

BAYSIDE MEN'S SHED GROUP Inc

MINUTES of COMMITTEE MEETING

Held at the Shed on 18th December 2018

Subject	Discussion	Action
Present	John McMahon – President John McCarthy – Vice President David Hill – Secretary Kelvin Power – Treasurer Ian Crothers Paul Crompton John Parkinson Charlie Rosa David Wells Gary Kyriacou Pat Flanagan	
Apologies	Peter Ewers Don McDonald Alan Holliday Alan Jones John Knight	
Chairperson	President requested the Vice President to Chair the meeting. Accepted.	
Welcome	The 2019 Committee were welcomed by the President, with a special welcome to those new to roles on the Committee.	
Direction for 2019	President stated that 2018 was “A Good Shed Year” in terms of Shed, our Members and our work with the Community, which we should strive to replicate in 2019. Two specific area to cultivate – <ul style="list-style-type: none"> • Bunnings: maintain our good relationship with new people at Bunnings. • Bank of Bendigo, Beaumaris: Prioritise completion of Surprise Boxes. Build a personal relationship. 	John McMahon. Paul Crompton. Kelvin Power.

<p>Minutes of the Previous Meeting</p>	<p>The Chairman read the Minutes of the Previous Meeting.</p> <p>Matters Arising:</p> <p>1. Additional Shed social events: Following discussion it was agreed that 5x additional BBQ will be held in addition to the AGM event during 2019. The 5x will be spread across the 5x days of week that Shed is open. Advance notice will be given to Members to encourage attendance.</p> <p>2. Future Committee Meeting venue: Following discussion on the challenges of meetings held on-site/ off site / lacking privacy/etc, it was agreed that we should enquire about availability of Meeting Room at Beaumaris Theatre Group, immediately at rear of Shed.</p> <p>3. Wearing of Personal Protection Gear: The Shed strongly encourages the use of Person Protection Gear. Members are to be reminded that wearing of appropriate clothing and footwear whilst at Shed is mandatory. The wearing of Eye Protection whilst using grinders and the like is also mandatory. A list of suggested items, and place of purchase will be published for:</p> <ul style="list-style-type: none"> • Dust Mask • Eye Wear • Gloves • Footwear <p>This topic will be raised at morning teas meetings.</p> <p>Acceptance of Minutes proposed by Paul Crompton and seconded by John Parkinson.</p> <p>Motion was Carried.</p>	<p>Secretary to publish dates.</p> <p>Ian Crothers to investigate.</p> <p>.</p> <p>Secretary to prepare.</p> <p>Shed Session Leaders</p>
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<p>Committee Roles and Assignments</p>	<p>The President outlined the assignments / responsibility areas to the Committee Members. (Attached.)</p> <p>Some discussion on what materials Shed should be buying for NON PROJECT use. It was agreed that Shed should only procure general consumables. Committee expressed confidence that Procurement Officer is managing individual requests appropriately and within guidelines of Committee.</p> <p>Need to reiterate to Members that they should expect to supply all materials to their own projects. Materials in stock (via donation or project surplus) are available to individuals, but should be used modestly – shared.</p>	<p>Shed Session Leaders. Committee</p>
<p>Shed Session Leader Roster for 2019</p>	<p>All 2018 Shed Session Leaders confirmed their availability for 2019 year. Roster will be published accordingly. (Attached.)</p> <p>The proposed Tuesday PM Shed Open Session will be placed on hold until mid-year when demand will be re-assessed.</p>	<p>Secretary</p>
<p>Shed Leader Session Leader Typical Tasks</p>	<p>A document was presented listing the typical tasks the Shed Session Leader should be prepared to handle during any Shed Open Session. (Attached.)</p> <p>After review the document was accepted. It will be issued to all Session Leaders for their action and a Large copy prominently displayed in Shed</p>	<p>Shed Session Leaders. Secretary</p>
<p>Potential Shed Name Change</p>	<p>The establishment of the 'Brighton Bayside Men's Shed Inc.' created a concern there may be confusion between the Brighton Shed and our 'Bayside Men's Shed Group Inc.'. Following discussion on the potential for confusion and the effort / costs of changing our name, it was decided to leave name as-is and re-assess the situation in 12 months.</p>	

Potential Shed Credit Card	<p>It was agreed that the Shed should not expect Members to fund ongoing regular expenses via their personal credit cards.</p> <p>It was agreed to establish a controlled credit card facility with Bendigo Bank, Beaumaris for Shed use. Card limit would be set very conservatively to allow expected months expenses plus the typical monthly consumables purchased by Procurement Officer.</p> <p>Any other items would be handed in current manner.</p>	Treasurer
Other Business	<p>Table Router update: Charlie Rosa reported that the Router Table was now back in action:</p> <ul style="list-style-type: none"> • Warranty replacement lift table installed • New router motor installed <p>Thanks to Alan Holliday for his efforts too.</p> <p>Charlie reiterated that we need to establish tighter constraints of the USERS of the Router Table. A number of users have minimal knowledge and are a danger to themselves as well as other members AND to the machine.</p> <p>Separate training and accreditation should be established for Table Router.</p>	Charlie Rosa and David Hill
Next Meeting	<p>A calendar of proposed 2019 Committee Meetings to be finalised and published. Tentative dates are : mid April Mid July Late November (with AGM following on same day)</p>	Secretary to finalise.
Meeting Closed		

Bayside Men's Shed Group Inc
Office Bearers, Committee Members and Assignments 2019

