

# Minutes

## Committee Meeting

Held 9.30am Monday 5<sup>th</sup> December 2016 at the Shed

**1.0 PRESENT:** Dick Puttyfoot (President), Paul L'Huillier, Mark Hardidge, John Driver, Irvin Beeston, Reg Hollonds, Len Sims, Campbell Ford (part), Ian Howley.

**2.0 APOLOGIES:** Rod Hyde

**3.0 CONFIRMATION OF MINUTES**—*Motion that Committee Meeting minutes of 14<sup>th</sup> November 2016 be accepted.*

**Moved:** PLH    **Seconded:** RH    **Carried**

### **4.0 BUSINESS ARISING**

4.01. **Dust & Fume extraction/exhaust system**—some of the ordered equipment has been delivered and will be stored until installation in 2017. The best hire rate for a scissor lift is \$110/day, from Myrtleford. **Paul LH** will ask AGL if they have any alternative equipment that they could loan us. It is estimated that it will take two days for installation. May also install the extra lighting while lift is onsite.

4.02. **Shade Sail.**—Posts have been installed and the shade sail should be connected within the fortnight, The pavers at the base of the posts need to be reinstalled. **Reg H** to bring his angle grinder.

4.03. **Update on Strategic Plan Meeting**—Planning session to be from 10-00 am to 12-00 noon on 20<sup>th</sup> January, 2017. **Ian H** to facilitate the session and **Paul LH** to send out a general invitation to members as well as an invite to targeted members. **Mark H** will arrange a basic sausage sizzle lunch for attendees. Attendees to read the previous Strategic Plan before the date.

4.04. **Christmas Lunch**—List of attendees is 43. **Mark H** has arrangements in hand and will be at site at 8-30 am on Wednesday. Helpers needed by 10- 00 am.

4.05. **Spanner in the Works** – **Ian H** to liaise with Maureen R and the NHCC to arrange a suitable date in March.

4.06. **Safety Audit** – Paul LH has enlisted the help of Peter Hertzog to conduct a safety audit on the Shed.

4.07. **BBQ Storage** –Now stored in the NHCC and we have a key.

4.08. **Advertising on side of Side of Shed** – **Paul LH** is awaiting a reply from Heather Green from the Alpine Shire.

4.09. **Shed Tools Identification** – Jordan McNicol, under the guidance of Mark H, is marking the tools with a distinctive colour.

4.10. **Shed Cloth Badges** – Mark H is awaiting samples, and it is likely a woven badge will be preferred. To be sold at cost to members.

4.11. **Deer Guards** – Two more guards are to be manufactured.

4.12. **Wood Lathes** – Still have one lathe to sell.

4.13. **40 year calendar** –**Mark H** to purchase materials to progress this project.

### **5.0 TREASURER'S REPORT**

*Motion that the Treasurer's report be accepted.*

**Moved:** PLH    **Seconded:** RP    **Carried**

### **6.0 CORRESPONDENCE.**

#### **IN**

- **AMSA.** Frequently asked questions (about State's vs AMSA dispute)
- **AMSA.** Information on Round 14 Grants under the National Shed Development Program.
- **Alpine Shire.** Building Permit for Sail Shade
- **10,000 Steps** Survey sent to participants.

#### **OUT**

- **Acquittal Form** for the Into Our Hands Grant.

- **Alpine Shire.** Revised application for Building Permit.
- **Thank You** letters to Margaret O'Rourke and Heather Brockhurst for the donation of equipment. Thankyou letter to Graeme Caulfield for his service on the Committee to be presented at the Christmas lunch.
- **Notification** of Christmas luncheon by email & post.

A thankyou letter is to be sent to Gwen Goss for a \$150 donation – **Ian H** to do.

*Motion that the correspondence be accepted.*

“ **Moved:** IH                      **Seconded:** JD                      **Carried**

## 7.0 **RISK MANAGEMENT**

- **Incidents Report** — John Driver: 1<sup>st</sup> Aid Officer. A post(s) is to be erected in front of the letterbox as there has been another impact incident involving the box.
- **Workshop Panel (DP, WM, RH, LS and JD).** It was agreed that we should buy another box of face masks, for individual personal use, as recommended by John D.

## 8.0 **GENERAL BUSINESS**

8.01. **Ownership of donated items** –It was agreed that we should document any conditions that apply to the donation of large items. **Ian H** to draft a form to be used for this purpose

8.02. **Ladies Skill Workshop in conjunction with NHCCentre** — Dick and Irvin reported that course was going well. Due to financial constraints, the NHCC had planned to end the course tomorrow, after 8 weeks. However, participants expected a 10 week course. **Dick and Irvin** will offer to do another two weeks in early 2017, under the auspices of the Men's Shed.

8.03. **Grants** –**Paul LH** will arrange applications for an AMSA grant (for the dust extraction equipment) and for a Volunteers grant (storage container if we have the Shire's OK, otherwise for LED lighting).

8.04. **Major Project Reports (1).** **Shade Sail** – see above (IH) (2). **Trailer Cage** – available for sale or alternate use (DP) (3). **Bike repair** - progressing with a tight budget (MH)(4). **Side Fence** – In progress (RH). (5). **Large table (7'x3') top refurbished** (awaiting Warwick's first move). (6). **Donation Box** Done thanks to Roland.

8.05. **Christmas Closure** – Dates have been included in previous advice. The 2017 Calendar of meetings and monthly BBQ's to be prepared by **Ian H**.

8.06. **Mowing Roster** – Reg H offered to take over the roster if Ian Sharp is unavailable to do it. **Paul LH** to check with Ian re his situation.

8.07. **Street Christmas Decorations** –To be installed on Sunday 11<sup>th</sup> December, with two 1.5 hour shifts starting at 4-00 pm and 5-30 pm. **Paul LH & Dick P** to arrange for use of scaffolding from North East Hardware. Materials are in Campbell's shop. More helpers to be recruited at the Christmas dinner.

8.08. **Toilet Access for Carols** – Access will be made available for people attending the Corals by Candlelight on 13<sup>th</sup> December. We can erect barriers earlier in the day.

8.09. **External Doors** – The current latches on the external doors are not compliant with the Building Code. Replacements have been ordered and **Len S** will arrange installation.

8.10. **AMSA Saga** – Brian Keeble's note on this issue was discussed. **Ian H** to send a letter to the VMSA supporting their concerns about the changes underway for AMSA.

## 9.0 **NEXT COMMITTEE MEETING** — Monday 13<sup>th</sup> February 2017.

Christmas Lunch Wednesday 7<sup>th</sup> December (Alex McCullough Hall)

## 10.0 **CLOSE:** At 11-55 am