

Mount Beauty and District Men's Shed Inc.

Committee Meeting held 9-30 am –Monday November 16th 2015

Location – The Shed.

Minutes

1.0 **PRESENT:** Dick Puttyfoot (Chairman), John Driver, Mark Hardidge, Graeme Caulfield, Campbell Ford, Doug Hamilton, Rod Hyde, Irvin Beeston, Brian Keeble (HS sub-committee), Ian Howley (Minutes)

2.0 **APOLOGIES:** Paul L'Huillier

3.0 **CONFIRMATION OF MINUTES** *That the Minutes of the [October](#) Committee meeting be confirmed.* Moved Dick, seconded Graeme. Carried.

4.0 **BUSINESS ARISING**

4.01. *Rock Wall.* **Campbell** to check out rock availability at Falls Creek.

4.02. *Beechworth Shed Opening.* **Mark** reported on the opening ceremony – everything was big. Most other Sheds have uniforms for members.

4.03. *Survey Results.* Held over to a later meeting.

4.04. *Rotary & Garage Sale.* Income to date is approaching \$500.

4.05. *Shed Opening for Members.* Members are welcome to come on Tuesday, Wednesday or Thursday, particularly for morning tea.

4.06. *Grass Mowing Roster.* Problems with the ride on mower – may need to ask the NHCC to arrange for repairs.

4.07. *Public access to Defibrillator.* **Dick** to ask NHCC whether they require independent access.

4.08. *Movable Bench for Kitchen.* **Rod & Mark** have this under control.

4.09. *Future Projects & Task List.* **Dick** is negotiating the arrangement for deer guards at the Arboretum. Others to be dealt with outside the meeting (steps for Dennis Wykes, Peter Serpell's electric chair repair)

4.10. *Sweet Valley Sounds Security & BBQ.* Agreed to again do the event security but not to run a BBQ. **Paul** to advise their Committee.

4.11. *Christmas Lunch.* Chef de Shed **Mark** will again organise a great event to be held on the 11th December at the Senior Citizens Rooms. Some assistance with salads will be required.

5.0 **TREASURER'S REPORT**

The report had been sent to the Committee members. Moved Ian, seconded Rod *that the Treasurer's report be accepted.* Carried.

Motion #1 – “That Campbell Ford be added as a signatory and to have e-bank access to our Bendigo Bank Account and that Ian Howley and John Hunt be removed as signatories to the account”

Moved Ian, Seconded Dick Carried.

Motion #2 – “That the money earned from the garage sale be used to help fund the H & S requirements” (This is potentially contradicted by a resolution under 8.01)

Moved Ian, Seconded Dick Carried.

6.0 CORRESPONDENCE

Correspondence IN

- Two letters from the Bendigo regarding our grant application
- Into Our Hands Community Foundation grant application was successful (\$5400)
- Yack Shack Shed opening invitation
- Dennis Wykes home steps request
- Arboretum tree guard request
- MoU from NHCC
- Beechworth Men’s Shed newsletter
- Solar Connection letter
- Letter from Sweet Valley Sounds re security assistance
- Advice from Alpine Shire that Planning & Building permits will be required for the shade sails.

- Correspondence OUT

- Marty Alexander (Bogong Village) re building of seats/tables for outside Bogong Jack’s Café – we will do.
- Dederang NH Watch Community Event offer. No.
- Tawonga Riding Club re help with BBQ. No.
- Into Our Hands Community Foundation Grant Agreement.
- Notification to organisations re new mailing address
- Beechworth Men’s Shed Opening RSVP.
- Yack Shack Opening RSVP.
- Membership Reminder emails (10/10/15) – 13 sent.
- Membership reminder emails sent (29/10/15) – 10 sent.
- AMSA Grant acquittal form sent re solar PV system and welder.
- MoU to NHCC.
- Response to Bendigo Bank re BBQ offer.
- Website Post plus mail out to non subscribers re no BBQ in November and advice re Christmas lunch.
- Cabot’s order for 10 litres of free wood stain

Moved Ian, seconded Mark that *the correspondence be received*. Carried.

