

# Minutes

## Committee Meeting

Monday 11<sup>th</sup> October 2021 at the Shed

1. **PRESENT:** DP,RH, IH, JD, MH, PLH, IB, HZ
2. **APOLOGIES:** C.F, N McD, PA, BH
3. **CONFIRMATION OF MINUTES** — CoM meeting 13th September 2021  
Moved: IB                      Seconded: HZ                      Carried ✓
4. **CONFLICT OF INTEREST (?)**
5. **MEMBERSHIP** — (Paul L'H) – 28 individuals at present (~50% have renewed) and 1 organisation. Paul has sent reminders to Lions, Rotary and Medical Centre.
6. **BUSINESS ARISING**
  1. **S.W.O.T** — Strategic plan final version (Ian H) – Ian made a few tweaks to the plan and it was passed. Paul will upload to the website. (IH/DP)
  2. **Saw Stop Table** — assembly (Dick P) – Thanks Mal D and Shane C for getting stuck into this tedious job. Almost finished.
7. **TREASURER'S REPORT**

Report has been emailed to Committee members — (Paul L'H)

  - **Canopy Trailer sale** – fix up first then sell (cost was \$750). **Action:** Dick P & Gary Hollonds.
  - **Term Deposit** — \$15,000.00 to be invested (IH/PLH). **Action:** Paul L'HMoved: PLH                      Seconded: RH                      Carried ✓
8. **CORRESPONDENCE**

**IN:**

  1. Various quotes re Evaporative Cooling System
  2. VMSA Newsletter + info re Regional Covid restrictions
  3. ACNC Newsletter
  4. AMSA Newsletter/Spanner in the Works N'letter/The Shed Wireless
  5. UKVC Association Posts
  6. ATO communications
  7. Into Our Hands Foundation re grants
  8. Carbatec Melb correspondence re SawStop Table Saw
  9. Kabayashi Glass & Mirror quote (rec room window)
  10. AMSA Insurance quote for Shed Extension
  11. Nick Brown re membership and SA happenings

**Out:**

  1. Vic Department of Health & Human Services \$60,000 Grant Acquittal (thanks Ian H)
  2. ACNC Annual Report following AGMMoved: JD                      Seconded: MH                      Carried ✓
9. **RISK MANAGEMENT**
  1. **Incident Reports** — (John D) – Warwick M (head hitting floor). **Action:** John D to fill out Incident Report with assist from Henry and Dick. It was suggested we need to watch Warwick re tasks that he is keen to take on and get him to pull back for safety reasons.

**Discussion** – Problem with members moving between main shed and West Wing via the passage through the washroom. *Possible collision problem as members cannot see each other.* It was suggested that a 'barrier' be positioned at entrance of the main shed doorway to washroom so that members will need to walk around so they can see if a member is approaching before they move through the passage way. To be done once extractor pipe work is completed.

2. **Workshop Panel Report** — (RP, RH, WM, JD, BH, MD, PA) – A welder recently stopped working? **Action** — **Dick to investigate.** A Do Not Use Tag has been placed on the Cylinder Sander until we get a new belt (it's on order).

## 10. GENERAL BUSINESS

1. **Project Reports** — (Henry Z) – **Completed:** Kiewa River Trail signage ✓. **In Progress:** RSL seats, #9 for Margaret Mills, Howmans Gap signage, Lawn Mower (Sandy S), Bed (Jim Gargan), Snow Poles (Historical Society).
2. **Committee Portfolio positions** – table distributed (Paul L'H) – No External Fundraising Co-ordinator appointed and no offers. Committee members happy with other positions allocated.
3. **Asset Register** – report on progress — (Phil A) – no report
4. **Amendments to Constitution** (motions) — (Paul L'H) – There was a lot of discussion on **Clause 4A Membership** proposed changes as circulated to members. Major concern was the committee losing the right to refuse a member application. **Motion** – To keep motion 4 as is currently in the constitution except (1). remove the her, (2) add 'Membership is for those individuals who identify themselves as male and **4B Type of Membership:** add males over 18 years & voted on at a committee meeting. **Passed.**  
**NOTE** — The above motion does not comply with the ATO directive re DGR status and therefore we will lose that status.
5. **Extension move** - progress report — (Ian H) – Extra pavers (~400) have been donated by the Hospital Ladies Gardening Group, gutter guard needs installing, wire mesh needs to be installed on the window (Sth side West Wing) for security. Thanks Ian for a job well done.
6. **Maintenance Schedule** — (Ian H) – Draft has been prepared by Ian and checking will be ongoing. **Action: Rod Hyde has offered to take on this portfolio.**
7. **Safety check list for Audit** incl. Annual Electrical Testing — (Ian H) & (Dick P) – A check list has been drawn up by Ian and in conjunction with Dick will be worked through over time. **Shed noise** - Supervisors need to encourage members to use earmuffs/plugs when using equipment and to warn others nearby that they may need to put on earmuffs or exit the shed. Sound screens were also mentioned for use around some types of equipment.
8. **Storage Shed Clean-Out** — (Paul L'H) – Some of this will happen when the Cup Day Garage Sale is held. It needs to be done before years end. Offers of help excepted.
9. **Evaporative Coolers** (2 Quotes) — (Dick P) NE Heating & Cooling quote accepted (~\$8,070.00). \$5,000.00 is coming from grant money. Dick has placed the order. Work should commence next week (IH/DP)
10. **Garage Sale** (Melb Cup Weekend) — It's on Saturday 30<sup>th</sup> Oct. Need a co-ordinator who is good at delegating. **Action: ?**
11. **October 15th BBQ** — (Mark H & Dick P) – Normal BBQ with COVID density limits to be adhered to. Paul to notify members as usual.
12. **Dust extraction piping alterations** (IB) – Irvin has a plan in place and has purchased extra bits and pieces. It will start tomorrow moving equipment 'around' to provide space

for the scaffolding. Henry & Paul to pick up Scaffolding from NEHICo Tuesday AM.  
Thanks Irvin for taking on the role of co-ordinator for this big job.

13. [From around the Table](#)

- Mesh under eaves of veranda to stop birds nesting.
- Heavy duty extension leads (2 needed).
- NH Centre Food Handling Course for Mark Hardidge.
- COVID compliance – we need to stay on top of this.
- Women in the Men's Shed – 11<sup>th</sup> November start.

**11. Next Meeting** — Monday 8th November 2021

**12. Meeting Closed** — 11:45 am

DRAFT