

**Garrison Petawawa Wood Hobby Club  
Executive Meeting Minutes  
16 October 2024  
319 Menin Rd. Bldg. D-2**

In Attendance

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

Regrets:

Brendan Cunliffe was unable to attend.

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
	Meeting started at 1900.	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, which was the AGM. 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 is still going over past transactions and spoke to letting him know a summary of any expenditures at the end of each month to help him balance the statements from PSP with what the club is spending. This was agreed upon. Don F motioned that the balance be accepted as read. Seconded by Greg W.	Treasurer
IV	<u>Old Business:</u>	
	a. The issues with the jointer have been resolved. Don F was able to research and determine the required adjustment.	Resource Manager
	b. The new planer installation is progressing. Tim S stated that he had spoken with electricians from base and the pre-wiring should be installed in the next month. A new configuration for the sawdust extractor will be in place. There was discussion about how to make the membership familiar with the operation of the planer.	President
	c. RPOPS has turned down our request for floor paint. It was decided that the President and the Resource Manager would source floor paint, and a date would be set to paint small sections of the club floor. Don F motioned that a total of \$600 be allotted for paint. Once the coverage of one gallon was determined, more paint would then be bought. Seconded by Greg W.	President Resource Manager
	d. The topic of the damage to the outside hopper door was discussed. The President said that the door was damaged, and he repaired it but that there would need to be more repairs completed. It was motioned that the hopper be inspected, and a report prepared for the next executive meeting. Major repairs would tentatively be planned for the spring.	President Resource Manager

- e. The topic of the position of custodian was discussed. There was some more clarification needed for the role. Wade N will review the prior discussions and send the executive the information. Secretary
- f. The back door in the break room was repaired along the bottom. There was discussion about replacing it with a steel door. Greg W said that he would investigate that.
- g. The topic of a generic club email was brought up. Tim S said that Brendan C had stated that he was interviewing for a replacement for Bailey H. Once that person is found, the generic email for all clubs would be continued. Vice-President
- h. Greg W brought up the status of the spring return on the drill press. There were more parts that were broken than originally thought so, although it is working, it is not back to original condition. President
- i. Tim S said that he changed the router on the routing table to a larger model. This router requires two wrenches but is an improvement over the original one. Vice-President
- j. Tim S said that he will again be discussing the issue of spring flooding into the basement. It was discussed if filled sandbags could be pre-positioned in anticipation of the flooding. Jack M said that he would look into it. President

President  
Treasurer

#### V New Business:

- a. The topic of heat in the building was discussed. It was determined that there is heat in the building but that the overhead heater in the equipment part of the building does not work. Tim S said that he would be talking with Brendan C and would discuss that with him. President
- b. One member has spoken to the President about bringing their own double-door steel locker into the club. Currently, only single lockers are available. It was agreed that the member could do so. President
- c. Tim S stated that he has contacted several members who have insecure lockers that contain tools, etc. He spoke with a few and was unable to contact others. It was decided that it was the members' responsibility to secure their own lockers, and no further action would be taken. President
- d. Don F and Wade N performed an inventory of wood storage bin. Wade N will digitize the list for better management. The topic of some members having multiple bins was discussed. It was agreed that once a concise inventory list is prepared, an email would be sent out to the membership that the use of multiple bins would be adjusted so that all members have a fair opportunity to use a storage bin. Resource Manager  
Secretary
- e. Tim S brought up the topic of a thank you letter for Anne Brum, the wife of the previous President. Anne had taken care of the organizational tasks for the previous President. It was agreed that a letter would be printed and mailed to Anne. President  
Secretary
- f. The topic of the snow blower being inspected prior to the snow season was discussed. Jack M said that he would take on that responsibility and perform seasonal maintenance as required. Treasurer
- g. Tim S brought up the topic of bags of sawdust collecting outside. Jack M said that he had the contact information for the person who regularly picked up the bags. Jack M said that he would contact the person after the meeting. Treasurer
- h. There was a discussion about some of the safety-guards being removed from the two table-saws. The point that the guards are sometimes a hinderance to using the table saws was brought up. Anti-kickback pawls and riving blades were proposed. Greg W said that he would look into suitable safety devices for the two table saws. Vice-President
- i. Don F brought up the topic about executive members using the maintenance book in the storage room. It was agreed that any repairs or defects would be noted in the book.
- j. It was mentioned that several members of the executive were the focus of frustration from some of the membership when equipment was not working. Wade N brought up the Resource Manager

