

# MINUTES

Committee Meeting — 9.30am Monday 14th November 2016 at the Shed

1.0 **PRESENT:** DP, MH, IB, PLH, RHollonds

2.0 **APOLOGIES:** IH, RHyde, JD, CF.

3.0 **CONFIRMATION OF MINUTES** — *Committee Meeting October 2016 (emailed previously).*

Moved: MH

Seconded: IB

Carried

## 4.0 **BUSINESS ARISING**

4.01. **Dust & Fume extraction/exhaust system** — Report from sub-committee convened by Irvin and including Mal Darwent, Warwick Mitchell, Rod Hyde, Les Bevan & Rob Van der Linden. Irvin read from his report and passed around plans of the Shed layout that is proposed. More meetings prior to Xmas are planned.

**Motion** — It was moved "that Irvin and his team follow through with the plans and that a budgeted amount of \$3,500.00 – \$4,000.00 be allocated" (MH/DP). **Meeting outcomes and plans are included with these minutes. Action: Irvin B**

4.02. **New Tools & Equipment purchases** (Priority List) — Cord Drills were found.

4.03. **Shade Sale update.**— Ian has arranged for Fashionable Shade Sails of Wodonga to supply and install the shade, at a cost of \$5500. The Planning Permit amendment has been approved and the amendment to the Building Permit has been requested.. **Action: Ian H**

4.04. **Update on Strategic Plan Meeting** — It has be suggested that prior to the 20<sup>th</sup> January BBQ we schedule a planning meeting (of all members) starting at 10:30 am this to be followed by the BBQ at 12 noon as usual **Action: Ian H**

4.05. **Storage options** — to be discussed in 4.06 (planning meeting).

4.06. **Christmas Lunch** —NH Centre's Alex McCullough Hall has been booked for Wednesday 7th December at 12 noon. Mark has catering plans in hand. Meal charge will be \$12 per head. Need RSVP a week in advance. **A Notice was sent to members 13/11/2016.** Help needed for set up at 10 am. Centre will be opened for us at 8:30 am. Request that slices be brought by committee or other members (can be asked for in a reminder closer to the date). **Action: Mark H & committee members.**

4.07. **Ovens Murray Men's Shed Cluster Meeting** (Thursday 27<sup>th</sup> October) — This was very successful and a lot of positive feedback was received from many participants.

4.08. **AGM & BBQ** – Friday 21<sup>st</sup> October. A full strength Committee was formed. Committee meeting Motion — "It was moved that Ian Howley be endorsed as Secretary and Reg Hollonds as Vice President" (DP/MH). Thanks Ian and Reg for offering.

Moved: DP

Seconded: MH

Carried

## 6.0 **CORRESPONDENCE**

**Correspondence IN & Correspondence OUT** —October/November '2016 (List emailed to Committee)  
*Business arising:*

"Spanner in the Works" Health Checks – This will be planned for March in the Alex McCullough Hall. We need to liaise with NH Centre for a suitable date that doesn't clash with their programming. Also need to ask NHCentre if they wish to be involved i.e. help with publicity. Maureen Ryland (Alpine Health) needs to be notified of date once decided on. **Action: Ian H**

Moved: RH

Seconded: IB

Carried

## 7.0 **RISK MANAGEMENT**

- **Incidents Report** — John Driver: 1<sup>st</sup> Aid Officer. No Report.
- **Workshop Panel (DP, WM and JD)** Anything to report? Nothing to report. **Motion** — "It was moved that Reg Hollonds and Len Sims be added to the Workshop Panel". (PLH/DP)
- **Safety Audit** – It is about time we conducted a full safety audit of the Shed. Should we have an external person to assist? It was suggested the Paul approach Peter Hertzog (qualified OH&S Officer) to see if he would do one *Pro Bono*. **Action: Paul LH**

- **BBQ Storage** – For health reasons the BBQ should not be stored in the toilet. It was agreed that the BBQ needs to find a new home away from the Shed (no room). It was suggested we ask the NHCentre if we can store it in the area between their two portables. Currently we have three old compressors stored there that need to be sent to the tip. They also store their cement mixer there but with some reorganisation the BBQ should fit. It's accessed from the outside. **Action: Paul LH**

## 8.0 REPORTS

- **Treasurer's** – Financial Reports were emailed to members prior to the meeting. They included the 2016/17 Budget. **Motion** — “*It was moved that the 2016/17 Budget be accepted.*” (DP/MH). A new Ride-On Mower has been purchased jointly by the Shed and NHCentre for \$2,300.00. Dick and Reg to pick up Tuesday from Bright. Ownership and financials to be worked out with NHCentre. **Action: Paul LH**
- **Shed Construction** – Ian sent a list that was read out. Good progress with the garden, shade sail and fence.
- **Workshop supervisors reports & other related matters** — a concern expressed is some men are not cleaning up and putting tools away at days end. Jobs are being left on benches meaning other workers cannot get to use the bench space. Members need to be reminded that to be courteous and have consideration for other members who wish to use the facilities. **Action: Supervisors to monitor**

Moved: DP      Seconded: IB      Carried

## 9.0 GENERAL BUSINESS

9.01. **Allocation of Responsibilities/Portfolios for 2016/17.** These were discussed. Reg and Len will be added to **Work Shop Panel**.

Paul explained his role as “**Project Co-ordinator**” i.e. first point of contact for client projects/jobs. If Paul is in the Shed and a new client comes in refer them to Paul who will gather the client information as per the Green Project Sheet. He will follow up with ‘Shed Experts’ re availability of somebody to do the job, fee to charge and time frame. Once decided on Paul contacts client to see if they wish to go ahead with it. If Paul is not in the Shed it's the responsibility of the Shed Supervisor to gather the client information as per the Green Project Sheet and place it in the Treasurer's/Secretary's in-tray in the recreation room) so he can follow up. When job is finished Paul to contact client and collect fee.

