

# PORT FAIRYMEN'S SHED

## Minutes of Annual General Meeting 2012



**Date:** 6pm, 24<sup>th</sup> October 2012

**Venue:** Port Fairy Men's Shed Meeting Room

Port Fairy Showgrounds, Hamilton – Port Fairy Road Port Fairy

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### 1 Attendance & Apologies

**Members in attendance:** Ralph Leutton (Chair) plus 31 other members (as listed on page 6)

**Also in attendance:** Mr. Bruce Leishman (Port Fairy Folk Festival Committee)  
Mr. David Lee (CEO Moyne Health Services)

**Apologies:** Dr. Denis Napthine (MLA), Mr Dan Tehan (MP), Nick Abbott, Tess Abbott, Brian Arnold, Glenn Dowie, Garth Palmer, Evelyn Pollock, Joy Rundell.

#### Welcome by President

President, Ralph Leutton, welcomed members and guests to the Annual General Meeting including the special guest speakers, Bruce Leishman and David Lee.

### 2 Confirmation - Minutes of Previous Meeting

*It was moved (Don Stephens / Leo Dalton) that the Minutes of the previous year's AGM held 7<sup>th</sup> October 2011 be confirmed as a true and accurate record of the meeting. **Carried***

### 3 Reports:

#### 3.1 President's Report

President, Ralph Leutton, drew attention to the Annual Report that was circulated to all present. It included his report as President as well as other reports by the Treasurer and Secretary, the annual financial statement, a proposed budget for 2012/13 and the Auditor's report.

The President listed the highlights of the year to be:

- The on-going activity of providing *Kits for Kids* and the sessions we hold from time to time to help children assemble the kits;
- The on-going and growing activity on projects in the Shed
- The acquisition of PFMS shirts and caps for members and the sponsorship by Brookes Timber & Hardware that was printed on the shirts;
- The awarding of the inaugural "*Shedder of the Year*" award to Robert Blackmore;
- The running of *Shed Orientation Days* to help instruct members on the proper and safe use of some major equipment in the Shed.

He acknowledged the contribution by all those involved in the Orientation sessions, particularly Dennis Lemke's involvement.

Ralph also acknowledged the work of the out-going Committee of Management and thanked them for their support and contribution to the running of the Port Fairy Men's Shed. He reminded members that the Men's Shed existed primarily to support *Men's Health*.

The President then invited his Vice-President's, Jack Smits and Don Stephens to comment on their portfolios.

Jack Smits thought that the focus on OHS matters, and the enhancing of safe working practices, was a feature development during the year.

Don Stephens commented on the growing number of projects being undertaken in the Shed. He also spoke enthusiastically about the gradual influx of new members who were contributing greatly to the life of the Shed and the activities in the workshop. He felt that the stand-out project for the year was the restoration of the *Steinweg Grand Piano* that has now been repatriated to the Reardon Theatre.

In closing his report, Ralph Leutton advised members that a concert to "re-launch" the piano is planned for 2<sup>nd</sup> January 2013 in the Reardon Theatre which will be run as a fundraiser for the Men's Shed.

*It was moved (Dennis Lemke/Mick Wentworth) that the President's report be accepted. **Carried***

### 3.2 Secretary's Report

Harry Bracegirdle referred to his report in the Annual Report and the reference to key points such as the launch of the new website, the growth in membership – in particular the involvement of the Craft and Art groups and the funding sought from grant applications.

### 3.3 Treasurer's Report

Treasurer Peter Down referred to his report that included the **Profit & Loss Statement** and **Balance Sheet** for the period ending 30<sup>th</sup> June 2012.

He stated that the most difficult part of the Treasurer's role is to accurately account for project expenses and to properly handle GST matters and BAS reporting. He thanked the Auditor, Geoff Arnold, for his assistance and drew attention of members to the Auditor's Report.

*It was moved (Peter Down / Harry Bracegirdle) that the Treasurer's report and financial statement be accepted. **Carried***

## 4 Election of Office Bearers

President Ralph Leutton vacated the chair and invited **Bruce Leishman** to act as an independent Chairman for the election of office bearers.

