



## INFORMATION FOR NEW MEMBERS

### Welcome

Thankyou for joining and a warm welcome to the Christchurch Woodturners Association (CWA). We're confident you will get great value from your membership, whether you are solely seeking access to our club facilities and tuition to pursue your own woodturning journey or looking to engage more broadly in the opportunities offered to be inspired, develop skills, engage in club life, and share your interests with others.

This information pack has been prepared for new members like yourself, to help you understand how the Club operates, convey essential information, and explain how you can get the most out of your membership. It's not intended to be comprehensive but is a good "getting started" guide. If you want to know more about any topic, please feel free to contact one of the Committee or just talk to any of the members at a club gathering. Details for how to make enquiries and provide feedback are outlined later in this pack.

We exist as a Club because of shared interests and a common purpose, but we are organised and run by volunteers who freely contribute their time and energy. Club members who teach, demonstrate, tutor, or coach do so freely and because they believe in sharing their hard-won knowledge, ideas, and skills. Please respect the experience of these folk and their willingness to give up their time to help others.

We also believe that access to knowledge, facilities, equipment, and events should be equally available to all members. Note however that where safety is a concern this access may be subject to restriction and/or require prior qualification.

## Woodturning in NZ

There are many organisations and clubs operating in New Zealand which cater for members interested in working with wood, including Mens Sheds, general wood crafting groups, and Guilds or Clubs which focus on a specific woodworking discipline. Our Club is one of the latter, specialising in woodturning. We are one of 40 or so clubs throughout the country which have woodturning as a significant or main focus.

Our Club is affiliated to the National Association of Woodworkers of New Zealand (NAW), and many of our Club members are also members of the NAW. The NAW owns and administers the Certificate in Woodturning Course, and it is through our affiliation that we are able to offer this course to our members.



One substantial benefit of being part of this wider wood crafting community is the opportunities it affords for the sharing of ideas and accessing demonstrations and accessing events run by other clubs.

## About Our Club

The Christchurch Woodturners Association Inc. is a not-for-profit organisation and a registered charity. We exist for the purpose of fostering, encouraging, and educating in the art and craft of woodturning, particularly in Christchurch and surrounding districts. Organised Club activities are generally aligned to one of these outcomes. We support several charity organisations with donations of wood turned items each year and we encourage our members to participate and contribute what they can.

Our Club owns buildings on Council-leased land which we operate as our workshop and a separate wood store. The Workshop is fully equipped to suit the tuition we offer and to meet the general needs of members who may not have their own home workshop or machinery. When the workshop is open for general use, club members who have received the appropriate instruction from the Workshop Supervisor may use the available machines.

The Club sources and supplies wood for all organised teaching and hands-on workshops. Limited wood is available at other times for your own projects which are undertaken at the Workshop. We do not supply wood for home use, except where it is made available as raffle prizes. If you need advice on sourcing and processing your own wood, please talk to one of the experienced members for advice.

## Club Calendar

Throughout the year we operate a regular schedule on weekly and monthly cycles, interspersed with annually recurring and occasional one-off events. Visitors are generally welcome to come and see what we do at all sessions.

**Open Workshop.** Each week, on Thursdays, the Club Workshop in Auburn Reserve, Upper Riccarton is available for members to use and pursue their own projects. These popular, open workshop sessions run all year, except for the week between Christmas and New Year public holidays or if a responsible workshop supervisor is not available for some reason. Session times are 1pm-4pm and 7pm-9pm.

**Monthly Meeting.** On the evening of the fourth Wednesday of each month (January to November) we hold a more formal Club Meeting at the Harvard Community Lounge, Corsair Drive, Wigram. These meetings provide an opportunity for members to come together away from the Workshop to chat and get to know each other better and to share ideas. Meetings typically include a demonstration or similar focus on a project or practical skill, the opportunity to show your recent work and talk about it, Club competitions, an occasional sales table, access to the Club library, a raffle, and more. Our Annual General Meeting is usually conducted as part of the July meeting each year. Meetings run from 7pm-9pm.

