

PORT FAIRYMEN'S SHED

Minutes of Annual General Meeting 2014



Date: 6pm, 9th October 2013

Venue: Port Fairy Men's Shed Meeting Room

Port Fairy Showgrounds, Hamilton – Port Fairy Road, Port Fairy

1 Attendance & Apologies

Members in attendance: Ralph Leutton (in the Chair) plus 18 other members (as listed on p5 at end of Minutes).

Guests: Kate Donelan (President - Port Fairy Community House)
Ed Donelan

Apologies: Eric Bishop, Glenn Dowie, Peter Down, Lorna Manniche, Ross Manniche, Jack Smits, Dan Tehan (MP), Robert Wilson, Jeanette Toller-Bond, Henry Toller-Bond

Welcome by President

In opening the meeting at 6pm the President, Ralph Leutton, formally welcomed members and guests to the 2014 Annual General Meeting.

2 Confirmation - Minutes of Previous Meeting

It was moved (Keith Bunge / Garry Finnigan) "That the Minutes of the previous year's AGM held 29th August 2013 be confirmed as a true and accurate record of the meeting". **Carried**

3 Reports:

3.1 President's Report

President, Ralph Leutton, outlined the key points in his report as presented in the Annual Report circulated to all members present.

He remarked that it was at last year's AGM he had noted the passing of former President, Don Stephens. It was therefore a sad occasion that he now noted the passing of former Secretary, **Roger Swifte**, who had made a tremendous contribution towards the activities of the Shed before his tragic accident in April.

Ralph acknowledged the work of Harry Bracegirdle, who stepped back into the secretarial role following sudden death of Roger Swifte, of Geoff Barker for the tremendous work he had done as VP- Projects in organising and running the daily Shed activities and Keith Bunge, Social & Welfare Officer, for resurrecting the monthly lunches. Ralph also thanked the Committee for their diligence and contribution to Committee meetings over the past 12 months.

He specifically noted the contribution by retiring Committee member, Jack Smits, who was stepping down as VP-Property & Equipment at the AGM. He hoped Jack would still be active in the Shed and particularly in his role as chief cook and organiser for the annual Christmas party.

In closing, Ralph felt that we had finished the past 12 months on a very positive note and he was pleased that the Port Fairy Men's Shed was finally operating as originally planned - as a place where men could work cooperatively and benefit from regular social interaction.

3.2 VP-Projects Report

Geoff Barker spoke to his report outlining some of the key projects undertaken in the past 12 months. The on-going *Kits for Kids* program kept most of the regulars in the Shed busy. The recent introduction of the project to refurbish bench seats for the Moyne Shire Council, as part of their Streetscape Refurbishment program was now well underway and also keeping members busy. It was expected that around 30 seats will be refurbished as part of this project and that it was evolving into a good earner for the Men's Shed that will be reflected in the next financial year.

3.3 Secretary's Report

Harry Bracegirdle spoke briefly on matters he made in his report and referenced the key points in the report such as the website, the membership summary (now 86 members), the grants that had been applied for in the year and the continuing use of the Shed meeting by other community groups such as the Craft Group and the Port Fairy CWA.

He gave a quick overview of the newly adopted insurance arrangements following the work done in the year by Roger Swifte to switch us to the AMSA insurance deal.

3.4 Treasurer's Report

Treasurer, Peter Down, spoke to his report and the financial statements for 2013/14, in particular the **Profit & Loss Statement** and **Balance Sheet** for the period ending 30th June 2014. The P&L indicated a net profit of \$2.91 but this "break-even" result was as much to do with the \$3,000 grant received from the *Broadband for Seniors* program to upgrade the computer training programs in the BFS kiosk hosted in the Shed. Without this grant, and the \$3,000 provided by the Port Fairy Folk Festival Committee, then the net result would not have been so healthy despite a net profit of over \$3,500 being earned on projects work.

The income from grants and projects was identified as having helped keep the PFMS financially viable and President, Ralph Leutton, outlined the Committee's "reserve policy" where we to try and maintain at least \$10,000 in the bank to cover for any emergencies or years where grant funding may not be so forthcoming.

Ralph also explained that the healthy bank balance may sometimes work against us when applying for grants as it appeared we were relatively well off financially. Consequently, we need to always articulate the "reserve policy" in any grant applications. It was suggested that perhaps our term deposit accounts could be combined and renamed as the "Reserve Fund" to better indicate the purpose of these funds.

Max Holmes questioned the annual charge of over \$500 for maintenance of fire extinguishers. However, this was an unusually higher charge in 2013/14 as it was the third year of the maintenance program which called for more rigorous testing and therefore resulting in a higher cost.

The Auditor, Adrian Crosier, was thanked for his work in auditing the 2013/14 accounts.

Following the presentation of the Annual Report the Chairman then called for a motion to accept the reports of the President, VP-Projects, Secretary and Treasurer.

