

BAYSIDE MEN'S SHED GROUP Inc

MINUTES OF COMMITTEE MEETING

6 July 2021 at BTC

Subject	Discussion	Action
Present:	<div style="display: flex; justify-content: space-between;"> <div> John McCarthy (JMcC) – <i>President</i> David Hill (DH) – <i>Secretary</i> Alan Holliday (AH) Richard Payne (RP) </div> <div> Don McDonald (DMcD) Peter Keenan (PK) </div> <div> John McMahon (JMCM) – <i>Vice President</i> John Knight (JK) Paul Crompton (PC) </div> </div>	Noted.
Apologies:	Kelvin Power (KP), Ian Crothers (IC), Charlie Rosa (CR), David Wells (DW), Chris Lee (CL)	Noted.
Minutes of Previous Meeting:	<p>The Minutes of the Previous Meeting which had been issues to Committee prior to meeting was tabled "As-Read".</p> <p>Matters arising:</p> <ol style="list-style-type: none"> 1. New Auditor required: Brighton Shed have advised they do not believe it workable for their auditor to review our books. Options to follow up : <ol style="list-style-type: none"> a) Canvas BMS members for suitable candidate b) Approach commercial organisations 2. Approved Users for Wood Lath, Metal Lathe and Table Router: List of Approved Users for the above equipment was completed and installed at each item. A combined list was posted in Shed office. The person in charge on the day to be responsible to ensure that only trained people use these machines. 3 Shed Health & Safety Management: AMSA OH&S manual is the guideline to maintain compliance. Compliance Action items:- <ol style="list-style-type: none"> a. "Toolbox Talk" before work commences reinforcing the use of PPE and the risks associated with specific tasks. <p style="text-align: center;"><i>-Format being prepared.</i></p> 	<p>Noted. Attached.</p> <p>Action DH / PK</p> <p>Noted</p>

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<p>Minutes of Previous Meeting (cont):</p>	<ul style="list-style-type: none"> b. "Safety Moment" at morning tea to ask for any safety issues and change the culture of all members. <i>-Possibly with a) above.</i> c. Issue of new name tags to all members. <i>-Completed</i> d. Purchase safety glasses for all members. <i>-Action TBA</i> e. All members to record when they leave the shed as well as when arriving <i>-Members advised. Session Leader to reinforce compliance.</i> f. DH to revert with VMSA to obtain an alternative insurance policy <i>- Action DH</i> g. Special newsletter to be prepared to advertise to all members the change required in safety culture <i>-Action TBA</i> h. Appoint a risk assessment person <i>-Action TBA</i> i. Induction training mandatory session to be conducted in the new building. <i>-Action TBA when Wells Rd available</i> j. Equipment maintenance schedule. <i>-Action by Equipment Sub-Com</i> k. Reinstate first aid courses. <i>-First course being arranged for September</i> <p>4. Application for Federal Gov community grant: Grant application was successful - \$5750 received for new equipment.</p> <p>5. Lighting check: Enquiry for lighting check by BCC was made redundant when BCC upgraded all of the Bonanza Rd building lights to be LED. Much improved lighting levels have resulted.</p>	<p>Actions as noted</p> <p>Noted</p> <p>Noted</p>
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Minutes of Previous Meeting (cont):	<p>6. An Additional Green (Recycling) Bin: BCC has agreed to provide an additional Green Bin for sawdust from dust extraction system. Awaiting delivery.</p> <p>It was proposed that the minutes were a true and correct record of the proceedings of the previous meeting. Moved by RP, Seconded by JK.</p>	<p>Noted</p> <p>Motion Carried</p>
Finance Facilities, Equipment, Projects & Social Sub-Comms:	<p>The Sub Committee reports were provided to Committee for review prior to meeting. Refer to the attached copies for further information.</p> <p>Matters arising: 1. Finance: The Committee approved the payments / reimbursements made by Treasurer during the period of this report. Moved by PC, Seconded by DMcD</p> <p>It was proposed that the Sub Committee reports be accepted. Moved by PK, Seconded by CL</p>	<p>Noted. Attached.</p> <p>Noted</p> <p>Motion Carried</p>
New Business:	<p>1. Approval to purchase to major equipment: Approval was sought to proceed with purchase of the 3 items of major equipment as detailed in the Equipment Sub-Comm Report :- 1x CARBATEC JN-X200C 8" Helical Cutter Head Jointer 1x CARBATEC WBS-2200C Oscillating Edge Sander 1x PANEL PRO Vertical Panel Saw Total RRP \$ approx. 6,600 (with a potential discount available) Funding : Fed Govt Grant of \$ 5,750 BMS to fund the balance</p> <p>It was proposed that the purchase of above equipment proceed. Moved by JMCM, Seconded by AH</p>	<p>Motion Carried.</p>

