

MINUTES

Committee Meeting — 9.30 am Monday 17th July 2017 at the Shed

1.0 PRESENT: Paul L'Huillier, (A/Chair), Mark Hardidge, Len Sims, Ian Howley, Irvin Beeston, Campbell Ford, John Driver

2.0 APOLOGIES: Dick Puttyfoot, Rod Hyde, Reg Hollonds,

3.0 CONFIRMATION OF MINUTES — *That the minutes of Committee Meeting held on 15th May 2017, (emailed previously) be accepted.*

Moved: Irvin B **Seconded:** Len S **Carried**

4.0 BUSINESS ARISING

4.01. **Dust & Fume extraction/exhaust system** — Irvin B had emailed a report on progress. The small shed is now lockable, needs venting for dissipation of heat, external painting, and some other minor things. We will hold off on the sound insulation at present. The main isolation switch is to be transferred to inside the main Shed. Irvin suggested that we consider a master switch for the power supply to all the machinery in the workshop.

4.02. **Half Marathon** – Two stations were set up and operated successfully. We will receive a cheque for \$500 for this work.

4.03. **AGL Morning Tea** – A successful event was held on the 17th May.

4.04. **Cubs & Scouts request** – Hold over until Dick P returns.

4.05. **Safety Audit** – An independent audit was conducted by Peter Hertzog, and 14 items were identified as needing improvement. The following table lists those requiring action now.

Action Required	Responsible Member
Clean up and put tools and materials away at the end of the day. Larger projects, maybe at the end of the week.	All members
Install exit signs (may need lights, check AS)	Ian H
External entry sign	Ian H
Test & tag all electrical leads – nominate a day to do this.	Dick P
Install an eyewash (maybe in the shower bay)	John D
Relocate evacuation plans, with location shown.	Ian H
Add address to emergency contact list, and put near the Shed phone.	Paul LH
Investigate small cupboard for flammable liquids, in the main Shed.	John D
Purchase a small spill kit.	John D
Gas bottles to be secured to trolley, and secured to wall when stored.	Les Bevan
Consider emergency foot stops for electrical equipment.	Dick P/ Shane C
Install extraction system for welding fumes. Maybe temporary arrangements until Shed extension is built.	Dick P/Les B

Ian H to send a thankyou letter to Peter Hertzog.

4.06. **Invitation to Farmers** – We will initiate invitations to the Open Day, to be held in October.

4.07. **Extra External Tap** – Rod H will install the tap, when he returns to Australia.

4.08. **Footygate** – Good results to date. We have four Bunnings vouchers left (2 of ours & 2 from the football club). There are two

matches to go.

Mark H advised that he will not be in a position to be the coordinator next year.

5.0 TREASURER'S REPORT

The report was emailed to Committee members previously *and it was moved that it be accepted.* **Moved:** Paul LH **Seconded:** John D **Carried.**

Paul LH minuted a thank you to John D for handling the finances, and to Mark H for being Shed Projects Coordinator, during Paul's absence.

6.0 CORRESPONDENCE.

INWARDS

- 6.01. **AMSA.**- Another invitation to the 2017 Conference.
- 6.02. **Australian Business Register** – A request to update the Shed's details.
- 6.03. **APL Health**– Advising of the need to test the defibrillator – **John D** will do.
- 6.04. **Vision Australia** – Advice of National Diabetes Week.
- 6.05. **AMSA** – Information on grant applications.
- 6.06. **VMSA** – Invoice for annual membership.
- 6.07. **Ruth Hamilton** – Request to build stairwell barriers (declined).
- 6.08. **AMSA** – Inviting nominations for annual Men's Shed Awards.
- 6.09. **Everest Risk Group** – Certificate & Schedule of insurance.
- 6.10. **Safety Audit** – Prepared by Peter Hertzog.
- 6.11. **Alicia Marshall** – Request to assist with repairs of shelves at the library. (Declined)
- 6.12. **Maureen Ryland** – Follow up suggestions for information sessions, as discussed at last meeting. See General Business.
- 6.13. **Survey Request by Emma Fredericks** – She wishes to conduct a survey of Shed members, for her honours degree. **Ian H** to advise that we will participate.

6.14. **CLAN Newsletter** – Newsletter from a Carer's organization.

OUTWARDS

6.15. **Sweet Valley Sounds Festival Committee** – Thankyou note for a donation of \$1000.

6.16. **AMSA** – Resubmission of grant application for the dust extraction system.

6.17. **VMSA** – Payment of the 2017/18 membership fee.

6.18. **Bunnings** – Another request for a Sales voucher.

Motion *that the correspondence be received.* “ **Moved:** Ian H
Seconded: Mark H **Carried**

7.0 RISK MANAGEMENT

- **Incidents Report** — John Driver: 1st Aid Officer. There was a finger injury incurred by Reg H. Our members' insurance did not cover the medical costs involved.
- **Workshop Panel (DP, WM, LS and JD)** Anything to report – the guard on the large bench saw is to remain in place after each use.

8.0 GENERAL BUSINESS

8.01. **Project Reports (1) Deer Guards** – One has been completed and installed. Another has been fabricated but not yet installed. An existing installation requires modification, **Dick P** to follow up on details., **(2) Side Fence** –No progress recently. **Rod H** has offered to work on the fence. Need to acquire some concrete materials to install the first post assembly. Hopefully more progress when the weather improves. **(3) Project List** – The list on the whiteboard has been updated. **(4) Ladder Golf** – We have sold out of ladder golf sets. **Irvin B** to arrange manufacture of some more.

8.03. **Future Shed Extensions** – **Ian H** has contacted Bruce Howie and given him outlines about possible shed extensions. Nothing further to report at present.

8.04. **Health Promotion Activities** – It was agreed that we should aim to commence a program of talks at the August BBQ and hold them every second month after that, dependent on feedback from members. **Ian H** to ask Maureen R to organize the first talk on Palliative Care.

8.05. **Electrical Certificates** – **Dick P** will follow up.

8.06. **Shed BBQ** – It was moved Mark H, Seconded Len S *that a new BBQ be purchased, up to the value of \$600. Carried.*

Mark H to arrange.

8.07. **Welding Equipment** – It has been suggested that we purchase oxy acetylene equipment for the Shed. It was agreed that further options need to be explored on both the need for, and type of, cutting equipment.

8.08. **Electrical Work** – Shane Clooney has suggested that he carry any electrical work on a non working day. This can be done provided that another member is also in the Shed during this time.

8.09. **Lathes** – It was agreed that we should arrange some training on the use of lathes. Maybe Mal Darwent could assist. This is seen as a step towards encouraging more private projects to be undertaken by Shed members

9.0 NEXT COMMITTEE MEETING — Monday 14th August 2017. Next BBQ on 21st July, 2017.

Some other dates to note; Footygates 22/7 (D) & 29/7 (D)

Open Day in Seniors Week 14/10.

10.0 CLOSE:.

Meeting closed 11.40 am.