

Mount Beauty and District Men's Shed Inc.

Minutes

Committee Meeting — 9.30am Monday 15th February 2016 at the Shed

1.0 **PRESENT:** DP, JD, IB, IH, MH, GC, PLH, CF. Dick welcomed Maureen Ryland from Alpine Health.

2.0 **APOLOGIES:** Rod Hyde

3.0 **CONFIRMATION OF MINUTES** *Minutes of the December 2015 Committee meeting confirmed.*
Moved: IB **Seconded :** IH **Carried**

4.0 **BUSINESS ARISING**

- 4.01. *Member Induction* – Paul gave an update on how this was progressing. About 25 members have been inducted. This is an ongoing process as members attend the Shed. It's the committee's responsibility to induct. Tool/equipment assessment is done by DP, BH or WM.
- 4.02. *Workshop Supervisors* — **Roster:** the system of two supervisors working their shifts out for their day appears to be working OK. Irvin B indicated that he will need replacing on Wednesdays as he is off on holidays shortly. Supervisors availability in winter could be a problem. Some suggested solutions were to have a *pool of supervisors* (if we can get others to volunteer) that could be called on or only opening the Shed for 2 days/week in winter.
- 4.03. *Official Opening Friday 19th February 2016 & the To Do List* (IH). Ian went through his To Do List and covered all details. **Note:** Start time for the working bee on Friday morning is 8:30 am. Tents and Chairs will be picked up on Thursday afternoon and stored in the Shed. Dick has the PA System in hand. Mark H has his team of helpers and donors in hand.
- 4.04. *Meeting day.* After some discussion it was decided to keep Monday as the meeting date but in drawing up the meeting schedule secretary needs to be aware of long weekends and other possible clasher.
Action: Paul L'H
- 4.05. *Update on 1st Aid* — John has this under control with an in-Shed Kit and mobile Kit (in the storeroom). Extra supplies are stored in Bay 1 of the Compactus. Thanks John.
- 4.06. *Public access to the Defibrillator (Tennis Club/NHCentre)* (DP) – As an interim measure offer the NHC a north door key until we sort out an alternative e.g. Defib moved to disable toilet. **Action: Paul L'H**
- 4.07. *Plaque* (DP & BH) – If Barry has this in hand we will unveil it, if not, no big deal.
- 4.08 *Current & Future Project/Task List* — on the Project Schedule Board in the workshop. Any additions? Yes as suggested by Campbell – Kim McDonald (chicken coop). Put it on the Board.
- 4.09. *Survey results completed* — Discussion held over to a future meeting (Committee)

5.0 **TREASURER'S REPORT**

Paul L'H had emailed the Report to Committee members.

Moved IH **Seconded** MH **Carried**

6.0 **CORRESPONDENCE**

Correspondence IN & Correspondence OUT for Dec, Jan & Feb '16 (List emailed to Committee members)
Business arising from correspondence: Nil

Moved: DP **Seconded:** GC **Carried**

7.0 **RISK MANAGEMENT**

- Incidents – Irvin's splinter and Ian's cut finger. It was decided to report any incidents at committee meetings. John D to look at 1st Aid book prior to meetings and bring incidents to the notice of the Committee. **Action: John D**
- Job Safety Analysis (JSA).
Health & Safety sub-committee have identified that Job Safety Analysis (JSA needs to be done for activities we conduct e.g. Footy Gate, Sweet Valley Sounds supervision, Christmas Street Decorations, Lawn Mowing etc. **Any volunteers for this task?** Item not discussed.

