

Auckland Central Community Shed

Committee Meeting Minutes

Date: Monday 3 May 2021 at 6:30 pm

Attendees: Garry Bryant, Don Hook, Aaron McFarland, Patrick Harris, Nikki Powell, Rob Willis, Alex Finlayson

Apologies: Brent Russell and Craig Lynch-Blosse

Previous Minutes Accepted: Moved Don, Seconded Aaron

Matters arising: Non

Financial:

In the bank: \$6,464.74 as at Friday 30 April 2021

Applications for funding:

- a. Kerr Taylor Foundation funding application approved for defibrillator \$2,869.25.
- 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. 8 weeks to process and make a decision on application (Told this 14/4)!

TradeMe items sold HP Laserjet cartridge \$40

Old Tools \$10

Turner No 4 Plane \$42

Silex no 34 butt gauge \$10

Stanley 78 Planner \$50

Silex no 66 Marking Gauge \$13.50

Plaster Tools \$15

2 Lion ornaments (Lion Beer) donated by Don Hook \$20

Alex Finlayson has taken on Treasurer role. Thanks Alex Garry Bryant to become Secretary.

1. **Duty Manager update:** Review DM meeting held Thursday 8 April
More meetings needed. 4 times per year
Wood Working area cleaning still an issue. Need to be tougher on ensuring cleaning is done each session. 15 minutes before end of day all work stops and cleaning commences. Any member leaving before EOD is reminded to clean their area or the machinery they were using.

2. Coordinators Report (Nikki):

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

- Electrical safety policy. **Agreed by Committee to be signed by Chairman**

3. Health and Safety update (Rod):

Risk Register (Council requested one) Rod presented Risk Register identification system to Committee. **Committee agreed to put it in place.**

Rod presented results of noise level study. Results will be sent to all members to encourage the wearing of ear protection equipment while using noisy equipment.

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

- Dual Membership proposal (\$200 for partners). **Agreed to enact.**
- Skills and health and safety assessment (from Neal and from Don). **Agreed they proceed with assessment programme. Aaron designing competence tests and to record instructional videos of equipment use.**
- Reorganisation of engineering area (Tractor Shed). **Niel has created plans to improve layout of Tractor Shed. Also, will clean-up Engineering Area (pretty much on ongoing task)**
- Fluoropolymer spray (Don). **Using CRC or WD40 sprays has the same effect**
- 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.**
- Monthly workshops (Don - measurements). **Don to organise**
- First aid course? \$180 by St John's. Do we subsidise? **Garry to investigate costs from all suppliers and see if they can be run on-site**
- **Approved purchase of Linisher for Tractor Shed \$570**
- **Reciprocating saw required. See what DeWalt come up with.**
- **Members can bring in non-members to help with assemblies but non-members are not to use any equipment including hand tools.**
- **Building Committee (with The Hub) formation in discussion**

Meeting closed at 08:07pm

Next Meeting: Monday evening 31st May 2021 at 6:30pm