NSW Fencing

Annex Exit - memo March 18th

This is an update/ memo to bring board and stakeholders up to speed on the project "exiting the annex"

When	18 Mar 2026
Location:	online, online
Chairperson	Eric Desjardins
Minute taker	Eric Desjardins

Minutes

1. **Work done to date**

   Visited annex and work through potential jobs with Colleen

   Met with (Lilly) T-shirt Magic and discuss "make good" timing and scope of work

   Liaise with AFF to get official list of items

   Met with Jerry and starting organizing in piles of stuff

   Met with builder to review scope of work and confirm timing and costs

   Liaised with Ola, Ted, and Andrew Weiss regarding timing etc..

   Starting emptying using personal car: kitchen empty except the piste, archives and rubbish removed from Office

   Visited storage unit in Ryldamere to review all 6 boxes, assess storage need, review NSW asset register

2. Projected cost of make good: $8 to $10k excluding carpet

The builder suggested a professional steam clean.

But I was not able to show him the big stains as the pistes were on top and i did not want to mess the installation before the last competition.

So we may or may not need to change the carpet which will drive the costs up and add time.

New_South_Wales_Fencing_Association_Inc._....pdf
LG_Quote_LG2326_Sydney_Corporate_Park_Off....pdf

Tasks

Approval rom Board for budget $8k to $10k excluding carpet (EX GST)
Assignee: Eric Desjardins
Due date: 31 Mar 2026

3. Timing to make good - 3 weeks max

Builder thinks a few days to do the scope of work

Then Eric added 1 week prior for final clear out

+ 1 extra week to change carpet if needed.

projected duration: 3 weeks

3.1. Milestones working back from hand over

Hand over early July

Say 2 weeks of buffer for final inspection and acceptance by landlord

Say 3 weeks of clearing out and remedial work

Start of the process first week of June

Last usage of Annex end of May

Tasks

Confirm to AFF Annex is available till end of May as per current agreement
Assignee: Eric Desjardins
Due date: 17 Apr 2026

Get Board approval for above milestones
Assignee: Eric Desjardins
Due date: 31 Mar 2026

3.2. Considerations with current users

Ola and Ted.

check what equipement thay need

others?

3.3. Considerations with AFC4 gear

Get 3 pistes, scoring boxes and all spools to Lane Cove

Use AFC4 venue to consolidate everything, but also sell/discard what not needed (fans?), "freebies"

Tasks

relocate gear needed for AFC4
Assignee: Jeremy Morris
Due date: 16 Apr 2026

4. Misc

4.1. Where is the key for the elevator Lily (t-shirt magic) gave to Alessandra?

is there a key register of issued keys?

Tasks

find all keys

4.2. AFF gear discrepancies / missing gear

We have potentially a costly problem with the following:

* Camera system and " IT cabinet with Video System contents (near gym) – needs to be preserved and returned.

(fixed in roof) – very expensive and needs to be professionally removed"

*FIE Ultimate Piste 2, FIE Piste 17x1.5m 3,

*Fencing Dummy Target (1 missing)

* Ipads x 2, Ipad Pro 12.9 256gb Space grey

* NSW - 3 Favero 07 box, 6 x Favero reel, 6 ground leads,

3 wireless scoring (could only locate 1 in use in Alexandria)

AFF_Equipment_-_NSWFC.docx
Asset_Register.xlsx
26052024_Equipment_list_email.pdf

4.3. "Freebie" stand AFC4

Suggested a "freebie corner" with unwanted fencing items - do we expand to community?

4.4. Discard any unwanted items

talk to Gawlura about a big bin?
trip to the tip?

4.5. Long term cheaper storage / consolidation

Yearly Rental Fee Unit x6 is 7,624+GST, so $106+GST per box per month.

This is pretty cheap storage, available with a couple of days notice.

This needs to be a wider discussion: some thoughts could still be put towards consolidation of storage.

Invoice-1471961.pdf

5. Suggested next steps

5.1. Finalise discussions with Ted and Ola

5.2. Additional trolley purchase

It has been suggested 3x trolleys at $799.66 inc. GST each

note this will increase storage by $1,272+GST per year

900kg_Rated_OEASY_A_Frame_Panel_Cart_with....pdf

5.3. Relocate gear for AFC4

5.4. Additional storage and disposal of unwanted gear

5.5. Book make good

5.6. Shuttle minimum gear back to Alexandria and then back to storage

AFF has agreed to cover cost of a small van to shuttle pistes and minimum gear from lane cove to Alexandria, then back to storage (in 2 different trips)

5.7. Final clean up

5.8. Finalise /write off gear no longer on loan

5.9. Store AFF gear we think we will use

and more importantly what do we do with the items we don't want?

5.10. update NSW asset register

To be updated at AFC4 when everything is in one spot

End of minutes.
Summary of matters arising are tabled on the following page.

Minutes of Annex Exit - memo March 18th on 18 Mar 2026

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
2.	Approval rom Board for budget $8k to $10k excluding carpet (EX GST)	Eric Desjardins	31 Mar 2026
3.1	Confirm to AFF Annex is available till end of May as per current agreement	Eric Desjardins	17 Apr 2026
3.1	Get Board approval for above milestones	Eric Desjardins	31 Mar 2026
3.3	relocate gear needed for AFC4	Jeremy Morris	16 Apr 2026
4.1	find all keys		

Summary of Attachments

Attachments

Item	File Name
2.	New_South_Wales_Fencing_Association_Inc._....pdf LG_Quote_LG2326_Sydney_Corporate_Park_Off....pdf
4.2.	AFF_Equipment_-_NSWFC.docx Asset_Register.xlsx 26052024_Equipment_list_email.pdf
4.5.	Invoice-1471961.pdf
5.2.	900kg_Rated_OEASY_A_Frame_Panel_Cart_with....pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > Annex Exit - memo March 18th