

BAYSIDE MEN'S SHED GROUP Inc

MINUTES OF COMMITTEE MEETING

0900 on 6 December 2022
Shed Meeting Room

Subject	Discussion	Action
Present:	John McCarthy (JMcC) – <i>President</i> John McMahan (JMCM) – Vice President David Hill (DH) – <i>Secretary</i> John Flint (JF) – <i>Treasurer</i> Don McDonald (DMcD), Paul Crompton (PC), Charlie Rosa (CR), Anthony Mason (AM) Alan Holliday (AH), David Wells (DW), Peter Keenan (PK)	Noted
Apologies:	Rob Carseldine (RC), Ian McLellan (IMcL), John Knight (JK),	Noted.
Shed Safety Committee :	<p>Matters arising :</p> <ol style="list-style-type: none"> 1. Status of Bonanza Rd Bldg mandatory Eye and Ear protection rules: <ul style="list-style-type: none"> ▪ There is a high level of compliance with wearing of EYE protection. ▪ The new EAR protection rules are gaining increased observance but need reminders. ▪ Session Leaders need to continue encouraging use to achieve higher compliance. 2. Proposal to ban storage at Shed of chemicals not in original packaging. We will require the original label that includes safe use procedures including all health warnings and emergency procedures if splashed on skin or eyes, breathed or swallowed. <p>All Committee Members need to be observant of materials being brought into the Shed, and prevent dangerous or unknown chemicals from being used/stored in Shed.</p> <p>Moved by JMCM and Seconded by AH</p>	<p>Noted.</p> <p>Action Session Leaders</p> <p>Action ALL Committee Members</p> <p>Motion Carried</p>
Presidents outline for coming year:	<ul style="list-style-type: none"> • This year, 2022-23, our focus moves to utilisation of Wells Rd building. A range of new activities will be investigated with the intention to commence a modest number. • Following discussion with Bunnings, we anticipate hosting 4x Bunnings Sausage Sizzles in 2023 year. These will be on FRIDAY (instead of Saturday) and typically be smaller events. It is anticipated that a lower work load should make it easier for us to man. Overall revenue is expected to be maintained by the projected 4x sessions (from 1-2). 	Noted.

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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 AM and Seconded by JF.</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"> • Door lock mechanisms are still missing issue due to supply constraints. Planning is for the work to commence the second week December. <p>2. Update on 2022 Shed Xmas Lunch:</p> <ul style="list-style-type: none"> • Currently attendance numbers stand at 60x which includes 4x guests. This is pretty well in line with past years. • Arrangements are being finalised with restaurant regarding menu, special meals, tables, etc by DMcD. • Drinks will be from the bar paid by individuals. • Raffles are being arranged by DW. Agreed 300x tickets @ \$2 each (plus multi deals!). Prizes to be arranged by DW with \$300 budget. <p>3. Update on "Wells Rd Opening Event" -</p> <ul style="list-style-type: none"> • The event was regarded as very successful with approximately 90x guests and members attending. A special Vote of Appreciation to Rob Carseldine for his personal effort and leadership. • Final accounting against budget not yet completed but anticipate being 'around' target'. • A special Thankyou goes to Sandy Life Activities Club for the use of many of their items that we would have otherwise bought or rented. 	<p style="text-align: center;">Noted.</p> <p style="text-align: center;">Motion Carried</p> <p style="text-align: center;">Noted</p> <p style="text-align: center;">Noted</p> <p style="text-align: center;">Noted</p>
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<p>Facilities, Equipment, Projects, Social & Quiet Activities Sub-Comms (cont):</p>	<p>2. Equipment :</p> <ul style="list-style-type: none"> Further to attached report: A yearly (large) equipment maintenance visit is being set up. The \$200 Call Out Fee allows for 1 hour Equipment Safety Inspection while on site. CR to and IMcL to define the scope of our requirements. <p>3. Projects:</p> <ul style="list-style-type: none"> Further to attached report: Expectations are for 32x projects and donations of \$4075 by end of calendar year. Last year 25x projects had donations of \$ 2800. This has been a very productive year indeed !! <p>4. Social :</p> <ul style="list-style-type: none"> Activity was the Opening Event as mentioned earlier. <p>5. Quiet Activities:</p> <ul style="list-style-type: none"> As per report. <p>Sub Committee Reports accepted: Moved JMCC Seconded by JMCM.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Motion Carried</p>
<p>New Business:</p> <p>New</p>	<p>1. Proposed Committee Roles & Responsibilities, Sub-Committee Conveners, Shed Session Leaders for 2022/23 and Shed Closed days in 2023:</p> <ul style="list-style-type: none"> The incoming Committee is much the same as last year with only the Treasurer and Assistant Treasurer swapping roles. After discussion there was consensus that committee roles and responsibilities would remain unchanged. Further Work to get guys in vacant Support Roles. One change to Sub Committee Conveners: JK to step back from Facilities and DH to step in. There is no change to the Shed Session Leader Roster. The 'Shed Closed Days' calendar was tabled for coming 2023 year. <p>Motion Moved by JK Seconded by RC</p>	<p>Noted</p> <p>Noted Noted Noted See Attached</p> <p>Motion Carried</p>

