

ANNUAL REPORT

Hume Mens Shed (Sunbury) Inc

ABN 82 329 291 086

Certificate of Incorporation A0055387F



2019 –2020

President Mike Newman

President's Report 2018/19



I concluded my 2018/19 report with "Here's looking forward to smooth sailing into 2019/20" and indeed it started out that way.

At last years AGM, I had the honour of inducting our first Life Members, that being Garry Pettit and Ian Lupson. The Shed recognised Garry as

the founding father of the shed and also the first President. Ian was recognised as the driving force behind the shed and also the Sheds second President.

The Shed also got a lot of promotion with regards to Men's Sheds and Men's Health. The first was a Victorian State Government initiative involving a series of videos on Seniors Life Course Planning, and the second was a segment on CH7 "House of Wellness" program initiated by Rod Jackson based on Men's Sheds and mental health. I also did a couple of radio interviews with Gerard Mansour, the Commissioner for Senior Victorians.

Our Xmas get together was, once again, very successful and full credit must go to Nat Perri for all the hard work he put into it. Nat has also been behind all our grant applications. Thanks Nat.

Our new extension was successfully upgraded from "Storage" to "Workshop" thanks to Ian Lupson, Kevin Swaffield, Peter Wilkinson, and Dieter Jankovic who formed a subcommittee to see it through. We were then able to make some other changes including getting rid of the toilet in the meeting room and creating a coffee / tea area. Thanks to Dale Wilkes and Kevin Wood for their able assistance.

Then came Covid-19. What a major disruption to our lives with the shed being closed down for nearly ten weeks. However, with the concept of

a phone tree and keeping up with each other, I believe we ended up all the better for it. Each committee member had ten+ people to contact on a weekly basis and I think we all found it to be a rewarding process. I know that the shedders I rang appreciated the calls.

All committee members have worked really hard this year. Stan Rasa has kept a firm hand on finances, we are in a good strong financial position and Stan keeps us all honest. Peter Wilkinson as always has been busy with projects etc and has been ably assisted by Peter Hobbs (who also took on welfare). Ian Lupson and Dieter Jankovic for their tip runs (although sometimes I think they bring back as much as they take there). Kevin Swaffield and Rod Jackson for their OH&S endeavours.

To the committee as a whole, thank you for your support and valuable assistance over the last year. However, I would like to make a special thanks to two people. Firstly, Milton Oliver. Milton, thank you for your mateship and mentoring. You taught me not to get too emotional about certain things and not to give oxygen away. Secondly, Albert Achterberg. Albert, I don't believe I could ask for a better secretary. You have always been supportive and making recommendations which I have found to be most reassuring. With you and Stan staying in your positions Ted should be able to enjoy his time as President.

In closing I'd like to thank you all for giving me the honour of being your president for the last two years. I hope I have met your expectations. I congratulate Ted on taking over the reins. I wish him well and offer my support in any way I can.

Mike Newman
President 2018-20

Secretary Report



There was a total of eleven committee meeting in 2019/20,. Due to COVIC-19 two meetings were done via Skype .

The Shed's database continues to add new features.

As at 18/6/20 our membership stands at

112 . A total of 107 members renewed their membership for 2020/21 as at 30/06/20

COVIC 19 presented interesting challenges to the shed. Members were kept informed through emails, mail and personal contact by committee members.

During the year John Hunter resigned from the committee. Peter Canning filled the casual vacancy and was appointed Assistant Treasurer to ease the workload of Stan and also fill in during his absence.

Ian Phillips was seconded to the committee as Assistant Secretary to assist me during my absence and also take over the membership officer's duties from Mike.

All statutory requirements have been met during the past 12 months including the lodging of our annual reports to ACNC.

Milton continued to be a valuable assistance to me during the past 12 months.

I congratulate President Mike Newman on a great year especially his leadership during the COVIC 19 crises.

New Members

We welcomed the following members to the shed this year

Thommo Thompson

Marty Pincus

George Cias

Steve King

Andrew Wilson

Graeme Ainger

Nick Brown

Ian Phillips

Mick Astone

Jon Fettes

John Fridey

Frank Caserta

Jack Singleton

George Szabo

TREASURER REPORT



Profit and Loss together with the balance sheet for 2019/20 are on the following pages.

The books were audited by Dale Wilkes who was satisfied that the books are true and accurate record of the year's activities.

The Profit and Loss shows a profit of \$11,889.13 however we expended \$17,246.97 on new toilets and kitchenette. This resulted in an actual loss of \$5,357.84 for the year

Hume Men's Shed (Sunbury) Inc.

