
DRAFT MINUTES
Belconnen Community Men's Shed (BCMS)
Annual General Meeting
Wednesday 15 August 2018, from 10:30 to 11:15 AM

1. Chair: Gordon

Committee Members in Attendance: Gordon, Peter, Iven, Claudio, Mal, Bob, & Geoff

Secretary for this meeting: Geoff

Members Present at the AGM: Please see the computer attendance log for all members who attended the AGM on 18 August 2018

2. Apologies: Dean, Daniel, Spencer & Irwin

3. Minutes of Previous Meeting: Minutes of 20th June 2018 Accepted

4. Action Items

4.1 Discussion of the action items from 20th June 2018 and previous BCMS meetings, were deferred until the next meeting by the newly elected Committee.

The action items for discussion at the next meeting on 19 September 2018 are at **Attachment 1**:

5. Reports

5.1 President (Gordon):

Gordon reported that he thought the BCMS was a fantastic Shed and he was very pleased the work of the Committee. It had been a good year

5.2 Shed Manager (Peter)

Peter spoke to the report he provided at **Attachment 2**.

5.3 Finance (Iven):

Iven spoke to the financial statement at **Attachment 3**.

5.4 eNews & IT Officer (TBA):

This position remains vacant.

5.5 Membership Officer (Claudio):

Claudio reported that the BCMS Membership continued at a stable 40 to 50 paying members.

5.6 Property Officer (Mal):

Mal reported on the 2017-18 property acquisitions including:

- Belt Sander
- Jaws for the wood lathe
- New BBQ
- Swivel Saw
- Pedestal Drill
- Vacuum Cleaner
- Many donated items
- Saw blade sharpener.

5.7 WHS Officer (Bob):

Bob Reported:

- Made safety & instruction signs for all machines
- Conducted 4 days of accreditation instruction on the machines for members
- The Shed Member Induction process has incorporated the machine use accreditation procedures
- Moved all grinding & welding outside the shed
- The 1944 pattern machete that was donated to the BCMS, has been sold for \$158
- There were no major WHS incidents over the last year.

5.8 General Committee Members:

5.7.1 There were no General Committee Members at the AGM.

5.9 Secretary (Geoff)

Geoff spoke to the report he provided at Attachment 2.

6. BCMS Calendar of Events:

There were no items for the BCMS Calendar of Events.

7. Other Business

7.1 Other Business items were deferred for review by the newly elected Committee at the meeting on 19 September 2018. See Attachment 5 for details.

8. Election of the BCMS Committee for 2018-19

Results of the Election to the Management Committee of the Belconnen Community Men's Shed (BCMS) for 2018-19

Conducted at the Annual General Meeting Under Agenda Item "6. Committee Elections", on Wednesday 15 August in Accordance with the BCMS Charter

The following have been elected to serve on the Management Committee of the Belconnen Community Men's Shed (BCMS) for 2018-19:

General Committee Position	Nominations	Election Outcome
Patron:	No nominations	Vacant
President:	Gordon Cooper	Unanimously Elected by the Members Present
Vice President:	No nominations	Vacant
Shed Manager:	Peter Michie	Unanimously Elected by the Members Present
Treasurer:	Iven Laufer	Unanimously Elected by the Members Present
Assistant Treasurer:	No nominations	Vacant
Secretary:	Geoff Black	Unanimously Elected by the Members Present
Newsletter & IT:	No nominations	Vacant
Safety Officer:	Bob Lemon	Unanimously Elected by the Members Present
Membership Officer:	Claudio Ellero	Unanimously Elected by the Members Present
Property Officer:	Mal Irving	Unanimously Elected by the Members Present

General Committee Position	Nominations	Election Outcome
Committee Member (General)*:	The following are nominees for these positions:	
*3 Positions Available	1. Daniel O'Toole	Unanimously Elected by the Members Present
	2. Dean Wishart	Unanimously Elected by the Members Present
	3. Spencer Featherstone	Unanimously Elected by the Members Present

9. Next Meeting:

The next Committee Meeting is on Wednesday 19 20 September 2018, from 12 to 1:00 PM.

The Annual General meeting closed at around 11:15 AM

Attachments

1. Actions from the BCMS Committee Meeting of 16 May 2018 & before

Note: No Actions were recorded from the Meeting on 20 June 2018 & there was no meeting held on 18 July 2018.

