

Mount Beauty and District Men's Shed Inc.

Minutes

Committee Meeting held 9.30 am Monday 12th October 2015
at the Shed.

1.0 **PRESENT:** Dick P, Rod H, John D, Paul L'H, Ian H, Irvin B, Mark H, Doug H, Campbell F

2.0 **APOLOGIES:** Graham C

3.0 **CONFIRMATION OF MINUTES** *That the Minutes of the September Committee meeting be confirmed.*
Moved, John D seconded. Mark H. Carried.

4.0 **BUSINESS ARISING**

- 4.01. *Shed Windows* — Dick reported that he had met with Bruce Howie the Shire building inspector and discussed the following - Fire extinguishers, Disable toilet back rest, Lever handles on inside west and north doors, east door access needs an earth ramp only at this stage. Bruce will get letter from NEHI to get OK re windows.
- 4.02. *Test & Tag Insurance* (Ian H & Dick P) – No progress. We will wait to see if AMSA get this off the ground.
- 4.03. *NHCC Power usage* — Shed to undertake jobs for the NHCC in exchange for power provided. Clarification of the extent & nature of work with Trish Dickson needs clarification. It was suggested we draw up a **six month MOU** with Trish Dixon to see how things work out-to be reviewed after this time.
Things to consider — sign construction for our use of their power, fixing mowers, Fuel for mowing, grass cutting (they have a much bigger area than us), use of our Defibrillator and general maintenance items as requested. **Action: Paul L'H.**
- 4.04. *Cancer Forum – 24th Oct.* Awaiting further advice from organiser (NHCC) **Action: Dick P**
- 4.05. *Survey results* — Held over to a later meeting. Will email to new committee members. **Action: Paul L'H**
- 4.06. *Sat. 31st October Rotary Garage Sale* — Ian has booked a Trailer site for \$20. On Thursday 29th October we will stock take what we have for sale, label it with a price and first offer it for sale to our members in the afternoon between 1:30pm 3:30pm. Details to be announced at October BBQ and Posted on the website. **Action: Ian H & Paul L'H.**
- 4.07. *Official Opening Ceremony* — Decided to have this in February 2016 and invite the minister and Shire reps. This month we will be visiting the Beechworth Men's Shed Opening to get a few ideas. A **Members only Opening** will be held as soon as urgent works are completed, Health & Safety procedures are put in place e.g. signage and some projects initiated for the blokes who turn up to start on. **Action: Ian H**
- 4.08. *Grass Mowing Roster* — This is displayed on the noticeboard. If you can assist Graeme put your name down. **Action: Graham C**
- 4.09. *Bring Up List & Projects (to October)* – Ian led the discussion on the list and additional items were added and some removed.

5.0 **TREASURER'S REPORT**

- Paul L'H had emailed the Report to Committee members. Moved Paul L'H seconded John D *that the Treasurer's report be accepted.* Carried
- *2015/16 Budget Discussion* (Ian H) – Ian went through budget that he had developed previously. It was recommend and carried that 1. Budget for Shed to stand at \$92,000 and 2. To spend up to \$2,000 for a welder as per quotes sourced by Barry Hinson. Campbell is to investigate possibly purchasing the welder through his supplier at cost. **Action: Campbell F**
- A motion "That Campbell Ford be added as a signatory and to have e-bank access to our Bendigo Bank Account and that Ian Howley and John Hunt be removed as signatories to the account". Moved: Paul L'H and Seconded by Dick P. Carried. **Action: Paul L'H**

6.0 **CORRESPONDENCE**

Correspondence IN.

- Roger Bektash (guy who wants to buy Mini Moke). Email distributed. Details to be followed up with Roger. Contact — Mob: 0418 434 623, Email <roger.bektash@effem.com>. **Action: Dick P**

- Tawonga Riding Club request for BBQ helpers. Discussed. No go. **Action: Paul L'H to reply.**
- Dederang NHood Watch community event. Offer to provide catering. No go **Action: Paul to reply.**

Correspondence OUT

- Shed Brochure has been updated. (copies in Shed for any new members)
- Article in NHCentre term 4 booklet explaining what a men's shed is.

7.0 RISK MANAGEMENT

- Incidents – Reported / otherwise —Nothing to report. **Where is the INCIDENT BOOK?**
- HRA's & JSA's have been prepared for onsite work.

8.0 GENERAL BUSINESS

- 8.01. *Committee Portfolio responsibilities* – These were discussed as per the selections made by committee members at the time of being nominated with additions and alterations made. Thanks to all members who have taken on a role or roles especially Rod, Doug and John who will have a go at the Shed Supervisor role. The list will be displayed on the Shed noticeboard. **Action Paul L'H**
- 8.02. *Shed Construction Progress Report* – Ian went through his report particularly the budget and the necessity to be conscious of our expenditure.
- 8.03. *Upcoming Shed Work Program* — This is listed on the noticeboard. Campbell volunteered to follow up with rock enquires from Falls Creek for the front wall. **Action: Campbell F**
- 8.04. *Shed Layout* – ideas – On going. If you have any ideas please suggest them to Ian.
- 8.05. *Working with External Agencies Protocols* — It was agreed that any request to use the Shed by external agencies should be first referred to the Committee. We need our own policy on this in line with AMSA guidelines. Paul said he would again email AMSA information about the Protocols to committee again as we have three new members. **Action: Paul L'H**
- 8.06. *OH & S and Code of Conduct plus other policies* — As indicated on the 'Bring Up List' Ian and Paul will tackle this policy stuff. OH & S would seem to be the most urgent. **Action: Ian H & Paul L'H**
- 8.07. *Change of mailing address* — 2 Tennis Court Ave. Mt Beauty and have mailed delivered directly to the Shed. Job done thanks to Dick, Reg, Barry and Graeme. Change over will be Tuesday 13 October. Our new mailing address will be emailed to Shed contacts and a months redirection from Tawonga Sth arranged. **Action: Paul L'H**
- 8.08. *Beechworth Shed Opening* — We will have a crew heading over. Need to RSVP to Beechworth Men's Shed by Tuesday 13 October. **Action: Paul L'H**
- 8.09. *Report on Skate Park BBQ* – Mark mentioned that we had 7 members assisting. A free service by us.
- 8.10. *Project ideas* — Disc Bowls & Ladder Golf projects that have been developed by the Wagga Men's Shed were presented by Irvin B. These have been added to the Project List. Irvin said he would demonstrate both activities at this Friday's BBQ. **Action: Irvin B**
- 8.11. *Public access to the Defibrillator (Tennis Club/NHCentre)* — This was brought up by Ian and supported heavily by Dick. After much discussion Rod came up with the idea to construct a small door built into the back of the current Defibrillator Box which would be accessed from outside. TC/NHC would have their own key. Defibrillator maybe relocated to the workshop area and secured to a wall closer to TC/NHC. **Action: Ian H & Rod H**
- 8.12. *Movable bench for kitchen* — Rod Hyde volunteered to design it in consultation with Mark H using current materials that we have. **Action: Rod H & Mark H**
- 8.13. *Basic BBQ and Salad for Friday.* Mark H. Dick P, Doug H and John D to provide assistance for Mark.
- 8.14. *Sweet Valley Sounds BBQ (Feb '16)* as a fundraiser – Ask at BBQ for helpers before we commit.
- 8.15. *Xmas lunch - 11th December* – Our Chef de Shed Mark H will again lead from the front with this event. Cost to be \$12. **Action: Mark H**

9.0 NEXT MEETING — Monday 16 November 2015

10.0 CLOSED – 12:15pm

SIGNED **President**

Date