

**Garrison Petawawa Wood Hobby Club
Executive Meeting Minutes
Date 7 January 2024
319 Menin Rd. Bldg. D-2**

In Attendance

Les Brum	President
Tim Scheer	Vice President
Lou McEvoy	Fire Warden
Don Francis	Resource Manager
Wade Neigel	Secretary
Vacant	Treasurer

Regrets

Jack Manfield	Volunteer at Large
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- | Item | Discussion | Action |
|------|--|-----------|
| I | Meeting called to order at 19h00. | Info |
| | <u>Introductory Remarks:</u> | President |
| | Les B. thanks all those in attendance and noted it has been some time since the last executive meeting. | |
| II | <u>Previous Meeting Minutes:</u> | President |
| | Previous meeting minutes were from 2022. They were not review as they are no longer are relevant to the club's operations. | |
| III | <u>Treasurer's Report:</u> | President |
| | Treasurer is currently vacant. Les B. provided an overview of the club's current financial situation. Club funds are sitting at approx. \$18,300. | |
| IV | <u>Old Business:</u> | President |
| | Action Item - Les B. stated that a Base Representative had visited the club and checked the electrical wiring in the basement of the facility. The Base Rep. confirmed the current electrical infrastructure in the building is sufficient to connect the new planer. No details as to when this will take place have been provided to the club | |
| V | <u>New Business:</u> | Info |
| | a. Les B. stated he would be unable to perform his duties as President within the club for an indeterminate period time | |
| | b. Tim S. current club Vice President will be acting President in his place. The handover process is in progress. | |
| | c. Don F. will hold the dual role of acting Vice President during Tim's acting role as President and Resource Manager. The handover process is in progress. | |
| | d. Acting roles and executive situation will be review and followed up on at the next executive meeting. | |
| | e. As part of this handover process the membership list is to be handed over to the full executive to be managed collectively. | |
| | f. Les B. stated that Bailey H. Club Liaison requires a 2024 | |

budget by Friday, 23 February. Proposed budget items as follows:

- i. Tim S. motioned that the jointer blades be sharpened at a cost of no more than \$300 until new helical blades can be purchased.
Seconded Don F.
Carried.
- ii. Wade N. motioned to purchase of 10 large, band-saw blades at a cost not to exceed \$300. Les B. volunteered to purchase these items.
Seconded Don F.
Carried.
- iii. Wade N. motioned to purchase of purchase 5 small band-saw blades at a cost not to exceed \$200. Les B. volunteered to purchase these items.
Seconded Don F.
Carried.
- iv. Lou M. motioned to purchase capstan wheel for the drill press at a cost not exceeding \$300.
Seconded Wade N.
Carried.
- v. Mr. Brum suggested the purchase of a new wood lathe, as the current one is unsafe to operate. Don F. motion to purchase a new wood lathe at a cost not to exceed \$9,000.
Seconded Wade N.
Carried.
- vi. Tim S. motioned to purchase new helical heads for the jointer at a cost not exceeding \$3000.
Seconded Lou M.
Carried.
- vii. Don F. motioned to investigate modifying the current ductwork to incorporate the segregated equipment into the common ductwork system. This would mean that all of the sawdust would be collected inside the building and not outside where it is harder to access and dispose of. It was suggested that the total cost of this modification should not exceed \$1500.
Seconded Lou M.
Carried.
- g. Wade N. brought up the reoccurring drainage issue at the club location. Tim S. is to follow up with Bailey H. Club liaison to find a solution to this issue.
- h. Tim S. informed the executive that there is a new maintenance journal in the secure storage room. This journal is to be used to document equipment needs and repairs.
- i. Wade N. reported the damage to bottom corner of the double doors by the planer. Tim F. volunteered to assist Wade N. in repairing it.

VI Items from the floor:

Don F. brought up the issue of unlabelled member projects being left out or abandoned in the working areas of the facility. Unclaimed project present a number of safety risks within the facility and cannot continue. Wade N. will draft a Notice to Member letter with a specific date of posting and a date after which the project will be removed and placed in a common area, unless they are completed or removed by the member.

VII CLOSING REMARKS.

- a. Next Executive Meeting will be Tuesday June, 4, 2024.
- b. Clubs Annual General Meeting will be Saturday June 15, 2024.
- c. Les B. thanks all those in attendance.

VIII Meeting adjourned 20h00.

Tim Scheer

Tim Scheer
Acting President
Date:

Wade D. Neigel

Wade Neigel
Wade Neigel
Secretary
Date:

Comments:

1. Not all action items listed in minutes have happened at this time
2. As per follow up discussion with club, Bailey H. has sent the current Balance Sheet to full executive for review as well as provide access to Booking Membership Module.
3. As per follow up discussion with club, Bailey H. has followed up on old business regarding electrical infrastructure situation reference the jointer blowing the breaker and the new plainer being hooked up. No update as of yet.
4. As per follow up discussion with club, Bailey H. has followed up on the drainage issue at the facility and pending solutions in progress. No update as of yet.
5. As per minute review discussion, the club executive will include Bailey H. on any safety updates or changes made within the club as well as keep her informed on any clubs activities and meetings moving forward.
6. Letter to the members pertaining to the abandoned projects, has been sent out to all club members by Wade N.
7. There was a delay in meeting minutes submission up the chain due to needed minute corrections and executive scheduling conflicts.

* Next Meeting June 4, 2024 confirmed 6:00 pm
** Minute format changed through printing process

Bailey Hartnell

Bailey Hartnell
Club Liaison
Community Recreation Coordinator

May 27, 2024

Date

(lathe, dustwork, jointer heads).

Comments: Club confirmed large purchase items are not immediate purchases and more aspirational at the moment. Club will look to purchase replacement items (blades, wheel, etc) for regular machine maintenance.

Brendan Cunliffe

Brendan Cunliffe
Manager Community Recreation

27 May 2024.

Date

RECOMMENDED/NOT RECOMMENDED

Nathan Lane
Senior PSP Manager

Date

LCol R. Balkaran
DComd 4 CDSG

Date

APPROVED/NOT APPROVED