2. Financial Statement June 2018
3. 2018 Shed Manager's Report
4. 2017-18 Shed Secretary's Report
5. 'Other Business' Items from the BCMS Committee Meeting on 20 June 2018

Attachment 1 1. Actions from the BCMS Committee Meeting of 16 May 2018 & before

Note: No Actions were recorded from the Meeting on 20 June 2018 & there was no meeting held on 18 July 2018

Action Items from 16 May 2018:

ACTION ITEM #1

4.2 Investigate options to provide a 'Computing for Seniors Course' to Shed Members (Dean & Spencer)

Discussion

20 June 2018: As Dean was absent from this meeting, the Committee agreed to wait until the next meeting before making a decision on the issue. Spencer noted that there had been some interest expressed during some morning tea breaks. Iven thought there may already be a course run by the Mosaic Church that could meet this requirement. He will speak with some contacts and report back at the next meeting.

16 May 2018: The Committee discussed some of the options to present a 'Computing for Seniors Course' to Shed Members.

Decision

20 June 2018: As Dean was absent from this meeting, the Committee agreed to wait until Iven reports back at the next meeting, before making a decision on the issue.

16 May 2018: The Committee agreed that this was a good idea & that Dean & Spencer should report back at the next meeting, on the details & likely costs of presenting a course or courses of this kind.

Status: **Ongoing**

ACTION ITEM #2

Action Items from 18 April 2018:

ACTION ITEM #1

4.2 Review National Disability Insurance Scheme (NDIS) Issues Affecting BCMS Operations (Iven, Claudio, Peter, Gordon)

Discussion:

18 April 2018: The Committee discussed the National Disability Insurance Scheme (NDIS) Issues Affecting BCMS Operations.

16 May 2018: The Committee felt that this item should be merged into the new BCMS Member Induction Kit.

20 June 2018: The Committee discussed this important and sensitive issue and agreed that any Carers for Men attending the shed under NDIS arrangement must have a male Marer.

Decision:

18 April 2018: The Committee agreed:

- All Carers who need to use the BCMS equipment, must be full BCMS Members and accredited to use the equipment.
- The BCMS Membership Form be updated to include the question: "Do you require a Carer to be present when you attend the BCMS and / or to operate any equipment in the Shed?"
 - Claudio or any other BCMS Committee Member may approve Membership Application from those who answer "No" to this question.
 - All applications where the answer to this question is "Yes", requires a review by the BCMS Committee or a special sub-committee of members appointed to review the application(s).
 - Carers must stay with the Member they are caring for, at all times when in the Shed.
 - There can be no female 'Carer Members'.
 - Review AMSA Health & Safety guidelines to adopt on this matter (v.2 Sep 2014 latest?).

16 May 2018: The Committee agreed that this item should be merged into the new BCMS Member Induction Kit & once completed, this item should be closed.

20 June 2018: The Committee discussed the amount of work involved in managing Members who have carers and noted the changes to the Charter & Rules needs to set a limit of 3 to 4 Members with Carer's to be in the shed at any one time. This is a safety issue and certainly not a discriminatory measure.

SEE NOTE AT ACTION ITEM #4, 4.4 Start Planning for Changes to the BCMS Charter & Rules. (Gordon, Peter, Spencer & Geoff) for more details.

Status: Ongoing

ACTION ITEM #2

4.4 Review options for developing a 'Garden Plot' for interested mem to maintain as an ongoing activity of the shed. (Bob, Mal)

Discussion:

18 April 2018: The Committee discussed the possibility of developing a 'Garden Plot' for interested Members to maintain as an ongoing activity of the shed.

16 May 2018: Further discussion suggested that the question of developing a 'raised' garden plot, should be raised at morning teas over the coming weeks to gauge the interests.

20 June: The committee agreed that this work needed a "Champion" to take ownership for it to proceed further.

Decision:

18 April 2018: It was agreed that this is an idea worthy of further consideration at the next meeting.

16 May 2018: Bob & Mal to discuss with members and report back at the next meeting.

20 June 2018: Based on the discussions, a final decision will be made on this issue at the next meeting.

Status: Ongoing

ACTION ITEM #4

4.4 Start Planning for Changes to the BCMS Charter & Rules. (Gordon, Peter, Spencer & Geoff)

Discussion:

18 April 2018: The Committee discussed the need to start planning for changes to the BCMS Rules & Charter. This includes the creation of a 'Communication Officer' role that needs to be filled at the next BCMS AGM (see 4.4.1 & 4.4.2 below).

