

MINUTES

Committee Meeting — 9.30am Monday 20th June 2016 at the Shed

1.0 **PRESENT:** DP, PLH, MH, GC, BK, JD and CF (part of)

2.0 **APOLOGIES:** IH, RH, IB

3.0 **CONFIRMATION OF MINUTES** — Minutes **May 2016** Committee meeting confirmed (emailed previously)
Moved: MH **Seconded:** GC **Carried**

4.0 **BUSINESS ARISING**

- 4.01. **H&S Policy Update** — Brian presented the Outcomes of the May meeting and that these will be addressed later in the year. **Action:** H&S Committee
- 4.03. **VMSA State-wide gathering** of sheds is on in Cobram on the Murray on Friday 24th June — Ian Howley and Paul L'Huillier are attending. It was agreed that petrol costs would be covered.
- 4.04. **Future Tools & Equipment purchases** (Priority list) On hold until next meeting. A list to be displayed in the Shed that members can add to for the committee to consider. **Action:** Paul L'H
- 4.05. **June 24th BBQ & Health Talk as part of Health Week** — Advertising about this event has gone out to members. **Action:** Mark H (Chief de Shed)
- 4.06. **Draft Shed Equipment & Tool Buying Policy**
There was some good discussion around the process e.g. need for a priority list, be aware of any bargains being advertised, what suppliers to approach for quotes (local & other) and availability of funds. It was emphasised, again, that we need to support local suppliers BUT as a community organisation we also need to get best value for our hard earned dollars.
- 4.07. **July/August opening days and times** — It was **decided** that during July & August: Tuesday: 9:30 am to 3:30 pm and Wednesday 9:30 am to 12:30 pm.. **Supervisors to be:** Tues: MH/WM & Wed: DP. This would be communicated to members at Friday's BBQ **Action:** Dick P and in a later email POST by Paul.
It was **decided** that there would not be a committee meeting and BBQ in July. This also to be communicated to members at the BBQ. **Action:** Dick P.
- 4.08. **Shade Sale update** (IH) – No report.
- 4.09. **Update of Strategic Plan** — Dick suggested that we call a separate planning meeting to address the Strategic Plan particularly the SWOT Analysis. No date was suggested. Again held over.

5.0 **TREASURER'S REPORT** (PLH)

1. Emailed to Committee members.

Moved DP **Seconded** JD **Carried**

6.0 **CORRESPONDENCE**

Correspondence IN & Correspondence OUT for May/June '16 (List emailed to Committee members)

Business arising from correspondence:

Elene Wood re an offer to arrange a talk to members about the Brave Hearts (cancer) Program. Speakers (John and Jenny Black) will talk to us about Dragon Boat Story and the Club. It was decided to take up the offer later in the year **Action** Paul L'H to notify Elene

Moved: MH **Seconded:** GC **Carried**

7.0 **RISK MANAGEMENT**

- **Incidents Report** — John Driver: 1st Aid Officer (No incidents)
- **Faulty equipment** — *Workshop Panel:* DP, WM and JD. **Note:** JD to replace Barry Hinson. Thanks John.
- **Job Safety Analysis (JSA).**
Health & Safety sub-committee have identified that Job Safety Analysis (JSA's)_needs to be done for activities we currently conduct e.g. Footy Gate (Completed), Sweet Valley Sounds supervision, Christmas Street Decorations, Lawn Mowing (Completed), and ½ Marathon Drink Station (Completed).

8.0 **WORKSHOP SUPERVISORS REPORTS & other related matters** (e.g. rosters, duties, client project/job form, cleaning, logbook)

- Cleaning the ablutions area and recreation room continues to be an issue. The ablutions area has not been cleaned for 3 weeks.

Are Supervisors prepared to take responsibility for this and delegate the jobs to people in the Shed on their day rotating each week? Maybe we need a paid cleaner so it will get done?

Currently it's done on an 'ad hoc' basis which is not satisfactory (3 weeks of dunny dirt). The committee needs to be proactive and sort this out. The same goes for collecting the rubbish and putting out the bin on Tuesday afternoon. Again it's an 'ad hoc' process.

