

MINUTES

Committee Meeting — 9.30am Monday 16th May 2016 at the Shed

1.0 **PRESENT:** DP, GC, JD, PLH, MH, Brian Keeble

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

3.0 **CONFIRMATION OF MINUTES** — *Minutes of the April 2016 Committee meeting confirmed.*
Moved: JD **Seconded:** GC **Carried**

4.0 **BUSINESS ARISING**

4.01. **H&S Policy Update** & the 'next issues list' — Brian Keeble spoke to his *H&S Sub-Committee Report #3* and priorities were considered. Items 4 (Electrical safety & tagging), 5 (Ladders) & 10 (Working with People with Disabilities Policy) were to be priorities. Also it was agreed that the following items would be added to the list 12. Labelling, 13. Fire & Burglary Protection & 14. Media. Handling. It was also agreed that a H&S Review and Audit would be done annually. **Action: H&S Sub-committee to follow up.**

4.02 **Workshop Supervisors** — Roster, Duties & Log Book

John Driver indicated that he would not be available for Supervisor duties for the next 7 weeks (i.e. to 7th July) due to pressing home commitments. **Action: Paul to ask for a volunteer(s) to fill the role.**

Cleaning — Again it was agreed to ask for volunteers at morning tea on the Thursday to get the job done Thursday afternoon or following the morning tea, if appropriate.

4.03. **Member attendance at the Shed** —

Again there was some good discussion on what other activities we could offer to the members. Previously the following had been suggested.

- Speakers (once per month) on various topics. Speakers to be sourced from the membership
Action: Health Week in June will have a speaker on 'financial health'.
- Activities afternoon e.g. Ladder Golf Championship, Card and Board Games.
- Film night at the Shed — **Action: One has been conducted.**
- *Come and Try* sessions on how to use a piece of equipment or make a simple project
- Monthly BBQ's — *Our main social Shed activity has been successful and is well supported.*

4.04. **½ Marathon drink stations x2** — Sat May 21st – 10am to ~1pm. Paul reported that we have 8 men to do the job with Brian Keeble co-ordinating the Mountain Creek station and himself the Damms Rd station.

4.05. **May 20th BBQ** — We purchased RSL food left over from ANZAC Day. This should cover our requirements. **Action: Mark H and John D**

4.06. **Happy Hour** – There was some discussion on this but nothing definite decided on.

4.07. **Music Festival Marquee Supervisors Report** – Dick related his 'sleep-over' experiences. We will receive a financial donation for Ian and Dick volunteering for this role. Thank you.

4.08. **Shade Sale update** — Ian has spoken to Tony Gentile and has arranged for him to come and have a look at what is required and to offer advice. The \$5,000 grant will be deposited in our bank account on 7th June.

4.09. **Men's Health Week** – Maureen Ryland to organise as part of Men's Health Week – mid June. Nothing received from Maureen as yet.. We need date, time, venue and program (PLH) – **Action: Paul to follow up again...**

4.10 **Seniors Week (2-9 October 2016)** — It was decided to hold an Open Day on Thursday 6th October. This to include a BBQ, displays and men working in the Shed. **Action: Paul to contact Don Pollock who is co-ordinating the Shire Calendar.**

4.11. **Landscape/gardening plan and process** — Rod Hyde had produced a plan which was tabled but not discussed at this stage but will be followed up in the Spring. Thanks Rod for the work on this.

4.12. **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.

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

1. Emailed to Committee members and report signed off on at the meeting.

2. It was agreed to place \$10,000.00 in a Term Deposit at 2.65%. **Action: Paul L'H.**

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

6.0 CORRESPONDENCE

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

Business arising from correspondence:

1. **Free Seminar** (incorporating a question and answer session) offered by Rebecca Carne (Nevin Lenie Gross – Barristers/Solicitors) on Wills, Power of Attorneys.
Probus have indicated that Shed members can attend their **Wed. 8th June General Meeting at 10:30 am** to listen to Rebecca Carne – Solicitor (Nevin Lenie Gross). There is a \$5.00 charge which all attendees including Probus members must pay. Covers morning tea, hall hire etc. They meet at the Tawonga Hall. **Action: Paul L'H to advertise to members and ask for a RSVP**
3. **VMSA State-wide gathering** of sheds is on in Cobram on the Murray on the 24th June (our BBQ day). It was agreed that fuel costs should be covered **Moved MH/DP**. Paul and Dick interested in attending. Any others members interested in attending please let Paul L'H know ASAP.