16 May 2018: Spencer advised the Committee that he has drafted some suggested changes to the BCMS Rules & Charter and will copy them to the Committee via email. He emphasised the need for any changes to be concise, with a suggestion that Rules may be split and inserted into a 'BCMS Operations Manual'.

20 June 2018: Spencer provided background to his preliminary work on revising the BCMS Charter & Rules.

Decision:

18 April 2018: It was agreed that this is an idea worthy of further consideration at the next meeting.

16 May 2018: The Committee noted these developments and agreed that Spencer and Geoff should work together and report back at the next meeting.

20 June 2018: The Committee asked Geoff to review Spencer's drafts and provide feedback at the next meeting. Geoff explained he would not be present at the next meeting, but would try to circulate copies of the proposed BCMS Charter & Rules changes before the next meeting.

Status: Ongoing

4.4.1 FROM MEETING on 20 JUNE 2018

IMPORTANT NOTE: The following Action Item from 20 June 2018 was moved to be part of the “Start Planning for Changes to the BCMS Charter & Rules. (Gordon, Peter, Spencer & Geoff)” Issue. It was felt that the problems with people donating tools, then claiming them back at a later date can be dealt with by changes to the BCMS Charter and / or Rules.

4.2 Review requirements for changes to the BCMS Charter and / or Shed Rules for ‘Ownership of Donations of tools, equipment and other materials to the Shed’. (Mal, Spencer & Geoff)

Discussion: As part of Action Item 4.2, of the BCMS Committee Meeting on 18 April 2018, to:” *Start Planning for Changes to the BCMS Charter & Rules. (Gordon, Peter, Geoff)*, the Committee felt that one of the proposed changes should be to clarify the rules on ‘Ownership of Donations of tools, equipment and other materials to the Shed’.

Mal reported that this was an ongoing and serious issue for the Shed management. He mentioned some cases where previously ‘donated’ tools, etc. were requested returned by Members and or / ‘loans’ of equipment had become the assumed property of the shed by the passage of time.

Decision: The Committee agreed that this was a serious matter that needs to be addressed in the BCMS Rules and Charter as required. Mal, Spencer & Geoff are to report on options for addressing this matter within the general framework of the action from the meeting on 18 April 2018, to review and update the BCMS Meeting at the 2018 BCMS AGM.

Status: **Ongoing**

4.4.2 FROM MEETING on 21 March 2018

IMPORTANT NOTE: Likewise, the following action item from 201 March 2018 is now part of the “Start Planning for Changes to the BCMS Charter & Rules. (Gordon, Peter, Spencer & Geoff)” Issue.

7.2 Establish the Position of “BCMS Communications Officer” to handle the design, presentation of all communication, including the Newsletter and website. (TBA)

Discussion:

21 March 2018: It was agreed that a Communications Officer role be created, and the appointment of a candidate be confirmed at the next AGM.

18 April 2018: No further action to date.

16 May 2018: No further action to date, but it was noted that this issue may be included in the action 4.4 of the meeting on 18 April 2018 to “Start Planning for Changes to the BCMS Charter & Rules. (Gordon, Peter, Spencer & Geoff)”.

Decision:

21 March 2018: Review this issue again at the next meeting.

18 April 2018: Review this issue again at the next meeting.

16 May 2018: Review this issue again at the next meeting.

Status: **Ongoing**

4.4.3 FROM MEETING 18 April 2018, discussions on 20 June 2018 about:

“ACTION ITEM #1, 4.2 Review National Disability Insurance Scheme (NDIS) Issues Affecting BCMS Operations (Iven, Claudio, Peter, Gordon)

IMPORTANT NOTE:

Add new BCMS Rule to the effect that there may be no more 3 to 4 Members with Carer’s to be in the shed at any one time. This is a safety issue and certainly not a discriminatory measure.

