

# BAYSIDE MEN'S SHED GROUP Inc

## MINUTES OF COMMITTEE MEETING

**25 February 2020 at Beaumaris Theatre Co**

Subject	Discussion	Action
<b>Present</b>	John McMahon (JMcm) – <i>President</i> Kelvin Power (KP)                      – <i>Treasurer</i> Alan Holliday (AH)              Charlie Rosa (CR)              David Wells (DW)              Don McDonald (DMcD)              Ian Crothers (IC)              John Knight (JK)              John Parkinson (JP) Paul Crompton (PC)              Richard Payne (RP)	Noted
<b>Apologies</b>	John McCarthy (JMcc) – <i>Vice President</i> David Hill (DH)                      – <i>Secretary</i>	Noted
<b>President to welcome Committee</b>	The President welcomed Committee and then handed control of the meeting to RP	Noted
<b>Minutes of Previous Meeting</b>	The Chairman read the Minutes of the Previous Meeting.  It was proposed that the minutes were a true and correct record of the proceedings of the previous meeting.      Moved AH.      Seconded by DMcD.	Motion Carried
<b>Finance Sub-Committee</b>	The Treasurer report on financial situation of the Association. Current Bank balance                      \$9,302.15 Allowance for Members Insurance fees      -\$ 1,225.67 No other known outstanding debts <b>Available Balance                      \$ 8,076.48.</b>  Auditor raised with Treasurer the matter of Disbursements not being approved for payment by Executive prior to payment. It was pointed out that this prior approval was not often available and that a common process was to present a list of disbursements to Executive for review/approval after payment had been made. Committee agreed that this system be adopted. Treasurer tabled list of disbursements from 1 July 2019 to 25 February 2020.	Noted See Attached

# BAYSIDE MEN'S SHED GROUP Inc

## MINUTES OF COMMITTEE MEETING

	Treasurer will prepare Annual Budget and present to Committee on an annual basis commencing 01 July 2020. Acceptance Moved by CR.      Seconded by PC.	Noted  Motion Carried
<b>Facilities Sub-Committee</b>	Report tabled by JK and read. No Matters were arising. It was proposed that the report be accepted. Acceptance Moved by JK.      Seconded by JP.	See Attached  Motion Carried
<b>Equipment Sub-Committee</b>	Report tabled by CR and read. No Matters were arising. It was proposed that the report be accepted. Acceptance Moved by CR.      Seconded by DW.	See Attached  Motion Carried
<b>Projects Sub-Committee</b>	Report tabled by DW and read. No Matters were arising. It was proposed that the report be accepted. Acceptance Moved by DW.      Seconded by PC.	See Attached  Motion Carried
<b>Social Sub-Committee</b>	Report tabled by RP and read. No Matters were arising. It was proposed that the report be accepted. Acceptance Moved by RP.      Seconded by JMCM.	See Attached  Motion Carried
<b>New Business:</b>	No new business was raised.	Noted
<b>Next Meeting:</b>	Next meeting scheduled for Tuesday 9 June 2020	Secretary to confirm
<b>Meeting Closed.</b>		

