

MINUTES

Committee Meeting — 9.30 am Monday 16th October 2017 at the Shed

1.0 PRESENT: Dick Puttyfoot, Rod Hyde, Ian Howley, Irvin Beeston, John Driver, Mark Hardidge, Paul L'Huillier, Reg Hollonds, Len Sims & Brian Keeble.

2.0 APOLOGIES: Campbell Ford.

3.0 CONFIRMATION OF MINUTES — That the minutes of Committee Meeting held on 11th September 2017, (emailed previously) be accepted.

Moved: Mark H Seconded: John D Carried

4.0 CONFLICT OF INTEREST

Ian H listed a possible conflict of interest with an item of inward correspondence.

5.0 BUSINESS ARISING

5.01. **Seniors Festival** – An Open Day was held on the 14th October. There was a good roll up of members but only a few visitors. The Shed will look for an alternate day to hold any future open day. **Ian H** to send a thankyou note to Gerry Frawley for the donation of the sausages for the BBQ.

5.02. **Cubs & Scouts request** – **Dick P** to follow up.

5.03. **Presentations at BBQ's** –A talk on "Palliative Care – what it means for your future" by Maureen Hardidge is scheduled for the October BBQ. A demonstration of lathe operation, organized by Dick P, is to be held at a future BBQ. (Was to be November but this BBQ was subsequently cancelled).

5.04. **Safety Audit** – Fire extinguishers yet to be checked. **Dick P** will contact Andrew Chalmers to see if he can help out.

5.05. **Cluster Meeting** – Irvin B & Dick P attended the meeting at Myrtleford on the 28th. It was well attended by 14 Sheds. The VMSA representative encouraged Sheds to look at alternative insurance offers. Although the VMSA is now not a member of AMSA, we need to be aware that Federal Government grants are still processed via AMSA. The Myrtleford Shed makes items for sale at their local market and we could consider doing this in future. Support of Sheds by DHHS is now under their Sports Unit. **Ian H** to send a thankyou note to Erin and Jenny for their past help.

5.06. **CNC Router**- **Paul L'H** will contact Doug Braidwood to arrange pick up.

5.07. **Electrical Certificates**- **Dick P** to follow up with Kevin Moorman.

6.0 TREASURER'S REPORT

Report was previously emailed to Committee members. It was moved Paul L'H, seconded John D *"that the treasurer's report be accepted"*. Carried.

7.0 CORRESPONDENCE.

- **In**
 - UKVCA. Request for letter of support for funding for River Walk. This was discussed at length and agreed that a letter of support be sent with the President's signature. **Ian H** to prepare a draft.
 - AMSA. Offer of Excess Insurance Cover.
 - AMSA. Framework for the Future.
 - *Myrtleford Shed*. Agenda for next Cluster meeting on the 28th September.
 - AGL. Discount offer for residential power.
 - *Bunnings*. Statement.
 - VMSA. Details of insurance option.
 - *Myrtleford Shed*. Notes from Cluster meeting.
 - *Arthur J Gallagher*. Insurance quote for the Shed
- **Out:**
 - *Alpine Shire*. Request re Community Development Grants timetable.
 - *Tom Nicholls*. Reply to enquiry about welding courses.
 - *Consumer Affairs*. Annual Statement.
 - *Friends of Clover Arboretum*. Invoice of \$800 for deer guards.
 - *Jenny Wood*. Invoice of \$500 for kitchen bench.
 - *Mt Beauty NHC*. Invoice of \$300 for "Women in the Shed Program.
 - *ETU*. Aquittal form for the Storage Container Grant of \$750.
 - Carrington Plastics. Thankyou for donation of 100 Kindling bags.

It was moved Ian H, seconded Reg H *"that correspondence be received"*. Carried

8.0 RISK MANAGEMENT

- Safety Sub-Committee – Brian K summarized the past actions of the sub-committee, much of it based on the AMSA manual, and noted that some matters still needed some work, in particular the use of ladders and electrical safety. There is still some follow up needed on the Hertzog report.

It was moved Ian H, seconded Dick P that;

1. *"The Committee re-establish the Health & Safety Sub-Committee to review the 2016 Health & Safety Rules and the 2017 (Hertzog) Safety Review Report, and report back to the Committee with updates and recommendations, and*
2. *That Ian Howley, Paul L'Huillier and Brian Keeble be appointed to the re-established Health & Safety Sub-Committee."*

- Incidents Report — John Driver: 1st Aid Officer.
- Workshop Panel (DP, WM, LS and JD) Nothing to report..

