

Minutes

Committee Meeting — 9.30am Monday 17th October 2016 at the Shed

1.0 **PRESENT:** DP, IH, JD, PLH, MH, IB, CF

2.0 **APOLOGIES:** GC, RH

3.0 **CONFIRMATION OF MINUTES** — *Committee Meeting September 2016 (emailed previously).*

Moved: JD

Seconded: IB

Carried

4.0 **BUSINESS ARISING**

4.01. ***Dust & Fume extraction/exhaust system*** — Irvin suggested that a movable bench (on wheels) to be located (as needed) under the verandah to take noisy inside work outside e.g. sanding. This is to be trialled.

- It was decided that we need a flexible extraction system rather than a fixed one.
- An exhaust fan to blow the welding fumes out the roller door was suggested as a solution in the metalwork area. Do we have such a powerful fan? Ideas?

To move forward the following will happen:

- A sub-committee convened by Irvin will be formed and Mal Darwent, Warwick Mitchell, Rod Hyde and Les Bevan asked to be on it. **Action: Paul L'H** to do the approaches.

4.02. ***Rotary Garage Sale Saturday 29^h October*** — No Involvement as we have nothing to sale. Look again at the Easter Garage Sale.

4.03. ***New Tools & Equipment purchases*** (Priority List) — nothing on the list.

4.04. ***Chamber's financial support for our participation in Thurgoona Men's Shed Expo*** — **Action Campbell to follow up.**

4.05. ***Shade Sale update.***— Ian has had trouble getting answers from Tony Gentile. It was decided that we will go back to the Supplier in Wodonga. Ian will contact Bruce Howie (Shire) for some guidance on permits and engineers assessment. **Action: Ian H**

4.06. ***Update on Strategic Plan Meeting*** — Task for new committee.

4.07. ***Storage option (NHC portables)*** – Dick reported that the NHCentre still use their portables. Our investigation into acquiring our own storage container(s) incl. funding and Shire permits is on-going.

4.08. ***Christmas Lunch*** —NH Centre's Alex McCullough Hall has been booked for Wednesday 7th December at 12 noon. Mark has catering plans in hand. Meal charge will be \$12 per head. **Action: Mark H** & committee members.

4.09. ***Ovens Murray Men's Shed Cluster Meeting*** (Thursday 27th October) — Sub-committee has met and agenda finalised and emailed to other Sheds. Thanks Ian H for doing this. RSVP is Tuesday 25th October.

4.10. ***AGM & BBQ*** – Friday 21st October. Nominations need to be in to the secretary by Wednesday at 5pm. Nominations can be taken from the floor if there are no written ones submitted. Paul to assist Dick with the President's Report. **Action: AGM Paul L'H & BBQ (MH)**

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

Emailed to committee members.

Moved: MH

Seconded: IH —

- It was decided to rollover the 6th month Term Deposit of \$10,000 when it matures in mid-November 2016.

- **It was recommended that the Membership Fee for 2016/17 remain the same as last year i.e. \$35.00. (IH/PLH). This will be put to the membership at the AGM.**

6.0 **CORRESPONDENCE**

Correspondence IN & Correspondence OUT — September/October '2016 (List emailed to Committee)

- Alpine Radio jobs list —Our brief is not for our men to go and do outside work but to use the Shed for work and social interaction. Chair repair is a possibility. **Action: Paul L'H**

Moved: IH

Seconded: DP

Carried

7.0 RISK MANAGEMENT

- **Incidents Report** — John Driver: 1st Aid Officer. Nothing to report.
It was mentioned that men need to be encouraged to use eye and hearing protection if work dictates their use. **Supervisors** need to draw this to the attention of the worker and explain it is Shed policy to wear protective equipment. In this regard other Shed rules will be brought to the attention of the members at the AGM BBQ. **Action: Paul L'H**
- **Workshop Panel (DP, WM and JD)**
 - *Workshop Panel to monitor equipment for faults.* Faulty equipment previously flagged is being attended to e.g. Drill Press.
 - **Member competency assessments & recording.** Paul mentioned that the large spreadsheets on the whiteboard are not workable and that a **Green Folder** with *Individual Assessment Sheets* is now to be used by the **Workshop Panel** of DP, WM and JD. **Folder location** — on the wall on the right side next to the door as you walk from the workshop to the recreation room. Information from the spreadsheets has been transferred to these individual sheets. **Action: Workshop Panel members**