The **NAW Certificate of Woodturning course** is offered at our Club and taught by members who have themselves completed the course and then gone on to qualify as tutors. It is a great way to learn to turn, extend your skills, and gain a practical qualification. The course runs over 3 years, with each class committing to one full day of tuition a month and completion of homework assignments in their own time. Course intake is generally once a year and each class is assigned teaching on a designated Saturday each month. If you are interested in joining a class, respond when a new intake is advertised or discuss with one of the Tutors.

**Workshop Events.** We aim to organise and run a series of one-off workshop days during the year to introduce and demonstrate a specific project and give participants the opportunity to try it out for themselves. These workshop days are usually scheduled to run on the fourth Saturday of the month. Workshop events and topics will be advertised in the newsletter, and you are usually asked to register your interest in advance, so that the organiser can prepare adequate materials etc.



For the past few years, we have run a collaboration event over the last weekend in January. This is an occasion to work on larger projects by collaborating with others and sharing the load. It's a fun event which encourages imaginative thinking and the application of a broad range of materials and techniques.

Events like these are great opportunities to gain additional experiences and skills.

**Interest groups** may form from time to time and meet regularly to focus on a particular subject area (project type or technique). These groups make use of Club facilities but operate aside from the regular Club programme. They may come and go as interest dictates and rely on the availability of willing volunteers to organise them and the continued interest of members attending in order to sustain them. Currently operating groups and times are advertised in the club newsletter, and may include:

**Pen Making** – focus on the making of turned wooden pens and projects using commercially available kits.



**Pyrography** – “writing with fire”. Learn about the tools and techniques used to embellish work with hot wire wood burners, also known as *pokerwork*.

## Club Communications

Normal Club communication (notices, reminders, and newsletter distribution) is by email. Within a month of having your membership confirmed you should start to receive our notices. If you are not receiving any we recommend you check your email spam folder and application settings. You may need to adjust your settings to allow our email into your inbox.

If you change your email address during the year or otherwise stop using the address you supplied when you registered, you should contact the Membership Secretary to have your details changed in our records (email: [membership.chchwoodturners@gmail.com](mailto:membership.chchwoodturners@gmail.com)).

If you would like to raise any issue or provide feedback to the Club, please contact a Committee member in person. Phone contact details for the Committee are listed in the back of our monthly newsletter.

You can also get in touch via email to the president (email: [president.chchwoodturners@gmail.com](mailto:president.chchwoodturners@gmail.com)) or secretary (email: [secretary.chchwoodturners@gmail.com](mailto:secretary.chchwoodturners@gmail.com)).



Our Club website (<https://www.woodturning.nz/>) is maintained as a “front door” to our organisation on the internet. It provides a place for you to access past newsletters, projects that we may post from time to time, and links to other useful websites.

The Club operates a Facebook group which is open to Facebook users to view and participate in.

A monthly newsletter (entitled *Splinters*) is compiled and distributed to all members, with the aim of keeping you informed about what's going on in our Club and around the country.

## Your Privacy

The Incorporated Societies Act requires that we keep records of names and contact details of members. The Privacy Act states that members must be informed that these records are computerised and that they will only be used to conduct CWA business.

By submitting your membership form, you certify that the information is correct, and that the information may be stored by CWA for conducting its business.

Members may, upon request, receive a copy of their record to check for correctness.

## Subscriptions and Fees

Our Club Committee works very hard to keep the cost of running the Club low so that access to the Club and its facilities is affordable. One of the ways in which we do this is by operating a "user pays" model, meaning that if you desire to access only some of the Club benefits and not others then you only pay for what you use. Our charges are explained below:

**Basic Membership.** Our membership year runs from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year. Subscriptions for the full year are \$35. You will be notified by email when they are due for renewal. Your Basic Membership contributes to the costs of the running the organisation and Committee, our affiliation to NAW and the liability insurance we access from them, entitles you to access Club facilities and events, and provides for regular Club communications and newsletters.

**Club Meeting Door Fee.** We pay for the cost of our monthly Club Meetings at the Harvard Lounge by charging a \$3 entry fee. There is also a raffle table with tickets selling at \$1 each. The entry fee gets you into the meeting and covers the cost of the refreshments we supply.

**Workshop Door Fee.** We cover the cost of operating our workshop (rent, utilities, insurance, building and equipment maintenance, etc.) by charging a \$5 per day entry fee, regardless of how long you spend. This means you need only pay once if you attend both sessions on a Thursday or come along to a full day workshop. The entry fee allows you access to and use of the workshop facilities, use of available wood onsite, tea and coffee.