Nominations for the various Committee positions that had been received by the due date were as follows:

Position	Nominee	Proposer	Seconder
President	<b>Ralph Leutton</b>	Don Stephens	Harry Bracegirdle
Vice-President 1	<b>Jack Smits</b>	Ralph Leutton	Don Stephens
Vice-President 2	<b>Geoff Barker</b>	Don Stephens	Ralph Leutton
Secretary	<b>Harry Bracegirdle</b>	Ralph Leutton	Keith Bunge
Treasurer	<b>Peter Down</b>	Don Stephens	Ralph Leutton
Social & Welfare Officer	<b>Don Stephens</b>	Harry Bracegirdle	Keith Bunge
Operations Manager	<i>No prior nominations received</i>		
Ordinary Member 1	<b>Keith Bunge</b>	Ross Manniche	Ralph Leutton
Ordinary Member 2	<b>Leo Dalton</b>	Ralph Leutton	Harry Bracegirdle

As there was only one nomination received for the positions of President, Vice-Presidents (2), Secretary, Treasurer, Social & Welfare Officer and Ordinary Members (2) the Acting Chair declared those nominated to be duly elected to the position as listed.

The Independent Chairman then called for nominations from the floor for the position of **Operations Manager**.

*It was moved (Ralph Leutton / Leo Dalton) that Dennis Lemke be nominated for the position. As there were no other nominations then **Dennis Lemke** was declared elected to the position.*

**Note:** Before re-assuming the Chair for the remainder of the meeting, the President for 2012/13, Ralph Leutton, invited Bruce Leishman to speak to the meeting about the Port Fairy Folk Festival. A report on Bruce's talk is included in the section 7 below.

## 5 Adoption of Budget

Treasurer Peter Down and Secretary, Harry Bracegirdle, spoke in support of the budget presented in the Annual Report which allowed for a deficit of approximately \$1930 over the 2012/13 year. A shortfall in expected income support, particularly from the unsuccessful request for support from the Moyne Shire Council, meant that the budget expenditure had to be revised downward resulting in reduced expenditure on some items, particularly on equipment items. As a consequence, any requirement for large equipment items will therefore need to be covered by grant applications.

*It was moved (Peter Down / Roy Pollock) that the budget as presented be adopted. **Carried***

*It was moved (Peter Down / Don Stephens) that the annual membership fee, inherent in the budget at \$20, be adopted. **Carried***

## 6 Appointment of Auditor for 2012/13

*It was moved (Harry Bracegirdle / Ross Manniche) that **Geoff Arnold** be retained as auditor for financial year 2012/13. **Carried***

## 7 Guest speakers

### 7.1 Bruce Leishman – Port Fairy Folk Festival Committee

Bruce opened by saying how difficult it was to speak to a group where many of the members present were already intimately involved in the Port Fairy Folk Festival as volunteers who regularly helped out during festival time each year.

He therefore opted to talk about how the Folk Festival started and how it has progressed over the years since 1977. The key features of his talk were:

- The initial involvement of the Geelong Folk Music Club (GFMC) who ran the music program from 1977 to 1991;
- The GFMC liaison with the Borough of Port Fairy (Belfast) Mayoral Committee in the early days to run the operational side of the festival;
- The eventual request by the GFMC in 1991 to the mayoral committee, led by Russell Clarke, to take over full responsibility for the festival with a view to exercising more control over finances and spending on performers;
- The start-up by the local committee in 1992 with an overdraft of \$20K;
- The effect of amalgamation / redistribution of local councils in 1994 by the Kennett Government resulting in the request to, and approval by, the Borough to form the Port Fairy Folk Festival Committee (PFFF). This was done to ensure that the Folk Festival stayed in, and under the control of, Port Fairy and could not be taken over by any other council;
- The PFFF Committee is comprised of 15 persons. For those on the Committee it almost becomes a "job for life" as they have only had 29 members in total the 18 years since 1994. Further, Committee members are more or less appointed (rather than elected) from people who must

have a good base in Port Fairy and be committed to volunteering. The Committee usually seek out suitable candidates when replacements are needed and interview such people before appointing them to a role. This form of succession planning has worked well but it is acknowledged that their Committee now only has three members who are younger than 55 and hence the need to plan for the future.