Profit & Loss July 2019 through June 2020

30/06/20

Cash Basis

Jul 19 - Jun 20

Ordinary Income/Expense

Income	
Canteen Contributions	0.00
Donations Received	
Canteen Contributions	2,144.50
Carpentry Shop	7,526.21
Community Donations	46.00
Fund Raising	
Bunnings S/S	8,231.75
Fund Raising - Other	<u>1,073.95</u>
Total Fund Raising	9,305.70
Miscellaneous	208.03
Welding Shop	<u>190.00</u>
Total Donations Received	19,420.44
Fund Raising	50.00
General	31.60
interest recd	391.75
Other revenue	191.62
Re-imbursed Expenses	13.64
Taxable Income	
Membership	
Joining Fee	100.90
Membership Dues	<u>3,469.19</u>
Total Membership	3,570.09
Project Sales	
Miscellaneous	794.48
Tables & Chairs	<u>50.00</u>
Total Project Sales	844.48
Sales of Assets	<u>5,970.87</u>
Total Taxable Income	<u>10,385.44</u>
Total Income	<u>30,484.49</u>
Gross Profit	30,484.49

Expense	
Accountancy fees	613.41
Administration costs	
Canteen Supplies	1,149.11
Electricity	4,023.85
Internet	114.73
Office Supplies	150.69
Printer supplies	537.27
Public Relations	178.18
Security	1,992.00
Welfare	3,755.55
Administration costs - Other	9.64
Total Administration costs	11,911.02
business travel	270.00
Donations	190.00
Ebay paypal commision	34.26
Equipment & Tools	592.91
Entertainment expenses	39.00
Equipment Maintenance	316.32
Fees and permits	0.00
General expenses	39.09
Insurances	323.59
Lease/Rent	454.95
LPG Gas	246.78
Purchased Assets	
Miscellaneous	43.64
New Shed Ext	0.00
Total Purchased Assets	43.64
Registration fees	104.55
Shed expenses	
Cuting Disc's & Sandpaper	114.55
Garden Supplies	23.78
Paints, Stains & Solvents	258.01
project costs	18.18
Project Specific	
Carpentry	9.09
Welding	9.09
Total Project Specific	18.18
Screws & Nails	301.50
Work Materials	3,406.55
Total Shed expenses	4,140.75
Sign writing etc	641.36
Telephone	1,079.10
Tool replacements	147.36
Website & Internet Costs	27.27
Total Expense	21,215.36
Net Ordinary Income	9,269.13
Other Income/Expense	
Other Income	
Grant Income	
General	1,620.00
Specific	1,000.00
Total Grant Income	2,620.00
Total Other Income	2,620.00
Net Other Income	2,620.00
Net Income	11,889.13

Hume Men's Shed (Sunbury) Inc.

Balance Sheet

As of June 30, 2020

ASSETS

Current Assets

Chequing/Savings

Operating A/c BGO Bank	13,151.75
PAYPAL	36.78
Petty cash	389.05
term deposit	
reserve fund	25,000.00
Term Dep BGO Bank 2.7% Mat10/10	<u>15,892.73</u>
Total term deposit	<u>40,892.73</u>