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Business (cont):	<p>2. Potential new Shed Activity- gardening beds etc (by DW + JF):</p> <ul style="list-style-type: none"> • Discussions by DW and JF with Shed members has identified a good level of interest in idea of establishing a Shed Garden. • Mike Love has proposed having Raised Beds utilising the Water Wicking principle. Water Wicking minimises watering needs and removes the need for daily maintenance. The raised beds idea certainly gets a Big Tick also. • DW + JF will assemble concept plan with bullet point info on their ideas. • The Shed Committee will have further discussion PRIOR to approaching BCC for their opinion. <p>3. Potential new Shed Activity- model aeroplanes (by PC):</p> <ul style="list-style-type: none"> • PC has had discussion with a local model aircraft 'guru' (Brian Loughton) inviting him to do an introductory presentation to the Shed on model aircraft. • The Committee agreed this idea had a number of different aspects that may interest our members: The science, the practicalities of making, the flying. • To ensure we had a good turnout of members for the event, it was proposed to move the presentation to the day of our first Shed BBQ of the New Year. PC was asked to confirm with the proposed speaker, and if there is agreement on date and subject matter change, to collaborate with AM on the arrangements. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Action DW + JF</p> <p>Noted</p> <p>Noted</p> <p>Action PC + AM</p>
Meeting Closed:	Meeting closed at 1100.	
Next Meeting:	February 2023 tba.	Action Secretary

BAYSIDE MENS SHED GROUP INC

INDICATIVE FINANCIAL PLAN FOR 2022/23 as at 4 October 2022

	BUDGET 22/23			NOTES:
	GRANTS \$	CASH \$	TOTAL \$	
OPENING BANK BALANCE	280	17062	17,342	Includes partly-unspent grant 21/22 (\$280)
FUNDS RECEIVED:				
Weekly Shed attendance fees		6000	6,000	equals 24x paying guys each week shed open. AVE to date 2022 is 25x guys per week. So OK.
Grants received	4,300		4,300	possibly optimistic: \$2k from Bendigo Bank, \$2.4k from State Gvt Dept Jobs, Precints & Regions, \$1k from BCC
Donations for jobs		3,000	3,000	same as 20/21
Member subscriptions/for insurance		2,775	2,775	# probably 10x additional members. SAY 75 guys @ \$37
Events income - Christmas lunch (gross)		2,450	2,450	# 21/22 had double subsidy. Say \$35pp for 70x in 22/23
Sale of tools and other items		340	340	make same as 21/22
Joining fees		150	150	\$10 new member fee for 15 guys .
Apron/clothing sales		0	0	\$0. Nothing to sell !!
Trade debtors		0	0	
Donations - philanthropic		100	100	
Sale of surplus machinery		100	100	
Fundraising receipts		5,000	5,000	Bunnings Sausage Sizzle \$2k gross on Sat! & 3x \$1000 on Friday
Total received	4,300	19,915	24,215	
FUNDS EXPENDED:	GRANTS	CASH	TOTAL	
Machinery/Equipemnt (Bonanza Rd)	-2,300		-2,300	Defibrillator
Events - outgoing (e.g., Christmas lunch)		-4,900	-4,900	20/21 bill was \$52.50 for 66 persons = \$3529 +\$600 deposit . Say 70x \$70 =TOTAL \$4900
Refereshments and sustenance		-4,100	-4,100	# Morn Tea 50 weeks @ \$70 = \$3500 & Shed BBQ 8x @ \$200
Insurance costs		-2,400	-2,400	# 80 guys @ \$30 (increase of \$3 pp to AMSA)
Bunnings sausage sizzle costs		-1000	-1000	cost of sausages, bread onions, drinks for (1@ \$400 & 3 @ \$200)
Machinery and tool repairs		-600	-600	
Furn/Equip - Wells Rd	-2,280	-500	-2,780	2x computers, bldg name plate Meeting White Board
Machinery & tolls <\$500		-1,400	-1,400	Includes allowance to members for Safety Glasses - say 30 x \$15 = \$450
Workshop consumables		-1,200	-1,200	