- Bruce currently puts in about 6 hours per week on Folk Festival business but this rises substantially during the festival season. The technical director, Jack Smits, puts in substantially more hours, particularly during the two weeks prior to, and the week following, the festival each year;
- The budget for the Folk Festival has grown from \$2.5K in 1977 to \$260K in 1992 and is today turning over \$2.5M. The Committee is ever conscious of the need to keep adequate funds in reserve to aid budgeting for subsequent years and to potentially cover refunds to patrons if ever there was a total wash-out of a festival.
- The PFFF Committee makes no apology for being Port Fairy centric and this is embedded in their constitution. Equally, they are committed to supporting local organisations by way of grant funding from their profits.
- Jack Smits advised the meeting that the construction crew who assemble the Festival each year is now around 140 people and this is sufficient to assign alternate shifts to ensure not too many workers are on site at any one time. He felt the key to the success of the construction is to “*getting people doing what they like doing*”.

## 7.2 David Lee – CEO Moyne Health Services

David Lee outlined the strategic plans for the development of Moyne Health Services over the next 10 to 15 years including their master plan for the redevelopment of the Port Fairy precinct as well as the former Koroit facility that has transferred management to Moyne Health Services in recent months.

He advised that Moyne Health is now responsible for the crown land and buildings in Koroit which will soon be co-located with the Koroit kindergarten.

David briefly covered the history of the current health services that began in 1849 with the main building being erected in 1855. He then went on to outline the issues, drivers for change and the actions that form part of their master plan.

### Issues:

#### Some of the key issues include:

- The fact that the current site is essentially landlocked between residential homes which makes it difficult to expand;
- Parking and traffic congestion in the vicinity of the hospital;
- The poor drainage and the fall of land at the current site;
- The need to “acquire” some privately owned residential space surrounding the hospital and aged care facilities;
- The age profile of doctors. Despite being well served by seven doctors, a very good number for a small, rural town, the current age profile of the GPs in the Health Service highlights the need to recruit younger doctors to the town.

### Drivers for change:

#### The following drivers for change were identified in regard to local needs:

- Moyne Health conducted a rigorous *Needs Analysis* to ascertain future needs and trends;
- The effect of the “*Living Longer – Living Better*” program on life expectancy and its effect on health needs in the future;

- The increasing consumer expectations in terms of general health services and residential care facilities;
- The need to ensure the sustainability of a general health service;
- The future requirements and trends for community aged care services;
- Medical service succession planning, particularly in regards to doctors.

**Actions:**

Actions outlined in the strategic plan include:

- Analysing the trend in health care needs, in particular for acute care hospital beds. The hospital is currently operating 15 beds but at a low (45%) occupancy rate in Port Fairy. Will there be more or less demand in the future? How will this affect funding?
- Analysing future requirements for residential aged care beds. Currently Port Fairy has 82 beds (plus 5 high dependency beds) operating at 92% occupancy. This raises the challenge of balancing the budget on aged care operations given the need to work close to capacity.

**Proposals:**

David outlined key features of the plans to date including detailed diagrams of the Stage 1 and Stage 2 phases of the development strategy.

**Stage 1** will include the integration of the hospital, primary care and community health service in Port Fairy into a single building. The plan proposes more off-street parking in the precinct to comply with Council requirements and alleviate disruption to residents, provide “close to building” parking and less walking for the elderly.

**Stage 2** will see the overhaul of residential care services into a single facility, all under the one roof, rather than the current Moyneyana Hostel and Belfast House facilities.

The design criteria embodied in both stages is to develop state of the art, modern facilities that are environmentally sustainable.

**8 Meeting close:**

President Ralph Leutton thanked both Bruce Leishman and David Lee for their attendance and informative talks. Before closing the meeting he invited all members and guests to join him for a BBQ supper and to enjoy the “*Great Scone Bake Off*” – a men’s only scone baking competition included as some light-hearted fun at the end of the meeting.

**The meeting closed at 7.15 pm.**

**Minutes Confirmed:**

..... Date: .....

**See over for attendees:**

## **Attendees**

### **Members in attendance:**

Geoffrey Barker  
Alan Beasy  
Eric Bishop  
Ern Bishop  
Robert Blackmore  
Harry Bracegirdle  
Keith Bunge  
Ewen Cameron  
Leo Dalton  
Gail Down  
Peter Down  
John Ellard  
Marea Ellard  
Garry Finnigan  
Keith Gibson  
Gordon Harman  
Murray Hennig  
Jim Kent  
Dennis Lemke  
Ralph Leutton  
Ross Manniche  
Alan Nightingale  
Roy Pollock  
John Porter  
John Rundell  
Jack Smits  
Don Stephens  
Henry Toller-Bond  
Nicholas Vromen  
Mick Wentworth

### **Guests**

David Lee  
Bruce Leishman