

AGENDA HAVELOCK MENZSHED MEETING
Wednesday 1st February 2017 (9:00am) at Shed

- **Apologies:**
- **Confirmation of minutes of meeting 7th December 2016**
- **Matters arising:**
 - **Report from David on projects:**
 - **Clearing trees on paper road.** (Graeme following up with Edridges)
 - **Machine capability of members and briefing for new members**
(David)
 - **Shed induction: Formal Process** (David)
 - **Cabot's offer of free paint and stain** (David)
 - **Branding**
 - **Tool purchase** (completed)
 - **Mussel Festival setting up staging: Thursday 16th March 11:00am.**
- **Correspondence (In) * needs discussion**
 - 16th January 2017- Patricia Clay no longer able to review our accounts
 - 21 January Receipt of COGS grant refund (DIA>
- **Correspondence (out)**
 - 21st December: Notice of refund of COGS grant to DIA.
- **Financial report – sent separately.**
- **Matters arising**
- **General business:**
 - **Cost of predator traps.**
 - **Other business**
 - **Next meeting date: 1 March 2017 (9:00am)**