Total Chequing/Savings 54,470.31

Total Current Assets 54,470.31

Fixed Assets

Property improvements	53,997.37
Shed Construction work	<u>23,873.14</u>

Total Fixed Assets 77,870.51

TOTAL ASSETS 132,340.82

LIABILITIES

Current Liabilities

Other Current Liabilities

GST Tax Payable -793.50

Total Other Current Liabilities -793.50

Total Current Liabilities -793.50

TOTAL LIABILITIES -793.50

NET ASSETS 133,134.32

EQUITY

Retained Earnings 121,245.19

Net Income 11,889.13

TOTAL EQUITY 133,134.32

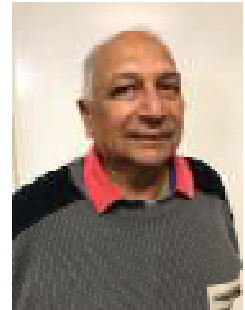
2019/20 COMMITTEE



Secretary
Albert Achterberg



President Mike Newman



Treasurer
Stan Rasanayagam



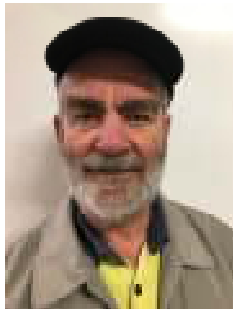
Vice President
Ted Riley



Assistant Treasurer
Peter Canning



Assistant Secretary
Ian Phillips



Committee
Past President
Dieter Jankovic



Committee
Past President
Ian Lupson



Committee
Past President
Kevin Swaffield



Committee
Rod Jackson



Committee
Peter Wilkinson



Ex Officio
Milton Oliver

WOODWORKING



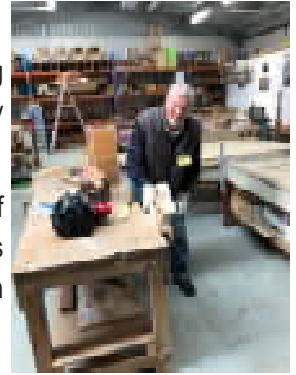
The last 12 months has been a pleasure to work with our committee and shed members; unfortunately unprecedented times (Covid 19) put a sudden stop to our efforts. The cooperation of all has helped to restart

operations (woodworking etc.). Not the operating table type. We completed a few jobs prior to shutdown and we now have a few paid projects in hand and hope to collect a few shekels for our

treasurer to balance his books. We did manage to continue making bird feeders, breadboards, whirly birds, timber signs, coat racks etc.

Peter Hobbs has taken on the job of controlling jobs to ensure all monies are collected and did a big clean up in the area.

Peter Wilkinson.



KITCHEN

Until this covid 19 thingo we all enjoyed our Friday lunches.

I keep getting asked when we are having them again. Simple not till its safe while they have been popular it would not have been so easy without all the helpers you know who you are, the dish washers the servers etc etc.

All the ones that supplied food soup, stews, lasagne etc

New Tea/Coffee area.



After receiving a grant for the new toilet upgrades, a decision as to what to do with the old toilet area was needed.

After observing

the congestion at morning tea around the water boiler and fridge area, and the complaints from the Friday lunch cooks, it was suggested to me another area for these facilities was needed. The existing water boiler was also too small for the extra numbers.

This area is an ideal distance away from the food preparation area, is open and not congested. The disabled toilet already had hot and cold water and a

etc special thanks it Jimmy for the KFC vouchers

Hopefully we will be back in gear soon

Cheers Milne
Matthews



sewer connection, and it was only a small job to relocate them for the sink and dishwasher.

Dale Wilkes had access to a supply of used kitchen cupboards and sink, we had a donated bar fridge, and the new dishwasher was from a grant to upgrade the old kitchen unit.

The existing toilet walls were removed, plaster repaired, new power points installed by Kevin Wood, and the area painted. After much fiddling by Dale, Fred Parnis and myself with the supplied cupboards, fridge and dishwasher, the final layout was decided on.

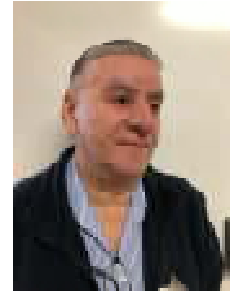
A new larger capacity water boiler was purchased and installed. Floor coverings were purchased, and planned to be installed, but COVID-19 intervened. Once installed and COVID 19 restrictions relaxed, the layout of tables and chairs in the whole area will be reviewed.

Social Activities & Grants



Social planning was difficult this year. With the new kitchen layout the card games started off again but had to stop due to COVID 19. Planned visits to other shed also had to be cancelled.

Nat secured a grant for automatic hand sanitizers and also hand dryers for the new toilets. Current grant application for a new band saw is awaiting approval. We are also awaiting approval for a grant to conduct mental health seminars later this year.



WELFARE



Annesley decided to step back from his welfare assistance in the shed so the nature of Welfare has changed or been modified somewhat.

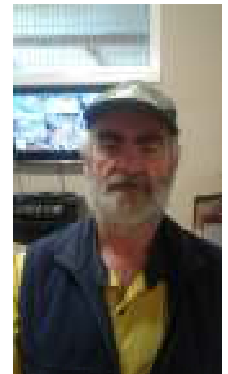
I do not consider myself to be suitably qualified to be offering complex or detailed discussions to members of The Shed.

I have been quite happy for any members to advise me that a 'problem' exists, and thereafter I will willingly pass this information on to an appropriate member of the committee. As members will appreciate it can sometimes be difficult to secure any time with the any committee member, and therefore I can continue to act as a conduit for this flow of information. Please, just don't expect me to offer solutions.

My role as Assistant for Woodworking and Community Projects fully occupies my time and makes guest speaker arrangements impossible.

