

Minutes

Committee Meeting — 9.30am Monday 22nd August 2016 at the Shed

1.0 **PRESENT:** IH, MH, GC, JD, BK, CF

2.0 **APOLOGIES:** DP, RH, IB

3.0 **CONFIRMATION OF MINUTES** — *Minutes June 2016 Committee meeting confirmed (emailed previously).*
Note: there was no meeting in July.

Moved: JD **Seconded:** IH **Carried**

4.0 **BUSINESS ARISING**

4.01. **H&S Policy Update** — *Discussion & ratification of final policy document.* Additions were made to Section 16 (Electrical)- 16.2 and Section 17 (Ladders). There was much discussion on the 'use of a harness' (particularly how to attach it to the Shed structure) while working on a ladder — no final decision was reached. Further discussion will take place. It was suggested that a possible Shed project could be to make a mini-scaffolding that would take the place of a ladder when working near the apex of the Shed roof for light and smoke detector changing.

It was **moved** by Brian Keeble and **seconded** Mark Hardidge that the *Policy Statement Document* as presented by Brian, with the discussed changes, be ratified and that a review of policies will take place after AGM in October when a new H&S sub-committee is elected.

4.02. **Future Shed work days and times:** It was moved that the *Shed would be open on Tuesday & Wednesday (9:30 am to 3:30 pm)* for members starting Tuesday 6th September and that Thursday could be used by Project Leaders to extend work time if a project's completion time requires it. (JH/GC). **Action:** Paul L'H to advertise this to members through normal channels. Along with this is the need to identify the same or new Supervisors for the Tuesday and Wednesday. **Action:** Paul L'H will follow up with who might be available.

4.03. **Future Tools & Equipment purchases priority list** (**Note** the list is located on the right wall before you enter the wash room – use it!). Ian went through the list and decisions made for the following purchases.

1. A Tradesman's quality 150mm Angle Grinder
2. A quantity of grinding wheels.
3. Counter sink bits (large & small).
4. Glue brushes.
5. Earth leakage protection device for old Generator.

Action: Mark H offered to check grinder wheels we need and investigate purchases of the items.

4.04. **Elene Wood** re an offer to arrange a talk to members about the Brave Hearts (cancer) Program. Speakers (John and Jenny Black) will talk to us about Dragon Boat Story and the Club. Date – Friday 18th November BBQ. **Action:** Paul L'H to notify Elene.

4.05. **Shade Sale update.** Ian reported that he has had discussions with Tony Gentile in regard to the purchase of the Sail and the installation. Tony is preparing a quote including engineering report. **Action:** Ian H

4.06. **Update on Strategic Plan Meeting**— We are looking at a September date. **Action:** Ian H

5.0 **TREASURER'S REPORT** (PLH)

1. Emailed to Committee members.

Moved: PLH, **Seconded :** MH **Carried**

6.0 **CORRESPONDENCE**

Correspondence IN & Correspondence OUT for June/July/August '16 (List emailed to Committee)

Business arising from correspondence:

Moved: GC **Seconded:** JD **Carried**

7.0 **RISK MANAGEMENT**

- **Incidents Report** — John Driver: 1st Aid Officer — Nothing to report.

- **Faulty equipment** — *Workshop Panel to monitor:* DP, WM and JD. — Graeme C reported that the NHCentre's Ride-On-Mower has a starting problem. It is believed to be an electrical fault. **Action:** Graeme C & Dick P
- **Job Safety Analysis (JSA).**

Health & Safety sub-committee have identified that Job Safety Analysis (JSA's) needs to be done for activities we currently conduct e.g. Footy Gate (Completed), Sweet Valley Sounds supervision (maybe going into recess), Christmas Street Decorations, Lawn Mowing (Completed), and ½ Marathon Drink Station (Completed).

It was suggested that an **Overall Shed H&S Audit** be done and this to be carried out internally by the H&S sub-committee by years end. The Lathes area needs to be cleaned up and the layout and number of lathes decided on. **Action: ??**

Welding fumes, metal grinding air-born material and saw dust extraction was mentioned as a priority. **Action:** Campbell F to check with previous owner of Alternative Kitchens at Running Creek to see if there is still an extraction set up there and if it's for sale.

