

INDEPENDENT MEN'S SHED ALLIANCE (IMSA)

INFORMATION BOOKLET



Our Vision:

“To enjoy each others company, promote self worth and work ethics while developing and sharing skills for the benefit of both the individual and the community.”

Table of Contents:

Disclaimer:

Please note that the information contained in this Booklet should be used as a Guide only and that you should seek your own independent professional advice on any technical matters.

IMSA

- Background 3
- Heads of Agreement 3
- Membership 3

Establishing A Shed

- Steering Committee 4
- Venue 4
- Management Committee 4
- Incorporation 4
- Operating Guidelines & Business Plan 4
- Taxation 4
- Insurance 5
- Funding 6

Contact Points

- General Information 7
- Running a Shed 7
- Administrative 7

Background:

A meeting chaired by the Mayor of Weddin Shire, Maurice Simpson and attended by representatives from Grenfell, Cootamundra, Boorowa Sheds was held in Grenfell to discuss matters of common interest to those Sheds.

At that meeting it was resolved to meet on a regular quarterly basis and these meetings would be hosted by participating Sheds on a rotating basis at a Venue to be arranged by the hosting Shed.

Heads of Agreement

At a meeting in Temora in September, 2007, a **Heads of Agreement** (drawn up by a Grenfell Solicitor) was ratified and became the official "By Laws" of the Alliance. In summary of this Agreement covers :-

- Current Member Sheds are:- Grenfell Men's Shed Inc, Coota Men's Shed Inc, Canowindra Mens Shed Inc, Boorowa Men's Den Inc, Temora Shed 4 Men Inc and Young Men's Shed Inc.
- The IMSA is designed for membership of Associations, not individuals.
- Meetings of the IMSA will be held at least Three (3) monthly.
- Two Delegates from each Association will be deemed eligible to vote.
- An Annual Fee, initially set at \$50 per year, will fall due on 30 June each year and is to be reviewed annually at the meeting immediately after the 30 June and notified to member Associations.
- Each member Association's independence is to be respected.

Membership:

Interested Sheds who are currently operating in the Central West and those who are endeavouring to establish a Shed, can apply to a meeting for Membership of the Alliance.

To apply for Membership, Applicant Sheds must demonstrate evidence of Incorporation or be protected by Incorporation of another Association.

The Application will then be determined at a meeting of the IMSA and will be voted upon by at least 70% of the attendees at such meeting who are deemed to be eligible to vote at that meeting.

Establishing a Shed:

1. Steering Committee

Have a small Group of like minded individuals meet and decide that you would like to establish a Shed and then call a Public Meeting to gauge demand/interest. If this proves positive then proceed to Steps 2 and beyond. Seek Council support at this stage as it can make or break your endeavours.

2. Find a Venue

Find a temporary home (hopefully it will have the potential to become permanent).

3. Management Committee

Get a commitment to form a Committee of say 6 – like any Organisation, your President and Secretary must be the leaders. In this Committee you must have some Technical experience and ideally a Shed Manager who has Technical, People, Organizational and Communication skills to lead the “doing” side of activities.

4. Incorporation

Once you have established that your “Shed” is a feasible proposition and a “goer” you will need to formally elect a Committee, determine your Name and vote to Incorporate. It will be necessary to Incorporate if you wish to join IMSA.

To do so, contact the “NSW Office of Fair Trading” on 1800 502 042 or go to the website: www.fairtrading.nsw.gov.au and follow “Business to Association” and ask for an “Incorporation Pack” and it will give you all the necessary Information, Documentation and Charges about incorporation.

A set of Model Rules comes with the Pack and the easiest way to proceed is to adopt those and **Add** the two Clauses covering “Non-Profit” and “Dissolution” which are outlined under **Taxation**. If possible get legal advice as there may be other changes that you should make.

5. Operating Rules and Business Plan

To enable a Funding Application to be completed, it will be necessary for your Shed to have a “Business Plan” which sets out the Objectives, Operating Guidelines and Modus Operandi for the initial 12 months.

6. Taxation

You will discover that most Funding Requests ask for an ABN (Australian Business Number) and it is recommended that you apply for one. When received, you will also be given a Tax File Number. Then you have to apply for Tax Exemption as a Non-Profit Organisation.

Taxation (Cont'd)

The necessary Forms can be obtained through the Tax Office Web Site www.abr.gov.au and the Tax Exempt forms through www.ato.gov.au/nonprofit.