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<p>New Business (cont.):</p>	<p>2. Proposed closer relationship with BTC: There have been informal discussions between BMS and Beaumaris Theatre Company regarding the potential for the two organisations to work closer together, to maximise the use of facilities, and collaborate on developing new joint activities.</p> <p>Committee agreed this should be pursued. A task team led by President will be set up to liaise with BTC and investigate further.</p> <p>3. Proposed "Opening Event" for Wells Rd building (Monday 27 September): It was proposed that a "significant event" should be organised for the opening of the Wells Rd Building.</p> <p>A task team led by RP will look at options, program, costs and report back to Committee</p> <p>4. Proposed set up /activities in Wells Rd Building: It was proposed that the internal setup of Wells Rd building be "managed" to ensure we achieve the best outcomes for the Shed.</p> <ul style="list-style-type: none"> • Some furnishings to be purchased, some available (eg large table and chairs) • Lease(s) still being chased (by DH) • Potential for other/joint tenants needs clarification. (DH) <p>Facilities Convener (JK) to be assisted by DW and DH.</p> <p>5. Heart Defibrillators: The Sheds existing Defibrillator has been assess as needing replacement. We have been unsuccessful in finding a donor or support to fund replacement device. With the Wells Rd building we will now require 2x devices (which should be identical).</p> <p>Cost of St John "G5" model is \$2,450 RRP each. A total of \$4,900 at RRP.</p>	<p>Action JMcC</p> <p>Action RP</p> <p>Actions JK with, DW, DH</p>
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New Business (cont.):	As this is a critical item for the health/safety of our members it was proposed that that we proceed asap and purchase 2x items with the annual inspection and training. Moved by R P, Seconded by AH	Actions JK, DH
	6. BMS XMAS Luncheon: It was proposed that initial arrangements be commenced for the Shed's 2021 Xmas Luncheon.	
	It was agreed that a "restaurant" style arrangements is preferred.	Actions JMcD
	DMcD to chase up chef (Scotty?) believed to be at Sandringham Football club. Social Convener (RP) to be overall event organiser.	Actions RP
Next Meeting:	Next Meeting scheduled Tuesday 31 August 2021 (ZOOM or Face 2 Face to be advised).	Action Secretary
Meeting Closed.	Meeting closed 1030.	

SOCIAL SUB-COMMITTEE REPORT

2021 07 06

Convener: Richard Payne

Members:

Since the last meeting we have had one very well received BBQ and presentation

Activities over the past month cancelled due to COVID

Two activities were planned for June :-

- Solar presentation David and Chris
- NBN Today

These presentation /BBQ have now been rescheduled

Proposed social activities for the next 3 months are as follows :-

- July 14 BBQ and presentation ("All you what to know about solar power for your home")
David and Chris
- August 27 BBQ and NBN presentation by Wally from NBN
- September 27 Shed extension official opening special catering and invited guests (A chance to get our new kitchen into action)
- Tuesday 26 TBA

Regards

Richard P

PROJECTS SUB-COMMITTEE REPORT

2021 07 06

Convener: David Wells (DW)

Members:

Since the last committee meeting a number of projects have been completed with very positive responses from all who received our works generating some good funds to the shed. Actual amount can be provide from the Treasurer.

