

# BAYSIDE MEN'S SHED GROUP Inc

## MINUTES OF COMMITTEE MEETING

**1 September 2020 by ZOOM**

Subject	Discussion	Action
<b>Present</b>	John McMahon (JMcm) – <i>President</i> John McCarthy (JMcc) – <i>Vice President</i> David Hill (DH) – <i>Secretary</i> Kelvin Power (KP) – <i>Treasurer</i> Alan Holliday (AH)      Charlie Rosa (CR)                      Don McDonald (DMcD) Ian Crothers (IC)              Richard Payne (RP)                      David Wells (DW) John Knight (JK)              Paul Crompton (PC)	Noted
<b>Apologies</b>	John Parkinson (JP)	Noted
	Meeting commenced with summary of meeting protocols to be observed using ZOOM.	
<b>Assignment of Chair</b>	The Vice President JMcc took the Chair for the meeting.	Noted
<b>Minutes of Previous Meeting</b>	The Minutes of the Previous Meeting which had been issues to Committee prior to meeting was tabled "As-Read". There were no matters arising.  It was proposed that the minutes were a true and correct record of the proceedings of the previous meeting. Moved AH.      Seconded by KP.	See attached.  Motion Carried

# BAYSIDE MEN'S SHED GROUP Inc

## MINUTES OF COMMITTEE MEETING

**1 September 2020 by ZOOM**

<b>Finance Sub-Committee</b>	<p>The Finance Sub-Committee Report by KP which had been issued to Committee prior to meeting was tabled "As-Read".          With Shed closed Treasurer advised there had been no material change to financial situation since last Committee meeting.          There were no matters arising.          It was proposed that the report be accepted.          Moved by RP.      Seconded by DW</p>	<p>See attached.</p> <p>Noted</p> <p>Motion Carried</p>
<b>Facilities Sub-Committee</b>	<p>The Facilities Sub-Committee Report by JK which had been issued to Committee prior to meeting was tabled "As-Read".          No Matters were arising.          It was proposed that the report be accepted.          Moved by PC.      Seconded by JK.</p>	<p>See Attached</p> <p>Motion Carried</p>
<b>Equipment Sub-Committee</b>	<p>The Equipment Sub-Committee Report by CR which had been issued to Committee prior to meeting was tabled "As-Read".          CR gave brief overview of panel saw.          No Matters were arising.          It was proposed that the report be accepted.          Moved by IC.      Seconded by RP.</p>	<p>See Attached</p> <p>Motion Carried</p>
<b>Projects Sub-Committee</b>	<p>The Projects Sub-Committee Report by DW which had been issued to Committee prior to meeting was tabled "As-Read".          Any new potential projects to be brought to attention of DW          No Matters were arising.          It was proposed that the report be accepted.          Moved by DMcD.      Seconded by DW.</p>	<p>See Attached</p> <p>Motion Carried</p>
<b>Social Sub-Committee</b>	<p>The Social Sub-Committee Report by RP which had been issued to Committee prior to meeting was tabled "As-Read".          No Matters were arising.          It was proposed that the report be accepted.          Moved by AH.      Seconded by IC.</p>	<p>See Attached</p> <p>Motion Carried</p>



# BAYSIDE MEN'S SHED GROUP Inc

## MINUTES OF COMMITTEE MEETING

**9 June 2020 by ZOOM**

Subject	Discussion	Action
<b>Present</b>	John McMahon (JMcm) – <i>President</i> John McCarthy (JMcc) – <i>Vice President</i> David Hill (DH) – <i>Secretary</i> Kelvin Power (KP) – <i>Treasurer</i> Alan Holliday (AH)      Charlie Rosa (CR)      Don McDonald (DMcd) Ian Crothers (IC)      Richard Payne (RP)	Noted
<b>Apologies</b>	David Wells (DW)      John Parkinson (JP)      John Knight (JK)      Paul Crompton (PC)	Noted
	Meeting commenced with summary of meeting protocols to be observed using ZOOM.	
<b>Assignment of Chair</b>	The Vice President JMcc took the Chair for the meeting.	Noted
<b>Minutes of Previous Meeting</b>	The Minutes of the Previous Meeting which had been issues to Committee prior to meeting was tabled "As-Read". There were no matters arising.  It was proposed that the minutes were a true and correct record of the proceedings of the previous meeting.      Moved RP.      Seconded by KP.	See attached.  Motion Carried



