



**LAKE MONGER  
COMMUNITY SHED**



## **LAKE MONGER COMMUNITY SHED INC.**

### **ANNUAL REPORT – 2022**



## ABOUT US

### Introduction

This document is the Annual Report for Lake Monger Community Shed Inc. for the twelve months to 30 June 2022, and will be presented to the members at the Annual General Meeting (AGM) on 29 September 2022.

### Our Mission

The mission of Lake Monger Community Shed Inc. (LMCS) is to enable members of the community to come together and share their experiences in life, develop new skills and friendships, pursue their hobbies, undertake community projects and / or just talk with LMCS members to promote longer, more active and healthier happier lives.

### Our Vision

The vision for LMCS is to provide an accessible, safe, friendly and welcoming inclusive environment that will foster camaraderie, contribute to improved health, happiness and well-being of all LMCS members, so benefitting the community.

### Our People

#### Board Members

Name	Position	Dates acted (if not for whole year)
Maxwell Puddey	Chairperson	
Andy Oldham	Deputy Chairperson	
Graham McHarrie	Secretary	
Robert Gray	Treasurer	Part year, Retired
David Saggars	Treasurer	Part Year, Incoming
Cornelis De Groot	Board Member	
Roz MacKenzie	Board Member	
Rox Dawson	Board Member	
Karl Akers	Board Member	
Robert Fredericks	Board Member	

#### Safety Committee

Name	Position	Dates acted (if not for whole year)
Bill Barns	Safety Chair	
Karl Akers	Member	
Andy Oldham	Member	
Max Puddey	Member	
Brian Galton-Fenzi	Member	
Cornelis De Groot	Member	

### Vocational Group Roles

Name	Position	Dates acted (if not for whole year)
Roz MacKenzie	Pottery Group Lead	
Rob Scantlebury	Steel Group Lead	
Robert Moseley	Wood Turning Group Lead	Part Year
Max Puddey	Wood Work Group Lead	

### Shed Supervisors

Name	Position	Dates acted (if not for whole year)
Maxwell Puddey	Supervisor	
Andy Oldham	Supervisor	
Cornelis De Groot	Supervisor	
Karl Akers	Supervisor	
Henry Kujda	Supervisor	
Ray Yong	Supervisor	Part Year
Jay Funk	Supervisor	
Thomas Maple	Supervisor	Part Year

### Functional Roles

Name	Position	Dates acted (if not for whole year)
Andy Oldham	Membership	
Rox Dawson	Communications / PR	
Richard Scarff	Maintenance / Inventory	
TBA	Administration	New Position – Not Filled
TBA	Project Coordinator	New Position – Not Filled

### Employees

Name	Position	Dates acted (if not for whole year)
No permanent employees		

## Our History - The Journey

The vision to create a Community Shed within the Town of Cambridge (TOC), and the subsequent establishment has been the outcome of a Rotary Club of Cambridge (RCC) project over a 9 year period.

The detailed development journey of the Shed was described in the Chairperson’s report 2021. Our journey has continued and has achieved the following key milestones over the past twelve months.

2021	June 19 – TOC officially opened the LMCS	Approximately 100 invited guests attended.
2021	July 31 – TOC and Board signed lease agreement.	Shed was formally handed over to the LMCS
2022	June 24 – LMCS formally opened for operations	Private projects commenced

## STRUCTURE & MANAGEMENT

Lake Monger Community Shed Inc:

- Is registered with the Australian Charities and Not-for-profits Commission (ACNC);
- Is registered with the Australia Tax Office (ATO) for GST; and
- Has been approved by the ATO to permit the tax deductibility of donations made to LMCS (Inc) i.e. Deductible Gift Registration (DGR).

