

Men in Sheds Milton Keynes

Meetings of the Management Committee and the Board of Trustees were held at the Shed on Monday 1 October

MINUTES OF THE MANAGEMENT COMMITTEE

Present: Michael West (Chair), Nigel Pigott (Secretary), John Orme (Treasurer), Les Hubbard, Andy Selby.

Apologies: Nigel Patterson

In attendance: David Sawyer, Tom Aal

David Towell had informed the Committee of his resignation and a replacement social area rep needed to be sought.

1. The Minutes of the meeting held on 1 August 2018 were agreed as a correct record

2. Shed improvements

- Draught-proofing of roller door agreed that further draught-stripping of door should go ahead. **NPa** to attend to.
- Extraction System has been extended to cover wood lathes
- Welding bay has been re-designated as hot work area. Timer has been installed but is not yet working properly. More safety signage and installation CCTV camera is required. **AS/MW**
- Metalworking area clearance and redesign continues. Additional lighting is needed in bays housing machinery. **ACTION JO/AS**
- Heating system No plans to recommission the wet system at present. Current system could be improved by remote activation of oil-filled radiators. WiFi-based system under development by Paul in Makerspace. The social area might be offered the use of the office during the winter months as it was easier to keep warm.
- Water system Anglian Water inspection outcome requires a number of changes to the current installation. Quotes from a plumber are awaited and the work needs to go ahead as soon as possible to ensure compliance. A grant application for £1500 towards the cost has been made to MKCF. **JO following up.**
- Painting of toilets Volunteers are lined up to do this.
- New fob system currently being tested by **MW**. Machine access control system will follow. **JO** has analysed logins on old system.
- Digital info screen **MW** following up
- Jobs list **MW** following up
- Website redevelopment **JO** is producing a consolidated membership record by integrating various sources. The aim is to

enable access by members to their personal data. Agreed that a new website should be built on Wordpress with our own domain name. **JO** to implement and **NPi** to assist with content creation.

- Email accounts to be migrated to Microsoft Cloud. **MW** following up
- DropBox Files and file organisation need to be reviewed and rationalised. **NPi** to follow up
- New machine switches have been installed
- Electrical upgrades/repairs The cost of installing 3 phase and other improvements, including a smart meter, is estimated at £2500. A funding bid to Mick George (waste management company) is in hand (**MW**). Front lighting is now functioning and a quote for PIRs is to be obtained (**JO**). Repairs to the emergency lighting will also incur a cost. Improvements to the workshop infrared heating are also desirable to make them less wasteful of energy.
- Office PCs are extremely slow. It was suggested that the installation of SSDs might improve things. **MW** to follow up.
- Downstairs storage room is to be cleared out and surplus equipment moved to room 4 or disposed of. There has been a proposal to turn the room into a photographic darkroom as it has all the necessary attributes. David Sawyer and Alessandro Pontillo to pursue.
- Waste disposal is becoming increasingly problematic. **MW** to investigate cost of a regular collection.

3. Health and safety and training update,

Peter Gallagher is continuing to pursue deployment of Classmarker accreditation across the Shed. This is particularly needed for the metal lathe and abrasive wheel. Accreditation should eventually be integrated with the new access control system. Additional experienced demonstrators are needed. **NPi/MW** to continue working through.

4. Defibrillator acquisition

This is seen as a high priority, given the Shed's demographic. **David Sawyer** has obtained a range of prices and suggested there would be little advantage in buying the most expensive. MK Rotary and Freemasons were suggested as possible sources of funding.

5. Projects, including storage and labelling

There is continuing concern about the lack of tidiness of the Shed. It was suggested that there should be a work party every three months to tidy the Shed and to clear out unwanted or unidentified/unlabelled items and materials. Some individuals were using the Shed for long term storage of projects and this needed to be discouraged. Agreed that weekend of 13/14 October should be designated 'hack the Shed' days. And that there should be a 30 day amnesty for removal of unclaimed projects. **MW** to follow up.

6. Development of a social calendar

Various suggestions for social activities had been made, including a trip to the Sutton Courtenay Shed in Oxfordshire by **JO**. It was expected that those who were most active in the social area would take the initiative with this.

7. Extended opening hours

Evening and weekend opening hours had been extended and were proving popular, especially with the Makerspace. Slack was being used as a means of publicising times when the Shed would be open. Needs communicating to both users of the shed.

8. Shed Code of Conduct

Some recent incidents suggested that a Code of Conduct to which all Shed members would sign up was desirable. **MW** to prepare a draft.

9. Additional sub-committees

There was a case for a subcommittee to take some responsibility for the Makerspace. **JO and MW** to consider further. Other ad hoc working groups might be needed to oversee specific tasks.

MINUTES OF THE BOARD OF TRUSTEES

Present: as above

10. Finance report

It was noted that changes to bank signatories, in line with the change of officers, were in hand with the Co-op Bank but the process was proving extremely slow. The Treasurer was also investigating whether a move to Metrobank would be advantageous for the Shed, both in terms of the convenience of two local branches and the possibility of an interest-bearing account.

Energy costs are a growing concern, especially with the winter approaching. The Makerspace is to be asked if it can help with a smart approach to energy use monitoring. (**JO**)

In response to a query about whether Gift Aid could be claimed on demijohn donations it was noted that this could be done if we had donors' addresses but it was complicated and probably not worth pursuing.

11. Board membership

Les Hubbard had been elected by the EGM as an external trustee by virtue of his role with the MK Play Association. It was recognised, however, that in the longer term a trustee who was completely independent of the Shed was desirable. It was questioned whether

DBS certification was desirable for the officers, and in particular the Chair and Treasurer. **MW** to pursue

12. Governance training

NPi reminded the Board that MK Community Action offered governance training to non-profit organisations in the area as well as a self-assessment process that could be of benefit to Management Committee members and trustees. **NPi** agreed to complete the self-assessment.

Date of next meeting

Monday 3 December 16.00-18.00

Nigel Pigott, Secretary
19.10.2018

Signed:Date.....Nigel Pigott, Secretary

Signed:..... Date..... Michael West, Chair