Action Items from 21 March 2018:**ACTION ITEM #1****5.2.1 Committee Members to provide Receipts to receive an estimated \$40 refund for fuel used in doing the work of the shed (Iven)****Discussion:**

21 March 2018: Iven advised that about \$400 is available for reimbursing the Committee Members some of the fuel costs involved in doing the work of the BCMS.

18 April 2018: A reminder was given that this issue needs to be resolved before 30 June 2018.

16 May 2018: As Iven was not at the meeting, it was agreed that this issue be discussed again at the next meeting.

Decision:

21 March 2018: Review this issue again at the next meeting.

18 April 2018: Review this issue again at the next meeting.

16 May 2018: As Iven was not at the meeting, it was agreed that this issue be discussed again at the next meeting.

Status: **CLOSED**

4.1 Action Items from 21 February 2018:**ACTION ITEM #1:****4.1 Prepare a Draft BCMS Member Induction Kit Based on the AMSA Templates (Claudio)****Discussion:**

21 February 2018: Mal briefed the Committee on an AMSA Member Induction template that he had found, which the BCNS could adapt to its needs.

21 March 2018: Claudio referred to the Draft Induction Kit he sent to the Committee via email on 18 March 2018 (See Attachment 2 of these Minutes). He explained that this was based on the AMSA template. The Committee thanked Claudio for the work involved in preparing the draft and the discussion that followed included:

- How to implements and maintain the Induction process
- Linking the equipment accreditations to the Membership Renewal
- Linking the Induction Process to the BCMS Membership Form
- Assigning an "A, B, C" Coding system to the equipment and the Accreditation
- Developing the 'How to Do' scripts for the Instructor and Sign Off forms for the Trainee
- References space to record 'Disability Issues' & 'Financial Concessions' on the forms

18 April 2018: The Committee congratulated Claudio on the work he has done on drafting the new BCMS Membership Form (see Attachment 2) & Member Induction Process Checklist (see Attachment 3).

16 May 2018: No further action to date. Mal to redraft AMSA Templates and provide a draft at the next meeting.

20 June 2018: Mal presented the updated "Induction Sheet" & Claudio agreed to include this in the updated New Members documentation.

Decision:

21 February 2018: The Committee agreed that Claudio & Mal should review the AMSA Draft Induction template(s) and report back with a draft / update at the next meeting.

21 March 2018: The Committee agreed that all comments, observations & suggestions should be made in time for consideration at the next meeting.

18 April 2018: The Committee decided to:

- Accept the new BCMS Membership Form with an update to include any 'Carer' needs of the applicant (see next action Item 4.2); and
- Continue work on the Member Induction Process Checklist to bring it into line with the latest AMSA template.

- ❑ Progress to be reviewed at the next meeting.

16 May 2018: Progress to be reviewed at the next meeting.

20 June 2018: The Committee felt that this issue could now be closed. Claudio & Mal were congratulated on the excellent work they have done to complete this important work.

Status: CLOSED

ACTION ITEM #2:

4.2 Introduce a highly visible & wearable BCMS Committee Membership Card / high visibility vest, to make it easier for Members to identify who is in charge during opening hours (Peter, Mal & or Claudio)

Discussion:

21 February 2018: The Committee felt that the time has come to introduce this measure as Members, especially new ones sometimes have difficulty working out who is in charge.

21 March 2018: No progress was reported on this issue.

18 April 2018: No further action to date.

16 May 2018: The discussion centred on the Shed 'Duty Manager' wearing a high viz vest and be provided with a 'red' badge with the label "SHED MANAGER". Spencer's trial of using a rolling PowerPoint presentation on the big screen had also help Members to understand the news and messages of the day.

20 June 2018: The Committee noted the use of the "Red Shed Manager's Badge" has been used to good effect and was well received by the Members.

Decision:

21 February 2018: The Committee agree to adopt this measure, with Peter, Mal & / or Claudio to provide an update at the next meeting.

21 March 2018: Review this item again at the next meeting.

18 April 2018: Review this issue again at the next meeting.

16 May 2018: Review progress at the next meeting

20 June 2018: It was felt that this issue could be closed, but it was agreed that the PowerPoint content should be included in future BCMS Newsletters.

Status: CLOSED

ACTION ITEM #8:

4. 8 Investigate the safety issue with the noise levels of all the equipment, especially the saws in the Shed. Report back on options to resolve this hazard. (Bob)

Discussion:

21 February 2018: Bob raised the issue about noise level and the Committee considered acquiring "quiet blades" for the saws as a possible option.

