ 704.00 -\$ 143.00 -\$ 314.90 -\$ 845.00 -\$ 2,078.96 -\$ 162.74 -\$ 370.72 -\$ 68.92 -\$ 117.09 -\$ 752.80 -\$ 243.04 -\$ 127.80 -\$ 127.80 -\$ 14,949.00 -\$ 814.09 -\$ 625.90	
VWA Total	Webbit		φ 020.00	-\$ 29,445.16
WDC WDC Total	Phone/ Power Rent	he Maintenance /Internet sh Removal	-\$ 2,056.31 -\$ 874.79 -\$ 1,400.65 -\$ 9,457.05 -\$ 3,017.26	-\$ 16,806.06
Expenses Tot	al			-\$231,398.43
Income and Ex		<u>y Dept</u>		÷ - ,
Exhibitions Exhibitions To	Expense otal	-\$ 4,094.65	-\$ 4,094.65	
Meetings	Expense	-\$ 1,014.34		
Meetings Tota	Income al	\$ 50.00	-\$ 964.34	
Membership Membership T	Expense Income Fotal	-\$ 88,592.53 \$159,158.73	\$70,566.20	
School	Expense Income			
School Total	Income	\$ 83,797.00	-\$ 7,648.69	
VWA	Expense Income	-\$ 29,445.16 \$ 4,280.00		
VWA Total	Income	φ 4,200.00	-\$25,165.16	
WDC	Expense Income	-\$ 16,806.06 \$ 3,760.00		
WDC Total	incomo	÷ 0,700.00	-\$13,046.06	
•			<b>*</b> • • • • • • • • • • • • • • • • • • •	







Rob Allan

August 2011



#### Your Tax and Business Specialists

18 October, 2011

Mr Will Matthysen, President Victorian Woodworkers Association Inc. 2650 Mansfield-Whitfield Rd TOLMIE VIC 3723

Hello Will,

#### Up to date for 2011...

As you know, an audit is an annual requirement for many small community organizations. We have completed our audit of your Financial Report for the year ended 30th June 2011. Please find enclosed the Audit Report attached to the Financial Report to which it relates.

There are a few things you can do to help us help you....

- The audit report (together with the financial report) should be presented to your AGM, and its acceptance formally minuted.
- 2. Please ensure your books are maintained in a neat, tidy and accurate manner.
- Where we make comments and suggestions after the audit (see below), please ensure that these are attended to.

Following the completion of the audit, we have the following comments; 1. Nil

Please feel free to call if you have any questions.

Regards,

1-1611

Tim Ross ProActive Tax & Business Services





#### Your Tax and Business Specialists

#### INDEPENDENT AUDITOR'S REPORT

#### To the members of Victorian Woodworkers Association Inc.

We have audited the accompanying financial report of Victorian Woodworkers Association Inc. for the year ended 30 June 2011. The Financial Report comprises the Income & Expenditure Statement and Balance Sheet.

#### The Responsibility of the Committee of Management for the Financial Report

The Committee of Management is responsible for the preparation and presentation of this financial report in accordance with the cash basis of accounting. This responsibility includes establishing and maintaining internal controls relevant to the preparation and presentation of a financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies.

#### Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and presentation of the statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used, as well as evaluating the overall presentation of the financial report.

The financial report is prepared by the Committee of Management to meet it's accountability responsibilities to the members of the Association, and may not be suitable for another purpose. Our report is intended solely for the members of Victorian Woodworkers Association Inc. and should not be distributed to or used by other parties.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Auditor's Opinion

In our opinion, the financial report of Victorian Woodworkers Association Inc. presents fairly, in all material respects, the financial position of Victorian Woodworkers Association Inc. as at 30 June 2011 and its financial performance for the year then ended, in accordance with the cash basis of accounting.

