

# MINUTES

Committee Meeting — 9.30 am Monday 15<sup>th</sup> October 2018 at the Shed

**1.0 PRESENT:** Dick Puttyfoot, Reg Hollonds, Len Sims, John Driver, Paul L'Huillier, Ian Howley, Mark Hardidge, Irvin Beeston,

**2.0 APOLOGIES:** Campbell Ford.

**3.0 CONFIRMATION OF MINUTES** — That the minutes of Committee Meeting held on the 17<sup>th</sup> September 2018, be accepted.

Moved: Paul L'H

Seconded: Reg H

Carried

**4.0 CONFLICT OF INTEREST** - Nil

**5.0 MEMBERSHIP** –Applications for membership by Paul Haskett, Shad Fernandez and Giovanni (John) Massa were approved.

## **6.0 BUSINESS ARISING**

6.01. **Future Activities at BBQ's** – Dr Mark Zagorski has been booked for the November BBQ to talk about living with arthritis.(Ian H to confirm)

6.02. **Electrical Certificates**- A full inspection of electrical work to be done when we engage an electrician for the extension. (Put on BU list)

6.03. **Shed Uniforms** – Shirts and badges have been ordered and may arrive later this week.

6.04. **Metal Cutting Saw** – Selection of the type of saw to be purchased will be decided when Barry Hinson returns.

6.05. **Blairs Hut Trip** –Paul L'H has been talking to Parks Victoria about getting closer access to the hut .

6.06. **Christmas Function** – The NHC hall has been booked for the 12<sup>th</sup> December but access to their kitchen is restricted. Maybe we have built up some credits with our efforts in removing the old flooring in the kitchen and the NHC may reconsider.

6.07. **Raffle Licence** – We are now able to take a turn at the West Peak's Friday night raffle.

6.08. **End of Year Awards** – It was decided that we will not have any perpetual awards. Individual special efforts will be highlighted by President Dick at the Christmas Function.

## **7.0 TREASURER'S REPORT**

The Financial Statement was previously emailed to Committee members. It was

moved by Paul L'H, seconded Mark H *"that the Financial Statement be accepted"*. Carried.

## 8.0 CORRESPONDENCE.

### In:

- **AMSA.** Newsletter
- **AMSA.** Survey (20 min)
- **AMSA.** Info on the AGM
- **Into Our Hands Community Foundation.** Survey request.
- **Consumer Affairs.** Future reporting requirements.
- **DHHS.** Invitations to various events.
- **BUMS.** Info on their opening times and on their router.
- **Alpine Shire.** Planning Permit approved for extensions.
- **Alpine Shire.** Funds (\$5000) from Community Grant transferred.
- **Alpine Shire.** Bruce Howie advised that we can proceed with foundation work before we get a building permit.
- **Maureen Ryland.** Confirming Dr Zagorski will talk at the November BBQ.
- **VCGR.** Receipt of raffle registration.
- **Barb Talbot.** Request for help with Tawonga flagpole.
- **Mt Beauty Music Festival.** Requesting help for the 2019 event. The Shed is not able to assist.
- **Dick Puttyfoot.** Bereavement Thankyou Card.
- **Alpine Health.** Invitation for the AGM in Harrietville.
- **Bendigo Bank.** Advice of success in grant of \$1000 for metal saw.
- **Vision Australia.** Invite to Positive Ageing Expo.

### Out:

- **Alpine Shire.** Suggest Playground bench needs maintenance.
- **AMSA.** Department Health Survey.
- **Ritchie Kreuzer.** Asking for help to move the mulch piles.
- **Neighbourhood Centre.** Letter of Support for Grant application.
- **Sharon Plummer.** Requesting details on the planter boxes.
- **FCRMB.** Advice re access to pick up the Eagle chair.

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

## 9.0 RISK MANAGEMENT

- Incidents Report — John Driver: 1<sup>st</sup> Aid Officer – Nothing to report.
- Workshop Panel (DP, WM, LS and JD) – Nothing to report.