8.0 REPORTS

- **Shed Construction (IH)** – Shade Sail installation investigations are in progress. Awning items to complete are a downpipe, spouting and a sign. The west side fence. Landscaping. AGL Equipment for the front of the Shed. **Action:** Paul L'H to follow up with AGL
- **Footy/Netball Gate (MH)** – 9 games attended. \$4,600.00 taken. Special thanks to our third year co-ordinator Mark Hardidge and off-sider Brian Keeble and to the money lady Maureen Hardidge. Great Job.
- **Workshop supervisors reports & other related matters** (Supervisors)
(e.g. rosters, duties, client project/job form, cleaning, logbook – *what's working – what's not working*). Members work days have been reduced to two days per week (Tues & Wed) as from September. Refer to item 4.02 above. There will be a call for Supervisors. **Action:** Paul L'H
- **VMSA State-Wide gathering at Cobram** in June (IH) – Sheds attended from fare and wide. AMSA restricting constitution – State bodies considering new clauses etc. How AMSA assesses grants is interesting. Albury Shed Expo was given a good airing.
- **June BBQ Health Talk (MH)** – Bright UMS turned up with 10 blokes. 40 men in attendance, Talk was successful. Thanks to Maureen Ryland for organising.
- **July Cluster Meeting at Yack:** Dick attended.

9.0 GENERAL BUSINESS

- 8.01. **Ovens Murray Men's Shed Cluster Meeting** — Dick attended the last meeting in Yack and indicated that Mount Beauty would host the **Thursday 27th October meeting**. A working sub-committee was formed to organise it comprising Ian H (co-ordinator), Dick P & Paul L'H)
Suggestions for Program based around a Theme e.g. Shed Safety, Membership, Fundraising etc. It was also suggested that Irvin could be approached to present a couple of his poems.
- 8.02. **Men's Shed Expo – Albury Showgrounds Saturday 15th October 2016**. Will be organised by the Thurgoona Men's Shed. We will support this initiative. Campbell suggested we could combine it with a Mt Beauty promotion. Chamber of Commerce may kick in a few dollars to assist. An Organising committee was formed comprising Ian H, Campbell F & Mark H
- 8.03. **Prostate Cancer Awareness Month — Friday Sept. 23rd BBQ**. Paul to approach Bob Flower, who has recently undergone surgery, to speak on his experience with Prostate Cancer. **Action:** Paul L'H. **Note:** Bob has agreed to be the speaker. His talk could be supplemented with a short video (youtube) if one can be sourced.
- 8.04. **Grants pending & submitted** (PLH)
 - Vic Forests — Landscaping & gardens \$1,113.00 (Successful)
 - Into Our Hands Community Foundation \$4,000.00 for tools, ventilation fans and lighting.(know result by mid-September).
- 8.05. **Seniors Week Shed Open Day** – Now is on **Wednesday 5th October**. We have advertised on the SW Calendar – displays, tours and men working in the Shed PLUS a BBQ at 12 noon.
- 8.06. **Major Project Reports**
 - Playground Decking/Seat (DP) – Done. Spotted Gum needs a second coat of oil/stain and the steel framework needs a paint touch up. A job for the warmer weather.
 - Deer Guards (DP) – 3 completed still 4 to be made.

- Boat (RC) – been launched.
- Sink (MD) – ready to go.

Other projects in progress

- 36 Chook nests for Kim McDonald (\$400) (Warwick M)
- Rocking Chair restoration for Caron Oakley (\$150) (Roland P & Jordon McN)

Other Business

- *Christmas Lunch* — Mark suggested that the NH Centre's **Alex McC Hall** plus our kitchen would be a good location and that **Friday 9th December** be the date. **Action:** Paul L'H to check with Trish Dixon on availability of the Hall.
- *Storage Container* – As an alternative Ian mentioned that we should approach NHCentre to discuss the possible use of their portables and what we could offer them in exchange. **Action:** Paul L'H.. to speak with Trish Dixon to arrange a suitable time for representatives from the Shed and NHCentre to meet and discuss.
- *New Project* – Knife block for Virginia Price. Ask Lindsay Ikin if interested in the job. **Action:** Paul LH to approach Lindsay with the diagrams etc.

9.0 **NEXT COMMITTEE MEETING** — Monday 19th September (Paul L'H will be Overseas to the end of September leaving on the 4th September) — **General Meeting & BBQ** (Friday 23 September)

AGM and BBQ is scheduled for Friday 21st October 2016. Not September as previous.

10.0 **CLOSED:**

SIGNED

President

Date