9.0 **GENERAL BUSINESS**

- 8.01. **Report – Shed Construction** (IH) – No report. Awning is the priority after we finish the Decking.
- 8.02. **Report – Footy/Netball Gate** – Mark reported a most successful day (\$655.25 – a record). Helpers were: **AM:** Mark H Maureen H, Brian K John H Ian D and **PM:** Mark H, Maureen H, Brian K, Len Sims, Geoff P Herb O. Paul reported that he has purchased two more Bunnings Vouchers as Bunnings have not made any donations this season. It was agreed that a couple of signs and flasks would be purchased. **Action:** Mark H
- 8.03. **Container Storage** – On hold – “No room to store the storage container”! – a Brian K quote. We went outside to inspect where a couple of 20' containers could go on the west side (both facing east – west and parallel) with a container width between to use for extra storage. Another site that could be considered for one container, if the Shire will not give a permit on the west side, is next the storage shed – south side.
- 8.04. **Grants pending** — Paul outlined the current grants that have been submitted.
- Vic Forests — Landscaping and gardens \$1,030.00. Know result in September '16.
- 8.05. **Work Experience student & Intellectual Disability new member**
- Ryan Barker attends on a Wednesday mornings only & Jordan McNicol a member with an Intellectual disability will attend on one day. Currently it is Thursday but will need to change in July and August. Dick is overseeing these two boys but needs to follow up further about Jordan's situation with Alastair and Christine McNicol (Mob: 0419 468 713). **Action:** Dick P
- 8.06. **Major Project Reports**
- Playground Decking/Seat (RH & DP) On track but still lots to be done. Panelling, staining to waterproof decking, site area to be cleared of bark chips, transport to playground and positioning for hole location. Holes will be dug by *Adrian Casey of Casey Fencing and Landscaping* for free starting 7:30am Saturday morning 25th June. Finally task – positioning, cementing of posts and replacing bark chips. **Free** job for the now disbanded Playground Committee (they donated \$5,000.00 for Shed-we owe them this job) but paid for by the Alpine Shire.
 - Deer Guards (DP) — We have the OK from Parks that the two produced are satisfactory. Another 8 of only 1m diameter are needed. Paid job.
 - Boat (RC) — This is nearing completion. Painting is finished. Steering wheel, seat and additional seating along the sides will finish the job. There will be some work in preparing the site at the Childcare Centre to locate the boat. **Free** job for the Childcare Centre.
 - Sink (MD) – Almost finished. A coat of primer and a couple of final coats will see this completed. **Free** job for the Childcare Centre.
 - Skiing Kangaroo (RP) – 25 getting made. All cut, sanded and Roland is currently painting a clear polyurethane estapol on them. Only two small Kangaroo Hoppet stickers to be place on each side and the project is completed. Each souvenir is worth **\$5.00** to us.
- 8.07 **Next Ovens Murray Men's Shed Cluster Meeting** — Yackandandah Men's Shed Thursday 7th July 10am to 1pm (Yack Shack – 24 Isaacs Ave Yackandandah. RSVP to <mensshed@yackandandah.coM>. Nobody put up their hand to attend but we should endeavour to get a Shed representative there.
- 8.08. Absences during winter — Paul indicated that he and Helen will be on a 4WD Tag-a-Long Tour from Monday 4th July to Monday 25th July and again for an overseas trip to Alaska/Las Vegas/Grant Canyon from 4th September returning late September. Nobody else indicated major absences.

Other Business

- Campbell delivered a donation from Peter Hull and Monica Hood from the opening of the new Sassy Road Dapper Drive Men's section upstairs. He also gave us a donation from the Store. Thanks Campbell. Letter of thanks to be written to Monica and Will Hood (owners) and Peter Hull – Sweetwater Brewery. **Action:** Paul L'H
- John Driver presented information about a local display - *Australian Stoewer Museum*, Tawonga Sth. Possible outing for the Shed.
- Proposed that AGM be moved to Friday October 21st. Carried.
- Clocks – Campbell has offered to display and sell in his Store. Thanks Campbell for the offer.
- Vouchers – Campbell indicated he can provide a \$100 voucher at 20% discount as another option instead of the Bunnings voucher. Thanks Campbell for the offer.

9.0 **NEXT COMMITTEE MEETING** — Monday 15th August — **General Meeting & BBQ** (Friday 19th August)

AGM and BBQ is scheduled for Friday 21st October 2016. Not September as previous.

10.0 **CLOSED:** 11:45 am

SIGNED

President

Date