**Cash Disbursements Journal**

1/07/2019 To 20/02/2020

ID No.	Account No.	Account Name	Debit	Credit	Job No.
<b>CD</b>	<b>16/07/2019</b>	<b>Ace Saw Service 233 Governors Road Braeside VIC</b>			
760	1-1111	General Cheque Account		\$155.70	
760	6-1000	Machinery & Tools<\$500	\$108.00		
760	6-1005	Machinery and Tools Repairs	\$47.70		
<b>CD</b>	<b>25/07/2019</b>	<b>Victorian Mens Shed Association</b>			
761	1-1111	General Cheque Account		\$55.00	
761	6-2020	VMAS	\$55.00		
<b>CD</b>	<b>7/08/2019</b>	<b>MGA Security PO Box 47 Black Rock VIC 3193</b>			
762	1-1111	General Cheque Account		\$696.08	
762	6-1030	General Expenses	\$696.08		
<b>CD</b>	<b>14/08/2019</b>	<b>Ewers, Peter</b>			
763	1-1111	General Cheque Account		\$114.88	
763	6-1090	Materials	\$64.80		1963
763	6-1090	Materials	\$17.08		1954
763	6-1090	Materials	\$33.00		1956
<b>CD</b>	<b>14/08/2019</b>	<b>Smith, Don</b>			
764	1-1111	General Cheque Account		\$96.89	
764	6-1000	Machinery & Tools<\$500	\$96.89		
<b>CD</b>	<b>14/08/2019</b>	<b>Knight, John</b>			
765	1-1111	General Cheque Account		\$350.00	
765	6-1030	General Expenses	\$350.00		
<b>CD</b>	<b>14/08/2019</b>	<b>Ace Saw Service 233 Governors Road Braeside VIC</b>			
766	1-1111	General Cheque Account		\$9.85	
766	6-1005	Machinery and Tools Repairs	\$9.85		
<b>CD</b>	<b>16/08/2019</b>	<b>Rosa, Charlie</b>			
767	1-1111	General Cheque Account		\$146.96	
767	6-1090	Materials	\$146.96		1957
<b>CD</b>	<b>20/08/2019</b>	<b>Moorabbin Timber Wickham Road Moorabbin VIC 3189</b>			
768	1-1111	General Cheque Account		\$7,965.78	
768	6-1090	Materials	\$7,965.78		
<b>CD</b>	<b>20/08/2019</b>	<b>Ewers, Peter</b>			
769	1-1111	General Cheque Account		\$57.68	
769	6-1090	Materials	\$57.68		1963
<b>CD</b>	<b>20/08/2019</b>	<b>McDonald, Don</b>			
770	1-1111	General Cheque Account		\$321.62	
770	6-1090	Materials	\$321.62		1999
<b>CD</b>	<b>20/08/2019</b>	<b>Jones, Allan</b>			
771	1-1111	General Cheque Account		\$196.80	
771	6-1020	Refreshments	\$196.80		
<b>CD</b>	<b>22/08/2019</b>	<b>Hill, David</b>			
772	1-1111	General Cheque Account		\$43.40	
772	6-1070	Office Expenses	\$43.40		
<b>CD</b>	<b>1/10/2019</b>	<b>Jones, Allan</b>			
773	1-1111	General Cheque Account		\$174.65	
773	6-1020	Refreshments	\$174.65		
<b>CD</b>	<b>9/10/2019</b>	<b>Sandringham Primary School Banfield Road Sandringham VIC 3191</b>			
774	1-1111	General Cheque Account		\$2,525.00	
774	4-2100	Donations	\$2,525.00		1961
<b>CD</b>	<b>31/10/2019</b>	<b>Ace Saw Service 233 Governors Road Braeside VIC</b>			
775	1-1111	General Cheque Account		\$30.24	
775	6-1005	Machinery and Tools Repairs	\$30.24		

\* Year-End Adjustments

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**Cash Disbursements Journal**

1/07/2019 To 20/02/2020

ID No.	Account No.	Account Name	Debit	Credit	Job No.
<b>CD 31/10/2019</b>		<b>Payne, richRD</b>			
776	1-1111	General Cheque Account		\$114.15	
776	6-1020	Refreshments	\$114.15		
<b>CD 7/11/2019</b>		<b>McDonald, Don</b>			
777	1-1111	General Cheque Account		\$184.94	
777	6-1090	Materials	\$184.94		1999
<b>CD 12/11/2019</b>		<b>McDonald, Don</b>			
778	1-1111	General Cheque Account		\$183.74	
778	6-1000	Machinery & Tools<\$500	\$183.74		
<b>CD 12/11/2019</b>		<b>Payne, richRD</b>			
779	1-1111	General Cheque Account		\$135.05	
779	6-1020	Refreshments	\$135.05		
<b>CD 13/11/2019</b>		<b>Power, Kelvin</b>			
780	1-1111	General Cheque Account		\$78.35	
780	6-1020	Refreshments	\$72.35		
780	6-1070	Office Expenses	\$6.00		
<b>CD 19/11/2019</b>		<b>Jones, Allan</b>			
781	1-1111	General Cheque Account		\$119.90	
781	6-1020	Refreshments	\$119.90		
<b>CD 21/11/2019</b>		<b>McDonald, Don</b>			
782	1-1111	General Cheque Account		\$197.18	
782	6-1090	Materials	\$197.18		1999
<b>CD 10/12/2019</b>		<b>Crothers, Ian</b>			
783	1-1111	General Cheque Account		\$608.35	
783	6-1005	Machinery and Tools Repairs	\$509.35		
783	6-1035	Events	\$99.00		1987
<b>CD 10/12/2019</b>		<b>Catering by Chefs</b>			
784	1-1111	General Cheque Account		\$2,100.00	
784	6-1035	Events	\$2,100.00		1987
<b>CD 11/12/2019</b>		<b>Bakes, Geoff</b>			
785	1-1111	General Cheque Account		\$71.51	
785	6-1005	Machinery and Tools Repairs	\$71.51		
<b>CD 11/12/2019</b>		<b>Hill, David</b>			
786	1-1111	General Cheque Account		\$175.63	
786	6-1070	Office Expenses	\$175.63		
<b>CD 17/12/2019</b>		<b>Rosa, Charlie</b>			
787	1-1111	General Cheque Account		\$169.00	
787	6-1000	Machinery & Tools<\$500	\$169.00		
<b>CD 17/12/2019</b>		<b>Hill, David</b>			
788	1-1111	General Cheque Account		\$59.20	
788	6-1030	General Expenses	\$59.20		
<b>CD 19/12/2019</b>		<b>woodcraft Supplies</b>			
789	1-1111	General Cheque Account		\$61.50	
789	6-1000	Machinery & Tools<\$500	\$61.50		
<b>CD 7/01/2020</b>		<b>McDonald, Don</b>			
790	1-1111	General Cheque Account		\$176.10	
790	6-1000	Machinery & Tools<\$500	\$99.00		
790	6-1090	Materials	\$77.10		1999
<b>CD 13/01/2020</b>		<b>Total Tools</b>			
791	1-1111	General Cheque Account		\$237.00	