Building services outgoings		-1,000	-1,000	
Tools >\$500		-400	-400	
Internet services		-300	-300	12 months @\$25 /month w BELONG
Wells Road activities		-500	-500	
General expenses		-250	-250	
Timber & materials for jobs		-50	-50	Any materials for projects are paid for by client. So allow \$0
Audit/review fees		-200	-200	
Office expenses		-700	-700	printer ink and paper, name tags, software licenses, etc
VMSA subscription		-65	-65	
AMSA subscription		-60	-60	
Trade creditors		0	0	
Total expended	-4,580	-19,625	-24,205	
SURPLUS/DEFICIT	-280	290	10	The \$280 was unspent in <u>21/22</u> period. See bank Opening Balance
CLOSING BANK BALANCE	0	17,352	17,352	

Equipment Sub Committee Report 6/12/22

From.. Charlie Rosa Convener

Don McDonald, John Parkinson, Allan Holliday, Jeff Dickens

Since our last committee meeting we were able to negotiate a sale of surplus machinery namely a donated Mitre Saw to Ian Mc Lennan for \$50 and the large stroke sander to the Berwick Woodworkers for \$200.

After a short but popular time in service our Vertical Oscillating Sander began to make unusual noises during operation. Investigation isolated the noise to the idler pulley area. As machine was still under warranty no repairs were attempted but Carbatec contacted. In due course they sent a mechanic to us and he was able to repair the noisy idler.

During the visit of Rone Machine Services' mechanic Steve Freeman, we discussed initiating a regular annual maintenance/safety check of our equipment which will occur in the new year. He identified a couple of areas of non compliance with OHS standards which we may need to address.

Table router was reported as having mis aligned fences causing interference during operation. Investigation revealed that some splitting had occurred in the MDF material. New fences were manufactured from some Corian material in stock at shed.

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

Quiet Activities Sub-Committee Report

6 December 2022

Convener: Rob Carseldine

Members: David Hill, David Merrick

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 formal opening event occurred on 8th November with the attendance estimated at around ninety people (and two dogs).</p> <p>The Wednesday – Gamesday remains popular mainly for pool. Attendance numbers each week vary and have been down to as little as two or three during November. The Monday 500 Cards afternoon has been poorly attended, though thoroughly enjoyed by the participants when sufficient numbers are present. During November there have been only two members wishing to attend and as a consequence no card games have been played for several weeks.</p> <p>Aside from these activities the Wells Shed facility is somewhat under-utilised as reported at the recent AGM. Now that the formal opening is behind us and with the library work expected to be completed shortly, some action 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>	<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.</p> <p>It would be helpful for all Committee members to directly support and/or encourage members’ to participate in “Quiet Activities”.</p>
2	Library	<p>Work is continuing by the Facilities Sub-committee on renovating the Wells Shed library room. This work was not completed before the Opening Event on 8th November. Some locks on the fixed cupboards are desirable for secure storage of valuable items.</p>	<p>Further action is pending completion of work needed in the Wells Shed library room.</p>
3	Computers, Internet and Modern Technology	<p>No change since October 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.</p>	<p>QASC to take action as time and priorities permit following Library renovation.</p>