Clauses covering “Non-Profit” and “Dissolution

1. “Non – Profit”

“The assets and income of the organization shall be applied solely in Furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organization except as bona fide compensation for services rendered or expenses incurred on behalf of the organization”.

2. “ Dissolution Clause”

“ In the event of the organization being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any organization which has similar objects and which is approved by the Commissioner of Taxation as a deductible gift recipient for the purposes of any Commonwealth Taxation Act.”

7. Insurance

Unless you are going to be formed as an offshoot of another Organisation eg Local Council, Church, Health or Retirement Village, you will need your own Insurance to cover :-

- Public Liability \$10,000.000
- Product Liability \$10,000,000
- Fire \$20,000
- Accidental Damage to Contents \$2,000
- Contents (Theft) \$10,000
- Personal Accident - if considered appropriate for your circumstances?

Cover can be arranged through the following Brokers:-

Webster HydeHeath
Attn: Tracey
08 8362 5553
Email: Tracey P@whhib.com.au

Council of Woodwork Clubs Inc (Note: Will only cover **Woodworking** Sheds)
03 9898 3722
Email: info@msfw.org.au

Insurance (Cont'd)

For Voluntary Workers Personal Accident cover, go to:-

PMH Insurance Brokers
Ref: Dean Pollard
03 9781 1044

8. Funding

Is most important and can be a very time consuming exercise. It is advisable to have one person who has had Administrative and Computer experience to undertake the role of a Funding Officer as it can be a demanding and time consuming task..

Sources of Funding are wide and varied. Some examples are:-

- Your local Members of Parliament (Federal and State) - they should be able to direct you to the appropriate area.

- You may also have access to local Bodies through your Shire Council, approach the Council.

- Web Based Funding sites are:-

. www.dsr.nsw.gov.au (Dept of Sport & Recreation)

. www.dadhc.nsw.gov.au (Dept of Ageing & Disability and Home Care)

. www.facs.gov.au (Dept of Family and Community Services)

. www.dva.gov.au (Dept of Veterans Affairs)

. www.grantslink.gov.au (Linking Grants)

. www.nswseniorsweek.com.au (Seniors Week 2008)

. www.frrr.org.au/programsDetail.asp?Program ID = 4 (Small Grants for Small Rural Communities)

. www.frrr.org.au/programsDetail.asp?Program ID = 1 (Seeds of Renewal Grants)

. www.microsoft.com/australia/corpaffairs/corpcit/community/sdp.mspx (Microsoft "Unlimited Potential Software Donation")

. www.facs.gov.au/internet/facsinternet.nsf/aboutfacs/programs/sfsc-vseg_2007.htm
(Volunteer Small Equipment Grants)

Web Based Funding Sites (Cont'd)

. www.communitybuilders.nsw.gov.au Go to “Funding and Awards” and sign up on Email List. This will mean that you get regular updates on available funding sources including deadlines etc and links to other Sites. You will also find valuable information on Events, Submission Applications and much more.

Contact Points:

The following people can be contacted for information and advice.

1. Len Wallace

6343 1707 Mobile: 0427 317 902

Email: fitchs@bigpond.net.au

Len is one of the “Founding Fathers” of the Menshed Movement and over a number of years has built up a wealth of knowledge and understanding of the philosophy driving the movement. His involvement with the Grenfell Shed has given him a wealth of experience and this Shed is an ideal Role Model.

2. Ray Cawthorne

6343 1289 Mobile: 0411 508 085

Email: grenfellmensshed@westnet.com.au

raycawthorne@westnet.com.au

Ray has been actively involved with Len Wallace in the Grenfell Shed and is able to give sound practical advice on the day to day running of a Shed.

3. Hugh Darling

6385 1757 Mobile: 0418 205 473

Email: hughruth@bigpond.net.au

Hugh has been actively involved in the establishment and running of the Boorowa Men’s Den since its inception in October 2005. He is able to give practical helpful advice on the Administrative Tasks required in the setting up of a Shed.

4. Chris Simpson

6343 1052 Mobile: 0427 431 052

Email: draft53@westnet.com.au

Chris is the Secretary of the IMSA and is able to assist and advise on IMSA business and contact points.

Current List of IMSA Sheds 04/02/2008:

Grenfell Men's Shed Inc
Coota Shed for Men Inc
Temora Shed for Men Inc
Boorowa Men's Den Inc
Griffith Men's Shed Inc
Canowindra Men's Shed Inc
Men's Shed Young Inc
Parkes Men's Shed Inc

To be reviewed 1-1-2009