21 March 2018: The 'quiet blades' are too expensive to acquire. Further consideration of options is required.

18 April 2018: The Committee continued the discussion on options to reduce noise in the Shed.

16 May 2018: Spencer & Mal advised the Committee that local tests so far using mobile phone app's showed that we have a very 'loud Shed'. They also advised that here were limited options available to reduce the noise levels. One was to invite the 'tool representatives' to visit and provide demonstrations of quieter equipment.

20 June 2018: The attempts with using a variety of methods to reduce the Shed's noise level are ongoing and some improvements were evident.

Decision:

21 February 2018: The Committee. Agreed. Bob investigate & report back at the next meeting.

21 March 2018: Review again at the next meeting.

18 April 2018: Committee approved the purchase "quiet saw blades". Results on the reduction in noise levels in the Shed to be monitored and report made at the next meeting.

16 May 2018: Mal & Spencer to report back at the next meeting.

20 June 2018: It was agreed to close the issue and maintain a "job card" to record the work to continue to reduce the Shed's noise levels.

Status: **CLOSED**

Action Items from 20 December 2017:

ACTION ITEM #6:

4.6 Put Safety Signage in the Appropriate Location(s) to Warn People of the Dangers involved with the Wood Turning Lathe & the Large Storage Cupboard Being in Close Proximity (Bob & Daniel)

Discussion:

20 Dec 2017: The Committee discussed putting safety signage in the appropriate location(s) to warn people of the dangers involved with the wood turning lathe & the large white storage cupboard being near each other.

21 February 2018: The Committee noted that this was still an ongoing issue.

21 March 2018: The Committee discussed the issue & it was felt that the lathe operator must take some responsibility by stopping the machine when people are in close proximity to the equipment. It was recognized that this was not a totally satisfactory solution, but the practice was needed until the machines could be moved into a safer working environment.

18 April 2018: No further action to date.

16 May 2018: The Committee agreed to move the 'paint cupboard' to the front of the Shed, to create more space in the area adjacent to the lathes.

20 June 2018: The Committee agreed that the move of the cupboard to the front of the Shed had been a great success.

Decision:

20 Dec 2017: The Committee agreed to put the warning signs up.

21 February 2018: The Committee asked Bob & Daniel to provide an update on this issue at the next meeting.

21 March 2018: Review again at the next meeting.

18 April 2018: Review this issue again at the next meeting.

16 May 2018: Review this issue again at the next meeting.

20 June 2018: The Committee agree that with the updating of some signage on the lathe that this item can be closed.

Status: **CLOSED**

Action Items from 22 November 2017:

ACTION ITEM #1:

5.7.1 SAFTEY ISSUE: Ban Angle Grinding in the Shed Investigate & Acquire "Flash / Particle Protection Screens" to Protect People near Welding & Grinding Activities (Gordon, Bob & Mal)

Discussion:

22 November 2017: Bob requested that angle grinding be banned inside the shed, because of the spark / particle & fire hazards. He also asked for "Flash / Particle Protection Screens" to Protect People in the vicinity of Welding & Grinding.

21 February 2018: The Committee considered the Welding & Grinding requirements for a project to acquire a trolley with suitable clamping devices & a vice for the grinder to facilitate moving the welder(s) & Grinder(s) outside the Shed.

21 March 2018: The issues concerning the ban on angle grinding and welding inside the shed were discussed again. It was agreed that these activities presented a real safety risk. Gordon & Bob agreed to discuss the options to resolve the matter.

18 April 2018: The welding trolley is now operational and other developments to reduce risk are pin progress.

16 May 2018: The Committee noted that Gordon had completed the work on the screens.

20 June 2018: The Committee agreed that the work to resolve this issue had been completed.

Decision:

22 November 2017: The Committee agreed to immediately implement the ban on angle grinding in the Shed, because of the spark / particle & fire hazards. It was also agreed to acquire appropriate Flash / Particle Protection Screens as soon as possible.

20 December 2017: The Committee agreed that this item is still a work in progress & will be reviewed again at the next meeting.

21 February 2018: The Committee agreed to set Welding & Grinding issues being up as a project & asked Bob & Mal to report back at the next meeting.