- 9.02. **Ladies Skill Workshop in conjunction with NHCentre** — Dick reported that five ladies (pay \$70 each) are involved in producing a tool box and will go onto some other projects next week. He is appreciative of the help Irvin is giving each week. Shed will receive some funds from the NH Centre for running the program.
- 9.03. **Advertising on East side of the Shed** —. Paul to check with the Shire to see if there are any restrictions. If OK he will prepare a draft proposal (for committee to review) that would be given to potential businesses. Could ask for \$250.00/year, business supplies the sign which is made to a standard size that we determine. **Action: Paul LH**
- 9.04. **Grants** – none pending but there are a number coming up. What do we want? Any offers for help to prepare these.
- 9.05. **Major Project Reports** (1). **Shade Sail** – well on the way (IH) (2). **Trailer Cage** – Green Army don't want it now. It was suggested it be used to house a pump for a display on eastside of the Shed (DP) (3). **Bike repair** – on-going and has earned some funds for the Shed. Thanks Mark for the initiative. (4). **Side Fence** – Ian and Reg are working on this and good progress is being made (RH). **NEW** (5). **Large table (7'x3') top refurbished** (agreed to do for \$100). (6). **Donation Box** (120mmx80mmx100mm). Campbell has offered to have the box (in the shape of a Shed) placed on his counter. Who could make the box?
- 9.06. **Timeline of Shed Construction in photos** — On hold.
- 9.07. **Shed Tools identification** — Mark Hardidge is planning to mark Shed tools with a distinctive paint. In progress. **Action: Mark H.**
- 9.08. **Inaugural 'Participation Award'** — This will be present at the Xmas Luncheon to Jordan McNicol. Paul has this in hand. He has also prepared a *Certificate of Achievement* plus a thank you letter to Graeme Caulfield for service to the committee.
- 9.09. **New Lawn Mowing Co-ordinator needed** — Ian Sharp has offered and Paul has supplied him with all contact details for the 12 volunteers for him to follow up.

9.10. **Other Business**

- Shed Cloth Badges — Design in progress (blue and white badge). Cost: 100 @ ~\$3.00 each (\$300.00). Sell each one at cost. **Action: Mark H**
- Wood Lathes (we have too many) – One has been sold and one still to be sold.
- Green Army BBQ – Mark and Dick reported that the Green Army farewell BBQ last week went very well. The clean-up was satisfactory.
- Deer Guards — Reg suggested we contact Mark G. to check on the extras needed. **Action PLH**
- Buy, Swap and Sell Equipment — Mark suggested that this could be initiated through the Ovens Murray Shed Cluster. To be followed up at Cluster Meeting at Chiltern in Feb '17.
- 40 Year Calendar — Mark suggested that the making of this small red gum item could be a Shed project to make and sell. To be followed up.

10.0 **NEXT COMMITTEE MEETING** — Monday 12<sup>th</sup> December

Christmas Lunch Wednesday 7<sup>th</sup> December (Alex McCullough Hall)

11.0 **CLOSE: 12 noon.**

## Dust & Pollution Control Group

Report for presentation to committee meeting on 14 Nov 2016. Group comprises Les Bevan, Mal Darwent, Rod Hyde, Rob Van Van der Linden, Warwick Mitchell, and convener Irvin Beeston.

- 1) [First meeting Tues 25 Oct](#) with general discussion setting out the objects of the group, assessing our capabilities, and acquainting ourselves on what *might* be a suitable, and achievable system.
- 2) The absolute first requirement was that the workshop area needed a definitive and workable plan for machinery and work benches, allowing for Dust, Fumes, Floor Debris, and Noise pollution.
- 3) The group inspected Mal's workshop in Tawonga South, which has an extraction system installed. (mainly for *my* information).
- 4) Back to the Shed for general discussion to plan a further meeting once ideas were formulated.

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[Second Meeting 9 Nov 2016](#) All present plus new member Rob Van der Linden

- 1) I felt that there was enough expertise and commitment in this group to carry out the task, without any outside consultation necessary.
- 2) From plans and ideas that had been emailed, all ideas were discussed and commented on.
- 3) There was general agreement that normal machine positions be fixed as far as possible, though movable when deemed necessary for larger jobs, before any *detailed* ducting planning could be carried out. The existing extractors on the machines can be used for now, in any position.
- 4) The consensus of opinion was that a 3.5Hp Carbotech Extraction unit, possibly with one fixed air compressor, be mounted outside in an *insulated* housing behind the TOOL STORE.
- 5) Ducting then brought through the side wall, above the Compactor, and into the workshop area, at about the centre of the workshop area. Separate ducts at a height above the floor would then be routed left and right along the shop, with "dropper ducts" and end gates to various machines and points required. ( Would need to know where the Mercury lights are to be installed)
- 6) Extra duct outlets can be allowed for with "capping", for future needs.
- 7) Mal donated a quantity of ducting superfluous to his requirements, that can be used when and where the group decides.
- 8) It was decided that the Carbotech unit should be purchased NEW, together with extra dust bags for the future.
- 9) Tasks were allocated to gather more information, and further meetings will be convened to start proceedings.
- 10) Finally, the cost at this time is a rough estimate of less than \$4000 including the NEW extractor unit, and the outside shed construction, which might be also used for storage of small items. Because much of the equipment can be made "In-house", a closer estimate cannot be made till initial plans are instigated.
- 11) I make this report brief, without minor details, as I believe "the group" represents the thoughts of the "Shed" as a whole. It might not please everyone, (no one ever did), and if we try to, there may never be a START. But with help and encouragement from the committee, the momentum will continue.