James Wilson 18 October, 2011

Mansfield

Member of the Institute of Chartered Accountants in Australia

ABN 48 126 016 082 Number One Chenery Street, (PO Box 443), Mansfield, Victoria 3724 Telephone: 03 5775 2713 Facsimile: 03 5775 1586 Email: proactivetax@bigpond.com



## Victorian Woodworkers Association Inc.

ABN 67 178 950 979

Financial Statements For the year ended 30 June 2011

ProActive Tax & Business Services PO Box 443 MANSFIELD 3724 •

Phone: 03 5775 2713 Fax: 03 5775 1586 Email: admin@proactivetax.com.au

## Victorian Woodworkers Association Inc. ABN 67 178 950 979 Trading Account For the year ended 30 June 2011

	2011 \$	2010 S
Trading Income		
Membership	142,962.75	146,807.45
Total Trading Income	142,962.75	146,807.45
Cost of Sales		
Add:		
Ins. Premiums Paid	57,776.58	54,845.34
Prizes	2,250.00	
	60,026.58	54,845.34
Cost of Sales	60,026.58	54,845.34
Gross Profit from Trading	82,936.17	91,962.11

## Victorian Woodworkers Association Inc. ABN 67 178 950 979 Income and Expenditure Statement For the year ended 30 June 2011

S	2011 \$	2010 \$
Income		
Trading profit	82,936.17	91,962.11
Wood Design Centre		263.64
School	74,643.18	43,148.64
Interest received	9,178.61	5,710.62
Other income	500.01	56.00
Rebates and refunds	937.03	
Rent received	3,418.19	12,625.71
Total income	171,613.19	153,766.72
Expenses		
Advertising and promotion	6,189.37	5,746.72
Audit fees	1,050.00	2,200.00
Bank Fees And Charges	151.03	193.60
Cleaning/rubbish removal	7,323.79	9,300.84
Depreciation - plant	2,423.80	4,527.88
Gratuity - Adminstrator	15,495.00	6,216.00
Electricity	2,661.07	3,496.29
Hire/rent of Plant & Equipment	1,336.05	
Insurance	2,385.88	2,044.97
Legal fees	2,052.00	
Materials & supplies	1,150.33	735.01
Printing & stationery	2,183.35	3,171.51
Professional fees	1,800.00	900.00
Rent on land & buildings	17,108.90	13,999.92
Repairs & maintenance	4,691.44	4,412.25
Subscriptions	1,159.90	727.27
Tutors	66,860.29	37,277.00
Other Expenses	2,071.78	445.46
Telephone	3,120.92	2,809.02
Travel, accom & conference	1,736.22	1,291.37
Total expenses	142,951.12	99,495.11
Profit from ordinary activities before income tax	28,662.07	54,271.61

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

## Victorian Woodworkers Association Inc. ABN 67 178 950 979 Income and Expenditure Statement For the year ended 30 June 2011

	2011	2010
	\$	S
Income tax revenue relating to ordinary activities		
Net profit attributable to the association	28,662.07	54,271.61
Total changes in equity of the association	28,662.07	54,271.61
Opening retained profits	64,797.10	10,525.49
Net profit attributable to the association	28,662.07	54,271.61
Closing retained profits	93,459.17	64,797.10

## Victorian Woodworkers Association Inc. ABN 67 178 950 979 Detailed Balance Sheet As At 30 June 2011

	Note	2011 S	2010 S
Current Assets			
Cash Assets		2.	
Bendigo Club Cheque A/C		120,639.70	100,992.40
Westpac Cheque A/C		92 PO.P	3,103.99
		120,639.70	104,096.39
Current Tax Assets			
GST payable control account		(2,851.83)	(2,689.76)
Input tax credit control account		4,366.20	1,712.20
GST clearing		2,775.00	
		4,289.37	(977.56)
Other			
Ferm Deposits		168,582.74	159,404.13
		168,582.74	159,404.13
Total Current Assets		293,511.81	262,522.96
Non-Current Assets			
Property, Plant and Equipment			
Plant & equipment - at cost		25,809.18	25,809.18
less: Accumulated depreciation		(20,380.04)	(18,053.26)
		5,429.14	7,755.92
Total Non-Current Assets		5,429.14	7,755.92
Fotal Assets		298,940.95	270,278.88

