

# Manning Mens Shed



## MMS management Committee - 130

Regular management meeting

When 08-12-2023 at 12:00

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

Chairperson Graham Rennie

Minute  
taker Graham Rennie

Present Kim Horne (Projects Manager), Ken McCrackan , Graham Rennie (IT, Chairman),  
Mike Smith (Deputy Chairman), Allan Waugh (Trainer)

Apologies John Van Dieren

## Minutes

### 1. Attendance

JVD - Apology

Barry - on leave

### 2. Approval of Previous Minutes

Approved by all present.

### 3. Items outstanding from Previous

members covered for workshops by insurance

Bisbank too hard - stay with the current arrangements

#### Tasks

- ✓ Alan to followup on external training  
Assignee: Allan Waugh  
Due date: 13-03-2024

### 4. Supervisors Report

November 2023 Shed Report

Safety not aware of any incidences

Machinery Graeme Hudson has agreed to be responsible for the maintenance of the 3 band saws. If there are any issues with any of the band saws the power is to be disconnected and an "Out Of Service" tag is to be placed on the machine. Graeme is usually in Monday and Thursday mornings and will address any issues during these times.

Shed organisation The 3D printer has been relocated to the crib room, the redundant printer is currently being offered for sale by Mark.

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

External Jobs 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 An updated the job recording system to include a Job Card has been prepared by Mike Harrison (see attached) and a quotation from Snap Printing sort. The quote to produce 4 books, 100 job sheets per book in duplicate with self-carbonating paper (100 jobs per book) is \$358.32 plus GST. It is intended that the top sheet (Job Card) will either accompany the work or be held by the responsible team member until the job is completed. The second sheet will be retained in the Job Book for logging on the computer. Requires Committee approval before proceeding

Shed Marketing Orders for 13 Polos and 10 caps/hats has been placed. Ready to be picked up, will do next Monday). The total cost of the order is \$594.00, this includes the cost of \$38.50 to set up the digitizing of the Shed's logo. Proportioning the digitizing across the order results in the following prices per item, Shed paying for digitizing in red:

Men's Polo \$34 ea \$442 \$32

Caps \$15 ea \$90 \$13

Hats \$17 ea \$68 \$15  
TOTAL \$600 \$554  
Committee decision pls

### Decision

Shed pays for doing the logo

### Tasks

- ✓ training afternoon to be decided upon  
Assignee: Ken McCrackan  
Due date: 15-01-2024
- ✓ Women members to decide on helping Ukraine Woman?  
Assignee: Ken McCrackan  
Due date: 18-12-2023
- ✓ Ken to be decision maker in card access to machines  
Assignee: Ken McCrackan  
Due date: 14-12-2023

## 5. Finance Report

See the attached Cash Flow Statements

Cash Flows in and out to 30/11/23 that relate to cash flows using the SENIORS ONLY cash in/out. The cash Position as at 30/11/23 owing by Seniors to MMS is \$41,018.

Cash Flows in and out to 30/11/23 including cash in and out of Seniors AND MMS bank accounts. The cash position as at 30/11/23 is \$54,271.

The result for October was a loss of \$895 and the result for November was a loss of \$14 but the surplus from July 2023 to November 2023 is \$7,156. The actual surplus is higher but the cash flows EXCLUDE Debtors (monies due to us) (less Creditors- monies owed by us). Debtors would exceed creditors by at least \$1,000.

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

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

## 6. Special projects Report

### Projects Report

Fish project finished - ready to be delivered

Open community small repairs project

### Public Art

Yagan Square Redevelopment - waiting for decision

400 Bee houses project - waiting for decision

4 Public workshops to be planned - SP Council to help with subsidy

### Tasks

☒ plan public workshops  
Assignee: Kim Horne  
Due date: 08-01-2024

☒ Open community small repairs project  
Assignee: Kim Horne  
Due date: 08-01-2024

## 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.

## 7. Publicity

Brian Graham talking to Marie Walker about publicity

Laura Pound - at Perth News - Publicity.

### Tasks

- ✓ Contact Laura Pound
- Assignee: Graham Rennie
- Due date: 15-12-2023

## 8. Deputy Chairman's report

Proposed changes to the "Objects" and "Membership" segments of our Constitution

**OBJECTS** The objects of the Shed are to advance the health and wellbeing of our members by providing a safe, happy and inclusive environment where skilled and unskilled members can, in the company of other members:

- A) Pursue hobbies, pastimes and interests
- B) Learn new skills and practice and pass on learned skills
- C) Learn about their own and other members health and wellbeing
- D) Contribute to their whole community by their efforts
- E) Mentor members and support members of the Shed struggling with mental health.

### MEMBERSHIP

Membership to be made up of Ordinary Members, Associate Members, Social Members, Life Members and any other classes of membership approved at a General Meeting of all members.

- SHED VALUES**
- 1) Honesty and integrity in all our activities
  - 2) Committed to improving members health and wellbeing
  - 3) Having respect for the work and situation of other members
  - 4) Generosity in giving back to the community
  - 5) Appreciation of the contributions by all members of our community

**NOTE 1** Ordinary Member – male person over the age of 18

Associate Member – female person over the age of 18

Social Member – either male or female person

Life Member – either male or female person

**NOTE 2** These notes have been distilled from current Men's Shed Constitutions and are discussion points only.

I have tried to generalise and simplify the above rules to more reflect the Shed ethos and have included the "Shed Values" item for the same reason.