## CONSTITUTION

At the AGM held 27 October 2021 it was agreed to make the following amendments to the LMCS Constitution which have been fully implemented by the Board:

- The name of the Association has been changed to Lake Monger Community Shed Inc.
- The name of the Shed has been changed to Lake Monger Community Shed which better reflects the location where the Shed is physically located.
- Membership application rules have been simplified; and
- Gender specific references embedded in the objects of the Constitution have been removed. The Constitution now relates to all “members”.

## CHAIRPERSON’S REPORT

### Where We Are now

This year, much has changed again, and despite some uncertainty and procurement delays caused from the ongoing Covid-19 pandemic throughout 2021 and 2022, our efforts have been focused on delivering the Shed equipment needs and the undertaking the internal fit-out of the Shed.

These efforts culminated in the formal opening of the Shed for operations on 24th June 2022 which was held in the Shed at a social gathering attended by the Federal Member for Curtin (Kate Chaney), the State Member for Churchlands (Christine Tonkin), TOC Mayor (Keri Shannon), TOC Councilors, our members and partners.

Since the official operational opening, financial membership of LMCS has grown to 190 at the date of this report, and is ahead of Board predictions. This demonstrates a very encouraging trend, continued interest in our Shed and recognition of the benefits that the Shed brings to the community.

It is clear that our membership has come from very diverse backgrounds and employment vocations which contributes to very interesting conversations and broadens the Shed’s overall array of capabilities. We are very appreciative of members willingness to contribute and participate in Shed busy bees, and to do the work that was required to complete the fit-out of the Shed. Together with the broad cross section of their experiences and knowledge, this has helped to create a collegial and very friendly environment.

### What Have We Achieved

There is much to be proud of for the outcomes that have been achieved over the past 12 months. During this year, the nature and focus of our activities have:

- Completed the purchase of all Shed equipment for the respective functional groups;
- Consolidated our safety program, including members general and specific machine safety inductions;

- Established a new and very successful Pottery group;
- Established a new wood turning group;
- Constructed all the benches, and shuffled all the shelves around numerous times;
- Completed the fit-out of the Shed dust and fume extraction; and
- Prepared LMCS to become operational.

These significant achievements relate to activities that have been carried out by, and with the support of the following organisations:

### **The Town of Cambridge**

TOC have continued to provide significant support to the Shed, and we extend our thanks to the Mayor, Councilors and staff which has resulted in the following achievements:

- Installation of a Shed Internal wall to separate the machine room from the main area to attenuate machine noise and minimise dust migration;
- Installation of the dust and welding fume extraction ducting;
- Finalisation of residual electrical connections to large woodwork and welding machines; and
- Installation of the dust extraction unit.

### **The Rotary Club of Cambridge:**

RCC has continued to strongly support our endeavours, in particular:

- Promoting LMCS within the community;
- Starting to implement joint RCC / LMCS minor projects as part of their community schools' programs e.g. installed a Peace Pole at Woodland Primary School; and
- Provided LMCS with another donation to buy machinery.

### **Lake Monger Community Shed (Inc)**

The Board have:

- Approved the establishment of the pottery group and the purchase of equipment.
- Purchased a pottery kiln, 8 x pottery wheels, and pug mill;
- Purchased 2 x Jessem Router tables and accessories; drum sander and 2 x mitre saws;
- Purchased equipment and materials to re-furbish our CNC Router;
- Worked with TOC to optimize the performance of the dust extraction system;
- Established electrical safety, testing and tagging training of 3 members;
- Implemented the electrical testing of shed equipment;
- Established the training program for Shed Supervisors and coordinated their first aid training;
- Implemented obligations under LMCS lease agreement with TOC;
- Migrated LMCS finances to Xero, and implemented the Square POS system;
- Implemented LMCS Safety Committee recommendations;
- Upgraded the LMCS website and associated computing system;
- Streamlined weekly email notifications to members;
- Commenced the LMCS induction of members on Wednesdays prior to busy bee sessions;
- Substantially extended the Shed hours of operation to accommodate members who are still in the workforce, and have set up Pottery sessions and general induction sessions on Thursday evenings; and
- Continued discounts for members and Shed purchases at Bunnings (Powerpass) and Carbatec (15%).



