

**Annual General Meeting Belconnen
Community Men's Shed (BCMS)**

6 August 2016

Meeting Commenced: 1030

Chair: Bill Chaffey

Apologies: Claudio and Gordon

Attendees: See attached list.

Minutes of the previous meeting: It was put that the minutes of the previous meeting be accepted: Moved: Tim, Seconded: Howie. Unanimously accepted.

Outstanding Items: None

Shed Manager's / Vice President's Report: (Copy attached) Gordon was not able to attend but Daniel read from his report, where he:

- Thanked the BCMS Committee for their efforts
- Acknowledged the time taken to develop and settle into the day to day systems and all the hard work that was involved
- Recognised the strong "community and work focus" of the BCMS
- Praised the work on the community projects, especially the palm crosses, footstools
- Thanked the shed management team and all who come and give to the shed community
- Reinforced the message that "Every Bloke is a Champion".

Secretary's Report: Dean, the acting Secretary / Treasurer reported it had been an exciting year which saw:

- The maturing of the administrative and management operations
- The conclusion of a comprehensive insurance deal that covered all the she members and its core operations
- Shed improvements that included:
 - Dust extractor systems
 - Metal workshop facilities
 - Saw bench acquisition
- The repayment of the Church loan means that the BCMS is effectively "debt free".
- The community opportunities growing and the BCMS responding to help others and itself by:
 - Wildlife boxes project
 - Cranliegh School (footstools) project
 - Sale of palm crosses and chopping boards
 - Sausage sizzle fundraising

Dean moved that the work of Bill Chaffey, in his role as project manager for the development and deployment of the BCMS foundation administrative systems and procedures, be recognized and reported in the minutes. This was seconded by Howie and applauded by many of those present.

Treasurer's Report: (copy attached) Dean explained that his final Treasurer's report was still a work in progress at the time of the AGM. There was a small issue of \$20.00 that needed to be reconciled and that a mix-up in the paperwork meant that he did not actually bring the correct documents to the AGM. He assured the meeting that a copy shall be attached to the minutes.

Dean also highlighted the good income position and bottom line balance. He described the nature and purpose of the following accounts:

- IMB Account

This is used to hold mainly direct grant monies and other income earned by the BCMS.

- MBC Account

This uses the Mosaic Baptist Church's accounting systems for the financial management of the contributions to the BCMS operations that are funded by the Church.

Dean noted that care and control was needed to ensure the long term viability of the shed's financial operations. In particular, he highlighted the new insurance arrangements that are due for renewal in February 2017, as something that needed to be carefully managed by the Committee.

Bill observed that the maturing of the BCMS operations also extended to the finances, as they moved into "maintenance phase", post the building and construction phases. He also suggested a possible simplification of the accounting procedures and systems including a consolidation of the accounts. Dean agreed and hoped that these changes would be possible.

Dean thanked all members and the BCMS Committee for their support during his time as Treasurer and acting Secretary.

Membership Report: (Copy attached) Claudio was unable to attend the AGM and has provided the attached report, which was not available for discussion at the meeting.

Property Report: Mal reported that with funds from grants and other sources, more good equipment has been or was in the process of being acquired. This included:

- Solar Panels
- Storage Racks
- Triton gear
- Table saw
- Makita gear

Mal also advised that plans were in process to acquire:

- External shade awnings
- A 'scroll' saw

Howie advised that the shed has also acquired a color printer and CAD software

Committee Elections

A call for nominations to all positions on the BCMS Committee was put.

Committee 2016/17: The following 9 members will comprise the BCMS Shed committee for the next 12 months:

Patron: Alan Tongue

Note: The position of Patron was not discussed at the meeting and it assumed that Alan is happy to continue in this role for 2016-17.

President: Vacant

Note: Gordon will continue in the Vice President role as search continues to find a President.

Shed Manager/Vice President: Gordon Cooper
Nominated by Dean / Seconded by Howie

Treasurer: Iven Laufer
Nominated by Dean / Seconded by Gordon

Note: Iven was elected Treasurer (and to be a signatory to BCMS accounts)

Assistant Treasurer: Vacant

Secretary: Geoff Black
Nominated by Gordon / Seconded by Dean

Note: Bill kindly agreed to mentor and coach Geoff in the role of Secretary

Newsletter & IT: Howard (Howie)Fraser
Nominated by Bill / Seconded by Dean

Safety Officer: Vacant

Membership Officer: Claudio Ellero
Nominated by Bill / Seconded by Dean

Property Officer: Mal Irving
Nominated by Howie / Seconded by Dean

Note: Mal offered to join the list of members who open and close the shed, supervise the operation of tools by appropriately qualified "members only" (for insurance purposes) and also to participate on OH&S Committees as needed.

Committee Member (General): Daniel O'Toole
Nominated by Bill / Seconded by Dean
Irwin Ross
Nominated by Bill / Seconded by Dean
Dean Wishart
Nominated by Bill / Seconded by Howie

OTHER BUSINESS

The only item of other business discussed was:

- The wearing on name tags of all those in the shed.
- The name tags may be colour coded yellow for 'Members' and white for 'Visitors'
- Only members wearing name tags should operate machinery (again for insurance purposes).

Meeting Ended: 1110 AM

Attachments

1. Agenda

2. Attendance List

BELCONNEN COMMUNITY MEN'S SHED



AGM Attendance Sheet -for 6 August 2016

3. Shed Manager's / Vice President's Report

4. Treasurer's Report

**BELCONNEN COMMUNITY MEN'S SHED
PROVISIONAL ACCOUNTS
FOR PERIOD FROM 1 JULY 2015 TO 30 JUNE 2016
(Yet to be audited)**

5. Secretary's Report

6. Property Report

7. Safety Report

8. Membership Report

9. IT & e-News

10. Admin Project