BAYSIDE MEN'S SHED GROUP Inc					
CURRENT PROJECTS 2022					
28th June 2022					
Project Number	Initiated	Job Description	Job Leader	Discussion	Status
2021/22	09.06.21	Pair of farm gates	David Wells	gates completed Friday 8th april, gal paint to end of bolts Construction for Lance Roach	Donation \$600
2022/01	06.01.22	Table with drawers	John McMahon	Project completed for Sabina Rosser.	Donation of \$50
2022/02	13.01.22	Repair of garden seat	John McMahon	Project for Mrs Hilett in Bonanza Road. Metal work cleaned and painted new timber slats	Donation of \$50
2022/04	24.01.22	6 No Pardalote Bird Box;s	Rob Carseldine	To be completed for bayside friends of native wildlife	Donation \$60 to Mike Love
2022/05	24.01.22	3 Possum & 3 bat box's	Rob Carseldine	Rob putting box's together	Completed see 2022/24
2022/06	07.02.22	Repair antique chair	David Wells	Repair for Joan Baster to broken arch completed	Donation of \$70
2022/07	25.02.22	Repair old window panel	David Wells	Repair 124 year timber window panel by glueing and inserting inner panel for Angela Murdoch 0434809277	Completed 7th March and Collected Donation \$100
2022/08	25.02.22	Model car prototype ramps	John McCarthy	Timber prepared, Jeff Dickens preparing various ramps as discussed with client Completed	Donation \$150
2022/09	28.02.22	Frame for Mosaic Panel	Alan Haladay	Timber frame to be constructed for Kristina Tantau 0401164219	Donation \$50
2022/10	28.02.22	Cupboard Joinery Repair	Alan Haladay	Repair to panel with hinge with side panel replaced for Diana Wright 0409 577371	Donation to be received
2022/11	28.02.22	Repair antique chair	David Wells	Major repair to Antique chair by redriling dowell holes, repairing missing timber, new dowells and putting arms, back and base back together for Kristina Tantau 0401164219 Completed 3rd April	Collected 7th april Donation \$200
2022/12	03.03.22	Shorten legs to 6 tables	David Hill	6 tables delivered by Krissy Johnstone 0407645998 to have their legs shorten by 175mm, collected 3pm same day	Donation \$50
2022/13	03.03.22	Cupboard for K G C	John McMahon	Cupboard for Keysborough Golf Club to be constructed by John McMahon Donation to come	Donation \$120
2022/14	07.03.22	Cross for church	Jeff Dickens	Constructed by Jeff Dickens and completed	Donation \$50
2022/15a	21.03.22	Holes for bottles	David Wells	Sheets 1800x900 to be cut in half and 100 holes 40mm dia to each of the 20 sheets. Work to be done for Tynan John tel 0422945678. Shed guys to share the load drilling each sheet.	Job to difficult after 2 sheets done. Formply collected
2022/15b	31.03.22	Bench for Hot House	Bruce Fraser	Bruce to construct with treated pine supports with composite plastic bench top and shelf. Completed	Donation \$120
2022/16	03.04.22	Street Library	David Wells	Library completed and bracket supports to be installed under base for post connection. For Charlotte 0416421247 Collected 7th april	Donation \$200
2022/17	11.04.22	Fire Guard	Kevin Bevins	Repairs to antique fire guard ,reglue fill and stain.Completed 14th	Donation \$100
2022/18	12.04.22	Honour Board	John McMahon	New Honour Board for Beaumaris Bowls Club. Graham rogers to provided donation	Donation \$150
2022/19	03.05.22	Pair of farm gates No3	David Wells	Gates completed and awaiting pick up from 21st November	Donation \$600 to be sent
2022/20	12.05.22	Bread Bin	John McMahon	Bread bin for Keysborough golf Club. Completed	Donation \$60
2022/21	19.05.22	Timber roof for library	Jim	Timber roof to be constructed for metal street library for Beaumaris Rotary Completed	Donation \$200
2022/22	29.06.22	Pair of farm gates No4	Charlie Rosa	Timber to be ordered in time frame suitable to Charlie Rosa	
2022/23	07.07.22	TV Table	Charlie Rosa	Completed	Donation \$50
2022/24	15.08.22	3 possum Box's	Rob Carseldine	Bayside Friends of native Wildlife	Donation \$30
2022/25	15.08.22	Repair to stools	Rob Carseldine	Elizabeth walsh	Donation \$10
2022/26	26.08.22	Flat pack exercise equiptm	Rob Carseldine	Laurel Hughes 0412552807	Donation \$200
2022/27	05.10.22	3no Planter box's	Ian	For Margie	Donation \$100
2022/28	18.11.22	6no turned pens	Rob Carseldine	private order, job completed	Donation \$75
2022/29	18.11.22	Three possum boxes	Rob Carseldine	For Bayside friends of wildlife Elizabeth walsh	Awaiting Donation \$30
2022/30	24.11.22	Repair Life Saving Reel	David Wells	Repairs for Mentone Life saving club, new ss screws, rods & handel	Should be finished in 2 weeks depending on painting
				Donations to date for this year \$3475	
				Will Total \$4075 when Project 2022/22 pays \$600.	

Last Year 25 Projects for ~ \$2800

Bayside Men's Shed Group, Inc.