It was therefore moved (*Dennis Lemke / Geoff Barker*) *"That the reports be accepted"*. **Carried**

4 Election of Office Bearers

President Ralph Leutton indicated that the normal practice would be for him to vacate the Chair for the election of Office Bearers but, on the understanding that a ballot was not required, he sought the indulgence of the meeting to remain in the

Chair which was duly approved. He then announced the results of the election of Office Bearers for the 2014/15 year.

The nominations for the various Committee positions that had been received by the due date were as listed in the following table.

Position	Nominee	<i>Nominated / Seconded by</i>
President	Ralph Leutton	<i>H. Bracegirdle / K. Bunge</i>
Vice-President Property)	Peter Down	<i>G. Down / K. Bunge</i>
Vice-President (Projects)	Geoff Barker	<i>G. Finnigan / K. Bunge</i>
Secretary	No nomination received	
Treasurer	Harry Bracegirdle	<i>R. Leutton / K. Bunge</i>
Social & Welfare Officer	Keith Bunge	<i>G. Barker / P. Down</i>
Operations Manager	Dennis Lemke	<i>H. Bracegirdle / K. Bunge</i>
Ordinary Member	Ross Manniche	<i>K. Bunge / H. Bracegirdle</i>
Ordinary Member	Garry Finnigan	<i>G. Barker / K. Bunge</i>

As there was only one nomination for each available position it was declared those nominated be duly elected to the position as listed.

President, Ralph Leutton, undertook to endeavour to fill the vacancy in the Secretary position.

5 Adoption of Budget

5.1 Budget for 2013/14

On behalf of the Treasurer, Harry Bracegirdle spoke to the meeting about the budget he had prepared, and was presented in the Annual Report, which allowed for a modest profit of around \$1,570 in 2014/15. This would help maintain our funds of around \$20,000 and in-line with the reserves policy.

Harry outlined that the Streetscape Project, to refurbish bench seats for the Moyne Shire Council, was the main reason that a projected profit of ~\$6,850 on projects was predicted and that we could therefore budget for an overall surplus over the next 12 months.

For 2014/15, the third and final payment of a three-year grant from the Folk Festival Committee had already been received and included in the budget and this also helped the income side of the budget.

On the expenditure side he had budgeted for more modest equipment purchases of \$2,000 (*c.f. \$3,000 in previous year*) as the Shed was gradually reaching a steady state, equipment wise. However, the budget did allow for ~\$5,000 expenditure on a Metalcraft workstation for which a \$5,050 grant had been sought from the Department of Veterans Affairs.

It was moved (*Nick Abbott / Alan Nightingale*) "That the budget as presented be adopted". **Carried**

5.2 Membership fees for 2014/15

Inherent in the budget was the recommendation of the Committee that membership fees for 2014/15 be set at \$25 which helped cover the per member insurance levy set by AMSA.

The meeting resolved to accept the recommendation on fees.

6 Appointment of Auditor for 2013/14

It was moved (Harry Bracegirdle / Peter Down) *“That Adrian Crosier be appointed as Auditor for 2014/15”*. **Carried.**

7 Meeting close:

President Ralph Leutton thanked members for their attendance. In his closing remarks he invited the 2013 “Shedder of the Year”, **John Lampard**, to come forward and to shake his hand in acknowledgement of his award. This was because John was not able to be present at the 2013 Christmas party when John’s award was first announced.

The meeting closed at 6.45 pm.

Minutes Confirmed:

..... Date:

See over for attendees:

Attendees:

Title	First Name	Last Name	Present 2014 AGM?
Mr.	Nick	Abbott	Yes
Mr.	Geoffrey	Barker	Yes
Mr.	Eric	Bishop	Apology
Mr.	Robert	Blackmore	Yes
Mr.	Harry	Bracegirdle	Yes
Mr.	Keith	Bunge	Yes
Mr.	Leo	Dalton	Yes
Mr.	Glenn	Dowie	Apology
Mr.	Peter	Down	Yes
Mr.	Garry	Finnigan	Yes
Mr.	Keith	Gibson	Yes
Mr.	Murray	Hennig	Yes
Mr.	Max	Holmes	Yes
Mr.	John	Lampard	Yes
Mr.	Dennis	Lemke	Yes
Mr.	Ralph	Leutton	Yes
Mrs.	Lorna	Manniche	Apology
Mr.	Ross	Manniche	Apology
Mr.	Alan	Nightingale	Yes
Mr.	Yuri	Perri	Yes
Mr.	Jack	Smits	Apology
Mrs.	Jenny	Stephens	Yes
Mr.	Daniel	Tehan (MP)	Apology
Mr.	Mick	Wentworth	Yes
Mr.	Gray	Wilson	Yes
Mr.	Robert	Wilson	Apology