# BAYSIDE MEN'S SHED GROUP Inc

## MINUTES OF COMMITTEE MEETING

<p><b>New Business:</b></p>	<ul style="list-style-type: none"><li>• <b>COVID-19 : Potential reopening of Shed:</b></li></ul> <p>Bayside City Council (BCC), as the owners of our facility, have directed that a <b>COVID-19 Facilities Safety Plan</b> must be prepared by BMS for approval by BCC prior to Shed to re-opening.</p> <p>NOTE: Our Shed insurer (AMSA) has explicitly stated that insurance is void if an event occurs in a Shed that is in breach of government COVID-19 regulations/guidelines.</p> <p>Therefore to re-open we need to get BCC approval.</p> <p>To assist in the preparation of this plan, BCC provided following documents which were issued to Committee prior to this meeting. :</p> <ul style="list-style-type: none"><li>• COVID-19 Facilities Reopening Information Pack</li><li>• COVID-19 Facilities Safety Plan (template)</li></ul> <p>DH had phone discussion with Judy Page (BCC) on Friday 5 June regarding the above documents.</p> <p>The discussion was principally around following items :</p> <ul style="list-style-type: none"><li>• Need to clean/sanitise Shed before/after each use.</li><li>• Continual cleanliness and hand sanitisation during each session.</li><li>• Session Number (max allowed) must also maintain 1.5m distancing.</li><li>• Much of our fixed equipment is too close for 1.5m distancing.</li><li>• Morning Tea (Kitchen) must drastically change: no sharing utensils or food.</li><li>• A BMS "Hygiene Officer" be appointed to all sessions in addition to Shed Session Leader.</li><li>• Maximum 2 hour session length.</li><li>• Short session time plus cleaning time left around 1 hour for actual work</li></ul>	<p>Noted</p>
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# BAYSIDE MEN'S SHED GROUP Inc

## MINUTES OF COMMITTEE MEETING

	<p>General discussion by committee on the BCC guidelines, challenges and potential approach:</p> <ul style="list-style-type: none"> <li>• Maximum number of members to a session would be 9x (plus supervisors).</li> <li>• Members would need to BOOK attendance slot prior to each session.</li> <li>• Enhanced Sign-In/Sign-Out (and personal details) process for all attendees.</li> <li>• Briefing for all attendees on enhanced Shed Operating Rules for COVID-19.</li> <li>• Refusal of entry to members unwell, displaying symptoms, or been in contact with a case in last 14 days.</li> <li>• Need for member compliance with strict cleanliness protocols.</li> <li>• Need to block off some equipment / workbenches due to 1.5m distancing.</li> </ul> <p>Committee consensus was :</p> <ul style="list-style-type: none"> <li>• The driving principle of our Shed is interaction, sharing, dialogue - men enjoying life with mates. It would be a very different Shed atmosphere and mood.</li> <li>• A further relaxation of COVID-19 regulations is expected around the end of June. The time taken to go thru process under current guidelines may achieve results in similar timeframe.</li> <li>• It is not worth the stress re-opening under current guidelines. Better to await next relaxation of regulations and open under more positive note.</li> </ul> <p>Secretary to :</p> <ul style="list-style-type: none"> <li>• advise members (separate to these Minutes) of Committee thinking and conclusions.</li> <li>• contact BCC regarding committee decision.</li> </ul>	Action Secretary
<p><b>Next Meeting:</b></p>	<p>The next scheduled meeting is Tuesday 1 September 2020.</p> <p>An <b>Extraordinary Meeting</b> will be held at end of June (date TBA) to review revised COVID-19 regulations/guidelines impacting reopening of Shed.</p>	Secretary to advise date
<p><b>Meeting Closed.</b></p>		

# BAYSIDE MEN'S SHED GROUP Inc

## FINANCE SUB-COMMITTEE REPORT

9 June 2020

Convener: Kelvin Power, Treasurer

Activity :

<u>Cash at Bank. 31 May</u>		<b>\$9723.22</b>
<u>Less:</u>		
Unpresented Cheque .	\$80.76	
Amounts owing BELONG	\$50.00	
		<b>- \$130.76</b>
<u>Plus:</u>		
Outstanding invoice Food Library.		<b>\$600.00</b>
<b><u>Funds Available.</u></b>		<b><u>\$10,192.46</u></b>

Arrangements with Rotary Need to be put in place for the pick up of the Food Library, an invoice is attached to item.