8.0 GENERAL BUSINESS

- 8.01. *Shed Construction Progress Report* (IH) - Need plumbing certificate from Graham Boote (**Action: Mark H** to follow up). Glazing Certificate received from NEHI Co. Front Awning to be started. **Action: Ian H & Barry Hinson**. Landscaping - trees, plants etc following the Opening when we have some time. Final report to Vic Depart. of Human Services re the \$60,000 Grant is being prepared by Ian H. **Action: Ian H**
- 8.02. *Telstra Account options* – Moved that we keep our current Plan of \$65/month with 30GB download allowance until it runs out in Feb. 2017 then revisit the options (PLH/CF).
- 8.03. Formal *process to follow when approached to do a job and the quoting for that job*. There was a lot of discussion on the process and it was decided to give the below a go:
1. *Workshop Supervisor* for that day takes the details from the client & enters them on the Client Project Form (to be drafted).
 2. The Form is then passed onto the Shed Project Co-ordinator or he is told that it is at the Shed if he isn't in attendance that day. Thanks to Dick P and Mark H who have agreed to share the role of Shed Project Co-ordinators.
 3. The Shed Project Co-ordinator accesses the request (if it's a 'large' project he takes it to the committee) otherwise he makes the decision and approaches members to source a leader and approaches other members to support the leader to do the job.
 4. In assessing the job the Shed Project Co-ordinator needs to take into account the labour rate/hour (\$20), material costs & 10% loading (if this is appropriate for that job) and the Client informed at a later date of cost of the job.
 5. The process for '**Approving Large Projects**' has been circulated and needs to be followed.
- 8.04. *Creative Collection Pallet Furniture Building Workshops* – (Sat 13th March at the Shed) Two free spots for our members negotiated as a contra for the use of the Shed and some hand tools – Possible attendees: DP & ?. This is a commercially conducted workshop.
- 8.05. *NE Shed Cluster Gathering at Beechworth Report* — Ian gave a very comprehensive report — 148 attendees from 35 Sheds. AMSA Insurance Broker in attendance. Any electrical work done needs a qualified person do the job. Minimum of 2 people in the Shed when equipment and machinery is being used. If passive work is being done then one person only can be in the Shed. Blade injury claims have increased. There is a Shed Expo in Albury in Nov. '16.
Extra Building insurance needed to cover Shed's value over \$100,000 to be taken. Our Shed is valued at ~\$200,000. Moved that we take out another \$100,000 Building cover at a. cost of \$257. (IH/DP).
Action: Paul L'H
- 8.06. *Shed monthly BBQ's versus Senior Citizen BBQ's* (MH & others). Much discussion. It was decided that future monthly BBQ's would be held at the Shed.
- 8.07. *PVC Strip Door between workshop and kitchen* – Campbell suggested we install a door closer and this was agreed upon. **Action: Campbell to order**. Fly wire screen door on north door maybe later.
- 8.08. *Rosters for kitchen/rec room cleaning and similar for ablutions area*. (MH & DH) To be finalised.
- 8.09. *Ceiling ventilation (inlet & outlet)* (RH, DP) – Dick and Rod have had discussions and have come up with a few ideas including incorporating portable fans in the workshop. Secretary needs costings and product types so we can apply for some funds. This is **URGENT** as a grant opportunity is closing very soon.
Action: Rod H & Dick P
- 8.10. *Grant applications pending:*
- (1) *Vic Department of Health Shade Sails Grant* for north end of Shed (\$5,000). **Note:** We have just been notified that we have been successful with this grant. We need a Shire Planning Permit to construct it. **Action: Ian H**
 - (2) *Federal Government Volunteer Grant* for a Compactus Storage Unit (\$2,600)
Ian indicated that the Federal Government have grant opportunities for members to do a 1st Aid course. Do we have any participants who wish to do a course?
- 8.11. *Member attendance at the Shed* – what can we do/offer to get more blokes down here? Discussion held over until March meeting.
- 8.12. *Update of Strategic Plan* (IH) – in progress

- 8.13. *A working bee is needed to clean out the storage shed at the Sawmill (DP) – to be done after the Opening.* **Action: Dick P**
- 8.14. *Men's Shed Week* announced by AMSA 6-12 March 2016 — To much happening for us right now. We will look at the Men's Shed Week for 2017.
- 8.15. *Men's Health Week* – Maureen Ryland suggested that we have a prominent *Financial Information Services Officer* speak to members as part of Men's Health Week in mid June. Other Shed's to be invited. Maureen will arrange. A *Spanner in the Works Health Checks* will be conducted later in the year. **Action: Maureen Ryland**
- 8.16. *Footy Gate*: It was decided that we will do this again for 2016. Mark H again to co-ordinate. Thanks Mark. It's worth \$4,000 to the Shed for the season. Footy Club have donated a couple of Bunnings vouchers. We also have a couple on hand that we purchased last year as a back up. **Action: Mark H**

9.0 **NEXT MEETING** — Monday 21st March. General Meeting & BBQ at the Shed Friday 18th March. Good Friday is the 25th March.

10.0 **CLOSED** – 1:45 pm

SIGNED **President**

Date