\* Year-End Adjustments

**Cash Disbursements Journal**

1/07/2019 To 20/02/2020

ID No.	Account No.	Account Name	Debit	Credit Job No.
791	6-1000	Machinery & Tools<\$500	\$237.00	
<b>CD</b>	<b>13/01/2020</b>	<b>Jones, Allan</b>		
792	1-1111	General Cheque Account		\$146.62
792	6-1020	Refreshments	\$146.62	
<b>CD</b>	<b>21/01/2020</b>	<b>Payne, richRD</b>		
793	1-1111	General Cheque Account		\$217.05
793	6-1090	Materials	\$30.00	1985
793	6-1090	Materials	\$179.55	1982
793	6-1070	Office Expenses	\$7.50	
<b>CD</b>	<b>23/01/2020</b>	<b>Knight, John</b>		
794	1-1111	General Cheque Account		\$368.35
794	6-1090	Materials	\$104.04	1981
794	6-1090	Materials	\$264.31	1999
<b>CD</b>	<b>28/01/2020</b>	<b>Knight, John</b>		
795	1-1111	General Cheque Account		\$181.50
795	6-1090	Materials	\$181.50	2001
<b>CD</b>	<b>31/01/2020</b>	<b>Bakes, Geoff</b>		
796	1-1111	General Cheque Account		\$93.50
796	6-1090	Materials	\$93.50	1981
Grand Total:			\$18,619.15	\$18,619.15



Sayside Mens Shed Group

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SUMMARY

REPAIRS TO EQUIP \$ 8.30 ✓  
 REFRESHMENTS 39.00 ✓  
 EQUIP < \$500 75.75 ✓  
 MATERIALS 1999 14.35 ✓  
 OFFICE EXP 50.00 ✓  
 GENERAL EXP 52.70 ✓  
 \$ 240.10

Expenditure Items paid in cash from Weekly Subs

Date	Paid to	Amount	Expenditure Type
14/8/19	CHARLIE ROSA	\$ 8.30	REPAIRS TO EQUIP ✓
14/8/19	KELVIN POWER	39.00	REFRESHMENTS ✓
16/8/19	GARY K	33.95	EQUIP < \$500 ✓
20/8/19	CHARLIE ROSA	14.35	MATERIALS ✓
26/8/19	CHARLIE ROSA	41.80	EQUIP < \$500 ✓
26/8/19	KELVIN POWER	50.00	JULY/AUGUST BELONG FEES - OFFICE EXP ✓
26/8/19	PAUL CROMPTON	52.70	GENERAL EXPENSE ✓
	Total	240.10	

			AUD	.75
E.D.P: 699775	Pre GST Total :	7.54	Rounding	.01
All terms refer www.conbear.com All accounts 30 days nett. Items attract a 15% restocking fee No Return of goods specially procured, manufactured or modified.			AUD TOTAL AMOUNT	8.30

Nett amount is exclusive of GST

TITLE OF GOODS SHALL NOT PASS TO CUSTOMER UNTIL PAYMENT HAS BEEN MADE IN FULL.

