

# Minutes

## Committee Meeting

Held 9.30am Monday 13<sup>th</sup> February 2017 at the Shed

1.0 **PRESENT:** Reg Hollonds (Chairman), Paul L'Huillier, Mark Hardidge, Irvin Beeston, Len Sims, Ian Howley.

2.0 **APOLOGIES:** Rod Hyde, Dick Puttyfoot, John Driver, Campbell Ford

3.0 **CONFIRMATION OF MINUTES** — *Motion that Committee Meeting minutes of 5<sup>th</sup> December 2016 be accepted.*

**Moved:** PLH    **Seconded:** MH    **Carried**

### 4.0 **BUSINESS ARISING**

4.01. **Dust & Fume extraction/exhaust system** — Irvin presented the "Dust group report" indicating that the installation was well underway with the larger internal pipework being installed. AGL have loaned us two mobile scaffold units. Materials for shed for the outside equipment have been ordered. Shane Clooney will be asked to do the electrical work.

4.02. **Shade Sail.**—Project has been completed.

4.03. **Christmas Lunch** —A very good attendance and the use of the NHCC facilities worked well.

4.04. **Spanner in the Works** – There were doubts expressed about the likely support for this event. The lack of privacy in the assessment of men attending is an issue. We will ask BBQ attendees about interest in attending. If it proceeds the preferred dates are 30<sup>th</sup> & 31<sup>st</sup> of March.

4.05. **Safety Audit** – Peter Hertzog will conduct an audit next Thursday.

4.06. **Advertising on side of Side of Shed** – The Alpine Shire have advised that we cannot do this.

4.07. **Shed Tools Identification** – Jordan McNicol, under the guidance of Mark H, is proceeding on marking the tools, when time permits.

4.08. **Shed Cloth Badges** – Mark H ordered samples but they did not arrive. He will try an alternative supplier.

4.09. **Deer Guards** – Two more guards are to be manufactured. Will do when resources are available.

4.10. **Wood Lathes** – Still have one lathe to sell. Consider taking to the Easter Rotary Sale.

4.11. **40 year calendar** –Four have been ordered.

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

*Motion that the Treasurer's report, as circulated, be accepted.*

**Moved:** PLH    **Seconded:** MH    **Carried**

### 6.0 **CORRESPONDENCE.**

#### ● **In:**

- **Alpine Shire.** Letter re Seniors Festival in October. *Ian H to advise Jenny Corser that we will hold an Open Day, with morning tea, on a Saturday in October.*
- **Alpine Shire.** Final Certificates for both the Shed and the Shade Sail
- **Alpine Shire.** Advising that we could not use a shipping container for more storage.
- **AMSA.** Advice regarding upcoming insurance renewal
- **VMSA.** Advice re possible alternative insurance arrangements.
- **Cathy Gunn.** Request to repair a table, etc.
- **VMSA.** Advising of Statewide shed gathering at Ballarat on 24/3/2017.
- **Chris Hollonds.** Thank you for the donation of a bicycle.
- **Barb Talbot.** Invitation to have a stall at the Hospital Easter fete. *Ian H to advise Barb that we are not in a position to run a stall this year.*

#### ● **Out:**

- **Letter to Christine Smith (Paul's Sister)** – Thankyou for donation of a desktop computer.

- **Letter to AGL.** Thankyou for the donation of the two runners
- **Letter to Gwen Goss.** Thankyou for the (indirect) donation.
- **Letter to VMSA.** Our comments regarding the AMSA proposed changes
- **Federal Volunteer Grant.** Application for funds for Hi Bay lighting
- **AMSA.** Grant application for Dust extraction equipment.
- **Vic. Government.** Acquittal form for Shade Sail grant.
- **NEHIC.** Thank you for the loan of scaffolding for the Christmas decorations.

*Motion that the correspondence be accepted.*

“ **Moved:** IH                      **Seconded:** PLH                      **Carried**

## 7.0 **RISK MANAGEMENT**

- **Incidents Report** — John Driver: Hold over until the next meeting.
- **Workshop Panel** (*DP, WM, RH, LS and JD*). No report.

## 8.0 **GENERAL BUSINESS**

8.01. . **Update on Strategic Plan** —A very productive planning session was held on the 20<sup>th</sup> January, 2017. A draft plan was subsequently circulated for comment and was then further revised. This draft was “ endorsed by the Committee” on a motion by IH, seconded by PLH and carried. PLH will add an extract of the SWOT analyses on the website and then add the final Plan when finalised by **Ian H.**

8.02. **Ownership of donated items** –Ian H had circulated a draft of a form to be used when significant items of equipment are donated or loaned to the Shed. The Committee accepted the form and **Ian H** is to leave copies in the folder on the administration bench.

8.03. **Ladies Skill Workshop** -Irvin reported that course was going well, with one more night to go. There may be another course later in the year depending on the level of interest.

8.04. **Grants** –**Paul LH** has arranged applications for an AMSA grant (for the dust extraction equipment) and for a Volunteers grant (for LED lighting). He has also listed other items for which we may seek grant funding. A list of ideas for works funded under the grant (Forest Industries) has also been compiled. A tap on the east side of the Shed is the priority item.

8.05. **Major Project Reports-** (1). **Table and Door for Cathy Gunn.** (Ray Connelly).

8.06. **Easter Rotary Sale.- Ian H** to book a site.

8.07. **Cluster Meeting**.- Closer to the date, 2<sup>nd</sup> March at Chiltern, will confirm who will attend.

8.08. **Fund Raising Events**.- The catering at the Herald Sun Bike Race was discussed. Future joint ventures with other local organisations will be considered provided we have a clear understanding of the sharing of risks and profits.

8.09. **Insurance**.- It was moved PLH, seconded IB that “The Shed renews all the insurance cover through the AMSA”, Carried.

8.10. **Bunk Building** – The Outdoor School at Bogong has requested the Shed to manufacture another 12 bunks under similar arrangements as the earlier agreement. We will need to find additional storage for materials and finished elements. We may consider making three extra bunks to sell separately. Quality of the timber supplied will need to be controlled.

It was moved LS, seconded MH that “*We agree to make the additional 12 bunks and consider working three days per week while the Project is underway.*” Carried.

**Irvin B** agreed to be a joint co-ordinator.

8.11. **Invitation to Farmers** – It has been suggested that we send a general invitation to farmers in the Valley to come to morning tea and have a look at what the Shed has to offer. **Ian H** to talk to Campbell to compile an invitation list.

8.12. **Winery Tour** – Mark H has suggested a Winery Tour as an outing for members and their partners. He will test the interest at the BBQ on Friday.

9.0 **NEXT COMMITTEE MEETING** — Monday 6<sup>th</sup> March 2017.

10.0 **CLOSE:** At 12-20 am