The initiative taken by the committee during COVID-19 lockdown to telephone each member of a weekly basis was very welcome. It gave one a good feeling when one of your 'pals' rang to say "Hi". "How you doing?"

As in 2018-19 we have continued to send out appropriate cards to members & or families in times of ill health, etc. This year we sent out a total of 12



Dieter Jankovic took on the role of providing guest speakers with emphasis on Mens Health he organised representatives from Strokesafe, Sunbury Cancer Support Group, and Food 4 Life (diabetes & exercise) highlight common health and wellbeing issues for our age group at the Shed. We also had some of our members attend a First Aid refresher course to maintain currency for their first aid certificates and add additional first aiders in the shed..

Peter Hobbs
Welfare coordinator



Equipment Register & IT



Test and Tag

Overview: - Test and Tag duties for the Shed continue to be performed by Kevin Swaffield and myself. The Test and Tag and Equipment Register is maintained by the myself, copies are kept on and off site.

The Spreadsheet created comprises of Test and Tag data relating to each piece of affected equipment including description, model No, Serial No, last test date and test due date, how sourced and estimated value. General Data regarding non-tested assets equipment including description, model No, Serial No, how sourced and estimated value.



As Members use their own equipment from time to time, these tools are also tested and tagged to provide an acceptable level of safety within the Shed and recorded in the Test and Tag Register.



The estimated cost recorded against all assets is used to provide a realistic valuation of the Shed's assets in the Insurance Summary. These estimates are updated periodically to reflect current values.

Tools are tested on an annual cycle, when repaired or when new tools arrive in the shed, after they have been inspected by Kevin Wood.

Current Status:

Assets tested and tagged	270
General assets	35
Members tools tested and tagged	14
Total value of all Shed assets is currently estimated at	\$107,924

Dale Wilkes & Kevin Swaffield



IT Infrastructure

The IT Infrastructure in the Shed is comprised of:

The Office - two Desktop computers, an upgraded printer and 4G Modem for internet access and a small data distribution cabinet.

Ethernet Network - providing Ethernet (Cabled connections) for Laptops and printers.

An Epson EcoTank inkjet printer has been purchased and installed in the Office with the Standard Epson Printer being located to the bench in the Lunch room.

Member access to Laptops and the Printer in the lunch room has been maintained

Software

Operating System- all computers are running the current version of Windows 10 and are updated on a regular basis

Application Software - Office 365 is installed on the two Office Computers and secretary laptop

Accounting Software - Reckon Hosted is available on any computer..

Remote Management - Team Viewer is installed on one Office Computer.

Remote Storage - One Drive is active for limited off site backup.

Automatic backup of the two Office computers is now performed by Windows Backup to a portable Hard Disk Drive attached to the 4G Modem.

Other Software -Installed as required all computers have access to the Internet.

Virus Control -

Windows Defender Malware is scanned for on a regular basis using Super antispyware and Malware Bytes.

Internet

The existing Internet connection is provided by the new 4G wireless Modem router, although effective consideration should be given to an NBN connection. This would be based purely on a financial cost benefit basis.

Audio Visual

The existing LG TV wall mounted in the lunch room provides adequate capabilities.

To enable flexibility in the Audio Visual arena a digital Modulator and Media Player has been installed in the lunch room. A second 40" LCD TV has been purchased for the new workshop. Additional Cabling has been run to enable the display of a variety of media on both TV's simultaneously.

Computer Hardware

Although of varying age and capability the existing hardware is adequate for purpose. Any opportunities to update at minimal cost should be considered.

Maintenance

The system was originally setup by Rod Jackson who continues to maintain it with my assistance as required.

The system is running well with no problems with the infrastructure

Dale Wilkes & Rod Jackson

WELDING



As this year has been a big challenge, before all the covid 19 happened the Welding shop was busy as always with small jobs and jobs for the shed as needed. The jobs we have achieved are 2 trailer cages for members trailers along with all the other small jobs.

The welding lessons didn't happen with one thing and another, but hopefully when all things calm down and we get back to some form of normality we can start them up once again.

I am very appreciative of the people that give me a lot of help in the shed and thank them very much for their support and look forward to much of the same this next coming year.

ENGINEERING SECTION



Due to the virus last years activities seem so far away. However we are now back in action and it is great to see all those familiar faces arriving.

With the wear and tear on the machinery and equipment it hasn't taken long for

maintenance and repairs to be carried out by Kevin, and myself to Bobbin sander. Thomo has constructed an impressive storage system for the engineering section.

