

# Manning Mens Shed



## MMS management Committee - 128

Regular management meeting

When 06-10-2023 at 10:30

Location: Manning Men's Shed, 3 Downey Dr, Manning WA 6152, Australia

Chairperson Graham Rennie

Minute taker Graham Rennie

Present Brian Graham , Kim Horne (Projects Manager), Ken McCrackan , Graham Rennie (IT, Chairman), Mike Smith (Deputy Chairman), John Van Dieren

Apologies Allan Waugh (Trainer)

## Minutes

### 1. Attendance

apologies- Allan

Barry On leave

### 2. Approval of Previous Minutes

Approved by all present.

#### Decision

previous Mins Approved

### 3. Items outstanding from Previous

Nil

## 4. Supervisors Report

### Supervisors Report

Shed Supervisors Frank Ginty, Stephen Finch and Graeme Hudson have agreed to assist with the operation of the Shed. Stephen has agreed to open the Shed on Saturday mornings

Safety not aware of any incidences

Machinery aware of 2 isolated instances, a band saw blade was destroyed and a jointer chip was damaged, likely cause of both is a nail.

Busy Bee a busy bee to clean out and reorganize the container and clean up the area adjoining the eastern fence was well attended. The outcome was several tip loads and space in the kitchen area for the relocation of the 3D printer (in progress).

Induction for New Members Kim Horne has conducted these on an as required basis on Wednesday mornings

There is only a small regular group of members that turn up on Monday mornings to undertake shed jobs, not aware of any shed jobs being done on Wednesday afternoons

Shed Hours There needs to be a discussion on whether there is enough interest for the shed to be open Monday and Wednesday afternoons

Job Recording Following the temporary loss of an outside job (thank you David V. for finding the missing item) an updated the job recording system to include a Job Card is being investigated and it is hoped to be implemented by Christmas. It will be a requirement that a Job Card accompanied the work at all times.

Shed Marketing The response to the order for a Shed Polo shirt, cap or hat has been disappointing. Orders for only 13 Polos and 10 caps/hats have been received. The supplier indicated that if there was enough orders the cost to set up the embroidery design would be waived. I do not believe we have enough orders for it to be waived. We need to discuss whether the Shed meets this cost.

### Decision

Go ahead with Shirts and Caps

### Tasks

- follow up Martin and Ian Johnson  
Assignee: Ken McCrackan  
Due date: 20-10-2023
- Order shirts and Caps  
Assignee: Ken McCrackan  
Due date: 20-10-2023

## 5. Finance Report

Treasurer tabled a financial report in the form of a spreadsheet, refer attachment.

The spreadsheet totals for said period are located in separate accounts.

1. MMS newly acquired bank account
2. MSC bank account held in "Trust" - \$45,975

Current total Balance : \$55,166

Current Surplus : \$8,065

 [YE\\_30\\_JUN\\_2024\\_BUDGET\\_AND\\_CASH\\_FLOWS\\_SENI....pdf](#)

 [YE\\_30\\_JUN\\_2024\\_BUDGET\\_AND\\_CASH\\_FLOWS\\_FULL.pdf](#)

## 6. Special projects Report

### Projects Report

Over the past months we have had several successful and profitable projects, Library Art Boxes, Jewellery Workshop, Caddy making Workshop, SSPC Awards, Open Day Birthday Event, Museum Camera all of these projects were enjoyed by all members of the Shed.

### Ongoing Projects

Bee Houses for Schools in conjunction with Curtin University 'WIRES' \$20k decision December 2023

May Gibbs Trail SPCC \$7k ongoing.

Bike Racks Melville City \$70k ongoing.

2x Market Days Manning Markets November and December.

Workshops Attached

Christmas Party

Future Projects

Shed Fete/ open day

Inviting other community groups, Schools, Rotary Clubs and supportive groups to join us with a stall or similar.

Community repair day

### Public Art

Wyndham Council Federation Artworks Tail

Yagan Square Redevelopment

We have the ability to develop projects that will involve all members of the Shed and create an inclusive community and profitable future,

### Decision

Members to donate time to make items for Market days

### Tasks

- ✓ Allan to set date for Manning Markets  
Assignee: Allan Waugh  
Due date: 20-10-2023
- ✓ Members to donate time to make items for Market days  
Assignee: Kim Horne  
Due date: 20-10-2023

## 6.1. Community Workshop

### Workshops

After the success of the two workshops held in conjunction with SPCC and discussions with our Chairman a proposed series of workshops will be held every quarter, below I have listed categories of workshops that the Shed can easily facilitate.

Workshops are a great source of enjoyable and profitable income for Shed members with each workshop having the ability to generate an income of up to \$4k a workshop.

### Proposed Work Shops.

Woodwork

Tool Tidy

Tool Box

Clock

BBQ Drinks Bottle Carrier

BBQ Serving tray

Jewellery Box

### Other Workshops

Basic Woodwork

Bee House

Spoons

Chalkboard

Jewellery

Toys

All of the above would be easy to organise and the Shed has all the facilities to accommodate these workshops with materials and personnel.