### Tasks

- ✓ New proposed constitution wording to be sent to selected members for discussion  
Assignee: Mike Smith  
Due date: 15-12-2023

## 9. Chairman's report

Membership - 66 Men, 15 Women, 2 Social, 1 Horary - total 84

New draft lease is being sent to us from the City

Zaneta has given us a grant.

Shed floor letter sent to Barbara - waiting on external expert advice.

### Tasks


- ✓ Stephen seeing the expert input on the floor  
Assignee: Stephen Finch  
Due date: 12-12-2023

### 9.1. Shed structure

Job Quotes by Job supervisor on Mondays for Supervisor's meeting.

Designed so Supervisors can focus on supervision.

Ben will do the office data entry

 [JobSupervisor.pdf](#)  
 [MMS\\_Org.pptx](#)

### Decision

Job Quotes by Job supervisor on Mondays for Supervisor's meeting.

New Shed Structure approved.

### Tasks

- ✓ Kim to take on role of Job Supervisor with Ben assisting  
Assignee: Kim Horne  
Due date: 22-12-2023

## 10. Training

### 1) Training;

Dave Howlett to do group training session - Men's Shed WA being involved

### Tasks

- ✓ Allan to follow up with David Howlett  
Assignee: Allan Waugh  
Due date: 11-12-2023

## 11. General Business

### Tasks

- ✓ Peter Repton to check the garden retic  
Assignee: Peter Repton  
Due date: 12-12-2023
- ✓ Kim to organise a cash drop box  
Assignee: Kim Horne  
Due date: 13-12-2023

### 11.1. Manning Laneway Festival - 10 Feb 2024

Kim to own the project and advise go ahead

#### Tasks

- ✓ Kim to advise the Laneway people we are in  
Assignee: Kim Horne  
Due date: 15-12-2023
- ✓ Add to our events and advise Geoff Baker  
Assignee: Graham Rennie  
Due date: 15-12-2023

### 11.2. Wood usage for Private work

need to remind members to pay for it

#### Decision

Eric to reiterate wood to be paid for

#### Tasks

- ✓ Note in newsletter is that shed wood is to be paid for in Private work  
Assignee: Eric Goddard  
Due date: 08-12-2023

### 11.3. Christmas function

Country and Western Theme - with Hampers

#### Tasks

- ✓ Eric to ask for RSVP from Members  
Assignee: Eric Goddard  
Due date: 08-12-2023

### 11.4. Shed Floor

Stephen and Allan getting expert advice



## **12. Next Meeting 9 Feb 2024**

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*End of minutes.*

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

# Minutes of MMS management Committee - 130 on 08-12-2023

## Summary of Matters Arising

### Decisions

Item Decision

4. Shed pays for doing the logo

9.1 Job Quotes by Job supervisor on Mondays for Supervisor's meeting.  
New Shed Structure approved.

11.2 Eric to reiterate wood to be paid for

### Tasks

Item	Task	Assigned to	Due date
3.	Alan to followup on external training	Allan Waugh	13-03-2024
4.	training afternoon to be decided upon	Ken McCrackan	15-01-2024
4.	Women members to decide on helping Ukraine Woman?	Ken McCrackan	18-12-2023
4.	Ken to be decision maker in card access to machines	Ken McCrackan	14-12-2023
6.	plan public workshops	Kim Horne	08-01-2024
6.	Open community small repairs project	Kim Horne	08-01-2024
7.	Contact Laura Pound	Graham Rennie	15-12-2023
8.	New proposed constitution wording to be sent to selected members for discussion	Mike Smith	15-12-2023
9.	Stephen seeing the expert input on the floor	Stephen Finch	12-12-2023
9.1	Kim to take on role of Job Supervisor with Ben assisting	Kim Horne	22-12-2023
10.	Allan to follow up with David Howlett	Allan Waugh	11-12-2023
11.	peter Repton to check the garden retic	Peter Repton	12-12-2023
11.	Kim to organise a cash drop box	Kim Horne	13-12-2023
11.1	kim to advise the Laneway people we are in	Kim Horne	15-12-2023
11.1	add to our events and advise Geoff Baker	Graham Rennie	15-12-2023
11.2	Note in newsletter is that shed wood is to be paid for in Private work	Eric Goddard	08-12-2023
11.3	Eric to ask for RSVP from Members	Eric Goddard	08-12-2023

# Summary of Attachments

## Attachments

Item	File Name
5.	<a href="#">YE_30_JUN_2024_BUDGET_AND_CASH_FLOWS_FULL.pdf</a> <a href="#">YE_30_JUN_2024_BUDGET_AND_CASH_FLOWS_SENI....pdf</a>
9.1.	<a href="#">JobSupervisor.pdf</a> <a href="#">MMS_Org.pptx</a>

*Attachments can be found under your TidyHQ admin account at:*  
Storage > Meetings > [MMS management Committee - 130](#)