## Members:

Members have supported and performed the fit-out of the Shed enthusiastically:

- Shared and learnt new skills;
- Participated in shared projects, e.g. table design and construction, and joinery bench;
- Participated in:
  - A two day internal CNC Router Course;
  - Internal Tormek tool sharpening course;
  - A Carbatec presented Tormek tool sharpening course; and
  - In several Pottery tutorial sessions.
- Optimised the layout of Shed equipment and materials, and created space for the pottery kiln, shelving and wheels;
- Ten members attended one day first training aid courses;
- Three members attended a 2-day Mental Health First Aid course which was funded by Christine Tonkin, State Government Minister for Churchlands;
- Membership metrics are:
  - Numbers of members - 195;
  - General Shed inductions completed – 150;
  - Machine inductions completed – 36
  - Pottery inductions completed - 30
  - Number of current first aiders - 10

## The Lake Monger Recreation Club (LMRC)

LMRC continue provide excellent support for LMCS including:

- Permitting our periodic meetings to be held at the LMRC premises at no cost;
- Permitting our LMCS Board to meet monthly at the LMRC premises at no cost;
- Made available an attractive LMRC social membership offering to all LMCS members;
- Allowing us to hold a number of social functions, our AGM and use their bowling greens at minimal cost to CCS; and have
- Bent over backwards to accommodate our flexible meeting schedule.

## FUND RAISING AND DONATIONS

LMCS has been very fortunate (and grateful) for the receipt of:

- Donations of time, effort, willingness and commitment of our Board, committees and members to do the work required to build all the benches, install and commission machines and numerous other tasks to fit-out the Shed to permit shed operations to proceed;
- Donations of equipment from the Claremont Showgrounds Mens' Community Shed:
- Donations of hand tools from private donors;
- The continued support and financial contribution from TOC;
- Receipt of specific financial grants from:
  - A Stronger Community #7 Australian Government Grant which was facilitated by the Federal Member for Curtin;
  - A grant from the Australian Men's Shed Association;
  - Another grant for equipment from Rotary Club of Cambridge; and
  - 3 personal donations.

## SHED OPERATIONAL STATUS

The Shed facility is now well equipped and configured, and provides the current vocational activities;

- Woodwork;
  - Dust extraction has been installed to all woodwork machines with automatic blast gates to capture dust;
  - The CNC router has been completed refurbished, and is operational. Initial training courses have been conducted, however there is a need to increase the design software computer's speed of processing;
  - All machines are work well with some minor maintenance issues;
  - Members who have completed the sawing machine inductions are using the machines on a regular basis and steadily with increasing confidence;
  - Inductions on rotating cutting machines i.e. routers will commence in the near future;
  - Pegboard shadow boards have been installed, and there is now greater organization of these tools;
  - A small computing area is in the process of being established to permit members to increase their computer skills if required.
- Pottery;
  - Following handover of the LMCS, official Pottery sessions were designated to take place on a Wednesday and Saturday morning of each week. Members were free however, to practice their craft whenever the Shed was officially open;
  - In June of 2022 a Thursday evening pottery session was introduced;
  - A strategy to help make the pottery group self-sustaining has been implemented – that includes;
  - Members purchasing their own clay and the hand tools required for their preferred processes;
  - Limiting kiln firings (as much as practicable) to daylight hours in order to take advantage of the Shed's solar panels;
  - The purchase of a pug mill to recycle waste clay;
  - The acquisition (through donation) of four additional throwing wheels allowing for greater membership potential;
  - Creating a team to develop a range of glazes that are mixed in house from raw materials (a significant saving to purchasing pre-made glazes);
  - Experienced members volunteering to give advice and direction to the less experienced (saving the need for paid formal lessons);
  - Experienced members holding specific workshops to foster greater knowledge in process;
  - Charging a small firing fee for each member based on the size and number of pots they produce;
  - Members are encouraged to donate some of their work to fund raising events;
  - Fostering relations with other LMCS disciplines when in need of well thought out solutions for the improvement of the pottery environment (eg benches, timber wheel bats etc);
  - The creation of a WhatsApp group for the distribution of important group discourse; and
  - At the time of this report there were 50 people identified as members of the Pottery Group. Of that number only 5 are tagged as not having been through a Pottery induction.
- Wood Turning;
  - 4 bench mounted operational wood lathes have now been installed.
  - 3 lathes are variable speeds which provides greater control;
  - Donated lathes have been de-rusted, lubricated and have been commissioned;
  - Dust extraction has been installed to capture fine sanding dust;
  - A bench grinder has been donated and installed to provide gouge sharpening;

