

MINUTES

Committee Meeting — 9.30 am Monday 11th December 2017 at the Shed

1.0 PRESENT: Reg Hollonds (A/Chairman), Irvin Beeston, John Driver, Paul L'Huillier, Mark Hardidge, Ian Howley, & Brian Keeble.

2.0 APOLOGIES:, Campbell Ford, Dick Puttyfoot, Rod Hyde & Len Sims

3.0 CONFIRMATION OF MINUTES — That the minutes of Committee Meeting held on 13th November 2017, (emailed previously) be accepted, including amendments to Item 6.0.

Moved: Mark H Seconded: John D Carried

4.0 CONFLICT OF INTEREST

Nil.

5.0 BUSINESS ARISING

5.01. **Cubs & Scouts request** – Dick P to follow up in 2018.

5.02. **Presentations at BBQ's** – A demonstration of lathe operation, organized by Dick P, is to be held at the February 2018 BBQ. It is proposed that the March BBQ presentation be on Wills and Power of Attorney information. Ian H to ask the local solicitor from Nevin Lenne Gross if she is prepared to do a presentation.

5.03. **Safety Audit** –Andrew Chalmers to do the checks on the fire extinguishers when next in town.

5.04. **Christmas Lunch** – Mark H thanked the set up and catering teams for a job well done. A big thankyou to Mark and his team for an event that is getting bigger and better every year. Mark suggested that the charge be retained at \$12 per head next year.

5.05. **CNC Router**- Doug Braidwood recently spent some time on the set up and he and Roland will arrange a time over the break for some initial training.

5.06. **Safety Sub-Committee** - The issue of Working with Children was again discussed. Brian K highlighted some problems with application of the current regulations, including the situation with work experience children.

It was moved John D and seconded Irvin B *“that Clause 18 of the Shed's Health & Safety Rules be suspended until we get clarification of our position from the VMSA, and also that the Secondary College (under Education Department instruction) can assure us that compliant arrangements can be put in place”*. Carried.

This means that we cannot have any direct Shed involvement with any children under the age of 18.

5.07. **Electrical Certificates**- Action is still pending.

5.08. **Shed Clean Up** – Paul L'H has drawn up a roster for cleaning of the Shed, starting in 2018. Sets of cleaning items will be assembled for the kitchen and the ablutions area, and instruction sheets will be prepared.

5.09. **MoU with the NHCentre** – A draft was sent to the NHCentre, but there has been a subsequent suggestion that one of their volunteers (David Talbot) do all the mowing. The Committee agreed to this in principle subject to the scope of work and maintenance of equipment being agreed. Paul L'H will discuss with NHCentre management. The Craftsman mower needs to be taken in for repair to the cutting blades assembly. Reg H will arrange with Flower Macklin.

5.10. **Shed Uniforms** – Awaiting a response from Campbell F.

5.11. **Chemical Cupboard Vent** – Materials purchased Len S to install.

5.12. **Secondary College Award**- The Shed Award will be presented to a student doing a VCAL course to help cover the cost of materials. Reg H will present the award.

5.13. **Christmas Shutdown** – Reg H will ensure that mowing is done as required.

5.14. **Christmas Decorations** – Thanks to the teams who installed the decorations yesterday. Some of the decorations are in need of replacement.

6.0 TREASURER'S REPORT

Report was previously emailed to Committee members. It was moved Paul L'H, seconded Mark H *"that the treasurer's report be accepted"*. Carried.

Paul L'H advised that due to administrative delays with the Bendigo Bank the two term deposits will be combined.

7.0 CORRESPONDENCE.

In:

- **AMSA.** Newsletter re VMSA submission.
- **AMSA.** Christmas newsletter.
- **VMSA.** Special Bulletins.
- **VMSA.** Certificate of membership.
- **Think Pink Living Centre.** Information on Breast Cancer.
- **Cathy McGowan.** Info on "Building Better Regions Fund Community Stream" grants.
- **Red Cross.** Appeal for funds for Robingan refugees.
- **Australian Digital Health Agency** – Invitation to a forum in Melbourne.
- **The Other Theatre Company** – Invitation to upcoming performances.