Public donations of tools and equipment to the Shed are a good source for raising hundreds of dollars for the running of the shed ,but the time spent cleaning, sorting and evaluating is rather long as all

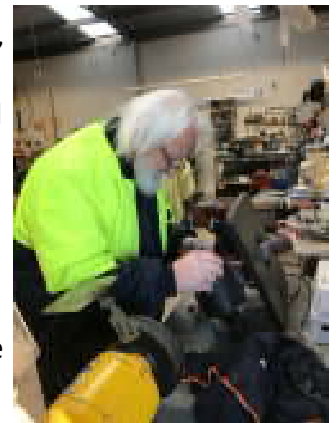
donations of materials, nuts, bolt, screws and project leftovers all arrive and need to be sorted and stored for re-use.

Training of new members on the lathe and mill has been very slow this year due the covid19,however we hope its not too long before we get back to normality.

The members who work in this section are Kevin Woods, Brian, Rob, Dale, Thomo, Ian and Trevor.

Remember this is a drop-in centre for visitors and members who just want to socialise and see whet is going on.

Cheers Trevor Dunn



Quilty

Quilty has enjoyed her time at the shed and missed it very much when we locked down. The day we reopened she made a bee line for the canteen only to be disappointed that the floor was bare. But nevertheless she really enjoys her time with the guys and loves all the attention .

Quilty

OH&S



OH&S continues to be an important part of the requirements of every Member attending the Shed. Our aim is for every member attending the Shed to return home with eyes, fingers, toes still intact, and all other body parts still functioning as when they arrived. Every member is also a de facto

member of the OH&S team. Members should be on the lookout for any dangerous obstacles, or unsafe practices being carried out in or around the Shed. These dangers should be rectified by the Member if it can safely be done, or be reported to a Committee members if unable to make safe.

12 of our Members attended and passed a First Aid course in August at the Shed. Their names are listed beside the First Aid kit at the entrance door, and one of them should be called if any injury occurs while at the Shed. All injuries need to be recorded.

The dust extraction with the cyclonic drum system has received some minor upgrades to improve efficiency, and the dust levels in the Shed have been reduced as a result. While still not perfect, they are much improved.

Yellow lines on the Shed floor in both workshops have been installed to define the walkways to exits and toilets. At all times these defined areas must be kept clear of obstacles or obstructions, to allow wheelchair access, and emergency evacuation if needed. Members can temporarily stand in between the lines whilst working on machines or benches but must be able to rapidly move and make clear access if required.

When the Shed was closed due to the COVID-19 all the equipment was placed into storage mode, as we expected a long shutdown. Due to the work of the VMSA in dealing with the authorities, Victorian Mens Sheds were able to open on June 1, much earlier than we expected. This has produced some significant changes to the previous way

we operated the Shed. Some sheds have elected not to open due to the strict requirements. To make sure that all members are aware of the new requirements, members on their first visit to the shed must sign a form agreeing to abide by the new and changing requirements. Members will then be briefed on the current regulations under the COVIT-19 requirements as applicable to the shed members by either myself, or one of the other appointed health supervisors, Dieter Jankovic or Peter Canning. These members will be wearing an orange hi viz vest. I thank them for assisting in implementing these new procedures.

At the time of writing this report, we are allowed 18 members in new shed, 20 in old shed, 10 in club room, 2 in coffee area, 2 in office, and 3 in welding shop. Sign in books are in each area, and you are only required to sign in once, in the area you expect to spend the most time. The clubroom area is for Members who are not going to use the workshop facilities. Members who are using the workshop facilities are requested to refrain from sitting in this area. Additional tea/coffee making facilities are in the new shed and welding shop.

On arrival at the Shed, members are requested to use the provided hand sanitiser prior to using the sign in pen. This means that every member entering the shed has clean hands.

There is no food provided at the shed at this time. If you require food, please bring your own for personal use only. Please bring your own drink cup and take it home for washing. Doing this removes many requirements involving the food handling regulations.

We have been awarded a grant from Hume City Council to purchase automatic hand sanitisers, and these will be installed shortly for permanent use.

While the new rules are causing some minor inconvenience to shed operations, our primary concern is the health and safety of our Members attending, and I thank everyone for their support.

Kevin Swaffield OH&S Coordinator

THE GARDEN



The garden had a very successful 6 to 8 months prior to the corona virus, having success with most seedlings planted and grown to maturity, although some vegetables went to seed quickly.

To say it was very disappointing to have to walk away from the garden when the corona virus hit would be an understatement.

