

Men in Sheds MK

Minutes of the Management Group Meeting 1st December 2014

Present: Peter Gallagher, Chair; DJ, Secretary; Nigel Paterson, Michael Sheppard

Apologies: Les H.

Serial	Item	Action
1	Minutes of the meeting held in the Shed on 15 th September 2014 were accepted	
	<p>1. Matters arising:</p> <p>2. Special Needs following an approach from a potential member at Chadwick Lodge. Peter had had discussions with the Lead Occupational Therapist, Robert, and it has been decided that given their clients particular needs that MiSMK cannot provide facilities to support him. However it was agreed to keep this channel open and that we would be prepared to receive further applications from the Lodge and other agencies.</p>	Open
	<p>3. MiS MK Website. There have been discussions in the last week with Steve. Nigel and Peter have agreed to start drafting an outline of the basic structure and content of the website. Many headings were discussed including:</p> <ul style="list-style-type: none"> a. <i>A member's secure area with a depository/ filing system for MiS MK records such as the constitution, byelaws and standing orders, newsletters, photographs and minutes</i> b. <i>A section aimed at potential new members with the welcome pack and a talk through of how easy it is to gain membership and an outline of the facilities on offer</i> c. <i>A section designed for external agencies, saying what we are, what we do and how they might assist members of staff about to retire and how they might contribute to the development of the Shed.</i> 	Nigel & Peter
	4. it was further decided to try to register MiS MK as a domain using whatever suffixes might be available.	Steve
	5. Shop: It is planned to replicate Steve's shop, but there has been no action yet	Steve
	6. Milton Keynes College: all of the potential kit has been collected	Closed
	7. Visit of the High Sherriff: this went well and we have some potential donors to follow up.	Closed
	8. Rent. We are still waiting for a Memorandum of Agreement from Age concern, No further action pending a response from Age UK	Age UK
	9. Special Needs Policy. Noted the review date for the policy is March 2015. (Noted that Peter and DJ have spoken with Alex's Father)	DJ
	<p>10. Fundraising:</p> <ul style="list-style-type: none"> a. Abbey Hill. Still no action so assume this is dead 	Dead

	<p>b. Stair lift: we have the funds in the bank, just waiting to get it approved and installed</p> <p>c. Triton Tools: we are registered and are waiting for some ideas as the basis for a bid</p> <p>d. Co-op this appears to be dead in the water</p> <p>e. Biffa: this appears to be still open with potential</p> <p>f. MK Community: ongoing, with good potential</p> <p>g. Match Funding: completed with an income of about £1,000</p> <p>h. De-Fibrillator: there is a possibility of direct funding for this</p>	<p>Nigel</p> <p>Open</p> <p>Dead</p> <p>Anyone</p> <p>Peter</p> <p>Closed</p> <p>Peter</p>
2	<p>Organisation of Workshop Areas. It was agreed that as a start we would create an inventory of powered tools. To include a record of PAT testing. Agreed that we should purchase a labelling machine.</p>	DJ
3	<p>Stair Lift: Waiting for a meeting with Building Control</p>	Nigel
4	<p>Fund Raising:</p> <p>Lottery</p> <p>It appears that there are three headings under which we could seek funding:</p> <ul style="list-style-type: none"> • Peoples Millions Up to £50K • Awards for all up to £10K • Reaching the community: £10k - £320K <p>Four possible suggestions for bids were discussed:</p> <ul style="list-style-type: none"> • To pump prime the development of more Sheds in MK • Hiring a Workshop Coordinator for our Shed • More and better equipment • The development of the National Men in Sheds UK <p>It was agreed that our priority should be a bid to fund a workshop coordinator</p> <p>Macmillan</p> <p>We have a possibility of a bid for £3,000. We need to develop a case to demonstrate how the Shed has helped men with cancers. This can be based on interviews with relevant members.</p> <p>MK Community Foundation</p> <p>After their visits to the Shed, it appears that they would be receptive to well-designed bids</p> <p><i>Advice from all of the potential funders seems to be similar: ie that we must build a case based on the outcomes we hope to achieve and then demonstrate how funds would be used to achieve that/those outcome(s)</i></p>	<p>Peter</p> <p>DJ</p> <p>Open</p>

5	<p>Computer Equipment.</p> <p>It was noted that all of our IT kit is out of date and uses operating systems that are no longer supported by Windows. Peter has discovered a highly discounted source of kit that is available to charities such as MiS MK. It was agreed to authorise Peter to go ahead and use existing funds to start an upgrade programme to 1) get the operating systems to at least Windows 8 and 2) to replace the server with a more up-to-date model</p>	Peter
6	<p>Finance</p> <p>It was agreed that we need to develop an audit trail for handling cash. This will be based on the receipt book with a simple system of witness, signature, and date</p>	Peter & Les
7	<p>Task Lighting</p> <p>It was agreed that we should seek a quotation to provide task lighting to the small machines area of the wood workshop. This may be in the area of £200 and we will seek funds from the MK Community foundation to cover this</p>	?
8	<p>Website</p> <p>Covered under Matters Arising above</p>	
9	<p>By-laws and Standing Orders Policy document. This had been accepted by the Trustees with the proviso that the Management Committee might want to re-draft or clarify sections. After short discussion it was agreed that we are content with the document as it stands, again with the proviso that we may need to re-visit it in the future.</p> <p>Agreed to publish the document as it stands</p>	
10	<p>2nd December Cancer Forum. Noted that Peter and Nigel will attend on our behalf and mount a display of photographs and have our welcome packs available</p>	Peter & Nigel
11	<p>AOB</p> <p>The outcome of the Cup Cake challenge was discussed. It was noted that this had raised only a tiny fraction of the total funds that had been anticipated. It was also noted that Men in Sheds had not had any publicity after all of our hundreds of hours of work. It is likely that we will be offered only a very small sum as our percentage of the money raised. It was agreed that we should waive this money and rather ask a) for our expenses to be covered and b) that the organiser should try to generate some adequate publicity for MiS MK.</p>	

The next meeting of the Management Group will be on Monday 15th December at 12.30

Approved. P Gallagher

Peter