<u>Duty</u>	<u>Primary</u>	<u>Supporting</u>
President	John McMahon 0412 604 965	
Vice President	John McCarthy 0400 847 307	
Secretary	David Hill 0412 553 150	John McCarthy
Treasurer	Kelvin Power 0403 482 055	Allan Jones
Committee	Peter Ewers 0479 193 896	
Committee	John Knight 0429 177 872	
Committee	Ian Crothers 0400 318 432	
Committee	John Parkinson 0434 002 822	
Committee	Don McDonald 0400 801 036	
Committee	Paul Crompton 0491 147 389	
Committee	Allan Jones 9589 2323	
Committee	Charlie Rosa 0422 917 530	
Committee	Alan Holliday 0418 551 548	
Committee	Gary Kyriacou 0417 535 629	
Committee	David Wells 0409 332 341	
Committee	Pat Flanagan 0419 900 064	
Community Liaison	John Knight	
Grants	John Knight	Kelvin Power
Projects Coordinator	Peter Ewers	David Wells
Projects Execution	David Wells	John Parkinson
Caring Coordinator	Ian Crothers	
Procurement	Don McDonald	
Membership	David Hill	John McCarthy
IT	David Hill	
Council - Building Maintenance	John McMahon	John Knight
Material & Equipment Donations	John McCarthy	
Surprise Boxes Project	Paul Crompton	
Tool Donations for the Islands	Paul Crompton	
First Aid Room Management	Paul Crompton	Harry Hakman
Kitchen & Supplies	Allan Jones	
Shed Maintenance & Houskeeping	John Parkinson	
Tool Store Management	Charlie Rosa	Jeff Dickens
Heavy Tools Training	Charlie Rosa	David Hill
Materials Storage	Gary Kyriacou	John Parkinson
Work Benches Housekeeping	Gary Kyriacou	
Shed BBQ	John Parkinson	
Shed Christmas Lunch Cordinator	David Wells	John McMahon
Equipment Maintenance - Thicknesser	Ian Crothers	John Parkinson
Equipment Maintenance - Band Saws	Charlie Rosa	
Equipment Maintenance - Table Saws	Ian Crothers	
Equipment Maintenance - Table Router	Alan Holiday	Charlie Rosa
Equipment Maintenance - Wood Turning		
Equipment Maintenance - Metal Turning	Tom Kendrick 0447 499 997	
Bunnings Relationship Liaison	John McMahon	Charlie Rosa
Bunnings Tool Section Liason	Charlie Rosa	
Bunnings Sausage Sizzle Coord	John McCarthy	
Brighton Men's Shed Coordination	Pat Flanagan	
New Equipment Investigation Committee:	Don McDonald, Charlie Rosa, John McCarthy, John Parkinson	

Bayside Men's Shed
Shed Session Leader Roster 2019

Day	Time	Prime	Back Ups	Mobile
Monday	9am to 12:30pm	David Hill	Don McDonald	0412 553 150 0400 801 036
Tuesday	9am to 12:30pm	Peter Ewers	Kelvin Power	0479 193 896 0403 482 055
Wednesday	9am to 12:30pm	Peter Ewers	Alan Holiday	0479 193 896 0418 551 548
Thursday	9am to 4pm	Charlie Rosa	John McMahon	0422 917 530 0412 604 965
Friday	9am to 12:30pm	Ian Crothers	Paul Crompton	0400 318 432 0491 147 389

Other Key Holders

Mobile

John McCarthy	0400 847 307
Tom Kendrick	0447 499 997
John Knight	0429 177 872
Michael Herbst	0419 004 267
John Parkinson	0434 002 822

BMS Shed Session Leader

Typical Session Tasks

- **Open Shed for business, including :**
 - Turn off Alarm.
 - Turn on Lights / Heating as required.
 - Check building security.
 - Check toilets and kitchen.
 - Turn on airborne micro dust exhaust system.
 - Turn on equipment dust extraction equipment.
 - Tension JET Band Saw Blade
 - Set up Sign –In book for the day.
- **Oversee safety in Shed :**
 - Maintain oversight of shed activities at all times.
 - Be fully conversant of Safety Code of Conduct.
 - Be fully conversant of Emergency Procedures.
 - Be able to act as leader in any medical incident.
 - Be able to contact emergency services if required.
- **Deal appropriately with Shed visitors.**
- **Morning Tea :**
 - Arrange morning tea set up.
 - Run morning tea meeting -
 - Advise any Shed relevant news.
 - Encourage input / discussion by members.
- **Shed Activities :**
 - Provide guidance to members needing assistance on work- redirect to an appropriate “Go-To” person if needed.
 - Be aware of poor work practices or equipment being misused by members and provide member with guidance.
 - Review any equipment maintenance situation with member and try to resolve.
 - ‘Flag-Out’ any broken equipment and log issues in Maintenance Book.
 - Manage requests for equipment loan – document IN/OUT in Equipment Loan Book.
- **Close Shed, including :**
 - Initiate members clearing their Work Bench, packing up Work-In-Progress, putting tools away, and cleaning waste materials into appropriate containers.
 - Initiate members cleaning up general work rooms.
 - Turn off all equipment power points.
 - Turn off airborne micro dust exhaust system.
 - Turn off equipment dust extraction equipment.
 - UN-Tension JET Band Saw Blade.
 - Ensure kitchen is clean and tidy.
 - Ensure Office equipment is secured and Office door locked.
 - Check lights are off in Tool Room, Kitchen, Office, Store Room, First Aid Room, Toilets, Machine Room, etc.
 - Check security of all external exit doors and windows.
 - Check that all people have left the building.
 - In foyer, Turn off lights and heaters/fan, Turn on Alarm, Exit and secure front door.