TITLE OF GOODS SHALL NOT PASS TO CUSTOMER UNTIL PAYMENT HAS BEEN MADE IN FULL.

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Bayside Mens' Shed Group

Expenditure items paid in cash from weekly Subs.			Expenditure type	Rec'd By	Date	Signature
Date	Paid to	Amount				
16/11/19	K. Power	\$25.00	OFFICE EXP	K. Power	16/11/19	K. Power
21/11/19	K. Power	52.20	MATERIALS JOB NO 1985	K. Power	26/11/19	K. Power
12/12/19	K. Power	20.00	OFFICE EXP 4 REAMS	K. Power	17/12/19	K. Power
12/12/19	K. Power	25.00	OFFICE EXP BELONG	K. Power	17/12/19	K. Power
16/1/20	C. ROSA	11.00	PRET SAW BLADES	C. ROSA	16/1/20	K. Power
21/1/20	K. Power	25.00	OFFICE EXP BELONG	K. Power	21/1/20	K. Power
3/2/20	K. Power	30.00	MILK REFRESHMENT	K. Power	3/2/20	K. Power
10/2/20	K. Power	10.00	OFFICE EXP	K. Power	10/2/20	K. Power
10/2/20	T. CROTHERS	12.50	MATERIALS BOWLS RACK	T. CROTHERS	10/2/20	K. Power
10/2/20	R. PAYNE	10.50	BBO REFRESHMENT CAKE	R. PAYNE	10/2/20	K. Power
13/2/20	K. Power	23.00	REFRESHMENTS MATERIALS	K. Power	13/2/20	K. Power
19/2/20	R. PAYNE	37.30		R. PAYNE	19/2/20	K. Power
19/2/20	T. CROTHERS	13.95	MATERIALS	T. CROTHERS	19/2/20	K. Power
19/2/20	R. PAYNE	3.40	SURPRISE BOX MATERIALS	R. PAYNE	19/2/20	K. Power
20/2/20	K. Power	61.85	REFRESHMENTS OFFICE CAKE	K. Power		K. Power
20/2/20	K. Power	25.00	OFFICE EXP BELONGER	K. Power		K. Power
		<u>385.70</u>				



# **BAYSIDE MEN'S SHED GROUP Inc**

## **FACILITIES SUB-COMMITTEE**

### **REPORT**

Committee meeting 25<sup>th</sup> February 2020

Convenor

John Knight

Sub-Committee members

Paul Crompton

Gary Kyriacou

Geoff Simpson

Harry Hakman

Martin Israel

Purpose:

The purpose of this Sub-Committee is management of the Shed facilities, including material storage, general repairs, maintenance and cleaning.

Subject	Discussion	Action
Safe utilisation of shed facilities, including upgrades/modifications	The matter of establishment of a quiet room, changes to the kitchen area, etc., have been discussed with Bayside City Council	We are awaiting determination of this matter which will be subjected

		to Council's budget constraints
Manage racks, shelves under work benches and store room. Arrange removal of rubbish	A massive clean-up has been undertaken by Gary Kyriakou. Surplus material is to be removed from the shed this week. This will produce a general improvement and free up 2 workstations. Gary has rearranged material held in the racks basically on length. Type and suitability. The preferred lengths are written on sections of the racks. We have obtained 2 half sized Brownbilt steel cupboards and placed them in the store room. These cupboards have locks and the keys are with the other duplicate keys.	Gary Kyriakou John McMahon  Various items will be locked in these cupboards, as required. At present the Gregg system is stored there
Maintain the First Aid Room Undertake member training on health matters	Suitably stocked at present. John Emmens to be contacted with a view to demonstrating the operation of a defibrillator and running through the in house power point presentation.	Harry Hakman will maintain supplies, as required. Harry Hakman to liaise with John Emmens.
Ongoing repairs to the building and internal	We are concerned that the general cleanliness of the facilities in the shed are not being undertaken and	John Knight to follow through

fixtures and fittings	intend to write to BCC seeking a job description so we can monitor	
Maintain a list of key holders	Being maintained	John Knight
Liaise with the surrounding Community		No action undertaken
Support the Welfare Officer's role	Martin Israel is the Welfare Officer. In that capacity he has been contacting sick members and, at times, visiting them in hospital. He would like to be made aware of any member in distress. The member's telephone number would be a good starting point.	Martin Israel

John Knight  
Convenor



# Equipment Sub Committee Report 25/2/20

From.. Charlie Rosa Convener

Ian Crothers, Don McDonald, John Parkinson, Allan Halliday, Jeff Dickens

## TOOLS PURCHASED

Reciprocating Saw (Ryobi One)

De Nailer

Premium Kreg Jig

## TOOLS DISPOSED OF

Bosch Jig Saw.. Not being replaced as we have 3 others for use.

