

Mount Beauty and District Men's Shed Inc.

Committee Meeting held 1.00 pm –Tuesday September 15th 2015

Location – The Shed.

Minutes

1.0 PRESENT: Dick Puttyfoot (Chairman), John Driver, Mark Hardidge, Paul L'Huillier, Graeme Caulfield, Ian Howley (Secretary),

2.0 APOLOGIES: Brian Keeble, Campbell Ford, Andrew Robertson, Maureen Ryland,

3.0 CONFIRMATION OF MINUTES *That the Minutes of the August Committee meeting be confirmed.* Moved John, seconded Graeme. Carried.

4.0 BUSINESS ARISING

4.01. *Shed Windows.* Ian is yet to check on whether a Certificate is needed.

4.02. *Test & Tag Insurance.* Ian to advise Dick of Myrtleford contact.

4.03. *NHCC Power usage.* Shed to undertake jobs for the NHCC in exchange for power provided. Paul to clarify extent & nature of work with Trish.

4.04. *Bereavement Response Policy.* Minor amendments were made.
Motion "*That bereavement response policy, as amended, be approved.*"
Moved John, Seconded Mark. Carried.

4.05. *Welfare Officer Policy.*
Motion "*That Welfare Officer Policy be approved*"
Moved Mark Seconded Graeme. Carried.
Policies to be sent to Paul for recording.

4.06. *Survey results.* To be considered by the incoming Committee.

4.07. *Defibrillator.* The training by Glen McIlroy was very well presented.

4.08. *Cancer Forum on 24th October.* Awaiting further advice from organisers.

4.09. *Shed Security.* Quotes have been received.

4.10. *Committee Nomination Form.* Completed and distributed.

5.0 TREASURER'S REPORT

The report had been sent to the Committee members. Moved Paul, seconded Mark *that the Treasurer's report be accepted.* Carried.

6.0 CORRESPONDENCE

Correspondence IN

- Email from Maureen re assistance for Opening Ceremony.

- Notes from Brian & Andrew advising that they will not seek nomination for the next Committee.
- Note of thanks from Ron Anderson's family.
- Email from the Shire re an Open Day in Seniors Week – agreed 7th October from 10-00 am to 2-00 pm. **Ian** to advise Elaine Burrige at the Shire.

- **Correspondence OUT**

- Application to Alpine Shire re amendment to Building Permit
- Application to the Alpine Shire for a grant for aircon & blinds.
- The Acquittal Form for the solar HWS grant has been sent to the Shire

Moved Ian, seconded Mark that *the correspondence be received*. Carried.

7.0 RISK MANAGEMENT

- Incidents – Reported / otherwise —Nothing to report
- HRA's & JSA's have been prepared for onsite work.
- Dick has obtained a TAFE instruction book for workshop equipment.

8.0 GENERAL BUSINESS

8.01. *Shed Construction*. A written report had been distributed. Priority is to be given to items needed to complete the Building Permit requirements. Awaiting an electrical certificate from Kevin Moorman and the plumbing permit from Graham Boote. Final shed construction budget to be reviewed at the next meeting. Dick advised that he has access to a supply of bricks for paving – will wait for outcome of grant application before making a decision on this. Lamnipanel is now available.

Expenditure to 3/09/15 (excl the solar HWS) was \$87,363.

8.02. *Shed Work Program*. Lots of smaller jobs to be completed. Better weather will allow progress on the outside work.

8.03. *Shed Layout*. We will not take up Dick's offer on the pool table at this stage. **Dick** will ask at the BBQ re interest in the Moke restoration – it will take up a lot of space and the project would need to be completed expeditiously.

8.04. *Solar Panels*. Some quotes have been received and they vary quite a bit in price. We are awaiting one from AGL.

8.05. *Sale of Surplus Equipment*. **Ian** to book a site at the Rotary Cup weekend sale.

8.06. *Annual Fee for Organisations*.

Motion "That the annual fee for organisations be \$50 and that this be submitted to the AGM for approval"

Moved Paul Seconded Graeme, Carried.

8.07. *Opening Ceremony*. The Committee was concerned that this could turn into an event much larger than we would want. **Ian** to contact Jenny Sloan at DHHS to discuss options.

8.08. *AGM & Committee Elections*. This has been well advertised by Paul through the newsletter and other notifications. There are nine nominations for nine Committee positions including the combined position of Secretary/Treasurer.

8.09. *Grass Mowing*. Trish Dixon from NHCC has suggested that we combine with her organisation for the mowing of grass on the two properties. It was agreed that we would talk to her to set up this arrangement.

8.10. *Working with External Agencies Protocols*. It was agreed that any such proposal should be first be referred to the Committee.

8.11. *Code of Conduct*. To be developed by the next Committee – there any many examples from other sheds and they are quite varied in extent and content.

8.12. *Grant Applications*. Paul has been very busy in preparing and submitting a number of grant applications. They include;

- Landscaping/paving etc (Into our Hands Community Fund)
- Aircon & blinds (Alpine Shire)
- Security etc (Bendigo Bank)
- Landscaping etc (AMSA).

8.13. *BBQ*. Chef d’Shed **Mark** has another mouth watering meal planned for Friday.

8.14. *Cleaning Items*. **John** has been authorised to purchase a range of items for cleaning the kitchen and toilets (and the users thereof).

9.0 **NEXT MEETING —**

Committee Meeting - Monday October 12th

10.0 **CLOSED** – 4.02 pm

SIGNED **President**

Date

DISTRIBUTION:

Dick Puttyfoot
Paul L’Huillier
Ian Howley
Maureen Ryland

Mark Hardidge
Andrew Robertson
Brian Keeble
John Driver

Graeme Caulfield
Campbell Ford