

Minutes

Committee Meeting — 9.30am Monday 21st March 2016 at the Shed

1.0 **PRESENT:** DP, JD, RH, GC, PLH, IH, MH

2.0 **APOLOGIES:** Irvin Beeston, Campbell Ford

3.0 **CONFIRMATION OF MINUTES** *Minutes of the February 2016 Committee meeting confirmed.*
Moved: IH **Seconded:** DP **Carried**

4.0 **BUSINESS ARISING**

- 4.01. **Report – Official Opening (IH)** – ~125 people attended; community now has a better understanding of what Shed is; post opening publicity was excellent; other Shed's impressed; Mark H catering and his band of helpers was top of the shelf stuff. Thank you to Ian Howley who put together the Opening Ceremony process and to other members that made the day happen.
- 4.02. **Workshop Supervisors — Roster:** Ken Darling has offered to replace Doug Hamilton on a Thursday and we thank him for that. As we have 9 committee members it was decided not to source a 10th member to replace Doug.
- 4.03. **Formal process to follow when approached to do a job and the quoting for that job (PLH)** — A Form has been produced (there in a clipboard hanging above the sign-in book) that needs to be filled in by a Supervisor when a client requests a job to be done. All Supervisors please make yourself familiar with the Form.
- 4.04. **Report – Creative Collection Pallet Furniture Building Workshop (DP)** — Dick gave a Shed induction to workshop leader (Ray) then participants were briefed by him. The finish was too late. If this sort of activity is conducted in the Shed again we need to set 'ground rules' better. A big thank you to Dick who was in attendance for much of the day doing other Shed tasks and who stayed behind a did the cleaning.
- 4.05. **Extra Building insurance – \$200,000 cover (PLH)** – The premium for this extra cover has been paid for.
- 4.06. **Cleaning of the kitchen/rec room and ablutions area.** It was decided that it would be the responsibility of the Shed supervisors to decide if ablutions and kitchen needed cleaning. Once per week is sufficient. If the cleaning is done on their shift then Supervisor needs to make a note in the Supervisors Log so other Supervisors know when it was done. **Note:** Supervisor doesn't have to do the job. Ask others in the Shed that day if they would be able to do it.
- 4.07. **Ceiling ventilation (inlet & outlet) (RH, DP)** – Dick and Rod have had discussions and have come up with a few ideas including incorporating portable fans in the workshop) **Action: Rod Hyde** to follow up with quotes and supplier (before Easter) and get them to Paul ASAP for grant application purposes.
- 4.08. **Shade Sail Grant (\$5,000) and Shire Planning Permit update (PLH & IH)** – Ian is following up re enquires for an engineers report. Sail not needed now until next summer.
- 4.09. **Report – Mill Shed clean up (DP)** – Job completed. **Action: Paul L'H** to thank Bruce Addinsall for its use for the last 2.5 years. Email: <alpinewarehousing@gmail.com>
- 4.10. **Men's Health Week** – Maureen Ryland to organise as part of Men's Health Week – mid June (PLH) — Nothing received from Maureen as yet but it's early days. We need date, time, venue and program.
- 4.11. **Update of Strategic Plan (IH)** – in progress

5.0 **TREASURER'S REPORT**

1. Paul L'H had emailed the Report to Committee members.
2. Fee for Service (Hospital Opp Shop furniture delivery) (JD)
It was agreed that we could do this task and would charge a \$30 pick up fee from the Opp Shop and delivery to customer in Mt Beauty/Tawonga and \$35 delivery to Tawonga. To take items to Opp Shop the charge is the same. Service is only available on Tues, Wed and Thur and delivery will depend upon men, vehicle and trailer availability. **Action: Paul L'H** to liaise with Barb Smith at the Opp Shop.

Moved PLH **Seconded** IH **Carried**

6.0 **CORRESPONDENCE**

Correspondence IN & Correspondence OUT for Feb/Mar'16 (List emailed to Committee members)

Business arising from correspondence:

1. **Request from ½ Marathon Committee for assistance** — It was decided that we would offer to man 2 drink stations on Saturday May 21st (not a Footy home game). **Action: Paul L'H**
2. **Mt Beauty RSL Sub Branch (Sec Peter Bellman)**. An invitation to lay wreath at this years ANZAC Day Agreed that we would do this and ask Herb Ougham (Korean War navy veteran) from Kancoona to lay the wreath. **Action: Paul L'H** to order wreath from RSL and ask Herb.
3. **NH Centre requests** — (1). to build disabled ramp. It was decided we will not do this job as it would require a builders licence and (2). Compost Bin – It was decided to do this job and we would build a 3 bay compost bin using pallets. **Action:** A leader when we can get one.
4. **Alpine Health invitation to their Board Forum** — **Action: Ian Howley** volunteered to attend. Thanks Ian for offering.
5. **Music Festival request for security supervision at the NH Centre car park (6 nights)**. **Note:** Dick did this for one night last year. We didn't receive a donation from the Music Festival committee. It was decided that we would do this for the first two nights and Dick and Ian offered to do those shifts. **Action: Paul L'H** to notify Festival Committee of our offer and that a donation would be appreciated.

