

Auckland Central Community Shed

Committee Meeting Minutes

Date: Monday 31st May 2021 at 6:30 pm

Attendees: Garry Bryant, Don Hook, Aaron McFarland, Patrick Harris,
Nikki Powell, Rob Willis, Alex Finlayson, Neal McCarthy and Craig Lynch-Blosse

Apologies: Brent Russell

Previous Minutes Accepted: Moved Don, seconded Garry

Matters arising: None

Financial:

In the bank: \$ 5,940 as at 31st May 2021

Applications for funding:

- a. Funding application with Foundation North (Old ASB Trust) for Co-ordinators costs of \$12,500 for 12 months (allowed for two weeks leave) approved for \$5,000 only on 25/05/2021.
- b. Kerr Taylor Trust Funding banked and spent on \$2,582.33 Defibrillator. Difference of \$310 between cost of Defib and Trust funding of \$2,869. This could be used to subsidise First Aid Training.
- c. Alex provided breakdown of Notable Expenses for May:

Defibrillator	\$2,582.33
Grinder/Linisher	\$ 459.00
Blade Sharpening, bandsaw blade	\$ 186.33
Masport blade replacement	\$ 114.00
Electrical work (not yet paid)	\$ 444.00

- d. TradeMe items sold:

1 Filing Cabinet	\$30
2 Laserjet Cartridge	\$40

1. **Duty Manager update:** Discussed rostering requirements

2. Coordinators Report (Nikki):

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

- **Electrical safety policy. Needs to be revisited as it is unclear what some terminology means.**

3. Health and Safety update (Rod):

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

Other Business

Skills and health and safety assessment (from Neal and from Don). Update on assessment programme. **Skills Self-Assessment sheets discussed. - Agreed to alter second and third column heading to; Beginners and Experience**

Aaron: update on competence tests and recorded instructional videos of equipment use.

Aaron has updated YouTube Use of Thicknesser video at:

<https://www.youtube.com/watch?v=pbrMx-kTApM>

- Reorganisation of engineering area (Tractor Shed) as per Neil's attached plan. Update on reorganisation of areas. **Committee happy with proposed layout plan for Tractor Shed**
- Electrical work in welding bay (back wall) + safety curtain. Neil to supply costs for curtain and any other equipment requirements. Nikki to organise Sparky for electrical work. At the same time have Sparky wire up hand dryer in wash room area. Update. **New power points installed in Tractor Shed but need one to be rated at 25 watts for welding equipment. Nikki to organise with Sparky to change. Committee agreed to Sparky installing power outlet for hand dryer in wash room. Approximate cost \$300 but will try and get Ken to install conduit to location to cut down cost.**
- Monthly workshops (Don - measurements). Don to organise. Update. **Information in latest newsletter**
- First aid course? \$180 by St John's. Do we subsidise? Can get course for 20 participants for \$1,175 (Auckland East Shed did) which equates to \$58.75 each. We could subsidise \$30 each (\$600)? **Agreed to offer Basic Life Support course and subsidise by \$30. Course cost will be \$60. If we can't get 20 sheddies will offer to The Hub. Nikki to organise registrations and liaise with The Hub to use their space for training. Need to book in for August soon.**
- Approved purchase of Linisher for Tractor Shed \$570. Purchased one from Machinery Warehouse for \$459. Now installed in Tractor Shed
- Reciprocating saw required. See what DeWalt come up with. Update. **Agreed not to purchase reciprocating saw as Don has one we can use. Agreed to price to update Sliding Compound Mitre saw to replace Makita one. Alex to check with DeWalt.**

- Building Committee (with The Hub) formation in discussion. Update **Nikki to organise meeting.**
- Laptop for Co-ordinator. **Nikki to get quotes**
- **Nikki, Patrick and Garry meet with new Council Leasing specialist Jo Heaven and her boss Ron Johnson. Meeting in The Hub so Pascal Gillies was representing The Hub. Discussed carpark and building outside lighting, Carparking issues with Rugby Club, Electrical RCD issue and Smoke Alarm monitoring. Council to get back to us with improvement they and us can make. Nikki to get quote for RCDs and Garry to price Alarm monitoring.**

Meeting closed at: 20:00

Next Meeting: AGM