

Mount Beauty and District Men's Shed Inc.

Committee Meeting held 9.30am –Monday August 17th 2015

Location – The Shed.

Minutes

Note that the Committee meeting commenced at about 11.00 am after the Committee had met with Dave Barry, Chief Executive Officer, Alpine Shire (and had enjoyed a tasty morning tea, compliments of Maureen and Mark Hardidge). The discussion focused on the progress to date and the involvement of the Shire in our development. Dave spoke generally about current priorities for the Shire and answered a range of questions.

- 1.0 **PRESENT:** Brian Keeble (Acting Chairman), John Driver, Mark Hardidge, Paul L'Huillier, Graeme Caulfield, Ian Howley, Campbell Ford, Andrew Robertson
- 2.0 **APOLOGIES** , Maureen Ryland, Dick Puttyfoot
- 3.0 **CONFIRMATION OF MINUTES** *That the Minutes of the July Committee meeting be confirmed.*
Moved Graeme, seconded Mark. Carried.
- 4.0 **BUSINESS ARISING**
 - 4.01. *Shed Windows.* **Ian** is yet to check on whether a Certificate is needed.
 - 4.02. *Planning Permit Conditions.* The Shire has approved amendments to the planning permit in accordance with the changes that we requested.
 - 4.03. *Grant for Defibrillator.* The defibrillator has arrived. It was agreed that it be installed inside the northern door of the recreation room. **Paul** will contact Glen McIlroy to see if he is able to provide training on the unit's operation.
 - 4.04. *Cheques sent for Power Connection.* Cheque has been cashed at last.
 - 4.05. *No Smoking Signs.* Signs have been erected.
 - 4.06. *Footygate.* **Mark** reported that we raised about \$4000 for the year – a significant increase due to the offer of an alternative prize, the Bunnings voucher. We will hold the spare 3 x \$100 vouchers over until next year and use the 4 x \$20 vouchers as raffle prizes at the Christmas lunch. Mark thanked all the helpers. The Committee pass on their thanks to Maureen for her help.
 - 4.07. *NHCC Power usage.* **Dick** to negotiate with Trish – discuss at the next meeting.
 - 4.08. *Bereavement Response.* Discuss in General Business.
 - 4.09. *Survey Results.* Held over.
 - 4.10. *Cancer Forum on 24th October.* Awaiting further information on our involvement in this.
 - 4.11. *Shed security.* **Campbell** to follow up on external door lock quotes.

5.0 TREASURER'S REPORT

The report had been sent to the Committee members. Moved Paul, seconded John *that the Treasurer's report be accepted*. Carried.

6. CORRESPONDENCE

Correspondence IN

- Letter from Bunnings advising of donation of another voucher
- Letter from Shire re Planning Permit approval
- Note from VMSA regarding Test & Tag insurance
- Email from Myrtleford Shed re Test & Tag insurance
- Letter from Cathy McGowan re Kitchen Table Conversations
- Signed agreements for AMSA grants
- Email from Bunnings re Fathers' Day activity.

Correspondence OUT

- Application to Shire re amendment to Planning Permit
- Application for a grant from the Into Our Hands Community Foundation.
- Advice to Foreshore Playgroup re Campbell as our representative.
- Thankyou letter to Bunnings for voucher.
- Thankyou letter to AGL for assistance and confirming AGL as our Retailer.

Moved Ian, seconded Graeme that *the correspondence be received*. Carried.

7.0 RISK MANAGEMENT

- Incidents – Reported / otherwise —Nothing to report
- HRA's & JSA's have been prepared for onsite work.

8.0 GENERAL BUSINESS

8.01. *Shed Construction*. A written report had been distributed. Power is hopefully going to be connected this week. **(Done on the 19th)**

Expenditure to 31/07/15 (excl the solar HWS) was \$84,933. Graeme Boote's account for \$2118 has since been paid. An extension to the approved project budget will be sought at the next meeting. It is expected to be about \$1500 to \$2000 above the current approved amount of \$88,500.

Dick had previously contacted BUMS to find out more about their source of bricks – awaiting a reply.

Ian to arrange purchase of colorbond matching paint.

Paul has submitted a grant application for funds for the landscaping/external works.

8.02. *Survey of Members*. **Paul** has summarised the results of the survey – to be discussed in more detail at a later meeting.

8.03. *Shed Layout*. Discussed options but will leave decision regarding the pool table until Dick is back.

8.04. *Test & Tag*. The VMSA had provided advice on insurance for Test & Tag work. Myrtleford Shed has suggested that the three sheds in the Alpine Shire may be able to

have a joint arrangement to reduce Professional Indemnity insurance costs. Awaiting further advice on this option.

It was moved Ian, seconded Mark that “*no member of the Shed undertake Test & Tag on behalf of the shed until appropriate insurance cover has been secured*”. Carried.

8.05. *Draft Budget*. Ian presented a draft operating & capital expenditure and revenue budget for 2015/16. It was moved Ian, seconded John that “*the draft budget for 2015/16 be endorsed*”. Carried. A copy is attached to these minutes.

8.06. *Welfare Policy*. The discussion included both the Welfare Policy and the Bereavement Policy drafts as prepared and circulated by Brian. The Bereavement Policy was amended to include the death of the “member’s partner”, as well as the member.

Brian will adjust and do some fine tuning.

The Welfare Policy was accepted and it was acknowledged that it will evolve with experience!

8.07. *Committee Structure*. Ian presented a paper with suggestions on how the Committee workload could be shared. At the next meeting the list of co-ordinator roles will be expanded. **Ian** to prepare a revised nomination form to include provision for listing of co-ordinator roles that a future Committee member may undertake if elected – this will be discussed at the next meeting.

8.08. *2015/16 Membership Fee*. There was a fair bit of discussion on this item. It was accepted that we would not charge session fees, like Bright, for the coming year. It was moved Paul, seconded Ian that “the standard membership fee for 2015/16 be increased to \$35 and this be the recommendation taken to the AGM”. Carried 4/3.

8.09. *AGM arrangements*. **Paul** will arrange notice of the meeting, via the website and mail, to members. He will also prepare a newsletter.

8.10. *BBQ this month*. **Mark** has arrangements in hand

8.11. *Bunnings Fathers’ Day Offer*. Bunnings offered us the opportunity to be involved in an activity on Fathers’ Day. We declined the offer. **Paul** to advise them.

8.12. *Bring Up List*. Briefly discussed and updated.

8.13. *Other Matters*. Other items held over until the next meeting.

- Opening Ceremony
- Working With External Agencies
- Code of Conduct

9.0 **NEXT MEETINGS —**

Committee Meeting - Monday September 14th

AGM - Friday September 18th

10.0 **CLOSED** – 1:10 pm

SIGNED **President**

Date