7.0 RISK MANAGEMENT

- Incidents – Reported / otherwise —Nothing to report
- HRA’s & JSA’s have been prepared for onsite work.

8.0 GENERAL BUSINESS

8.01. *Health & Safety Policy*. Brian gave a comprehensive report on the organisation structure and policy framework proposed for us to establish an appropriate Health & Safety program for our Shed. The AMSA Men's Shed Health & Safety Manual was used as the main reference document.

It was proposed that a Health & Safety sub-committee be appointed and that Brian be appointed as the Health & Safety Officer – he will be absent for an extended period from December and a temporary replacement will be required.

The draft membership application form was discussed and it was agreed to expand this to two pages to make it easier to fill in and to push the more sensitive parts to the second page. A "Privacy Statement" to be added preceding the Skills & Experience, etc. **Doug** agreed to draft this statement. The words "or your condition needs to be managed" to be added after "machinery" in the Limitations: Medical line.

The "To Do List Summary :Draft #2" was discussed. There was consensus about having a "Happy Hour" but the Committee is yet to develop details. Other changes include the deletion of words "solar power generation" from 6.3 (5) and add the word "statement" after duty in 9.1.

A short discussion on the Member's Induction Handbook occurred. Agreed to replace the words "closed in shoes" with "appropriate protective footwear".

On behalf of the Committee Dick thanked Brian for all the work he has done to date.

Motion – "1. That a Health & Safety sub-committee be formed to develop ,introduce, monitor and revise a comprehensive Health & Safety policy, and that Brian Keeble (as Safety Officer), Paul L'Huillier and Ian Howley be appointed to the sub-committee, and
"2. That the sub-committee be delegated the authority to make and implement health & safety decisions on behalf of the Committee, and
"3. That the sub-committee be authorised to spend up to \$500 on the implementation of the health & safety policy."

Moved John, Seconded Ian Carried

8.02. *Shed Construction Report*. A report was circulated before the meeting. Priority is to be given to items needed to complete the Building Permit requirements. A second lever latch on the main door is still to come and the back rest for the disabled toilet requires some welding. We are awaiting an electrical certificate from Kevin Moorman and the plumbing permit from Graham Boote. The receipt of the grant for landscaping now enables us to focus on the landscaping, concrete and paving.

Ian is to contact Beechworth Correctional Services to enlist the services of a team to help with the paving.

Expenditure to 13/11/15 (excl the solar HWS) was \$89,786. Expenditure on the solar HWS and solar PV system is \$8489.

A list of external contributors was included in the report and Ian asked **Committee members** to add any omissions.

8.03. *Community Use BBQ*. After some discussion about the letter from the Bendigo Bank it was agreed that the Gasmate 6 burner should be purchased. Campbell explained the expectations for the use of the BBQ by community groups in the town central area.

Motion – “That the Shed will pay the gap between the \$400 grant from the Bank and the cost of the Gasmate 6 burner”

Moved Rod Seconded Graeme Carried

Campbell will investigate whether he can get a better deal on this make/model of BBQ.

8.04. *Christmas Decorations.* The Chamber of Commerce has asked us to again erect/remove the decorations in the town centre. **Paul** to circulate a request for helpers to do this work on the 29th November.

8.05. *Opening Ceremony.* The form of ceremony was discussed and the Yackandandah style was favoured over Beechworth.

Motion – “That the relevant Minister be invited to officially open the Mt Beauty District Men’s Shed on the 19th February 2016”

Moved John Seconded Rod Carried.

Ian to contact Jenny Sloan at DHHS to discuss arrangements.

A number of items were held over;

- Process for quoting for community projects
- Grant application priorities
- Compactus
- Clean up storage at the mill
- Update of strategic plan
- Roster/rules for recreation room cleaning

9.0 NEXT MEETING —

Committee Meeting - Monday December 7th

10.0 CLOSED – 11.35 am

SIGNED **President**

Date

DISTRIBUTION:

Dick Puttyfoot
Paul L’Huillier
Ian Howley
Maureen Ryland

Mark Hardidge
Campbell Ford
Brian Keeble
John Driver

Graeme Caulfield
Rod Hyde
Doug Hamilton
Irvin Beeston