

BAYSIDE MEN'S SHED GROUP Inc

MINUTES OF COMMITTEE MEETING

0900 on 4 October 2022

Shed Meeting Room

Subject	Discussion	Action
Present:	John McCarthy (JMcC) – <i>President</i> David Hill (DH) – <i>Secretary</i> Peter Keenan (PK) – <i>Treasurer</i> Don McDonald (DMcD), Paul Crompton (PC), Charlie Rosa (CR), Ian McLennan (IMcL), John Knight (JK), Anthony Mason (AM)	Noted
Apologies:	John McMahon (JMcM) – Vice President, Alan Holliday (AH), Rob Carseldine (RC), John Flint (JF), David Wells(DW),	Noted.
Minutes of Previous Meeting:	<p>The Minutes of the Previous Meeting which had been issued to Committee prior to meeting were tabled "As-Read".</p> <p>It was proposed that the minutes were a true and correct record of the proceedings of the previous meeting. Moved by CR and Seconded by AM</p> <p>Matters arising from previous meeting:</p> <p>1. Update on Wells Rd building and Bonanza Rd buildings:</p> <ul style="list-style-type: none"> Wells Rd bldg completion work commenced. A number of new internal doors fitted and painted. Door Locks are main item outstanding. <p>2 . Proposed Indicative Financial Plan for 2022/23 (as update)</p> <ul style="list-style-type: none"> The document tabled was accepted by Committee as a useful working document. Expectations are for this doc to be updated approx. mid FY and at end of FY <p>3 2022 Shed Xmas Lunch :</p> <ul style="list-style-type: none"> Venue booked (same as last year). Price agreed. Deposit paid. Shed will subsidise 50% of meal. Drinks paid by members at bar prices. Menu selection to be finalised in November. 	<p>Noted.</p> <p>Motion Carried</p> <p>Noted</p> <p>See Attached. Noted</p> <p>Noted</p>

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Minutes of Previous Meeting (cont):	<p>4. Update on “Wells Rd Building Opening Event” -</p> <ul style="list-style-type: none"> • Arrangements proceeding OK. • Event Grant application successful • Speaker invitations issued. Speakers confirmed • Special Guest invitations issued. So far 20 of 23 have accepted. • Near neighbour invitations prepared. • Initial notification (Hold the Date) send to members (and partners). • Invitation to members requesting RSVP to be issued ~ mid October <p>5. Zenith Materials:</p> <ul style="list-style-type: none"> • Contact now their Production Manager due to staff changes on their side. • seasonal production may reduce ply availability in new year. <p>6. Bunnings Sausage Sizzle Fundraisers:</p> <ul style="list-style-type: none"> • We have been offered and accepted SATURDAY 19 November 2022. • ALSO, been offered and accepted FRIDAY 23 December 2022. • Following discussions with Bunnings, they hope to invite us to do 3-4 FRIDAY Sausage Sizzles in 2023. This should be less arduous, require smaller team, but have lower revenue per event – hence the 3-4 events per year. <p>Acceptance of Matters Arising Moved by IMcL and Seconded by DMcD</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Motion carried</p>
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BAYSIDE MEN'S SHED GROUP Inc

MINUTES OF COMMITTEE MEETING

0900 on 4 October 2222

Shed Meeting Room

Finance, Facilities, Equipment, Projects, Social, Quiet Activities & Safety Sub- Comms:	Reports were provided by Sub Committees conveners for the period since previous meeting.	See Attached.
	Matters arising:	
	1. Finance:	
	<ul style="list-style-type: none">Details of financial activity over past period tabled.Proposed that Committee approve the reimbursements for the past period. Moved by RC Seconded by JK .	Motion Carried
	<ul style="list-style-type: none">Treasurer advised that Financial Statement for the 2022 AGM not yet completed as we cannot find a voluntary Auditor to do the work. Increasingly likely we will need to hire an Auditor.	Noted
	<ul style="list-style-type: none">A Special Committee Meeting will be necessary to approve the Shed hiring a commercial auditor.	Noted
	2. Equipment :	
<ul style="list-style-type: none">Further to attached report: Offer has been received for the decommissioned stroke sander by Berwick Woodworkers of \$200. Inspection being arranged.	Noted	
3. Projects:		
<ul style="list-style-type: none">As per report		
4. Social :		
<ul style="list-style-type: none">As per report		
5. Quiet Activities:		
<ul style="list-style-type: none">As per report.We have received promotion in newsletter/Facebook by Rotary Beaumaris, Friends of Native Wildlife and Black Rock Street Traders.	Noted	