Refer to attached Projects List

Regards

DavidW

BAYSIDE MEN'S SHED GROUP Inc

CURRENT PROJECTS

18th May 2021

Project Number	Initiated	Name /Client	Job Leader	Discussion	Status
2021/3	17.12.20	Sandy Village Street Library Margaret Fitzherbert	David Wells	Project completed made \$290	Completed
2021/4	17.12.20	Food Larder	John Knight	Investigations to take place	Awaiting response from John Knight
2021/5	17.12.20	Dart Board Box	John Knight	Dart Board Box being constructed for Men's Shed new building	Completed
2021/6	17.12.20	Bat Nesting Box's	Mike Love	6 to be constructed ongoing	Waiting on Job Leader
2021/7	17.12.20	Bird Nesting Box's	Mike Love	6 to be constructed ongoing	Waiting on Job Leader
2021/8	29.01.21	Sand Pit Boat	David Wells	Sand Pit Boat parts to be put together and painted white Costing of \$330 given to Jack and Jill Kindergarten	No response
2021/9	30.01.21	Replacement Gate	David Wells	Replacement Gate at the The Crescent Sandringham Rainer Runger has paid funds into men's shed account Made \$240	Completed
2021/10	22.02.21	Timber Base for glass Decanter	Trevor W-Smith	Base for glass decanter has been completed Donation given Donation of \$100	Completed
2021/11	27.03.21	Mahjong Racks	Charlie Rosa	Costing of \$10 each accepted, 7 sets of 4 \$200 donation given	Completed
2021/12	27.03.21	Repair oak table	David wells	Top glued together. and base assempled \$100 donation given	Completed
2021/13	15.04.21	2 Possum Box's	Mike Love	For Angela Murdoch, collected 29th April Donation \$100	Completed
2021/14	15.04.21	2 Carver to be repaired	David Wells	For Lance Roach, chairs completed upholstery being done	Ongoing
2021/15	19.04.21	2 Possum Box's	Mike Love	For Anne Shepard, collected 29th April Donation \$100	Completed
2021/16	19.04.21	Pair of farm Gates	David Wells & Charlie Rosa	For Lance Roach, collected 31st April awaiting Donation \$500	Completed
2021/17	21.04.21	Repair work bench	Gary Kyriacou	Repairs completed for Marni Wightman - Gordon St Kindergarten Call 0413454576 Has been collected donation to be forwarded	Very pleased
2021/18	06.05.21	New gate	David Wells & Charlie Rosa	New gate for Rick Mowson, gate size agreed upon timbers cut and to put together	Completion should be by 27th May
2021/19	18.05.21	1 Possum Box	Mike Love	Yvonne Honey Mentone has requested provision of 1 Possum Box	Completion should be by 4th May
2021/20	18.05.21	Sample ply box	David Wells	Malcolm Tinker Bayside Community Emergency Relief prototype bin box to be discussed 20.05.21	Discussions taking place

Bayside Mens Shed

Treasurer's Report 4 July 2021

MONEY IN BANK

Bank balance 3/7/2021 IS \$24,968.

GRANTS

Grant received 19/2/2021 from Bayside Council for Covid 19 disinfectants - \$1,570; BUT part repayable to Council is \$1,331

Grant received 27/5/2021 from Department of Health for Shed Devel. Programme - \$1,300