- A selection gouges and accessories have been provided;
  - Lathe training sessions have been implemented on Tuesday afternoons, and full face shields are mandatory; and
  - Master pieces outputs are starting to be produced, albeit somewhat smaller than originally envisioned.
- Metalwork and welding;
    - The Steel area is now equipped with MIG, TIG and Stick welding machines;
    - Hand held plasma cutting is will be forthcoming after inductions are completed;
    - Welding training bays have been established, and welding training has commenced;
    - Safety is of paramount importance, hence safety signs have been installed and some PPE is provided;
    - Because of Covid, members are required to provide their own welding face shields.

## **MOVING FORWARD**

The key objectives for the next 12 months are to create opportunities for members to socialise, and to ensure that we transform our activities with an operational focus that will permit members to carry out their personal projects, and to do some projects that will provide a financially sustainable operational Shed. To achieve this:

- The Board and members need to identify sustainable revenue raising opportunities by:
  - Continue to visit other Sheds to glean ideas from their projects;
  - Liaise with TOC and MSWA to see if there are community-based opportunities; and
- Continue to Grow Shed membership by 50-60 new members at a pace that is commensurate with our ability to:
  - Fund any additional equipment to ensure members expectations will be met;
  - Train 6 additional supervisors;
  - Technically induct and train all members in the safe use of rotating machines, and complete remaining other machine inductions;
  - Induct new members into the General LMCS Induction; and
  - Participate in the TOC fair on 23 Oct 22;
- Refine operational and capital budgets for the respective Shed functional groups:
  - Woodwork;
  - Metalwork;
  - Pottery; and
  - Wood turning;
- Work towards expanding the provision of additional vocational activities including:
  - Bee keeping;
  - Gardening; and
  - Photography
- Train more members in:
  - First aid;
  - Electrical testing of equipment; and
  - Woodwork and welding supervisors; and
- Embed LMCS operational procedures and systems with members.



## **IN CONCLUSION**

Graham McHarrie and Robert Gray have decided not to continue in their roles as Secretary and Treasurer respectively and retire from the LMCS Board. On behalf of the Board and members, we wish to thank Graham and Rob for their insightfulness and their significant work in establishing the commercial and financial framework of LMCS, and their liaison with the government agencies and the Town of Cambridge. We are indebted to the work they have performed.

We would also like to thank you (as members) very much for your support, work, and passion for our Shed. At the end of the day, it is our people that make the shed and will build friendships that promote and foster greater social interaction and inclusiveness as well as providing excellent opportunities to share knowledge and skills.

The Board is very optimistic and confident that we are collectively building a shed environment that is well on the way to becoming part of a vibrant community hub and an outstanding Community Shed.

Yours sincerely

**Max Puddey**

Chairman of Lake Monger Community Shed Inc.

12 September 2022

## **SECTION 3**

## **OUR FINANCES**

### **TREASURER'S REPORT and FINANCIAL STATEMENT**

The financial report is attached as a separate document and has been prepared by David Saggars - LMCS Treasurer