8.0 REPORTS

- **Shed Construction** – Ian reported the following are in progress: landscaping and garden, front of Shed sign (to be picked up Monday for installation Tuesday), posts for west side fence, load of gravel for carpark to be ordered and shade sail installation by Xmas.
- **Workshop supervisors reports & other related matters** — a concern expressed is some men are not cleaning up and putting tools away at days end. Jobs are being left on benches meaning other workers cannot get to use the bench space. Members need to be reminded that to be courteous and have consideration for other members who wish to use the facilities.
Action: Supervisors to monitor
- **Seniors Week Open Day (MH):** Thursday 10am to 2 pm (non-workday). It was a good opportunity to clean up the Shed though we did not have many visitors (maybe 12). There was work going on, we had a large photographic display of all the Shed Projects to date plus the BBQ lunch was again a treat. Thanks Mark, John and Graeme.
- **Thurgoona Men's Shed Expo (IH)** – Ian reported that there were 6-7 Sheds in attendance. A positive was networking opportunities. Ian questioned the relevance of the Expo for us (was it a garage sale?, a membership drive? or showing what we do?). Dick had put some work into organising a working pump unit (thanks to Len Sim for assistance with the fit-out of the pump).
- **Prostate Cancer Awareness Week** — Bob Flowers presentation at the Sept. BBQ was very well received with 35 in attendance. Thank-You's to be emailed to Bob and Mike Parkinson (assisted Bob). **Action: PLH.**

9.0 GENERAL BUSINESS

- 9.01. **Our 2015 Survey revisited** — Nothing more to report on this. No more action.
- 9.02. **Ladies Skill Workshop in conjunction with NHCentre** — Dick gave us a run-down on what he is doing and planning for the 5 ladies so far. Irvin has offered to help Dick on Tuesday evenings between 6-8pm. Paul to follow up with Trish Cross in regards to the financial arrangements (NHCentre advertised cost was \$70.00 for 10 sessions). **Action: DP, IB & Paul L'H**
- 9.03. **Grants** – none pending.
- 9.04. **Major Project Reports** • Flag Pole (IH) • Trailer Cage (DP) • Bike repair (MH)
- 9.05. **Timeline of Shed Construction in photos** — On hold.
- 9.06. **Shed Security** (tools missing!). It was suggested that we identify Shed tools with a distinctive paint colour and/or grinding a name on them. Mark to look into this. Closer monitoring of the 'Equipment Loan Register Book' needs to be carried out. **Action: Mark H.** Paul mentioned that if we ever need to make an insurance claim for tools and equipment we need some proof that we have them. He has started taking photos of the major items and will develop a Register of assets. **Action: PLH**
- 9.07. **Inaugural 'Participation Award'** — This will be present at the Xmas Luncheon to Jordan McNicol. Paul to make up the Award and Mark is to ask Bill McC... (Real Estate Agent is closing up shop) about the donation of some picture frames to be used for the Award.
- 9.08. **New Lawn Mowing Co-ordinator needed** — Paul indicated that he had emailed all those on the roster asking for a volunteer but has had no response. We will ask at the AGM.

9.09. **Other Business**

- Website changes. Paul mentioned that he had changed the Home Page. Now all Posts (emails) to members appear there (members will still get the email). Previously they were located in a Menu item called 'Latest News'. Other updates have been done to reflect current happenings. Go take a look <www.MountBeautyMensShed.org.au>
- Pre-work day breakfast. This was suggested by Mark and will be trial it in the new year.
- Mt Beauty Business Card: Irvin suggested we produce a generic card with provision to write your name on it. This to be used for promotional purposes. **Action: Mark H**. Paul to supply logos.
- Wood Lathes (we have too many) – Ian suggested we only need two and to offer one of the extra's to Jeremy Reichl. **Action: Ian H**
- Green Army BBQ – Frank Russo (GA supervisor) has asked if we can put on a BBQ Thursday 10th Nov at the Shed. This is to recognise supporters of the Green Army Projects over the last 6 months and as a final social get together of Green Army participants. It was agreed we will support this by providing the Shed facilities incl. the BBQ but the Green Army to supply the meat, salads etc and do their own cooking. Frank indicated he has a small budget to spend on the event. **Action: Paul** to follow up with Frank on arrangements.
- Recipe Book — Campbell presented a Recipe Book donated by Bill Cohen's estate to the Men's Shed.

10.0 **NEXT COMMITTEE MEETING** — Monday 14th November
BBQ Friday 18th November 2016.
Christmas Lunch Wednesday 7th December (Alex MCC.. Hall)

11.0 **CLOSED: 12.00 noon**

SIGNED **President** **Date**