Moved: MH

Seconded: GC

Carried

7.0 RISK MANAGEMENT

- **Incidents Report** — JD (1st Aid Officer) No incidents to report.

Faulty equipment

1. Drill Press trips outs (motor will be replaced with the other Drill stored in the green container: **Action: Dick P**), 2. One of the Power Drills has a faulty switch. **Action: Alex Chapman** is looking at repairing it.

It was strongly agreed that we need a **tagging system** for equipment that needs repairing. Dick supplied 'Out of Service' tags that are to be used in future. **Action: H&S Committee to follow up further.**

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

1. *½ Marathon Drink Stations* — Rod Hyde has completed this JSA. Thanks Rod.

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 GENERAL BUSINESS

- 8.01. **Report – Shed Construction** — Awning roof, Shed sign, moveable kitchen bench, fence (west side), flag pole and landscaping/garden are listed as jobs to complete.

- 8.02. **Report – Footy/Netball Gate** — Mark reported that we have two Bunnings vouchers left (including another donated by the Football/Netball Club making it two for the season so far – a generous offer).

It was considered important that we make an effort to advertise the raffle winner via the Club's facebook page, Alpine Radio and the local facebook page '*Whats Happening in Tawonga, Tawonga Sth, Mount Beauty*'. Next Dederang home game is on Sat 28th May. Mark suggested we need a dedicated sign advertising the fact the raffle is for the Men's Shed and the ticket prices. **Action: Mark H.**

- 8.03. **MoU Review** between the Shed and NHCentre – Agreed to include in the DRAFT MoU that the NHCentre is responsible for all equipment parts and machine replacement if required. Agreement to be for 6 months (not 12 months as suggested by NHCentre) then reviewed. Graeme to keep a record of mowing hours and any repair work on equipment. **Action: Paul L'H & Graeme C**

- 8.04. **Grants pending** — Paul outlined the current grants that have been submitted.

- Federal Government Volunteer Grant for a Compactus Storage Unit (\$2,600). Should hear about success or otherwise by May '16.
- FRRR for Tools and Ventilation Fans (\$2,832). Hear by the end of June '16.

- 8.05. **Shed Buying Policy**

- **DRAFT** to consider — We need to get quotes locally as well as further afield and compare them. Comparative prices to be discussed with the local supplier(s). If their quotes can match or come close to the external quotes then we, of course, will support the local supplier. We need to support local suppliers BUT as a community organisation we also need to get best value for our hard earned dollars.

8.06. **Future Tools & Equipment purchases** — It was agreed that a *priority list would be drawn up now* as there has been suggestions put forward. This list to be discussed within the committee. **Note:** It was decided that it was not necessary to have a *formal committee meeting* to decide on priorities and purchases. Discussion amongst committee members and other experienced members could occur within the Shed and action taken provided funds, of course, were available.

LIST:

1. Quality Metal Cutting Saw*
2. Ultra thin cut off wheels for grinders*
3. Roll of MIG wire*
4. Compressor with grunt
5. Inverter Welder (similar to Les Bevan's)

**Rod Hyde has suggested these items are needed for the Playground Decking Project.*

8.07. **Major Project**

• Playground Decking/Seat — Costings have been done and funds of \$3,682.57 from Shire deposited in the bank. Campbell is investigating steel prices from Bogong Steel and Spotted Gum wood will be purchased locally from Allen Randell. Rod has indicated that he cannot lead the Project from the Canberra so we need to approach others for this role. Maybe we can find two leaders that share the role. We need to get this project started. **Action: Paul will approach suitable members and ask if they are prepared to take on this role.** We don't have plan B at this stage.

It was strongly agreed that we would not accept any more jobs until the end of May. Supervisors were to make a note of the job and tell client to contact us at the end of May.

8.09 **Shed Winter** (July/August) **opening days and times** including supervisors — It was decided to hold this decision over until the June meeting.

8.10. **Arnott Biscuits** — It was agreed to buy Australian.

8.11. **Film Night Report** — Paul reported that 15 members attended i.e. 30% of our membership of 70.

8.12. **Absences during winter** — Paul indicated that he and Helen will be on a 4WD Tag-a-Long Tour from Monday 4th July to the 31st July and again for an overseas trip to Alaska/Las Vegas/Grant Canyon from 4th September returning late September.

9.0 **NEXT MEETING** — Monday 20th June 2016. — **General Meeting & BBQ** at the Shed Friday 24th June 2016.

10.0 **CLOSED:** 11:40 am

SIGNED **President**

Date