9.0 GENERAL BUSINESS

9.01. **Project Reports** (1) **Deer Guards** – Complete, (2) **Side Fence** –Progressing well. (3) **Second external Tap** – **Rod H** to do. (4) **Ladder Golf** – **Irvin B** has two units at Campbell's shop, three near ready at the Shed and four sold. (5) **Nest Boxes** – Complete. (6) **Spinning Wheel** –The wheel to be made and numbers added. (7) **KVHS cabinet** – Mal D has it in hand. (8) **Table & Chairs restoration for the Willey's** – yet to be inspected and priced.

9.02. **Governance** – A brief paper had been emailed to Committee members listing some of the requirements for good governance. Some of the issues needing attention/clarification are monitoring of new members, managing grievance and discipline problems and purchasing policy. It was moved **Ian H**, seconded **Mark H** *“that a draft procedure for purchasing be developed, by the Treasurer and Secretary, for consideration at the next meeting”*. Carried. **Ian H** to follow up the other issues.

9.03. **Future Shed Extensions** – **Ian H** has circulated sketches of a 12.4 metre x 3.8 metre verandah on the west side of our Shed. The guessed cost of such a verandah is around \$15000. There are severe restrictions on the use of the space because of the requirement to provide access to the door on the end of the Neighbourhood Centre building. It was agreed that **Dick P** and **Ian H** approach the Centre to see if their door could be permanently closed off. We could then consider closing in the verandah which would give us much better functionality.

9.04. **Committee Portfolios for 2017/18** – Allocation of portfolios was discussed and agreed. The agreed list is appended to these minutes.

9.05. **Future Insurance** – A quote has been received from Arthur Gallagher for all of our insurance requirements, and it is substantially less than the current premiums that we pay through AMSA. We will review the insurances in February, as they have a renewal date of 1 March 2018.

9.06. **Lake Walk on 22nd October**– The Shed will provide a sausage sizzle, for a gold coin donation, and Alpine Radio will operate beside the Shed. **Paul L'H** will talk to the Bendigo Bank about food arrangements.

9.07. **Cost of Monthly BBQ's** - There is now a revenue shortfall in our monthly BBQ's. It was agreed that the charge to attendees be increased to \$7, commencing at the start of next year.

9.08. Other Items;

- a spring clean up is needed, likely to be on 26th. **Dick P** to mention at the BBQ.

- there was agreement that we consider a bus trip to the Henty Field Days next year. A trip to the Tawonga car collection, also a possibility.

- **Mark H** to talk to the NHCC re a date for the Christmas lunch, preferably in the first week of December.

- **Ian H** to book a small site at the Rotary Garage Sale on Cup weekend (4th November).

- Dick P had a successful day, with 15 children, making picture frames at the Library. Well done again Dick.

- Irvin B suggested that we consider lifting our profile, and raising funds, by making and selling items at the local monthly market. Myrtleford do this regularly.

- It was agreed that the Shed toilet would be available for public use at the Carols by Candlelight event.

10.0 NEXT COMMITTEE MEETING — Monday 13th November 2017.

11.0 CLOSE:.

Meeting closed 12-15 pm.

Mount Beauty & District Men's Shed
2017/18 Committee Portfolios

Page #1

Name							
	Day Supervisor	Shed Constr Manager	Project Co-Ord	Footy Gate	Asst. Sec	Grant Apps.	W'Fare Officer
Dick Puttyfoot	X			X			X
Paul L'Huillier			X			X	
Ian Howley		X					
John Driver	X						
Mark Hardidge	X		A/X	X			
Len Sim	X						
Reg Hollond	X						
Irvin Beeston	X						
Campbell Ford							
Rod Hyde	X		A/X				

Page #2

Name								
	W'shop Panel	H&S sub-commit	Cater-ing	1 st Aid Officer	Fund-raising	Publ. Officer	Website Admin	MShip Sec
Dick Puttyfoot			X					
Paul L'Huillier		X					X	X
Ian Howley		X						
John Driver	X	X	X	X				
Mark Hardidge			X					
Len Sim	X	X						
Reg Hollond	X							
Irvin Beeston	X							
Campbell Ford								
Rod Hyde								
Brian Keeble		X						

