

FOR DISCUSSION - DRAFT ONLY

**DownTo Earth (Vic) Co-Operative Society Ltd
(Inaugural) ORGANISING COMMITTEE MEETING**

Sunday 28th of June 2015

INVITATION

**to participate in the
ORGANISING COMMITTEE**

An Organising Committee Meeting is proposed to be held on 28/6/15 at 1pm.

There will be at least two venues for participants to meet and an online (conferencing) facility provided for those unable to physically attend those gatherings.

**There will be a meeting space provided at the Ceres conferencing facility (.....)
Those wanting to attend will be welcome to meet earlier at 11am for an early lunch prior to this meeting. Contact Lawrie Stanton (lozsgaia@gmail.com) for further information.**

There will also be a gathering at the Bylands property (outside Deniliquin, NSW) over the weekend of the 27th/28th of June. Contact Peter Hall (pgblaster72@yahoo.com) for further information.

The online conferencing facility can be accessed by

Registration to participate is necessary to ensure access to either of the venues or the online conferencing facility. Registration can be accessed at

The proposed Agenda items include

- **Roles and responsibilities of the Organising Committee as stated in the DTE Rules**
- **Policies, protocols and procedures related to the operations of the Organising Committee**
- **Identification of Sub-committees and Task groups**
- **Administration and financial management of the Organising Committee**
- **General discussion related to participation in the Organising Committee**

This process of establishing the Organising C'tee as per DTE Rules and in the best interests of the Co-op is supported by (names)

REGISTRATION

Name and contact details

(Box) DTE Active member

- " Do you intend to become a member
- " Do you want to become a OC member
- " Do you want to participate in a task group of the OC
- " Have you read the Summary of the Co-operatives National Law (2013) and the DTE Rules related to the OC (see attached (link))
- " ConFests attended (number)

Please email the completed registration pdf to

*** Registration - Attached pages (See Google docs)***

*DTE CO-OP RULES - FACT SHEET (1) -May 2015

*DTE Rules- a Summary

*DTE Organising C'tee - an Overview

MANAGEMENT PRACTISES

Proposed OC Sub-committees/Departments and related Task groups

COMMS - Communication and Information gathering

- Conferences
- websites
- email
- Facebook
- Reports
- Policy preparation

ADMIN - Co-op Administration, Meetings and Membership

- Day to day Co-op operations
- Organising General meetings
- Membership processing
- Education and training
- Reports
- Policy preparation

H+S - Health and Safety, Compliance

- Health and Safety Policy
- First Aid
- Fire Safety
- Security and Wellbeing
- Reports
- Policy preparation

WORKS - Property, Works and Infrastructure

- Property maintenance
- Infrastructure
- Land management
- Aboriginal and cultural heritage
- Reports
- Policy preparation

BUDGET - Finance and Budget Monitoring

- Accounts preparation
- Budget projections
- Reports
- Policy preparation

PROTOCOLS and PROCEDURES - Meetings

DTE Rules re Standing orders and powers and responsibilities of the Chairperson (a Summary). Protocols will require an adapted version to suit online conferencing but retain the spirit of the Rules. Procedures will be dictated by the type of program/facility used.

- Propose that by default the online Moderator becomes the Chairperson
- The Moderator controls the 'talking stick' method of speakers who register in advance their respective issues/resolutions etc for discussion
- Representatives of the Task groups can present consensus resolutions as a 'block' vote if required (eg if there are 5 members it is taken as 5 votes)
- Voting when required is by text (?) Agree/Disagree
- Task groups and Sub-committees can meet/conference independently and advise the OC members well in advance of a scheduled OC meeting of any issues, reports or resolutions that require consideration