BAYSIDE MEN'S SHED GROUP Inc

MINUTES OF COMMITTEE MEETING

0900 on 4 October 2022

Shed Meeting Room

<p>Finance, Facilities, Equipment, Projects, Social, Quiet Activities & Safety Sub- Comms (cont):</p>	<p>6. Safety :</p> <ul style="list-style-type: none"> • It was proposed that : <ul style="list-style-type: none"> ○ SAFETY SUB COMMITTEE comprise ALL COMMITTEE MEMBERS as it is critical that safety comes from complete management team and is a part of the Shed OHS Policy. ○ SAFETY SUB COMMITTEE is responsible for Policy and Procedures. ○ Day-to-Day Safety Management is responsibility of the respective Shed Session Leader(s). Any policy / procedural issues are referred to the Safety Sub-Committee. ○ The SAFETY COMMITTEE meeting be held immediately prior to every normal Committee meeting. <p>Moved by JMcC and seconded by DH.</p> <ul style="list-style-type: none"> • Mandatory wearing of Safety Glasses in Workshop has rolled out with calm acceptance. • Mandatory wearing of Hearing protection (whilst using machines) is next step. • Safe Working Signs installed on machines in Workshop. <p>Sub Committee Reports accepted: Moved by AM . Seconded by AH .</p>	<p>Motion Carried</p> <p>Noted Noted Noted</p> <p>Motion Carried</p>
<p>New Business:</p>	<p>1. 2022 AGM preparations:</p> <ul style="list-style-type: none"> • Confirmed date as Tuesday 8 November commencing at 1300. This is the afternoon of the Wells Rd Opening Event. • Notice of AGM to be issued to members mid October. • Invitation for nominations to Committee to be issued mid October. • Proposed change to Shed Fees at AGM: <ul style="list-style-type: none"> ○ New Member Fee to remain \$10. ○ Weekly Fee to remain \$5. ○ Annual Membership to increase - <ul style="list-style-type: none"> - from Insurance plus \$7 ~ \$35 per year. - to Insurance plus \$20 ~ \$50 per year. <p>This will reduce reliance on donations to achieve annual break even. Committee believes our Fees very modest compared to other Shed.</p>	<p>Action Secretary</p> <p>Action Secretary</p>

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New Business (cont):	<p>2. Grant Applications:</p> <ul style="list-style-type: none">• Shed has applied for grant for a De-Fib to replace U/S one in Workshop.• Shed has applied for grant for a COMMUNITY De-Fib which is proposed to be located outside the Wells Rd. building <p>3. New Member Waiting List:</p> <ul style="list-style-type: none">• We currently have a waiting list of prospective new members. This is due to backlog in induction and integration of new members. Slow but steady is OK. <p>4. Members Medical information:</p> <ul style="list-style-type: none">• It is suggested that members place a card containing their personal medical information in the back of their Name Card holder.• This is a totally voluntary• Members are responsible for the accuracy of the information.	<p>Noted</p> <p>Noted</p> <p>Noted</p>
Meeting Closed.	Meeting closed at 1100	
Next Meeting:	2022 AGM Tuesday 8 November 2022	Action Secretary

INDICATIVE FINANCIAL PLAN for 2022/23

		ACTUALS 20/21	ACTUALS 21/22	BUDGET 22/23			NOTES:
		\$	\$	GRANTS \$	CASH \$	TOTAL \$	
	OPENING BANK BALANCE	10,743	25,046	280	17342	17,622	
	FUNDS RECEIVED:						
	Weekly Shed attendance fees	2,920	5,251		6000	6,000	equals 24x paying guys each week shed open. AVE to date 2022 is 25x guys per week. So OK.
	Grants received	10,920	1,500	4,300		4,300	optimistic! Applying for \$2k from Bendigo Bank, \$2.4k from State Gvt Dept Jobs, Precints & Regions, \$1k from BCC
	Donations for jobs	3,140	3,915		3,000	3,000	same as 20/21
	Member subscriptions/for insurance	2,076	2,476		2,775	2,775	## probably 10x additional members. SAY 75 guys @ \$37
	Events income - Christmas lunch (gross)	0	1,280		2,450	2,450	## 21/22 had double subsidy. Say \$35pp for 70x in 22/23
	Sale of tools and other items	663	340		340	340	make same as 21/22
	Joining Fee	105	90		150	150	\$10 new member fee for 15 guys .
	Apron/clothing sales	0	75		0	0	\$0. Nothing to sell !!
	Trade debtors	600	-		0	0	
	Donations - philanthropic	0	30		100	100	
	Sale of surplus machinery	0	50		100	100	
	Fundraising receipts		359		5,000	5,000	Bunnings Sausage Sizzle \$2k gross on Sat & 3x \$1k gross on Friday
	Total Received :	20,424	15,366	4,300	19,915	24,215	