21 March 2018: Gordon & Bob to report back at the next meeting at the next meeting.

18 April 2018: Review this issue again at the next meeting.

16 May 2018: Review this issue again at the next meeting

20 June 2018: The Committee agreed to close this issue

Status: **CLOSED**

ACTION ITEM #2:

5.7.2 SAFTEY ISSUE: Provide New Lighting (LED) for outside the Shed (Peter)

Discussion:

22 November 2017: Dean requested the Committee to investigate installing new, preferably LED lighting to the outside of the Shed. This may be similar to what is already fitted down the side of the building. The purpose is for after-hours safety & security. The opportunity could be taken to decommission the old lights, which are now in the shadow of the building awning.

21 February 2018: The Committee discussed this issue and Peter advised he would review the situation with Dean, Bob & others & report back at the next meeting.

21 March 2018: It was agreed that a sensor light covering the Community Sensor pavement would be installed as soon as possible.

18 April 2018: No further action to date.

16 May 2018: The Committee noted that a start has been made on this work, which is in progress.

20 June 2018: Peter had taken on this issue, but was not at the meeting to provide an update.

Decision:

22 November 2017: The Committee agreed to investigate the matter and review at the next meeting.

20 December 2017: The Committee agreed that this item is still a work in progress & will be reviewed again at the next meeting.

21 February 2018: The Committee agreed that Peter, Dean & / or Bob report on the status of this issue at the next meeting.

21 March 2018: Review again at the next meeting.

18 April 2018: Review this issue again at the next meeting.

16 May 2018: Review this issue again at the next meeting

20 June 2018: Peter to report back at the next meeting.

Status: **Ongoing**

Action Items from 20 September 2017:

ACTION #8

7.4.1 Setup Working Group to Review Requests for "Major Jobs", Projects, BCMS Resources, People & Time (Peter & Mal)

Discussion:

20 September 2017: From the discussions, the Committee identified the need for a Job No. for all jobs, Jobs to be listed on white board, major jobs to be displayed prominently i.e. on clipboard and hung on Notice Board in kitchen area and used to register materials and other usages.

22 November 2017: Bob noted that we need to consider a formal method for costing projects to ensure the "donations" cover the Shed's expenses.

21 February 2018: The committee discussed this issue is close to becoming a business as usual matter. One remaining issue is the question of setting up a register of jobs in an MS Excel format and resolving who will do the data entry. Geoff report that he has a sample template for this work that he will share with the Howie & the Committee.

21 March 2018: The Committee noted the excellent job that Howie is doing in responding to email & other requests for information and support from the BCMS by members of the public and interested organisations. Howie explained that he needed help in doing this work and Peter and Mal offered to do this. Geoff also confirmed that he would email the MS Excel template for Job Costing and control to Howie before the next meeting.

18 April 2018: No further action to date.

16 May 2018: The Committee advised that no work has been done on this item & requested Geoff to contact Howie to obtain a status update, then report back at the next meeting.

20 June 2018: It was agreed that Geoff would setup the MS Excel template for a trial.

Decision:

20 Sep 2017: The Committee agreed that Peter, Howard & Mal should continue to review operation of the Job System.

22 Nov 2017: Individual Committee Members to consider how to cost projects and discuss at the next meeting. Geoff to bring simple templates for the next meeting & investigate if AMSA has any advice on this matter.

20 December 2017: Geoff produced a rough sample for the Committee & explained that he would bring a working MS Excel version to the next meeting. The Committee agreed that this item is still a work in progress & will be reviewed again at the next meeting.

21 February 2018: The committee agreed that this matter was close to closure and requested Geoff to provide an update on the MS Excel version at the next meeting.

