

**MELBA SHED INCORPORATED**  
**BUSINESS PLAN**

*For period ending 30 June 2015*

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## **1. PURPOSE AND FORMAT OF THIS DOCUMENT**

### **Purpose of Melba Shed**

Melba Shed Incorporated is a club which provides a social outlet for men in the north-west Belconnen area who are not in the workforce. It provides a weekly meeting for all members, and several Special Interest Groups for members interested in specific activities.

### **Purpose nature and of Business Plan**

The purpose of this document is to detail the Committee's plan for effective operation of the Shed during FY 2014-2015, including the shed's mission, objectives, governance, activities, and strategic requirements and limitations. To provide context, a short history of the Shed is also included

The Plan is for guidance only. Committee members are not bound to follow the guidance.

Also, the Plan is not permanent. The committee will amend the Plan as it sees fit, to maximise benefits to members. Shed members are encouraged to recommend changes to the committee.

### **Philosophy behind the Plan for 2014-2015**

Because the Shed has operated successfully for the past few years, the intention for 2014-2015 is to generally follow the governance and practices as at June 2014, but to remain flexible and to implement any changes which seem worthwhile.

## **2. FORMATION AND GROWTH OF MELBA SHED**

Melba Shed is a joint initiative of the Rotary Club of Ginninderra and the North Belconnen Uniting Church. It was launched by the Chief Minister of the Australian Capital Territory in August 2008.

Membership has grown from about 8 in 2008, to 90 in June 2014. In early 2014, average attendance at Friday meetings was about 50; however, most

members are regular attendees who are absent from meetings only for specific reasons, especially travel.

### **3. MISSION**

The mission of Melba Shed is to provide an environment in which people can enjoy company, and by doing so promote happiness, lessen loneliness, and improve mental health.

### **4. OBJECTIVES**

The objectives of the Melba Shed are:

- to encourage social interaction, by providing a friendly and non-threatening meeting place for people of all ages;
- to encourage people to use and share their particular skills with others; and
- to provide referral or mentoring services as necessary.

This is achieved by:

- a program of presentations and activities on a broad range of topics and issues; and
- a wide range of social and physical activities.

### **5. GOVERNANCE**

#### **Incorporation**

The Shed is incorporated under the ACT Associations Incorporations Act and Regulation 1991. It has an Australian Business number but is not GST registered. It is a not-for-profit organisation and does not lodge tax returns.

#### **Constitution (Model Rules)**

The Constitution is that prescribed in *Model Rules* as set out at Schedule 1 of the Regulation.

## **Australian Men's Shed Association (AMSA)**

Melba Shed is a member of the Australian Men's Shed Association, and has insurance cover through that organisation. However, the Shed is generally independent of AMSA.

Further, Melba Shed, unlike most AMSA Sheds, is usually not involved in manual hobbies. Instead, it generally follows intellectual pursuits and non-strenuous physical activities.

## **Membership**

There are no restrictions on Shed membership.

Membership is governed by ACT Regulations (Part 1.2 of Model Rules). Adherence to these Regulations is also necessary to comply with insurance contracts.

Applicants for membership are formally nominated and seconded by existing members. Applicants formally accepted by the Committee are listed on a formal Membership Register. Memberships are renewed each year only if renewal is requested; this is particularly important for insurance purposes.

The Committee monitors membership and attendance in compliance with ACT Regulations, to meet insurance requirements, and to facilitate following up the health and well-being of those no longer attending. Where necessary the Committee may arrange visitation programs or refer members to counselling or other services.

## **Shed Committee**

A committee of seven members is elected annually in accordance with the Act (Part 1.3 of Model Rules).

## **Annual General meeting**

An Annual General Meeting is held and conducted in accordance with Part 1.4 of the Model Rules.

## **Funds management**

Funds are managed in accordance with Part 1.5 of the Model Rules.

The Shed is a 'not for profit' organisation.

So that no person will be deterred from attending the Shed because of financial hardship, the entrance fee and annual subscription are set at zero.

Most funding is by donation (recommended amounts are \$2 for ordinary meetings and \$4 for BBQ meetings) to meet the cost of refreshments, food, rental of the meeting hall, and purchase and maintenance of equipment. Occasionally fund raising events, eg BBQs at Bunnings or Woolworths are held. If large purchases are required, appeals are made for donations from members who can easily afford them

The North Belconnen Uniting Church provides use of its community centre and meets the cost of power and rates. The Shed contributes \$1000 per year towards the cost of operating the centre, and occasionally undertakes maintenance work on the community centre as agreed with the Church.

The Rotary Club of Ginninderra provides support to the Shed as a community service project.

The Shed maintains an operational budget for each financial year. The Treasurer reports at each committee meeting and to the annual general meeting. Accounts are audited.

The Shed monitors the availability of Government and other grants of relevance to its activities. To date it has received little government assistance because government has directed funding to Sheds in greater need of support.

## **6. SHED ACTIVITIES AND PROGRAM**

Shed activities comprise:

- a. Friday morning meetings of all members,
- b. Special Interest Groups, and
- c. occasional volunteer work.

Details of all activities are published on the website and in the weekly Shed Newsletter.