point that all members of the club are bound by the Base Anti-Harassment policies. Don F asked the President if he would get a poster or flyer to be posted at the sign in book. This topic would also be added to the next email blast sent out to the membership.

President  
Secretary

k. The drum sander was discussed. Don F said that before it can be put into operation, it needs to be effectively ducted as it generates considerable sawdust. He said that he will investigate what ductwork will be required to complete this connection.

l. The topic of moisture in the compressor lines was brought up. Wade N said that he had brought in a person knowledgeable about compressors to look at the configuration. It was noted that the current system could have an air dryer built into the feed pipes to help reduce water making it to the air hoses. He also suggested that a new automatic water drain be installed to better drain the accumulated water in the tank. Greg W brought up the point that the compressor might be considered a pressure vessel and under the control of Base. It was agreed that Tim S would add this to his conversation with Brendan C.

Resource Manager

President  
Vice President  
Secretary

m. Still on the topic of the compressor, there was discussion about the second compressor in the basement. The current compressor is hard wired into a panel box. It was asked if Tim S could have a discussion with the electricians that are coming to install the wiring for the planer, about the possibility of changing the system to a plug in connection. This would allow the rapid change over of compressors should the current one fail.

n. There was also discussion about the condition of some of the air hoses and that the quick connections are failing on some of them. Don F said that he would investigate.

President

o. There was a discussion about the toolbox of router bits that were part of the Base Non-Tech closure. They are currently in a bucket and the bits are becoming damaged. Don F said that there is a wooden router shelf for holding all the bits, in the storage room. It was decided that once the planer is moved from its current position, that the router bit shelf would be installed there for the membership to use.

Theft was discussed so it was decided that the shelf would have a lock, and the membership would need to unlock the cabinet to access the router bits. The shelf will be easily visible on the security camera so any issues can be reviewed in the camera history.

Resource Manager

President

p. The topic of the last but unapproved set of bylaws was discussed. It was agreed that a current and proposed copy should be made available for the executive to review. Tim S will discuss this with Brendan C.

q. The current executive consists of one active military, one military veteran, one retired OPP officer, and three civilian members.

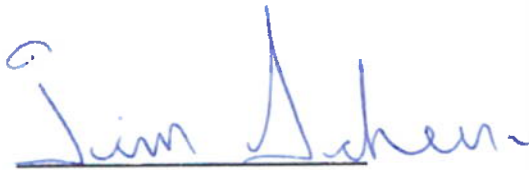
President

Information

## VII CLOSING REMARKS.

- a. Tim S again thanked all the members of the executive attending the meeting.
- b. The next executive meeting is tentatively scheduled for Wednesday, 15 Jan 2025.
- 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: 17 October 2024

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CAULEY STEVENS  
Acting Club Liaison  
Community Recreation Coordinator

25 Oct 24  
Date

Comments: IV G - Discussed with President opening a generic Gmail account on 23 October 2024.  
V A - Heating plant turning on 1 Nov. Will review if heater uses alternative sources to power.  
G - Sawdust removal scheduled week of 28 October.  
J - Sent codes of conduct to executive and harassment policy  
L - Confirming responsibility of compressor.  
P. Bylaws sent to President and secretary.

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Brendan Cunliffe  
Manager Community Recreation

25 October 2024.  
Date

RECOMMENDED/NOT RECOMMENDED

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Nathan Lane  
Senior Manager, PSP

\_\_\_\_\_  
Date

APPROVED/NOT APPROVED

\_\_\_\_\_  
LCol N. B. Forsyth  
DComd 4 CDSG

\_\_\_\_\_  
Date