- **Australian Tax Office** – Another incorrect statement of our ABN details. **Ian H** to try and correct it.
- **Myrtleford Men's Shed** – Asking for information on dust extraction systems. **Ian H** to clarify the request.
- **Myrtleford Men's Shed** – Request to us for support for a grant application to advertise Men's Sheds in the Alpine Shire as part of a recruitment drive. **Ian H** to advise them of our support.
- **Mt Beauty Cricket Club** – Paul L'H has responded to their request – we don't do Santa.
- **KVHS** – Advising of a donation of \$100 for appreciation of work done by Mal Darwent and others.

Out:

- **Secondary College** – Information on the Award offered by the Shed.
- **NHCentre** – Draft MoU for their consideration.
- **VMSA**. Email proxy form for their AGM.

It was moved Ian H, seconded Reg H *"that correspondence be received"*. Carried

8.0 RISK MANAGEMENT

- Incidents Report — John Driver: 1st Aid Officer – No incidents to report.
- Workshop Panel (DP, WM, LS and JD) – Reg H reported that a second welding screen had been purchased.

9.0 GENERAL BUSINESS

9.01. **Project Reports** (1) **Side Fence** –To be spray painted. (2) **Second external Tap** – **Rod H** to do shortly. (3) **Spinning Wheel** –Numbers to be added this week and a bit more painting to do. (4) **Table & Chairs restoration for the Willey's** – Table completed and delivered, chairs to do. (5) **Rocking Horse** – Completed, good job by Len S. (6) **Wood's chairs** – Four completed, two to go. (7) **Kindling** –Flour & Water will advise when required. Price is \$8 for 7kg pack. (8) **Herbie O's Furniture** – A project for 2018.

9.02. **Governance** – Ian H circulated a final draft purchasing policy for discussion. The Committee accepted it with the addition of "phoned" after "emailed" under the third dot point of procedures.

9.03. **Future Shed Extensions** – Ian H circulated a paper outlining a possible Stage 3 extension of 11.8 metre by 7.5 metre size. The ball park cost could be around \$76000. There was considerable discussion about the internal layout of an extended shed, with various options for the main areas of woodwork, steelwork and kitchen/recreation. This aspect is to be considered further at the next meeting.

It was moved by John D and seconded by Mark H “*that planning proceed on the basis of the 11.8 metre by 7.5 metre footprint for Stage 3 extension. The internal configuration is to be developed as part of the long term Master Plan for the Shed*”. Carried.

9.04. **Grants** – The Alpine Shire has advised that they would like the grant funds that were allocated to us for the Dust Extraction System to be returned. Ian H to write a letter to the Shire requesting that instead of us relinquishing the funds, that the grant be reallocated to the foundation work for Stage 3 Shed extension.

9.05. **NHCentre Incident** – Paul L’H reported that he had received a complaint from the NHCentre A/Manager about the behaviour of a Shed member, during the Christmas dinner. It was essentially an OH&S issue and Paul has responded to the satisfaction of the A/Manager. Mark H offered to speak to the member involved. Ian H is to draft a letter of apology and to outline what action the Shed has taken in response, and what action is proposed to remove the potential for a repeat of any incident. The importance of having a good relationship with the NHCentre was acknowledged.

9.06. **Carols by Candlelight** –The set up for public use of the toilet will be arranged tomorrow.

9.07. **Other Matters** – Clean up of the wood beside the storage shed to arranged.

- The Tennis Club has arranged defibrillator training on Thursday . Paul L’H, Brian K and Ian H will attend.

10.0 NEXT COMMITTEE MEETING — Monday 12th February 2018.

11.0 CLOSE:.

Meeting closed 12-01 pm.

Ian Howley

Secretary.