### **Friday meetings**

In a normal month, three Friday meetings are held from 9.30 to 12.00 at the Shed premises. These begin with light refreshments and 'chin wag', followed at 10.00 by about thirty minutes of administration, including reports from the Special Interest Groups.

At two of these meetings per month, the administration session is followed by a visiting speaker from any of a wide range of occupations, services, political parties, and cultural entities. After these weekly meetings several members (usually six to twelve) meet for lunch at a local club.

On one meeting each month, the administration session is followed by group activities or by short talks from members, and by a sausage sizzle.

A roster of members to undertake catering and associated tasks at meetings is maintained. Rostered members are reimbursed for any expenditure.

The fourth meeting of the month is generally an excursion to a workplace (normally of a community nature), a cultural establishment, or a nature reserve. A chat meeting is held at the Shed on excursion days for the benefit of members who cannot participate in excursions.

The program for the visiting speakers and excursions is decided by the Shed Committee about two months in advance.

### **Special Interest Groups**

Special Interest Groups have been operating for several years, and are increasing in scope and popularity. These groups are responsible for their own governance, but, where necessary, the Committee will make decisions affecting them (e.g. the walking group 'no dogs' policy). The groups are covered by the Shed's insurance policy arranged through AMSA.

Cycling The longest operating and most attended SIG is for cycling. About 20 members participate regularly, and about ten members ride each day, Monday to Friday. Members start from many suburbs, and the average ride distance is about 20 kilometres return, including about 5 kilometres around Lake Ginninderra. Participants meet for coffee at a lakeside café at about 0800. Once a fortnight a longer ride (normally an additional 10 to 20 kilometres) follows coffee.

Computing Class A two hour computer class led by two members meets weekly.

Walking A walking group meets fortnightly, sometimes in urban reserves, and sometimes in national parks outside Canberra. Walking times vary from about two to three hours, and difficulty is varied to cater for a range of capabilities.

Recently formed groups A weekly chat group at the Raiders Club at Kippax, a mah-jong group, and a choir group began in 2014. The mah-jong and choir groups have since disbanded.

Future Groups Members are encouraged to recommend the formation of additional groups. It is likely that other groups will emerge. Access to the community centre by such groups is subject to negotiation and agreement at the time, and must have regard to the needs of other users of the centre.

## **Volunteering**

Meccano During school terms about ten members spend about two hours on one day each week building meccano models with schoolchildren at several schools. This is important for boys without male role models, but some girls are also in the groups.

Landscaping About twice a year about twenty members assist with landscaping at Greenhills not-for-profit conference and accommodation centre which hosts interstate students visiting Canberra.

Building Many members helped build an extension to shed premises in 2013. Others helped with community BBQs to raise funds for the extension.

## **7. ACCOMMODATION**

Accommodation is provided by the North Belconnen Uniting Church in its community centre at Conley Drive Melba. This comprises a meeting room, a kitchenette, and an outdoor meeting space.

Shed members helped (financially and physically) to extend its meeting room in 2013. The current room can accommodate about 70 members.

The Shed liaises with the church on the adequacy and long term availability of its premises. The Shed has looked at, and rejected, alternative venues; it sees value in maintaining its close relationship with the Church, and the Church sees the Shed as a significant pastoral care initiative.

The Shed has acquired a computer, a projector, and a sound amplification system. In 2014 the Shed also purchased an air conditioner for the meeting room. The current donation system is adequate to maintain and replace the equipment.

## **8. RISK ASSESSMENT**

The Shed Committee maintains liability insurance through AMSA, and monitors the activities and physical environment to ensure that it is aware of relevant risks.

### **Operational risks**

The major risk identified by the Melba Shed Committee is that the Shed accommodation will become inadequate if attendance numbers continue to grow. This risk will be monitored.

There is also a risk that the ability to attract a continual supply of speakers will diminish. However, this has not presented any difficulty to date.

### **Health and safety risks**

The risk of a health incident or accident at a Shed meeting or Special Interest Group is addressed by several members having current first aid certificates. The Shed has a first aid kit and its meeting room is close to ACT emergency services resources. Emergency contact details are maintained for all members.

Applications for a government grant for a defibrillator have not been successful.

The risks associated with the management and operation of Special Interest Groups are addressed by ensuring that a Shed member is designated as leader of each activity, and that the leader understands the risks and issues associated with the activity.

The committee informally monitors members' attendance with a view to following up the health and well-being of those who no longer attend. Where necessary or appropriate, visitation programs are arranged or encouraged, and referral to counselling or other services is made.

The community centre premises in which the Shed meets are subject to the ownership and control of the North Belconnen Uniting Church. Health and safety issues associated with the Shed's use of the premises are reported to the Church.

## **9. COMMUNICATION**

The Shed communicates with its members through its website, weekly newsletter and weekly meetings. Members and Special Interest Groups have ample opportunity to report on their activities.

Committee meetings are open to all members to attend should they wish.

A website and weekly newsletter are maintained a high standard.

The word-of-mouth success of the Shed is such that broader marketing and communications strategies are not seen as necessary.

Bob Salmond

Secretary

29 June 2014

Approved by Committee July 2014