

# MINUTES

Committee Meeting — 9.30 am Monday 11<sup>th</sup> September 2017 at the Shed

**1.0 PRESENT:** Rod Hyde (Acting Chairman), Ian Howley, Irvin Beeston, John Driver, Mark Hardidge.

**2.0 APOLOGIES:** Paul L'Huillier, Reg Hollonds, Dick Puttyfoot, Campbell Ford.

**3.0 CONFIRMATION OF MINUTES** — *That the minutes of Committee Meeting held on 14<sup>th</sup> August 2017, (emailed previously) be accepted.*

**Moved:** Mark H **Seconded:** Irvin B **Carried**

## 4.0 BUSINESS ARISING

4.01. **Dust & Fume extraction/exhaust system** — **Irvin B** reported that the system was running well. Storage shelves above the compressor are to be installed.

4.02. **Seniors Festival** – An Open Day (10-00 am to 2-00 pm) is planned for the 14<sup>th</sup> October. There are to be some activities going on in the Shed, maybe a lathe, and a free morning tea for visitors. We will also have a sausage sizzle, with gold coin donation. Volunteers for the day are Mark H, Irvin B, Rod H & Ian H. There may be others also available .

4.03. **Cubs & Scouts request** – **Dick P** to report to next meeting.

4.04. **Presentations at BBQ's** –A talk on “Palliative Care – what it means for your future” by Maureen Hardidge is scheduled for the October BBQ. It is planned to have these every two months. On the alternate months it was suggested that we have talks, videos on other subjects eg. Safety for older drivers. A list to be compiled at the next meeting.

4.05. **Safety Audit** – Action is nearly complete on the 14 items that were identified in the report as needing improvement. These include;

- test & tagging has started,
- existing exit signs are OK,

- entrance sign to be done when the CNC router arrives,
- John D has arranged the purchase and delivery of a cabinet for flammable liquids, an eyewash, and a spill kit. A special thanks to John and Paul for successfully applying for a grant of \$750 to cover the cost of the cabinet. It was moved John D, seconded Mark H, and carried, that *“the plumber Quentin be engaged to install the eyewash unit, as per his quote”*. The nearby power switches to be moved or be replaced with waterproof switches.
- chains on the gas bottles have been fitted,
- **Irvin B & Dick P** to investigate if the dust extraction system could be extended to collect welding fumes, as an interim solution,
- fire extinguishers to be checked. **Dick P** will contact Andrew Chalmers to see if he can help out.

4.06. **Cluster Meeting** – **Irvin B & Dick P** will attend the next meeting at Myrtleford on the 28<sup>th</sup>.

4.07. **Defibrillator** – John D has arranged the purchase of replacement pads.

4.08. **Replacement BBQ** – Mark H has purchased a new BBQ at a discounted price of \$248 – a very good deal. Should have its initiation on Friday.

4.09. **Welding/Cutting//Heating Equipment** – A new set of equipment has been purchased. The process followed in this purchase demonstrates a need for the Committee to clarify our purchasing policy and delegations.

4.10. **Activation of Lathes-** **Dick P & Mal D** to set up lathes (maybe store one elsewhere) and encourage more use of them.

## 5.0 TREASURER’S REPORT

No Report .Paul H is overseas.

## 6.0 CORRESPONDENCE.

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- **Probus.** Invitation to a Heart Foundation talk at the NHCC on 11<sup>th</sup> October.
- **Bendigo Bank.** Invitation to RUOK BBQ on 14<sup>th</sup> September – advised them of 6+ attendees from the Shed.
- **AMSA.** Invitation to, and information on, the National Men’s Shed Conference.

- **AMSA.** Advice of “Men’s Shed Week” on 25/9 to 1/10.
- **Myrtleford Shed.** Agenda for the next Cluster meeting on the 28<sup>th</sup> September.
- **ETU.** Letter and cheque for \$750. Thankyou note required **Ian H.**
- **Out:**
  - **Email to Bunnings.** Thank you for the donation of two \$100 vouchers for Footygate.

## 7.0 RISK MANAGEMENT

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

## 8.0 GENERAL BUSINESS

8.01. **Project Reports** (1) **Deer Guards** – One has been completed and installed. Another has been fabricated and waiting on advice as to where it is to be installed. **Dick P** to follow up on details., (2) **Side Fence** –The first post assembly has been installed. (3) **Second external Tap** – **Rod H** to do. (4) **Ladder Golf** – **Irvin B** has seven units completed and three under construction. Three have been sold and two to go to Campbell’s shop. (5) **Nest Boxes** – 12 have been finished and delivered, and remaining eight are under construction. (6) **Spinning Wheel** –The “template” wheel has been returned to Bright. Other work yet to be done.

8.02. **Future Shed Extensions** – Ian H has again spoken to Bruce Howie and he advised that we can build up to the NHCC buildings but extra fire fighting facilities will be required. Trish Dixon has a preference for the buildings to be contiguous.

8.03. **Governance** – Held over to the next meeting.

8.04. **Electrical Certificates** – **Dick P** will follow up with Kevin Moorman.

8.05. **AGM & next Committee** – All Committee members present said they are prepared to nominate again. Paul will be away for the AGM. It was moved Mark H, seconded Rod H, and carried, that “the Committee recommends that the annual membership fees remain unchanged for the 2107/18 year”

8.06. **CNC Router**– **Dick P** will find out contact details so that we can collect the machine that has been offered to us.

8.07. ***Past Items***. There are a number of items that have been discussed at previous meetings but have dropped off the list, for various reasons eg. badges/uniforms. We will do a catch up at next meeting

**9.0 NEXT COMMITTEE MEETING** — Monday 16<sup>th</sup> October 2017.

Some other dates to note: AGM & BBQ on 15th September, 2017

Open Day in Seniors Week 14<sup>th</sup> October, 2017.

**10.0 CLOSE:.**

Meeting closed 11-35 am.