Grant received 8/6/2021 from Department of Industry - \$5,750

RECENT PAYMENTS: and REIMBURSEMENTS

4/7/21	Peter Keenan \$17.97
2/7/21	Harry Hackman \$60.60
28/6/21	Don McDonald \$77.53
28/6/21	Beyond Tools \$79.00
24/6/21	Charlie Rosa - \$75.00
23/6/21	Peter Keenan - \$40.15
18/6/21	Charlie Rosa - \$149.00
18/6/21	Ace Saw Service - \$10.17
4/6/21	David Hill - \$48.60
21/5/21	Ace Saw Service - \$60.48
21/5/21	Peter Keenan - \$21.55
21/5/21	Charlie Rosa - \$70.00
19/5/21	Charlie Rosa - \$38.21
11/5/21	Ace Saw Service - \$18.90
11/5/21	David Hill - \$67.76
10/5/21	Richard Payne - \$18.00
10/5/21	Paul Crompton - \$ 23.40
4/5/21	Kelvin Power - \$82.45
3/5/21	Peter Keenan - \$76.15

DIRECT DEBIT PAYMENTS

New system is running smoothly. Being used to reimburse members who purchase goods and refreshments on behalf of the Shed, and to pay suppliers (e.g. Ace Saws) for parts, services and equipment. Members with access to online bank account to make direct debits are: John Knight, Kelvin Power, David Hill, Don McDonald and Peter Keenan. Two to authorise each payment.

PETTY CASH

The Petty Cash fund (\$200) has been closed because it's no longer of any use., plus there is a Covid risk in handling cash. Unused funds have been deposited in bank account.

Signed: *Peter Keenan*

Date: 4 July 2021

Bayside Men's Shed Group Inc

Facilities Sub Committee Report

6 July 2021

Wells Road Development

There has been action on behalf of the BCC with regards to the building.

- . All items in "Storage" have been removed.
- . Cupboards, Cooking range, etc, have been removed
New Cupboards have been installed
Spacing has been left for the installation of a cooking range and a dish washer
- . Changes have been made to the toilets.
A separate, lock up toilet has been created.
This will be the Gents toilet area
An additional separate toilet area has been created and, in effect, this area will be for disabled users and as a Female facility.
Neither the floor covering nor tiling had yet been undertaken.
- . Lighting throughout the building has been upgraded
- . The interior of the building has been fully painted
- . The interior has been carpeted with dark coloured carpet tiles
- . A new Air-conditioned has been installed into the main wall

Security

We are discussing security requirements for both buildings with the BCC and a contractor. We understand that BCC is undertaking changes to the key operation to buildings throughout the municipality.

Bonanza Road

Lighting throughout the building has been upgraded.
The Strip Heaters have been upgraded to being activated centrally and are equipped with an automatic turn off switch after 3.5 hours

EQUIPMENT SUB-COMMITTEE REPORT

2021 07 06

Convener: Charlie Rosa (CR)

Members: Ian Crothers, Don McDonald, John Parkinson, Allan Holliday, Jeff Dickens

Following on from the recent confirmation of a very generous grant from the Federal Government Member I would propose that the following items of equipment be purchased. These items were selected by a vote of members -

- CARBATEC JN-X200C 8" Helical cutter head jointer.....\$2839
- CARBATEC WBS-2200C Oscillating edge sander.....\$1469
- PANEL PRO VERTICAL PANEL SAW.....\$2315

Pricing is subject to confirmation however I was advised that Carbatec would offer a 15% discount on their products.

As we all know space is a bit of a problem at the moment but we expect to be able to accommodate all the equipment with some alterations.

Since our last committee meeting we have.....

Acquired a Disc Sander, Band Saw, Pedestal Drill, Mini Band Saw, Combination mini disc/belt Sander and a branding iron with Bayside Men's Shed Logo to mark our completed jobs.

Unfortunately we have had a Ryobi One Angle Grinder and a Ryobi One Reciprocating saw and 2 x 5ah batteries go missing. We have since replaced the angle grinder and one battery.

Repairs were carried out to several machines....

Makita Drop Saws, Hafco Band Saw, Mini Band Saw, Ozito Drop Saw, Makita Orbital Sander, Large Wood Lathe Tool rest and we are currently awaiting parts to repair small wood lathe tail stock.

Charlie Rosa