Kelvin Power

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

## **FACILITIES SUB-COMMITTEE REPORT**

**9 June 2020**

**Convener: John Knight**

**Activity :**

A lot of work has been put into storage of surplus timber (largely thanks to Gary Kyriacou).

VSMA has been given a supply of new Ozito equipment and Sheds were invited to "bid" for any of the items. BMS chose to "Bid" for a 90Kw Gasless MIG Welder. Our "Bid" was successful. This item will supplement the two stick welders we have. All we have to do is learn how to use it!

No news regarding proposed "Quiet Room" gaining a place on BCC upcoming annual budget.

End of report  
**John Knight**

DRAFT

# Equipment Sub Committee Report 9/6/20

From.. Charlie Rosa Convener

As the Men's Shed has been closed to members for some months now I have only a very brief report to submit.

## TOOLS ACQUIRED

I believe we have been donated a combination sander (JET brand) in very good condition which we need to decide if suitable for Shed use or sale to members.

We have acquired a new 90 amp Ozito MIG welder kindly donated by VMSA

## TOOLS DISPOSED OF

Two bench thicknessers which were earmarked to salvage one operational thicknesser from the two damaged ones were disposed of to land fill. Too many parts were lost after Brighton Mens Shed attempted repairs and replacement parts no longer available.

## TOOLS UNDER REPAIR

Since last report belt sander bearings have been replaced and now operates normally.

Thicknesser blades still awaiting replacement.

## 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

9 June 2020

### Project Activity :

Project No	Name / Client:	Leader:	Discussion :	Status:
?	<i>Bat Nesting Boxes / Friends native Wildlife</i>	Mike Love	3x assembly done. Awaiting pickup	To be ongoing
TBA	<i>Cardboard Sleigh</i>	TBA	To be copied in ply, small project. To be constructed once Shed opens	In queue
1982	<i>Memory Boxes / Freemasons Aged Care</i>	Richard Payne	Awaiting 4 kits	In progress
2001	<i>Free Food Cupboard / Rotary Monash</i>	John Knight	Project completed awaiting to be collected when appropriate	In Progress
1984	<i>Sand Pit Boat / XXX kindergarten?</i>	Paul Crompton	All materials painted, awaiting assembly	Completed
2004	<i>Beaumaris Street Library</i>	Paul Crompton	Design / budget completed Paul to discuss with client if happy with costing	In queue
	<i>Lectern / St Joseph's Black Rock</i>	David Wells	Lectern on hold at this stage for design to be finalised as costing excessive	Ongoing
	<i>Seniors Exercise Equipment / Sandy Life Activities Club</i>	? TBA ?	3x rocker balance boards with flexible set up. Awaiting client discussion.	potential
	<i>Sugar Glider Nest Boxes / GW</i>	Mike Love	12x boxes. In discussion with client	To start soon
	<i>Sensory Space / Sandy Children's Clinic</i>	? TBA ?	Kids outdoor bench and discovery area. In discussion with client	potential

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

## **SOCIAL SUB-COMMITTEE REPORT**

**9 June 2020**

**Convener: Richard Payne**

**Activity :**

Unfortunately nothing to report due to our forced Shed closure.

The planned visit by the Level Crossing Removal Project Authority for a presentation on the Mentone and Cheltenham projects had to be cancelled.

Plan to re schedule when our future activities become clearer and outside visitors are allowed.

My immediate thought is we should plan for some sort of re opening event should this be allowed.

That's all for the moment very difficult to plan in these crazy circumstances.

**Richard Payne**

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

## **SOCIAL SUB-COMMITTEE REPORT**

**1 September 2020**

**Convener : Richard Payne**

Due to COVID-19 closure of Shed, all planned activities have been suspended / cancelled until Bayside Council advises we can re-open.

There is therefore nothing to report for the period since previous report.

