

Auckland Central Community Shed

Committee Meeting Minutes

Date: Saturday 27 March 2021 at 2:30 pm

Attendees: Garry Bryant, Craig Lynch-Blosse, Don Hook, Aaron McFarland, Patrick Harris, Nikki Powell

Apologies: Rob Willis, Brent Russell

Previous Minutes Accepted: Moved Garry, Seconded Aaron

Matters arising:

1. Proposed that Committee Members are subs free i.e. free membership. To be discussed at next Committee Meeting. **No change**
2. Engineering Co-ordinator. Need someone to take on this task. **Patrick still to approach Neil**
3. Do we need a regular email to members (every 2 weeks) similar to Nikki's one sent Monday 22nd Feb. Didn't agree on do we or don't we?? **No**

1. Financial:

In the bank: \$8,073.72 as at Wednesday 24/3/2021

Applications for funding:

- a. Applied to Kerr Taylor Foundation for funding for defibrillator \$2,869.25. Applications closed 12 March 2021. Haven't heard back
- b. Funding application with Foundation North (Old ASB Trust) for Co-ordinators costs \$12,500 for 12 months (allowed for two weeks leave) submitted 24/3/2021

TradeMe item No 6 Planner sold for \$63.70

2. **Duty Manager update:** *Craig and Nikki to organise and Craig to lead Thursday 8 April*

3. Coordinators Report (Nikki):

Please read before meeting. Only issues arising from the report will be discussed.

- Electrical safety policy **Still be agreed by Committee. Suggested Rod lead this**
- Maintenance log **Agreed each powered machine to have a log sheet**

4. Health and Safety update (Rod):

Risk Register (Council requested one) **Rod to explain register to Committee**

Has Health and Safety picture board been installed in Wood Working area? **Has been ordered Rod and Don to liaise to install picture board.**

a. Craig to liaise with Rod as to how Duty Managers identify then record; Accidents, near misses, etc in Risk Register Book

Other Business

- Region 1 meeting at Whangarei (summary points)
 - **Strategic Plan needs to be developed**
- Treasurer vacancy
- BBQ this Wednesday at 6pm
- **Parts for planner have been purchased from Germany. Cost around \$NZ200**
- **Duty Manger should be competent in most powered equipment. SME needs to be identified and used to certify member in use of powered equipment**
- **As per equipment maintenance log above it should be noted in log when equipment is repaired**
- **Yellow coding to be added to member name badges who have joined since 1 January 2021. Nikki to organise**
- **Kerry to be approached for cleaning job. Patrick to do**

Meeting closed at 4 pm