**Event and Course Fees.** *Special Events* held at the workshop may incur additional charges, often for materials, and occasionally to cover the cost of external demonstrators or tutors. Events and the applicable fees will be advertised in advance in our Club newsletter.

Students enrolling in the *NAW Certificate* course will be advised of the requirements and costs involved. There will be a charge for each teaching day (currently \$30 per day) and you will also be expected to join the NAW as an individual member (currently \$50 per year) for the duration of your course.

## Being A Member

### The Club's Commitment to Members:

- We will provide facilities and equipment to allow members to gain an experience of our craft
- We will arrange a programme of Club meetings, interest groups, events, and contests open to all members
- We will provide specific opportunities for education
- We will maintain frequent communications to keep members informed
- We will maintain relationships with other related organisation and publicise activities which are open to participation by our members

### The Club Expects Members to:

- Treat each other with respect at all times and to welcome visitors
- Maintain their financial good standing, promptly paying any monies owing by the due date
- Know and abide by Club Rules which may be posted or advised from time to time
- Respect the use of Club equipment and access to facilities as a privilege, not a right - acknowledging that privilege may be withdrawn in the event of misconduct or at the discretion of a Club official
- Follow instructions issued by Club officials with designated responsibility for an event or asset
- Act in order to protect themselves and others, including members of the public, from harm
- Promptly report any malfunction, breakage, or hazard experienced or observed at any Club venue or event
- Not misrepresent the Club or other members, or express views on behalf of the Club in any media or online forums, unless expressly authorised to do so
- Get involved and provide feedback (appreciation or ideas for improvement) on any and all aspects of Club life

## Using the Workshop



The Workshop is for the use of Club Members and prospective members only.

You are welcome to bring visitors to observe what we do at any time, but please ensure they are aware of the hazards in our workshop and that they stay out of the way of other users and operating machinery. This is for their safety and the safety of others.

Visitors who are prospective members are welcome to try out the facilities under the direct supervision of the workshop supervisor or an assistant. After 2 sessions they are expected to join the Club and become a full member.

You will need to dress appropriately when in the workshop. Robust, closed-in footwear should be worn to reduce the likelihood of slips or risk of injury from dropped items. Loose clothing and hair should be secured so that it cannot get caught in machinery. Woodturning generates dust, shavings, and wood chips in abundance, most of which gets directed at the turner. Many turners find a dust jacket which covers their upper body and secures tightly at the neck keeps the shavings out and improves comfort levels.

You should expect to supply your own personal protection equipment (PPE). The Club provides some face shields to protect against flying splinters and the like, but you may prefer to bring your own. Aside from the obvious dangers of rotating machinery and sharp tools, inhalation of wood dust is a major health hazard. Protect your lungs with a dust mask that fits well and is effective. Noise levels are generally not high enough to require continuous hearing protection.

Members are free to use any of the hand, battery powered, or portable mains powered tools provided in the workshop. You may not use lathes, the drill press, band saws, or any other stationary, mains powered tool until you have received appropriate instruction and been cleared by the workshop supervisor. You are responsible to keep yourself and others safe. If you are unsure of how to operate any piece of equipment safely, please seek guidance from the workshop supervisor or assistants.

The club has basic sets of turning tools which you may use in the workshop. If you are just starting out in woodturning this is a good way to become familiar with the right tool for the job and avoid wasting money on inappropriate tools before you know the difference. Many members start out this way and then choose to purchase their own.

All Club turning tools are sharpened the same way and we have grinders and sharpening jigs set up for the purpose. Tools require frequent sharpening to cut safely and effectively. Before you attempt to sharpen a tool get instruction from the workshop supervisor or an assistant and don't reset any of the jig angles away from the standard settings.

You are responsible to supply your own consumables (pen kits, sandpaper, glues, paints and dyes, finishes, etc.). We teach you how to power-sand bowls which requires Velcro-backed sandpaper. The Club sells this paper in grits 80-1000 as a service to members.

Car parking for the Workshop is on streets adjacent to the reserve. You will need to walk 150m or so through the reserve, so it's a good idea to get a tote bag or trolley for whatever you want to bring with you each time.

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