# BAYSIDE MEN'S SHED GROUP Inc

## PROJECTS SUB-COMMITTEE REPORT

**1 September 2020**

**Convener : David Wells**

**Currently no change has happened to projects as due to the current covid-19 closure of the Men's Shed. Any ideas of further projects please contact David W for inclusion on the list.**

### Project Activity :

<b>Project No</b>	<b>Name / Client:</b>	<b>Leader:</b>	<b>Discussion :</b>	<b>Status:</b>
?	<i>Bat Nesting Boxes / Friends native Wildlife</i>	Mike Love	3x assembly done. Awaiting pickup	To be ongoing
TBA	<i>Cardboard Sleigh</i>	TBA	To be copied in ply, small project. To be constructed once Shed opens	In queue
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	<i>Sugar Glider Nest Boxes / GW</i>	Mike Love	12x boxes. In discussion with client	To start soon
	<i>Sensory Space / Sandy Children's Clinic</i>	? TBA ?	Kids outdoor bench and discovery area. In discussion with client	potential

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

## **FINANCE SUB-COMMITTEE REPORT**

**1 September 2020**

Convener : Kelvin Power, Treasurer

With the COVID-19 closure of Shed all activities are suspended.

There has be no change in the financial position of The Shed since my last report.

# BAYSIDE MEN'S SHED GROUP Inc

## FACILITIES SUB-COMMITTEE REPORT

**1 September 2020**

### **Convener : John Knight**

I am endeavouring to write a simple set of duties that fall to members of the Facilities Sub Committee. I have chosen to express these duties as they may relate to the various – components that make up a fully operational Bayside Men's Shed Group'. .'

For Instance:-

- The Building - exterior maintenance
- The immediate surrounds - maintenance
- The Building ' - Interior - maintenance
  - a. Entry Area -
  - b. Administration Office
  - c. First Aid Room including Defibrillator
  - d. Small Store Room - old toilet area
  - e. Current Toilet
  - f. Kitchen Area
  - g. Machine Room
  - h. Rack Storage - Screws"and' Nails, -etc.
  - i. Rack Storage - Paint, etc.
  - j. Rack Storage - Timber
  - k. Work Benches

We are not responsible for machinery or Morning/Afternoon tea but we are responsible to ensure that all these items, functions, etc. are available to the members.

- Notice Boards : Secretary responsible
- Sign in Book/Weekly Fees : Treasurer responsible
- First Aid room and function:. We have a power point presentation produced by John Emmens and Ian Crothers.' This item should be screened at appropriate intervals. Perhaps Brighton and Wickham Road Sheds may care to join us.

John Emmins has current First Aid Instructor qualifications (Coast Guard) and access to resuscitation training, mannequins and a training defibrillator and is happy to run short CPR training sessions at appropriate intervals.

- Maintenance of the Building's exterior and interior and surrounds: any matters requiring attention are referred to Bayside City Council. We need to obtain a copy of any documentation between Council and a cleaning service so we can report back to Council if all is not being done.
- Kitchen area, Machine room, racks, work benches and Storage areas:. It is not intended that members of this Facilities Sub Committee do the actual tidying up but bring to the attention of members the need to ensure these areas are maintained in a tidy condition.

# BAYSIDE MEN'S SHED GROUP Inc

## EQUIPMENT SUB-COMMITTEE REPORT

**1 September 2020**

**Convener:** Charlie Rosa

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

As the Men's Shed has been closed since the last online committee I have nothing further to report other than 1 addition to the tool wish list of a vertical panel saw. This item suggested by Ian Crothers seems to be capable of cutting accurately large sheets of material ( 2400x1200). It may be worth some further investigation.

### **TOOL WISH LIST**

This list is not 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.

Tool Wish List and estimated cost is as follows:

- |  |        |
|--|--------|
| • Long bed jointer/ planer with helical cutters      | \$2500 |
| • Oscillating Edge Table Sander                      | \$1500 |
| • Chisel etc sharpening system                       | \$1250 |
| • Large scroll saw                                   | \$1000 |
| • Ryobi One circular saw (Battery)                   | \$200  |
| • Ryobi One trim router (Battery)                    | \$200  |
| • Pro Vertical panel saw (for cutting large sheets). | \$2400 |