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

## Victorian Woodworkers Association Inc. ABN 67 178 950 979 Detailed Balance Sheet As At 30 June 2011

	Note	2011 \$	2010 S
Members' Funds			
Issued Capital			
lssued & paid up capital		205,481.78	205,481.78
Accumulated surplus (deficit)		93,459.17	64,797.10
Total Members' Funds		298,940.95	270,278.88

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

٩.,

## VWA ANNUAL GENERAL MEETING – 25<sup>th</sup> October 2011

## Membership/Insurance Report

At the end of the financial year – 30<sup>th</sup> June 2011, we had <u>899</u> Full Members and <u>135</u> General Members (non-insurance).

The current Full Membership numbers as at 25<sup>th</sup> October are as follows –

**Renewals – 721 New – 28** since 1<sup>st</sup> September......I have sent out approximately 65 New Applications.

Those with \$10milion cover – **490** Those with \$20million cover – **231** 

The states are divided up into the following members -

NSW - 391 QLD - 147 VIC - 114 TAS - 20 WA - 19 SA - 15 ACT - 13 NT - 2

Comparison with October 2010 – Full Membership Renewals - 777

We have increased our fees for the 2011/2012 year from \$165 for \$10million cover to \$180, and from \$187 for \$20million cover to \$200 – this is the first increase in more than five years and was prompted by the continuing rise of fees from CRIB, which we have been absorbing for the benefit of our members.

We had 8 members take up the Flood Rebate – 6 from Queensland and 2 from New South Wales – one of them contacted me to express their gratitude for our consideration of their circumstances.

The Renewal numbers are along similar lines to last year – most of our long time members and woodies have renewed, whilst others will renew during the year when they need to – i.e. before an upcoming market or exhibition.

According to CRIB, there have been no claims during the 2010 to 2011 year.

The current General Membership numbers as at 25<sup>th</sup> October are as follows –

#### Renewals - 88

**New –11** since 1<sup>st</sup> September (all were students enrolling for Terms 3 & 4) .....in fact, the majority of the New General Members are students who have enrolled throughout 2011.

## VWA School of Woodcraft Report

School enrolments have been pretty constant throughout the year, with the exception of Thursday afternoons – there were no afternoon classes held during any term and this particular class will not go ahead in 2012.

During the first three terms, numbers were if anything too large – during Term 4, with the numbers capped, the tutors have been able to hold classes more comfortably and are able to give the individual attention required, especially to the new students. This was very difficult in the previous terms.

Tutors are given Attendance Sheets prior to the beginning of each term and must return them to me by the end of the year.

All maintenance issues are dealt with by Carl Lutz, while John Monument oversees and coordinates all decisions relating to the School proper.

The current re-enrolment procedure was implemented during Term 1 and during the subsequent terms – all continuing students are given preferential placement, provided they contact me as soon as possible following the re-enrolment procedural email they receive – usually two weeks prior to the end of the term.

The 2012 Syllabus will be available before the end of Term 4 in December, and will be emailed to all current students as well as several prospective students who already wish to book for Term 1 next year. The days and times are not expected to change (except for Thursday afternoon and the possible addition of Saturday afternoons) – I have yet to discuss this with the respective tutors – John Diorietes, Adam Stewart and Carl Lutz, and their assistant Ronnie Lacham – all of whom I hope will continue to tutor our students in 2012.

The Syllabus will contain the new fees structure -

## \$580 for all <u>New</u> students \$550 for all current VWA Members

A big thank you to Stephen for the implementation of the course enquiry link on the website – this has been well patronised by all of our new students and has helped me to organize enrolments more speedily and efficiently.

- Meg Allan October 2011