21 March 2018: Review the status of this issue again at the next meeting.

18 April 2018: Review this issue again at the next meeting.

16 May 2018: Review this issue again at the next meeting.

20 June 2018: Geoff to setup the MS Excel template for a trial run as soon as possible.

Status: **Ongoing**

Attachment 2 BCMS Financial Statement 20 June 2018

BMS MEN'S SHED ACCOUNT 13/18													
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
INCOME													
Opening Balance	\$ 5,805.91	\$ 7,412.13	\$ 8,244.41	\$ 9,476.89	\$ 9,795.11	\$ 9,448.54	\$ 8,795.51	\$ 7,787.67	\$ 6,177.87	\$ 5,504.06	\$ 5,332.96	\$ 5,738.74	
Membership	\$ 650.00	\$ 200.00	\$ 300.00	\$ 175.00	\$ 90.00	\$ 75.00	\$ 50.00	\$ 110.00	\$ 75.00		\$ 485.00	\$ 1,490.00	\$ 3,630.00
Donations	\$ 330.00		\$ 1,310.00	\$ 340.00	\$ 90.00				\$ 50.00		\$ 150.00	\$ 5.00	\$ 2,055.00
Donations from Shed Activity	\$ 610.00	\$ 20.30	\$ 120.00	\$ 855.00	\$ 120.00	\$ 70.00		\$ 100.00	\$ 350.00			\$ 190.00	\$ 2,595.00
Sales	\$ 80.00	\$ 125.00	\$ 340.00	\$ 790.00	\$ 214.35	\$ 450.00		\$ 115.00	\$ 345.00	\$ 590.00	\$ 735.00	\$ 90.00	\$ 4,374.85
Sale of Tools	\$ 85.00	\$ 570.00	\$ 335.00	\$ 10.00		\$ 50.00		\$ 90.00			\$ 75.00	\$ 40.00	\$ 1,170.00
Returns				\$ 76.24									\$ 76.24
Training													\$ -
BBC's													\$ -
Morning tea money	\$ 248.40	\$ 264.05		\$ 353.55	\$ 351.00	\$ 130.45	\$ 141.85	\$ 217.96	\$ 261.75		\$ 373.30	\$ 434.55	\$ 2,752.85
Shed Hire	\$ 50.00	\$ 50.00		\$ 50.00	\$ 40.00		\$ 50.00	\$ 40.00			\$ 40.00	\$ 40.00	\$ 490.00
Perfect job			\$ 20.00										\$ 20.00
Monthly Income	\$ 2,033.40	\$ 1,299.05	\$ 2,445.00	\$ 2,469.89	\$ 865.95	\$ 775.65	\$ 231.85	\$ 652.95	\$ 1,081.75	\$ 590.00	\$ 1,853.30	\$ 2,221.55	\$ 16,836.05
Balance + monthly income	\$ 7,839.31	\$ 8,711.18	\$ 10,695.41	\$ 11,836.70	\$ 10,661.06	\$ 10,224.29	\$ 8,447.36	\$ 8,440.62	\$ 7,259.62	\$ 6,854.05	\$ 7,382.26	\$ 8,593.09	
Expenditure													\$ 4,789.71
Insurance				\$ 925.04				\$ 1,754.00					
Safety/Security				\$ 148.30					\$ 215.00			\$ 38.83	
Consumables			\$ 345.40	\$ 652.40			\$ 144.00	\$ 140.45	\$ 47.95		\$ 83.25	\$ 38.91	
Materials			\$ 572.82					\$ 118.84			\$ 197.00	\$ 95.99	\$ 996.55
Ferry Cost	\$ 245.88	\$ 158.18				\$ 284.39	\$ 57.50	\$ 75.87	\$ 152.78	\$ 28.30			\$ 1,000.09
Machinery/Tools, Shed exp	\$ 119.00	\$ 130.48	\$ 280.00		\$ 60.38	\$ 1,894.83	\$ 42.87		\$ 908.31	\$ 1,346.54	\$ 85.23	\$ 496.81	\$ 5,200.00
Training													\$ -
Soda/Drink/morning tea	\$ 85.20	\$ 54.41		\$ 105.33						\$ 125.78		\$ 55.22	\$ 425.96
Kitchen/ toilet supplies		\$ 29.70	\$ 151.87	\$ 66.95			\$ 41.57	\$ 76.93			\$ 88.00		\$ 454.95
test & tag			\$ 871.20										\$ 871.20
Electrical users group				\$ 212.70			\$ 137.67	\$ 90.34					\$ 440.71
BBC's				\$ 24.15	\$ 564.20		\$ 55.25	\$ 45.00	\$ 33.52	\$ 34.77	\$ 35.00	\$ 37.23	\$ 862.14
MIRA grant exp for shed					\$ 552.94								\$ 552.94
Monthly Expenditure	\$ 201.28	\$ 466.77	\$ 2,387.46	\$ 2,141.99	\$ 2,232.52	\$ 1,986.68	\$ 879.89	\$ 2,282.75	\$ 1,385.57	\$ 1,331.09	\$ 443.52	\$ 1,210.54	\$ 15,013.34
Closing Balance	\$ 7,412.13	\$ 8,244.41	\$ 8,476.89	\$ 9,708.11	\$ 9,448.54	\$ 8,255.51	\$ 7,787.67	\$ 6,177.87	\$ 5,504.06	\$ 5,322.96	\$ 6,738.74	\$ 7,789.51	
Balance 30/6/17		\$ 5,820.91											
plus income		\$ 16,856.05											
sub-total		\$ 22,686.97											
less Exp		\$ 15,913.34											
Bank balance		\$ 6,774.68											

