

MiSMK Steering Group Meeting Record 06-01-14 v1.doc

Unit 30, Kiln Farm

Attendees: Gary Noakes, Peter Gallagher, Les Hubbard, Michael Sheppard, Dave Lewis, David (DJ) Lloyd

In attendance:

Apologies: Nigel Paterson, Peter Hyde

Steering Group Membership:

- Gary Noakes, **Chair**
- Peter Gallagher, metal workers. **Treasurer.**
- Nigel Paterson, woodworkers. **Secretary.**
- Les Hubbard, Others.
- Michael Sheppard, Eco and others
- Peter Hyde, model makers
- Paul Griffiths, Age UK MK, in attendance.
- Dave Lewis, in attendance
- David (DJ) Lloyd, in attendance

Actions

Item	Action	Key dates, Who
	<u>Fund Raising</u>	
1.	Heating for Mezzanine. Surviving Winter Grant, £721 applied for to include oil filled rads, fan heater, controllers, insulation for skylights.	P Gallagher
2.	Galaxy Award. £300 applied for to cover cost of Dust Extractor	P Gallagher
3.	Stantonbury Parish. Invited to apply for £1000 grant. Decision to apply for monies for Stair lift.	P Gallagher
4.	Milton Keynes Community Foundation. Turned down for Step Grant but invited to apply for small award, up to £1500. Decision, apply towards Band Saw replacement.	P Gallagher
5.	Parish Awards. Identify those with high Precepts and shortlist those to apply to.	Dave Lewis
6.	Co-op. Apply as part of £5000 estimate for tools/machine training and accreditation of members. Obtain role description of trainer from Nigel.	Michael Sheppard, P Gallagher
7.	Biffa. Apply for training and accreditation to make up Co-ops potential offering to £5000	Nigel Paterson
8.	Lottery Funding. Investigate and apply.	Les Hubbard
9.	Masons. Investigate and apply	Les Hubbard
10.	Fishermead Councilor. Chase £1000 funding opportunity.	Gary Noakes
11.	Age UK funding opportunity, perhaps to cover revenue shortfall. Chase.	Paul Griffiths
12.	Consider other funding sources after exhausting the above e.g. John Lewis, Lions, Round Table, Tudor Trust	
	<u>Membership and Subs</u>	
13.	Survey drafted to gauge membership on revised subs level. Amend to set recommended levels, agreed at £25 annual membership and £5 p.w. guide on attendance donation.	P Gallagher

14.	Give 2 week notice of EGM to decide on outcome of Survey on subs level.	Nigel Paterson
15.	Noted, request to new members on payment of annual membership to be deferred two months. Attendance donations to start near immediately on joining.	P Gallagher
16.	Increase in membership numbers. Develop action plan. Consider feedback from survey.	ALL
17.	Convene meeting of Social and Health workers on needs assessment and potential funding of new and existing members with health issues.	Paul Griffiths
18.	Engage with organizations with interest in retirees: - John Lewis – David Lewis? - Via Breakfast Clubs – P Gallagher	P Gallagher David Lewis?
19.		
	<u>Organisation</u>	
20.	Volunteer Workshop Coordinator. Requested via Community Action. Chase.	P Gallagher
21.	Volunteer Fundraiser. Requested via Community Action. Chase.	P Gallagher
22.	CIO application. Amendment of Objectives requested. Material supplied. Chase.	P Gallagher
23.	E-Commerce Site. Progress Machendrix's proposal.	P. Gallagher, Steve Heath
24.		
	<u>Building and Facilities</u>	
25.	Computer tidy up.: - Install suspended under desk arrangements for PC – Gary. - Drill holes for cabling – Heinz. - Shelve for cabling - ????? - Move filing cabinets - ????? - Photos of finalized arrangement – Peter - Follow up with Network rail on flat screens - Gary	Gary Noakes, Heinz Elbers P Gallagher A.N.Other?
	<u>Other Items Brought Forward from Previous meetings</u>	
26.	Fire alarm testing.	Nigel Paterson, Gary Noakes
27.	Smart Water, look to source.	
	<u>Health and Safety</u>	
28.	Planner Thicknesser demo	P Gallagher Andrew
29.	Router demo	P Gallagher Malcolm Brighton
30.	Bench Grinder course.	
31.	Member Induction	

32.	H&S signs	
33.	Signs for major power equipment: - Competent Person - Authorized users - Does and Don'ts.	
34.	First aid training.	Gary Noakes
35.	<u>Membership, Relations, Promotion and Events</u>	
36.	Draw up schedule of events.	
37.	Pole lathe training. Run this in conjunction with Linford Arts Centre?	Michael Sheppard
38.	Contact other UK Sheds	
39.	Electronic versions of promotional material.	
	<u>IT</u>	
40.	Data Protection. Paul to check. Establish if MiSMK are covered by Age UK MK	
	<u>Wood Working</u>	
41.	Planned purchases	
42.	Ducts Extraction	
43.	Return of band Saw and Dust extractor to Christian Foundation.	
	<u>Metal Working</u>	
44.	Planned Purchases	
45.	Christian Foundation – Lathe, Miller and other offerings	
	<u>Projects</u>	
46.	Birdboxes	
47.	Packing cases for Tools For Self Reliance	Peter Gallagher
48.		
49.		
50.		

Recent Decision Taken