INDICATIVE FINANCIAL PLAN for 2022/23

		ACTUALS 20/21	ACTUALS 21/22	BUDGET 22/23			
		\$	\$	GRANTS \$	CASH \$	TOTAL \$	
FUNDS EXPENDED:				<u>GRANTS</u>	<u>CASH</u>	<u>TOTAL</u>	
	Machinery / Equipment (Bonanza Rd)	0	-6,042	-2,300		-2,300	Defibrillator
	Events - outgoing (e.g., Christmas lunch)	0	-3,608		-4,900	-4,900	20/21 bill was \$52.50 for 66 persons = \$3529 +\$600 deposit . Say 70x \$70 =TOTAL \$4900
	Refreshments & sustenance	-1,099	-2,046		-4,100	-4,100	## Morn Tea 50 weeks @ \$70 = \$3500 & Shed BBQ 8x @ \$200
	Insurance costs	-1,299	-1,624		-2,400	-2,400	## 80 guys @ \$30 (increase of \$3 pp to AMSA)
	BUNNINGS Sausage Sizzle (costs)				-1,000	-1,000	cost of sausages, bread onions, drinks for (1 @ \$400 & 3 @ \$200)
	Machinery and Tools Repairs	-647	-408		-600	-600	
	Furn / Equip (Wells Rd)	0	-4,548	-2,280	-500	-2,780	2x computers @ \$1k, bldg name plate @\$500, Meeting Whiteboard @ \$280
	Machinery & Tools <\$500	-373	-1,195		-1,400	-1,400	Includes allowance to members for Safety Glasses - say 30 x \$15 = \$450
	Workshop consumables	-57	-1,083		-1,200	-1,200	
	Building services outgoing		0		-1,000	-1,000	general maintenance not with BCC
	Tools >\$500	0	0		-400	-400	
	Internet services	-300	-373		-300	-300	12 months @\$25 /month w BELONG
	Wells Road activities		-187		-500	-500	
	General Expenses	-83	-380		-250	-250	slush fund ???!
	Timber & materials for jobs	-1,019	-47		-50	-50	materials for projects are paid for by client. So allow \$50
	Audit/Review fees	0			-200	-200	
	Office Expenses	-731	-122		-700	-700	printer ink and paper, name tags, software licenses, etc
	VMSA subscription	-55	-55		-65	-65	
	AMSA subscription	0	0		-60	-60	
	Trade creditors	-219	0		0	0	
	Grant exp-Council Covid grant	-239	0			0	
	Grant refunded-Council Covid grant	0	-1,331			0	
	Total expended:	-6,121	-23,049	-4,580	-19,625	-24,205	
	SURPLUS/DEFICIT :	14,303	-7,683	-280	290	10	The \$280 was unspent in 2/22 period. See bank Opening Balance
	FUNDS COMMITTED :						
	CLOSING BANK BALANCE :	25,046	17,363	0	17,632	17,632	

TREASURER'S REPORT**2/10/2022****Peter Keenan****Movement in bank account:**

Bank balance 7/8/2022	\$17,965
Receipt	\$3,121
Payments	-\$2,904
Bank balance 30/9/2022	\$18,182

Bank balance includes the remaining \$252.00 of grant money from Bendigo Bank that is held for a specific purpose.