Office Bearers, Committee Members 2022-23:

President	John McCarthy	0400 847 307
Vice President	John McMahan	0412 604 965
Secretary	David Hill	0412 553 150
Treasurer	John Flint	0414 747 026
Committee	John Knight	0429 177 872
Committee	Don McDonald	0400 801 036
Committee	Paul Crompton	0491 147 389
Committee	Charlie Rosa	0422 917 530
Committee	Alan Holliday	0418 551 548
Committee	David Wells	0409 332 341
Committee	Peter Keenan	0409 135 366
Committee	Ian McLennan	0474 230 290
Committee	Rob Carseldine	0418 992 189
Committee	Anthony Mason	0424 446 445

Sub-Committee Conveners:

Finance	John Flint
Facilities	David Hill
Equipment	Charlie Rosa
Projects	David Wells
Social	Anthony Mason
Quiet Activities	Rob Carseldine
Safety	Ian McLennan

Support Roles / Assignments

Assistant Treasurer	Peter Keenan
Assistant Secretary	tba
Membership	tba
IT	tba
Material & Equip Donations	tba
Bunnings Relationship	tba
Tool Donations to Charities	tba

Bayside Men's Shed

Shed Session Leader Roster 2022-23

Day	Time	SESSION LEADER	Back Up	Mobile
Monday	9am to 1:00pm	David Hill	Ian McLennan	0412 553 150 0474 230 290
Tuesday	9am to 1:00pm	John McMahon	Paul Crompton	0412 604 965 0491 147 389
Wednesday	9am to 1:00pm	John McCarthy	Alan Holiday	0400 847 307 0418 551 548
Thursday	9am to 4:00pm	Charlie Rosa	John McMahon	0422 917 530 0412 604 965
Friday	9am to 1:00pm	Alan Holiday	Don McDonald	0418 551 548 0400 801 036

Other Key Holders

John Knight
Gary Kyriacou
Peter Keenan

Mobile

0429 177 872
0417 535 629
0409 135 366

BMS Shed Session Leader

Typical Session Tasks

- **Open Shed buildings for business, including :**
 - Turn off Alarm.
 - Turn on Lights / Heating / Cooling as required.
 - Set up Sign-In book for the day.
 - Check security of both buildings. Walk through buildings including toilets and kitchen.
 - Turn on airborne micro dust exhaust system and equipment dust extraction system.
 - Tension JET Band Saw Blade
- **Oversee activities and safety in both Bonanza Rd and Wells Bldgs :**
 - Maintain oversight of activities at all times.
 - Be fully conversant of Safety Code of Conduct and Emergency Procedures.
 - Act as leader in any incident and be able to contact emergency services if required.
- **Morning Tea :**
 - Run morning tea meeting -
 - Safety Moment and review
 - Advise any Shed relevant news.
 - Encourage input / discussion by members.
- **Deal appropriately with Shed visitors.**
 - Ensure visitors use PPE in Bonanza Rd bldg.
 - If Wells Rd door is locked ensure remote door bell is positioned OUTSIDE.
- **Shed Activities :**
 - Ensure members wear safety glasses in Bonanza Rd bldg and hearing protection at heavy equipment as per Shed Code of Conduct.
 - 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 and equipment dust extraction system.
 - UN-Tension JET Band Saw Blade.
 - Ensure kitchen is clean and tidy, Office equipment is secured and Office door locked.
 - Ensure blinds are down in Library, Office, Meeting Room and Kitchen.
 - Check lights are off in Tool Room, Store Room, First Aid Room, Toilets, Machine Room, Kitchen, Office, Library, meeting Room.
 - Check heaters are turned off in Bonanza Rd bldg and air conditioners in Wells Rd Bldg.
 - Check security of all external exit doors and windows.
 - Bring in mat from back door of Wells Rd bldg.
 - Check that all people have left the building.
 - In foyer, Turn off lights and heaters, Turn on Alarm, Exit and secure front door.

BAYSIDE MEN'S SHED GROUP INC

NORMAL SHED OPENING DAYS & TIMES:

The Shed opening sessions are currently:-

Monday:	9:00 am - 1:00 pm
Tuesday:	9:00 am - 1:00 pm
Wednesday:	9:00 am - 1:00 pm
Thursday:	9:00 am - 4:00 pm
Friday:	9:00 am - 1:00 pm

SHED CLOSED DAYS IN 2023:

The Shed does not open on days that are Victorian State Public Holidays, which are as follows:-

New Year's Day Holiday	- Monday 2 January 2023
Australia Day	- Thursday 26 January 2023
Labour Day	- Monday 13 March 2023
Good Friday	- Friday 7 April 2023
Easter Monday	- Monday 10 April 2023
ANZAC day	- Tuesday 25 April 2022
King's Birthday	- Monday 12 June 2022
AFL Grand Final Friday	- Friday 29 September 2023 tbc
Christmas Day	- Monday 25 December 2023
Boxing Day	- Tuesday 26 December 2023

The Shed does not open on the days between Boxing Day and New Year's Day which are as follows:-

Wednesday 28 December 2023
Thursday 29 December 2023
Friday 30 December 2023

The above information is displayed in CALENDER on Shed web site and is modified / updated as necessary.