On returning on Monday the 8th June after 11 weeks it was unbelievable to see how all beds had become overgrown with weeds.

We were still able to pick about 15KG potatoes, some eggplant, silver beet, celery, there were hundreds of tomatoes on plants but alas all had perished.

Already planted garlic and snow peas and silver beet and should have the other beds going shortly. Thanks to the assistance given by able offiders Lew Gaplin and Bob White.

Yours in gardening and Shedding

Bazza Burbridge.

New Toilets and Shed Conversion

As Hume City Council owns the shed site a request to council was made to;

- 1/ Build a unisex plus additional toilet.
- 2/ Convert the new shed from a storage facility to a workshop.

The Toilets



A full set of drawings of the existing shed and proposed external toilets was given to the property and planning departments and were approved within 5 weeks. Our thanks go to both departments for their

assistance.

A soil report, building specifications, section "J" environmental



and insulation report were obtained. Qualified concreter, builder, electrician and plumber were then engaged.

The result of the soil report required a suspended slab with foundations 300mm wide by 500mm deep perimeter. Assisted by Kevin Swaffield, Bob Barker, Trevor Hannon and Dieter Jankovic digging the trench began with the

aid of Brian Girdwood's jack hammer, making the job a little easier.

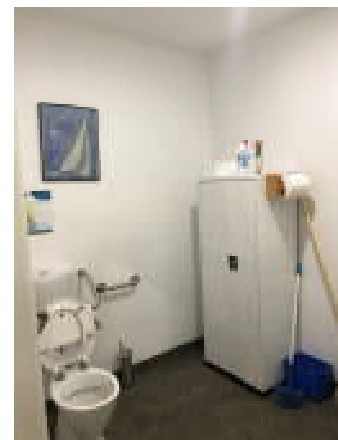
After the slab was poured the frame and external cladding was up in a day. The electrical wiring was installed with the assistance to

Kevin Wood. Followed by the plumbing rough out.

Peter Wilkinson, Kevin Swaffield, John Staines, Fred Parnis, and Richard Zabielski assisted with the insulation, plaster panels and final rendering.

The plumber and electrician completed their final fit offs. The floor tiles were then laid and both toilets were painted out. Kevin Swaffield completed the wall tiles around the basins.

I would like to thank all the members that contributed in anyway in the process of completing both toilets.



New Shed

Conversion From a Storage Facility to a Workshop

As Phat Lam was the surveyor that signed the certificate of occupancy for the new shed, he had all the information that was required. The addition of overhead emergency and door exit lights plus designated fire extinguisher locations completed the regulatory requirements. As a workshop the total occupancy of the Shed has increased from 40 to 52 people.

Total cost of both projects was \$17,400.

Ian Lupson
Project coordinator

Editor footnote. Our thank goes to Ian Lupson who not only coordinated the project but worked on all aspects of the toilets and shed conversion. Well done Ian.

SPONSORSHIP



We proudly acknowledge supporters for 2019/2020

Bunnings Sunbury

City Of Hume

Josh Bull MP

Federal Member Rob Mitchell

KFC

Geyers Newsagency

Elite Tyres

Autobarn

Ned

Bunnings

Sausage Sizzles

Sausage sizzles at Bunnings have been a valuable contribution to the shed's finances with shedders putting in over 30 hours of volunteering each time. The Sausage sizzle ceased in February due to COVID 19 restrictions but we still managed to raise \$8231.75 up to end of January. This included a special donation of \$500 from Bunnings due to cancellation of sausage sizzles

Helping out at Bunnings and Bunnings helping the shed

Besides sausage sizzles the Shed also enjoys getting involved with activities at Bunnings, eg Fathers Day and Ladies night.

We also acknowledge Bunnings assistance throughout the year. Lyn Rayner has been very good to the shed and we really appreciate her support.

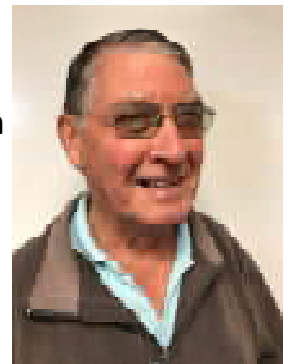
Presidents of the Shed since inception

Garry Pettit
Ian Lupson
Dieter Jankovic
Kevin Swaffield
Mike Newman

LIFE MEMBERS



Garry Pettit



Ian Lupson

VALE

The following members passed away during the past 12 months

Allan Beck

H U M E
E
N Sunbury
S H E D