Ryobi Multi Tool.. Damaged tool donated to P. Crompton.

## TOOLS UNDER REPAIR

One small pedestal belt sander having noisy/seized bearings replaced.

Currently awaiting new bearings to arrive

Thicknesser bearings have been replaced resulting in much quieter operation.

New thicknesser cutter blades have arrived to replace existing ones that are no longer leaving a clean finish. Waiting for an opportune time to replace cutters in conjunction with training new persons in replacement procedure.

## FIXTURES

We have repositioned some dust extractor plumbing to achieve more useable large table saw space. Small table saw extraction plumbing to be repositioned in future.

Two lockable cabinets have been acquired for tool room. It is envisaged that certain valuable tools will be secured in cabinets and keys to be held by committee members?

Once tools are in position it may be necessary to do another where the F is it list and inventory.

## TOOL WISH LIST

This list is not listed in any particular order of priority as a number of items most desirable are large and space available is small so it should be used only as a guide.

Several requests to members for tool suggestions have not resulted in any great response so we could say we are reasonably well equipped with the necessary basic tools. Most items on the list are nice to have rather than needed.

1. Long bed jointer/ planer with helical cutters \$2500
2. Oscillating Edge Table Sander \$1500
3. Chisel etc sharpening system \$1250
4. Large scroll saw \$1000
5. Ryobi One circular saw (Battery) \$200
6. Ryobi One trim router (Battery) \$200

Charlie Rosa

# BAYSIDE MEN'S SHED GROUP Inc

## PROJECTS SUB-COMMITTEE REPORT

25 February 2020

Convener: David Wells

Members: ??

Project Activity :

Proj #:	Name / Client:	Leader:	Discussion :	Status:
?	Parrot Nesting Boxes / FONW	Mike Love	4x assembly done. Awaiting metal roof to finish.	In progress
?	Bat Nesting Boxes / FONW	Mike Love	3x assembly done. Awaiting pickup	Completed
?	LOVE / Harmony Gardens	Gary K	Refurbishment work done. Items delivered	Completed
2002	Possum Nesting Boxes / GW	Mike Love	12x assembly done. Awaiting pickup	Completed
1981	Treasure Chests / Live for Lily Ball Committee	Geoff Bakes	2x chests timber work completed. Awaiting pickup	Completed
2003	Bowls Cradles / U3A	Ian Crothers	8x cradles. Collected by V happy client. Potentially more orders.	Completed.
1982	Memory Boxes / Freemasons Aged Care	Richard Payne	10x kits arrived from laser cutter. Assembly commenced.	In progress
2001	Free Food Cupboard / Rotary Monash	John Knight	Materials acquired. Body/frame done.	In Progress
1984	Sand Pit Boat / XXX kindergarten?	Paul Crompton	Laser cut materials for 2x delivered. Assembly started.	In Progress
	Beaumaris Street Library / ?	Paul Crompton	Awaiting design / budget and client agreement	In queue
	Lectern / St Joseph's Black Rock	? TBA ?	Awaiting Project Leader, design / budget and client agreement.	potential
	Seniors Exercise Equipment / Sandy Life Activities Club	? TBA ?	3x rocker balance boards with flexible set up. Awaiting client discussion.	potential
	Sugar Glider Nest Boxes / GW	Mike Love	12x boxes. In discussion with client	potential
	Sensory Space / Sandy Children's Clinic	? TBA ?	Kids outdoor bench and discovery area. In discussion with client	potential

### Other:

Previous committee meeting raised matter of information on active projects not being readily available to members working on the projects. To address this problem a system has been set up as follows:-

- Each active project has a folder assigned (appropriately named) which all drawings/ information/estimates etc, etc are to be kept.
- A "wall rack" has been installed near kitchen to house the Active Projects folders.
- As each project advances, any additional info, any changes, etc, is added to the folder.
- When a project is completed the project info will be moved to Office filing cabinet for storage.