Moved: JD Seconded: GC Carried

7.0 RISK MANAGEMENT

- **Incidents Report** — (JD: 1st Aid Officer) No incidents reported. It was decided to purchase Two Medi-Packs (Re-usable cold/hot & microwaveable freezable) to store in the refrigerator for easy access. **Action: Paul L'H** to purchase locally.

- **Job Safety Analysis (JSA).**

Three on the go at present:

1. Football/Netball Gate (MH)
2. Lawn Mowing (GC)
3. ½ Marathon Drink Stations (RH)

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, Sweet Valley Sounds supervision, Christmas Street Decorations, Lawn Mowing and ½ Marathon Drink Station.

8.0 GENERAL BUSINESS

- 8.01. **Report – Shed Construction Progress (IH)** Job's still to complete — Roller door awning, The Hardidge/Hyde kitchen bench, bolts & locks on roller doors, gardening and landscaping, west side fence and path, Shade Sail permit and engineers report and workshop roof vents.
- 8.02. **Footy/Netball Gate Co-ordinator(s) in Mark Hardidge's absence. Roster of blokes for the job (PLH).** Over the last couple of weeks members have been approached personally and by email to gauge their interest in assisting. Paul L'H & Brian Keeble are co-ordinating the 2nd April home game at Mt Beauty. Dick is doing 9th & 23rd April games also at Mount Beauty. **Action: Paul L'H, Brian K & Dick P**
- 8.03. **Member attendance at the Shed** – What can we do/offer to get more blokes down here? We had good attendance at our first official Shed monthly BBQ in March (29 members). We have 3 blokes working on the boat project. Mal Darwent is in charge of the Pallet Sink and has helpers. Ian, Barry and Reg are full on with the roller door awning with a couple of others assisting as needed. It was suggested that the new start time for the BBQ be from 11:30 am. We need Leaders with some expertise to take charge of projects and that are prepared take others under 'their wing' (as a team) and provide them with advice.
- 8.04. **Grant pending** — *Federal Government Volunteer Grant* for a Compactus Storage Unit (\$2,600). Should hear about success or otherwise by May.
- 8.05. **Seniors Week (2-9 October 2016)**. Need an event(s) idea that we can initiate. Held over to April.
- 8.06. **Client Projects** — Paul explained the following – Distinguishing between licenced work that a 'Tradesman' needs to do e.g. building, electrical or plumbing jobs and what we can do 'legally' as a Shed so if we get sued then we have cover under the AMSA Insurance Policy. **Note:** If a tradesman is required to do the work then we don't touch it as the AMSA Insurance Policy doesn't cover us.

- 8.07. **Current Shed Projects Report including Future Project/Job List** (it's on the Project Schedule Board in the workshop). Additions. (1). NH Centre compost bin; (2) Kangaroo on skis toy; (3) Foldable camp table (Ray Connelly idea).
- 8.08. **Rotary Easter Garage Sale planning (PLH & others)** – This Thursday PM there will be a working bee to load two trailers and store them in the Shed ready to be taken to Pyles Paddock on Sat morning early. When need 4 people to do the selling and customer haggling (volunteers required). Paul will provide a cash float.
- 8.09. **Ladies Skill Building Program (DP)** – We will wait and see on this one. Could be a NHCentre program and they contract us to conduct it (for a fee).
- 8.10. **Storage space is at a premium** – solutions? A verandah type structure off the west side wall of the Shed is a possibility but will need a building permit. Purchase a container either new or second-hand and locate it north of the NHCentre portables between the Shed and the Alex Mc Hall.

A priority – (Deer Guards for Arboretum). Dick says this needs to be started ASAP as its a paid job that has been on our Project List a long time. Dick will order materials and get some welding expertise organised. He has the design. **Action: Dick P**

9.0 **NEXT MEETING** — Monday 18th April '16. General Meeting & BBQ at the Shed Friday 22nd April.

10.0 **CLOSED** – 12:15pm

SIGNED **President**

Date