

**Garrison Petawawa Wood Hobby Club  
Executive Meeting Minutes  
21 April 2025  
319 Menin Rd. Bldg. D-2**

In Attendance

Tim S. cheer	President
Greg Woollan	Vice-President
Don Francis	Resource Manager
Lou McEvoy	Fire Warden
Jack Manfield	Treasurer
Wade Neigel	Secretary

Item	Discussion	Action
	Metting started at 1830.	All
I	<u>Introductory Remarks:</u>	
	Tim S. thanked the members of the club executive for attending.	President
II	<u>Previous Meeting Minutes:</u>	
	Tim S. read the minutes of the previous meeting from 16 October 2024. The minutes were read and accepted as read.	President
III	<u>Treasurer's Report:</u>	
	Jack M stated that there was \$17,062.38 of unencumbered funds available in the account. He spoke to the average income from memberships versus monthly expenditures. The balance is being maintained to cover the upcoming costs of equipment installations and building maintenance. He said he would contact PSP about how membership dues are transferred to the club. Don F motioned that the balance be accepted as read. Seconded by Greg W.	
IV	<u>Old Business:</u>	
	a. The many burned out light bulbs were changed.	Resource Manager
	b. The new planer installation is still on hold. Tim S. stated that he is waiting for either having Base to start the wiring installation or permission to source our own electrician to complete the task.	President
	c. There was discussion about delaying the floor repairs until all the new-to-us equipment is installed.	President
	d. It was decided to delay the purchase of a new wood lathe until the previously mentioned equipment is installed. In the interim, it was discussed that the unsafe tailstock be taken for an estimate on repairs. Seconded by Greg W.	Resource Manager
	e. The topic of the damage to the outside hopper needing more repairs was discussed. The President said that the hopper might need more repairs, and it would be addressed in the summer.	President
	f. The topic of the position of custodian was discussed. It was decided that the position will not be created. Seconded by Wade N.	Secretary
	g. The topic of a generic club email was brought up again. Tim S. will approach Brendan C about the new contact at PSP being able to provide the email address for the executive to access.	President
	h. Greg W brought up the status of the spring return on the drill press. Parts were ordered and were installed.	Vice-President
	i. The issue of spring flooding into the basement was discussed and it was agreed that there probably would not be a flood such as last year. Other options were discussed such as expanding the current window well with a corrugated steel well. This will be discussed in further detail at the next meeting.	Resource Manager

- j. The heaters in the building were discussed again. Tim S. and Greg W. mentioned how the heaters are running constantly. Tim S. said that he would let PSP know about the issue.
- k. Not all members signed the Base Anti-Harassment policy sheet at the sign in book. It was decided that Tim S. would propose to PSP that they make signing of the policy a part of registration. President
- l. Tim S. said that the letter to Anne Brum was delivered to her, and she seemed to appreciate it. President
- m. The loose router bits were organized to prevent damage to them. Vice-President

#### V New Business:

- a. The recently repaired table saw fence has been damaged again. Frustration was expressed about the damage and potential danger caused by the incident. There was discussion about not being able to get an exact replacement. Various suggestions were discussed including getting a entire fence system. Tim S. and Don F. will investigate options. President  
Resource  
Manager
- b. The club by-laws will be reviewed by the executive for possible edits. Wade N. will send a copy to the executive for review. A date of 19 May 2025 was set as the date when all suggestions would need to be sent to the Secretary for compiling. The date of 26 May at 1800 was set for a special meeting to discuss the by-laws. A revised copy would be sent to Brendan C. for review. The by-laws would be sent to all members for viewing before the spring AGM and clean up Executive
- c. Jack M. brought up the dates for upcoming deployments. A discussion about sending out an email to all members was proposed. The President will compose a letter for PSP to distribute to all members reminding members who might be deployed to ensure that their membership is paid up and to ensure that their projects are removed. To prevent any conflicts, members can inform the executive that they will be deployed so that we know that they are deploying and will be returning to the club upon redeployment. President  
Treasurer
- d. It was noticed that there is a monthly maintenance form by the compressor in the basement, but it has been several years since it was last inspected. Tim S. will contact PSP about the procedure for getting it back on a regular maintenance schedule. This will include who would be responsible for installing a line dryer as water sometimes accumulates in the tank and comes out of the air lineS. Tim S. will also ask about getting the second compressor connected so that it can be brought into service if the primary should fail. Treasurer  
President
- e. The snowblower will be serviced for summer storage by Jack M.
- f. Replacement band saw blades, thin-kerf cut-off saw blades bench belt sander belts will be ordered by Tim S. Seconded by Don F.

#### VII CLOSING REMARKS.

- a. Tim S. again thanked all the members of the executive attending the meeting.
- b. The next executive meeting is set for 26 May at 1800 to discuss the by-laws.
- c. Don F motioned that the meeting be adjourned.  
Seconded by Jack M.
- d. Passed.

VIII Meeting adjourned 2030



Tim Scheer

President

Date:

Wade Neigel

Wade Neigel

Secretary

Date: 22 April 2025

May 5/25

\_\_\_\_\_  
Caeley Stevens  
Recreational Coordinator

Date

\_\_\_\_\_  
Brendan Cunliffe  
Manager Community Recreation

Date

**RECOMMENDED**/NOT RECOMMENDED

\_\_\_\_\_  
Nathan Lane  
Senior Manager PSP

Date

**APPROVED**/NOT APPROVED

\_\_\_\_\_  
LCol N.B. Forsyth  
Deputy Commander 4 CDSG

Date