Attachment 4 BCMS (Shed) Manager's Report

Belconnen Community Men's Shed

2018 Manager Report

The shed has been open for four years and we have a diversity of men attending and we continue to grow as we meet Tuesday, Wednesday Thursday and Saturdays.

The men offer each other friendship, supporting each other when working at the daily tasks always sharing our skills and talents with each other, and of course at that special time of the day for morning tea.

During the year we received a gifting from the IMG Bank allowing many of our men and others to participate in a Mental Health First Aid Course giving us a good understanding of the effect the issues of mental health can affect many lives, equipping all of those who attended with a helpful tool box.

We continue to make wooden crosses, animals, and what ever we are asked for from the chaplaincy volunteers at the hospitals throughout Canberra. We have others who request other regular job lots from Animal welfare organization, schools and nursing homes for assistance in woodwork and metal products.

Together with the many donations from private job request that we may or may not be able to do and giftings of deceased estates of general garage clean outs etc., generate an income for the shed's use.

A number of upgrades have been achieved throughout the year, the rearrangement of the Bench set up in the shed and upgrades in the shelter area, a major electrical upgrade introducing additional 15 amp. outlets inside and out, completion of the front pavement. Equipment upgrades and maintenance items.

All credit to the men of the shed, I would like to extend my appreciation to all that have given of their time to ensure the smooth running of the shed.

Peter Michie

Shed Manager

Attachment 4 BCMS Secretary's Report

**Belconnen Community Men's Shed (BCMS)
Shed Secretary 2017-18 AGM Report**

1. The BCMS has had a steady year from an administration & management perspective.
2. The outgoing BCMS Committee has professionally managed the shed's development over 8 formal meetings & many more informal communications in the last 12 months.
3. The day to day administration is done mainly by email and some 800 messages have been dealt with since the last AGM:
4. Further analysis of this data will provide useful intelligence to guide the incoming Committee on the decisions that affect the activities of the BCMS.
5. Administrative highlights for the year include:
 - The presentation of a Mental Health First Aid Course, that was well attended by BCMS Members
 - The Shed's Support for the 2017 Re: Christmas in the Park Community event
 - The BCMS input at the 2018 Connect and Participate (CAP) EXPO at the Kingston Bus Markets
 - The formation of the BCMS Electronics Group
 - The ongoing development of processes to care for & support the Members & Community
 - The Committee identified the need to update the BCMS Charter & Shed Rules & this work will be a priority in 2018-19.
6. In summary, another good year to build on & grow from in 2018-19.

Report Prepared for the AGM by Geoff Black, BCMS Secretary, 2016-17 to 2017-18
15 August 2018

Attachment 5

Item 7 Other Business from 20 June 2018 that was Not Discussed at the AGM on 18 August 2018. To be Revived at the Meeting on 19 September 2018.

7.1 Establishment of Technical IT sub-committee (Howie)

- Howie explained that he was happy to do all the behind the scenes 'back-end' technical IT work as usual but needed help with the front-end design and layout issues required by the BCMS.

7.3 Men's Shed Meeting at ACT Assembly, 27 Mar 2018 – 2 x BCMS Nominees

- Peter advised that he attended this event.

7.7 NDIS Issues (Iven, Peter & Bob)

- Please refer to the commentary on "Ongoing" Action 4.1 of the meeting on 21 February 2018 to: "Prepare a Draft BCMS Member Induction Kit Based on the AMSA Template", which is an ongoing action that covers the NDIS and Carer issues.