

MINUTES

Committee Meeting — 9.30 am Monday 13th November 2017 at the Shed

1.0 PRESENT: Dick Puttyfoot, Rod Hyde, Ian Howley, Irvin Beeston, John Driver, Paul L'Huillier, Reg Hollonds, Len Sims & Brian Keeble.

2.0 APOLOGIES: Mark Hardidge, Campbell Ford.

3.0 CONFIRMATION OF MINUTES — That the minutes of Committee Meeting held on 16th October 2017, (emailed previously) be accepted.

Moved: John D Seconded: Paul L'H Carried

4.0 CONFLICT OF INTEREST

Nil.

5.0 BUSINESS ARISING

5.01. **Cubs & Scouts request** – **Dick P** to follow up. Maybe problems with new Working with Children regulations.

5.02. **Presentations at BBQ's** – A talk on "Palliative Care" by Maureen Hardidge, at the October BBQ, was much appreciated by attendees . 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.

5.03. **Safety Audit** – Paul L'H contacted Andrew Chalmers and he will do the checks on the fire extinguishers when next in town.

5.04. **Lake Walk** – Paul L'H reported that we made \$160 from the sausage sizzle but we have not yet heard from the Bendigo Bank about the destination of the entrance fees that were collected from the walkers.

5.05. **CNC Router**- The unit has been collected from Doug Braidwood. It is to be mounted on a movable desk/bench and modified to allow access for Roland. There is a need to dust proof the computer. We will ask Doug to give us some tuition on its operation when it is fully set up. Making signs for Parks Vic is a potential future revenue source.

5.06. **Electrical Certificates**- Dick P has spoken to Kevin Moorman's wife but action is still pending.

5.07. **Shed Clean Up** – Ten members turned up for a good clean up. Paul L'H disposed of excess paint in Albury.

5.08. **Rotary Garage Sale** – It was another successful day with over \$1000 raised.

6.0 TREASURER'S REPORT

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

It was moved Paul L'H, seconded Ian H that *" \$10000 from the general account be invested in a Term Deposit at the Bendigo Bank for a period of 6 months"*. Carried.

Grant applications have been submitted for the eyewash and for a new steel cutting saw.

7.0 CORRESPONDENCE.

In:

- **AMSA.** Newsletter.
- **AMSA.** Advice of success with grant application for dust extraction system.
- **VMSA.** Two Special Bulletins. **Ian H** to send a proxy form to the VMSA Chairman for the AGM on the 1st December.
- **VMSA President.** Email of thanks for our support in the dispute with the AMSA.
- **KVHS.** Thank you for the great job on the cabinet façade.
- **Sam Willis.** New Chiropractor in town offering to give a talk to the Shed members.

Out:

- **UKVCA.** Letter of support for the River Walk.
- **Erin Styles & Jenny Sloan.** Thankyou for the years of help from DHHS.
- **Gerry Frawley.** Thanks for the snags.
- **Doug Braidwood.** Thanks for the CNC router.
- **AMSA.** Info required for payment of the grant funds.
- **Ausnet Services.** Grant application for metal cutting saw.
- **VMSA.** Email support for their opposition to the AMSA Constitution.

It was moved Ian H, seconded Len S *"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) - Nothing to report.

9.0 GENERAL BUSINESS

9.01. **Project Reports** (1) **Side Fence** –Progressing well. (2) **Second external Tap – Rod H** to do shortly. (3) **Ladder Golf** –Now have five completed units in stock. (4) **Spinning Wheel** –The wheel to be painted gloss enamel blue with yellow numbers. (5) **KVHS cabinet** – Completed. (6) **Table & Chairs restoration for the Willey's** – **John Faull assisted by Mal D** to tackle this job. (7) **Dust Extraction** – Minor changes to the retic pipework have been done. Sound insulation to be installed in the compressor shed in 2018. (8) **Rocking Horse** – **Len S** and others continuing work on this. (9) **Wood's chairs** – Two have been delivered to the Shed, not sure who will do this one. (10) **Kindling** – **Paul L'H** will negotiate with Flour & Water re ongoing supply. (11) **Manufacture of Games for sale** – **Irvin B** will investigate possibilities.

9.02. **Governance** – Ian H circulated a draft purchasing policy for discussion. A number of changes were suggested. These will be included in a final draft to be brought to the next Committee meeting for approval.

9.03. **Future Shed Extensions** – Ian H indicated that an enclosed 12.4 metre by 3.8 metre annex, instead of an open verandah, on the west side of the Shed could cost around \$25000. The guesstimated cost of a verandah was around \$15000. The Committee suggested that we consider the cost of a stage 3 addition, of say an 9 metre by 15 metre extension on the north west corner of the existing Shed, before we go any further.

9.04. **Safety Sub-Committee** – Brian K presented the updated draft of the Health & Safety Rules, highlighting the recent changes. The Committee suggested some minor changes and there was considerable discussion on the use of ladders. Brian pointed out the difficulties in finalizing the Shed's position in Working with Children as there are expected to be further changes to regulations. **Ian H** to follow up the previous enquiry to VMSA on this subject. The Committee agreed that we should not allow children into the Shed unless they are escorted by an authorized adult.

It was moved Paul L'H, seconded Rod H that "the Health & Safety Rules, subject to the minor changes suggested, be adopted. The Working with Children clause may need further amendments based on future external advice". Carried.

Some current issues that need attention include;

- The role of Workshop Supervisors in enforcing safety in the Workshop (to be explained to members at the next monthly BBQ),
- The role of the Workshop Panel in competency assessment and use of equipment,
- Having a clearway for access to the main switchboard at all times,
- Acquisition and setting up of safer ladder systems,
- Having a full set of Material Safety Data Sheets readily accessible,
- Completion of the burglar alarm system.

9.05. **MoU with NHCentre** – **Paul L'H** requested feedback on the draft before the end of the month.

9.06. **Shed Uniforms** – Karen Ford is working on some sew-on badge samples for us to consider.

9.07. **Christmas Lunch** - Mark H emailed details of the proposed arrangements which were accepted without comment.

9.08. **Calendar for 2018** – The only amendment to the circulated draft was to have the January sausage sizzle on the 2018 opening day of 16th January. The Shed will be closed between the 13th December until the 16th January. (Revised calendar circulated with these minutes)

9.09. **Shed Cleaning Options** – The cleaning usually falls to a small number of people so the Committee decided that a cleaning roster for all Shed attendees be introduced in 2018.

9.10. **Other Matters** – a bottom vent is needed in the Flammable Chemicals cupboard - **Len S** to do,

- agreed to offer a \$100 prize to a Mt Beauty Secondary College student at the annual awards nights – **Paul L'H** to advise,
- an annual Ladder Golf Championship to start next year,
- Paul L'H will prepare awards certificates for presentation at the Christmas Dinner.
- there may spaces available for refresher training for the defibrillator (by the Tennis Club) on the 14th December. They may need to use the Shed for the training.

10.0 NEXT COMMITTEE MEETING — Monday 11th December 2017.

11.0 CLOSE:.

Meeting closed 12-25 pm.

Ian Howley

Secretary.