Bank Account Payments from 8/8/2022 to 30/9/2022:

Date	Amount	Description
12/08/2022	-25.00	PAY ANYONE WBC553727 BELONGWIFI FOR BMS 0178194780PETER KEEN
19/08/2022	-47.76	PAY ANYONE CUS00010514 Sand discs & b pap 0178460383Luciano Ro
19/08/2022	-27.64	PAY ANYONE WBC553727 Tea bags 0178459876Peter Keen
19/08/2022	-66.14	PAY ANYONE BBL112719638Cake and biscuits 0178459972P I CROMPT
19/08/2022	-8.70	PAY ANYONE BBL112719638Carpet cleaner sol 0178459908P I CROMPT
19/08/2022	-33.39	PAY ANYONE ANZ297604752Inv 00013087 Aug 9 0178460206Ace Saw Se
19/08/2022	-25.25	PAY ANYONE BBL1127196382 x USB drives 0178459851P I CROMPT
19/08/2022	-71.15	PAY ANYONE CBA10149827 Drinks - function 0178459790Ian McLenn
26/08/2022	-16.90	PAY ANYONE BBL151003266Padlock 0178582297Mike Love
26/08/2022	-19.60	PAY ANYONE ANZ535143989Mineral turps 0178582258Mukhtiar S
26/08/2022	-84.80	PAY ANYONE CBA10149827 Print & laminate 0178568401Ian McLenn
26/08/2022	-36.48	PAY ANYONE CBA10578640 Bell cable hw 0178568363Alan Holli
26/08/2022	-4.63	PAY ANYONE BBL112719638Pedal bin bags 0178566909P I CROMPT
26/08/2022	-40.29	PAY ANYONE CUS00010514 Drive belt & disks 0178567018Luciano Ro
26/08/2022	-16.00	PAY ANYONE ANZ535143989Varnish spray18/8 0178566876Mukhtiar S
26/08/2022	-16.00	PAY ANYONE ANZ535143989Varnish spray 0178566827Mukhtiar S
1/09/2022	-1.00	TRANSACTION FEES CHARGED TRANSACTION FEES CHARGED 08/22
1/09/2022	-3.00	DEBIT CARD FEE
6/09/2022	-151.20	PAY ANYONE NAB515270587Pies for 25-8-22 0178684089Jim Scott
6/09/2022	-153.24	PAY ANYONE CBA10578640 Part bell & amp 0178684107Alan Holli
6/09/2022	-84.05	PAY ANYONE BBL112719638Coffee cake milk 0178684082P I CROMPT
6/09/2022	-29.99	PAY ANYONE BBL112719638New kettle 0178684072P I CROMPT
6/09/2022	-52.70	PAY ANYONE CUS00010514 Tool sharp kit 0178684065Luciano Ro
9/09/2022	-385.00	PAY ANYONE CBA10195098 Inv 4094 26/7 0178717977Plate Allo
9/09/2022	-9.00	PAY ANYONE BBL112719638Ant rid 0178717956P I CROMPT
12/09/2022	-25.00	E-BANKING TRANSFER 0308028368 FOR BELONG WIFI 00237587331201
16/09/2022	-488.38	PAY ANYONE CBA10489093 inv 56568 9/8 0178781869MGA Electr
24/09/2022	-33.39	PAY ANYONE ANZ297604752Inv 13676 080922 0178854031Ace Saw Se
24/09/2022	-9.50	PAY ANYONE BBL112719638Tea bags 0178854011P I CROMPT
24/09/2022	-35.25	PAY ANYONE BBL112719638Cake and sugar 0178854001P I CROMPT

30/09/2022	-69.66	PAY ANYONE ANZ297604752Inv 14140 blades 0178912474Ace Saw Se
30/09/2022	-234.16	PAY ANYONE WBC551117 Timber for library 0178874952John Knigh
30/09/2022	-600.00	PAY ANYONE BBL130265309Inv 01450 Dep 0178874789Sandringha
Total	-2,904.25	

Financial Statement for year ended 30 June 2022:

The Financial Statement for the last financial year has been completed and is awaiting review. After review it will be presented to the committee at the next meeting for "signing off" before being presented at the AGM.

Summary:

Total revenue for the year (excluding grants) = \$15,800

Net income = \$7,100

"Donations in kind" = \$2,300

Bank balance = \$17,300

Net worth (balance sheet) = \$45,500

At the date of writing this report I have not yet found someone to review the financial statements.

Indicative Financial Plan for 2022/23:

This document is to be resubmitted at the meeting by the Secretary. Indicative bank balance at 30/6/23 is \$17,200.