## 10.0 GENERAL BUSINESS

10.01. **Project Reports.** (1) **Park's Signs-** Progress is being made. (2) **Deer Guards** – Waiting for steel delivery from Bogong Steel. Reg H. (3) **Bike Rack for Senior Citizens** – Complete. (4) **Tawonga Flagpole** – Have an ex-Hoppett flagpole. Paul L'H to follow up. (5) **Eagle Chair** – Where do we put it?

10.02. **Future Shed Extensions** – Ian H presented an outline of a specification for the construction of the Stage 3 extension. A very preliminary cost estimate was also presented but is very dependent on the contract price for the main building. The Shire advised that the three trees should be removed within the next couple of weeks.

10.03. **Committee Elections and Portfolio Allocations** – The allocation of responsibilities for Committee was agreed as per the tables below;

Name	Day Supervisor	Shed Constr Manager	Project Co-Ord	Footy Gate	Asst. Sec	Grant Apps.	W'Fare Officer
Dick Puttyfoot	X			X			X
Paul L'Huillier			X		X	X	
Ian Howley		X					
John Driver	X						
Mark Hardidge	X			X			
Len Sims	X		X				
Reg Hollond	X	X					
Irvin Beeston	X						
Campbell Ford							

Name	W'shop Panel	H&S sub-commit	Cater-ing	1 <sup>st</sup> Aid Officer	Mowing Roster	Publ. Officer	Website Admin	MShip Sec
Dick Puttyfoot	X		X					
Paul L'Huillier		X				X	X	X
Ian Howley		X						
John Driver	X			X				
Mark Hardidge			X					
Len Sims	X							
Reg Hollond	X				X			
Irvin Beeston	X							
Campbell Ford								

Portfolios		Portfolios	
<b>Day Supervisor</b> On the rostered day manage activities in the workshop as per the duty statement. Ensure cleaning is done by rostered persons.		<b>Health &amp; Safety Sub-committee</b> Monitor Shed H&S in conjunction with Supervisors. Review procedures and policies and make recommendations..	
<b>Project Manager – Shed Construction</b> Oversee the completion of the Shed construction. Areas to consider —safety, standards & polices (working with H&S sub-committee), financial control (liaising with treasurer) & final reports.		<b>Welfare Officer</b> Undertake the role in accordance with the policy and inform the Committee of issues.	
<b>Project Co-ordinator – Shed projects</b> Co-ordinate members involved in projects including recording details. Liaise with clients including cost & fee collection.		<b>Website Administrator</b> Keep the website up to date and Post information to members as appropriate.	
<b>Football Gate Operation</b> Arrange rosters, set up on the day, and acquisition of raffle prizes.		<b>Publicity Officer</b> Look for opportunities to promote the Shed through all forms of the media.	
<b>Assistant Secretary</b> Support the Secretary and act during the Secretary's absence		<b>Catering – BBQ's &amp; Shed Kitchen</b> Arrange monthly BBQ's, oversee the use of the Shed kitchen, including purchase of food & cleaning items.	
<b>Grant Applications</b> Be aware of needs identified by the Committee, research grant opportunities & prepare applications.		<b>External Fundraising</b> Investigate and supervise fund raising events	
<b>Workshop Panel</b> Assess the competency of members in the use of power tools and machinery.		<b>First Aid Officer</b> Look after supplies and the recording and reporting of incidents.	

10.04. **Grants** – Paul L'H will seek grant funding to purchase a new computer for use at the Shed.

10.05. **Bring Up List** – Electrical certificates to be added.

10.06. **NBN Connection** – Should be connected in the near future and contract will remain at \$65 per month plus STD and mobile calls.

10.7. **Other matters** – Ian H to arrange a stall for market on the Cup weekend.

- John D will try and organize a trip to the “motor museum” on the KVH, possibly during October or November. Canvass interest at the BBQ.

**11.0 NEXT COMMITTEE MEETING** — Monday 12<sup>th</sup> November 2018.

**12.0 CLOSE:.**

Meeting closed 11-50 am.

Ian Howley

Secretary.