### Tasks

- Mike to check insurance for workshops  
Assignee: Mike Smith  
Due date: 12-10-2023
- Ken and Kim to map out years workshops  
Assignee: Kim Horne  
Due date: 18-10-2023

## 7. Publicity

### Tasks

- Brian to publise workshops  
Assignee: Brian Graham  
Due date: 03-11-2023

## 8. Deputy Chairman's report

The reference to 'Ad Hoc' in the constitution will be looked at and reworded.

### Tasks

- ✓ Reworded 'Ad Hoc' words  
Assignee: Mike Smith  
Due date: 20-10-2023
- ✓ Mike to talk to Mens shed WA re words in constitution  
Assignee: Mike Smith  
Due date: 20-10-2023

## 9. Chairman's report

Membership - 60 Men, 13 Women, 2 Social - total 75

Seniors won't transfer trust funds till we have a separate lease

Spoke to Margaret King as Patrick on leave. She said the Council's lease people are very busy - but she would follow up.

Zaneta's assistant Melissa said we will receive a further grant for training.

## 10. Training

### 1) Training:

\* We have booked and fully paid for 6 members to attend the Bandsaw Course at Perth Wood School on 25 October 2023, from 6 to 9pm.

\* Kim provided Table saw training for an informal group of about 5 people, on Monday this week. It is the first of a mini series of three episodes covering table saw basics plus some in depth operations possible on this machine. This type of training is expected to be run periodically, to bed down good safety practice amongst Shed members.

\* We are seeking confirmation of pricing for an inhouse course on general woodshop machinery safe practices that would be conducted by David Howlett of the Perth Wood School. It is expected to be cost efficient by involving as many Shed members as possible in a wide ranging coverage of safe operational practices on our most heavily used, mains powered woodworking machinery.

\* We are also arranging to meet at the Shed with Greg Miller, from Joy of Wood who can offer a Shed based course in a variety of woodcraft skills, including green timber carving, spoon making etc. This is also expected to be a cost efficient method of introducing new hand tool skills in particular.

\*The matter of metalshop safe practice training has not yet been considered. However, it needs to be included in our broad Shed safety program. Steps will be made in collaboration with the experienced metalshop operators to develop or adopt a suitable existing training and safety module.

### 2) Kensington Secondary School

\* I have recommended against any further involvement in this off-site work. I understand that the Committee has endorsed this action and that Como Rotary Club's John Dodmam has already been advised.

Pipe workshop - James, Frank, David, John, Ken, Kim

### Tasks

- Kim will get suppliers to come and train in equipment  
Assignee: Kim Horne  
Due date: 23-10-2023
- Kim & Ken to convene pipe workshop  
Assignee: Kim Horne  
Due date: 25-10-2023

## 11. General Business

Two people need to physically present to operate the bank account. John may change to a 'BisBank' Account.

Como Rotary to try to combine with other car clubs with make it bigger.

### Tasks

- Change bank account from Netbank to BisBank  
Assignee: John Van Dieren  
Due date: 20-10-2023

### 11.1. Christmas function

Country and Western Theme - with Hampers

#### Decision

Friday 15th Dec - from 4pm till 7pm

#### Tasks

- Kim to own the Christmas function  
Assignee: Kim Horne  
Due date: 03-11-2023

## 12. Next Meeting 8 Dec 2023

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*



# Minutes of MMS management Committee - 128 on 06-10-2023

## Summary of Matters Arising

### Decisions

Item Decision

2. previous Mins Approved

4. Go ahead with Shirts and Caps

6. Members to donate time to make items for Market days

11.1 Friday 15th Dec - from 4pm till 7pm

### Tasks

| Item | Task  | Assigned to     | Due date   |
|------|---|-----------------|------------|
| 4.   | follow up Martin and Ian Johnson                      | Ken McCrackan   | 20-10-2023 |
| 4.   | Order shirts and Caps                                 | Ken McCrackan   | 20-10-2023 |
| 6.   | Allan to set date for Manning Markets                 | Allan Waugh     | 20-10-2023 |
| 6.   | Members to donate time to make items for Market days  | Kim Horne       | 20-10-2023 |
| 6.1  | MIke to check insurance for workshops                 | Mike Smith      | 12-10-2023 |
| 6.1  | Ken and Kim to map out years workshops                | Kim Horne       | 18-10-2023 |
| 7.   | Brian to publise workshops                            | Brian Graham    | 03-11-2023 |
| 8.   | Reworded 'Ad Hoc' words                               | Mike Smith      | 20-10-2023 |
| 8.   | Mike to talk to Mens shed WA re words in constitution | Mike Smith      | 20-10-2023 |
| 10.  | Kim will get suppliers to come and train in equipment | Kim Horne       | 23-10-2023 |
| 10.  | Kim & Ken to convene pipe workshop                    | Kim Horne       | 25-10-2023 |
| 11.  | Change bank account from Netbank to BisBank           | John Van Dieren | 20-10-2023 |
| 11.1 | Kim to own the Christmas function                     | Kim Horne       | 03-11-2023 |

## Summary of Attachments

## Attachments

Item File Name

- |    |   |
|----|---|
| 5. | <a href="#">YE_30_JUN_2024_BUDGET_AND_CASH_FLOWS_SENI....pdf</a><br><a href="#">YE_30_JUN_2024_BUDGET_AND_CASH_FLOWS_FULL.pdf</a> |
|----|---|

*Attachments can be found under your TidyHQ admin account at:*  
Storage > Meetings > [MMS management Committee - 128](#)