END

Equipment Sub Committee Report 4/10/22

From.. Charlie Rosa Convener

Don McDonald, John Parkinson, Allan Holliday, Jeff Dickens

Since our last meeting we have been able to put our Vertical Oscillating Sander into service in the machine room. Feedback from members to date has been quite positive. We needed to remove one of the small combination sanders to storage for the time being until some extra space is created with expansion into the old kitchen area.

Our decommissioned stroke sander which is currently in storage is on the market for sale and we are waiting to hear back from prospective buyers.

We do not have room now for any more larger pieces of equipment and I have included our current wish list for information.

TOOL WISH LIST

This list is in no particular order.

1. Benchtop Morticer.....\$500
2. Tool Sharpening System.....up to \$1250
3. Ryobi One Trim Router.....\$200
4. Large Scroll Saw.....\$1000

Charlie Rosa

PROJECTS SUB-COMMITTEE REPORT

4 October 2022

Convener: David Wells

Activity :

Item :	Topic:	Discussion :	Status:
1	Pair of Farm Gates	A third set of gates has been requested by this client. Cyprus wood has been obtained. Production halted while the moisture content drops. Anticipated donation of \$600	On HOLD

Other:

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SOCIAL SUB-COMMITTEE REPORT

4 October 2022

Convener: Anthony Mason

Members:

Activities :

Item :	Topic:	Discussion :	Status:
1	Guest Speaker 29 Sept	23 people attended a talk by Dr John Emmins. BBQ Beef and pork sausages from Costco All seemed to enjoy. With drinks and onions cost was approx \$120.	
2	Future Guest Speakers	We hope to encourage further members to present on a topic of their choice.	

Other:

SOCIAL SUB-COMMITTEE REPORT

4 October 2022

Convener: Anthony Mason

Members:

Activities :

Item :	Topic:	Discussion :	Status:
1	Guest Speaker 29 Sept	23 people attended a talk by Dr John Emmins. BBQ Beef and pork sausages from Costco All seemed to enjoy. With drinks and onions cost was approx \$120.	
2	Future Guest Speakers	We hope to encourage further members to present on a topic of their choice.	

Other:

Quiet Activities Sub-Committee Report

4 October 2022

Convener: Rob Carseldine

Members: David Hill, David Merrick

Activity :

Item :	Topic:	Discussion :	Status and/or Action:
1	Quiet Activities in the Wells Shed	<p>Routine use of the Wells Shed continues for signing in/out, morning teas and weekly lunches, informal social interaction, TV viewing (entertainment and instructional) and formal presentations.</p> <p>The Wednesday – Gamesday remains popular mainly for pool. Attendance numbers each week vary. The Monday 500 Cards afternoon has been less well attended, though thoroughly enjoyed by the participants.</p> <p>Aside from these activities the Wells Shed facility is somewhat under-utilised. Some thought is needed on additional regular or periodic activities that support the Shed’s objectives, <i>to improve men’s health, well-being and social inclusion.</i></p>	QA Sub-committee to consider and recommend additional activities to better utilise the Wells Shed facility following on-going renovations and the formal opening ceremony in November.
2	Wells Shed Duty Officer Roster	<p>Following installation of the door bell system the Wells Shed Duty Officer rostering system was simplified and changed from 12 September to a regular weekly schedule with nominated back up members. Aside from some minor teething problems the new system is working well so far. At date of this report (29 September) BCC have yet to complete installation of all internal door locks and rear door lock.</p>	No further action.
3	Wells Shed Door Bell	<p>Work done by members to install the new door bell system is very much appreciated.</p>	No further action.

4	Formal Opening of Wells Shed	Work is in train led by the President.	This is no longer a Quiet Activities item.
5	Library	Work is continuing by the Facilities Sub-committee on renovating the Wells Shed library room. This work needs to be completed before the Opening Event on 8 th November. Some locks on the fixed cupboards are desirable for secure storage of valuable items.	Further action is pending completion of work needed in the Wells Shed library room.
6	Computers, Internet and Modern Technology	No change since August Committee Meeting. Facilities for use of Shed computers need to be established in Wells Shed. Opportunities for education of members in modern technology need to be considered further as part of the quiet activities. There has been no action on this item since the August Committee meeting due to work on the Library renovation and other priorities.	QASC to take action as time and priorities permit following Library renovation.