

MINUTES

Committee Meeting – 9-30 am

Monday 10th May 2021 at the Shed.

- 1.0 PRESENT:** Dick Puttyfoot (Chairman), Paul L'Huillier, Ian Howley (Minute taker), John Driver, Barry Hinson, Irvin Beeston, Pip Armitage, Henry Ziemnicki, Brian Keeble.
- 2.0 APOLOGIES:** Campbell Ford, Rob van der Linden, Noel McDougall
- 3.0 CONFIRMATION OF MINUTES** – *Committee Meeting 12th April 2021*
Moved: Irvin B **Seconded:** Pip A **Carried**
- 4.0 CONFLICT OF INTEREST** - Nil
- 5.0 MEMBERSHIP** Nil
- 6.0 BUSINESS ARISING**
- 6.01. **Footygate** – Another good day last Saturday. Our last involvement will be on the 29th May. It was moved Dick P and seconded Henry Z *"that the Shed will not be involved in Footygate after the end of this month"* Carried. The Shed will loan some items and donate signs to the Club for use at future matches. Ian H to draft a letter of appreciation to the Football Netball Club.
- 6.02. **West Peak Raffle** – The Shed has accepted the offer to run the raffle on the 11th June. More volunteers needed (Dick P and Irvin B will be there)
- 6.03. **External Funding Role** – Defer a decision on who has responsibility until after the next AGM, when portfolios are allocated.
- 7.0 TREASURER'S REPORT**
The Treasurer's report was circulated via email. A motion *"that the Financial Report, as circulated via email, be accepted"*, was
Moved: Paul L'H **Seconded:** Pip A **Carried**
- 8.0 CORRESPONDENCE.**
- In**
- **Mt Beauty Scouts.** Request to install signs and a notice board – Henry Z to follow up.
 - **Uniting Church.** Request referred to Henry Z.
 - **Henty Men's Shed.** They want to visit our Shed. Noel McD to advise of opening times.
 - **Myrtleford Men's Shed-** They propose to combine with our Shed and Bright Shed to arrange an advertisement in the Alpine Observer, to attract more members. Noel McD to advise that we will support their idea.
 - **Mt Beauty Playgroup** – They wish to borrow our BBQ for the 15th May. Paul L'H and Brian K will facilitate.
- Out:**
- **Neighbourhood Centre** – Invoice for the balance of the shared cost for the shed and front fence.

It was moved John D and seconded by Pip A that "*the Correspondence be received*".
Carried

9.0 RISK MANAGEMENT

- **Incidents Report** — Nothing to report. Members to alert others nearby if prolonged loud noise will emanate from their activities.
- **Workshop Panel** *RP, IB, RH, WM, LS, JD, BH, RvdL, and M.D*
- **Health & Safety Committee** – Membership of the sub-committee was clarified as being Henry Z, Rob vdL, John D and Dick P

10.0 GENERAL BUSINESS

10.01. **Project Reports** – Mal D is now working on the fabrication of a kindling splitter. Awaiting further advice in regard to the Kiewa River Trail signs.

10.02. **West Wing Extension** – Ian H reported on progress with the extension. The internal lining is complete. The Certificate of Electrical Safety has been signed after a lot of work by Dick and Shane. The main items to complete before we can get the Certificate of Occupancy are the handrails, sink and cupboard, plumbing and fire hose reel, another fire extinguisher and a fan in the second toilet. Ian H is negotiating with our insurance broker regarding extending the special construction period cover until the 30th June. Henry Z and Pip A offered to take the lead on the paving and entrance slab under the north side verandah. Irvin B will assist with welding of handrails. Expenditure is tracking well below budget at this stage.

10.03. **Policy on Sub-Committees** – Brian K had drafted a policy document on the formation and structure of sub-committees and presented this to the meeting. It was moved by Ian H and seconded by Dick P "*that the Policy as presented be adopted*". Carried. The next Policy to be reviewed is the existing Purchasing Policy.

10.04. **Monthly BBQ's** – The issue of falling attendances at monthly BBQ's was discussed. The options of changing the day of the week, time of day and format were considered. It was decided to continue on unchanged until the warmer months later in the year when changes could be more effectively implemented. There will not be BBQ's held in June and July.

10.05. **Opening Days** – It was agreed that we discontinue opening the Shed on Thursdays. There may be a need for some members to attend on Thursdays to work on the extension project only.

10.06. **Fishing Club Use of the Shed** – Paul L'H will discuss membership/usage fees with the Club.

10.07. **Canopy Trailer** – It was agreed that the Canopy trailer be sold after repairs to the bearings/wheels are completed.

10.08. **Strategic Plan** – The Shed's 5 year Strategic Plan is due for review to co-incide with the completion of the extension. The first step in undertaking the review is to do a SWOT analysis. The Committee reworked the previous

SWOT analysis and the outcome will be circulated to all members for them to comment. A draft Plan will be tabled at the August Committee meeting.

11.00 Next committee meeting –9th August 2021

12.00 Meeting closed - 11-55 am.