

Organising Committee Meeting

Minutes

Date: **Thursday 27 October 2016**

Time: **7:30pm**

Venue: **CERES, Learning Centre Rm, 1-2 Lee St, Brunswick East VIC**

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Meeting Commenced: 8:10pm

1 Election Of Chair

Chairperson Elected: none
Minute Taker(s): Corinne Armstrong
Online facilitator(s): Matt Inglish & Peter Tippett

2 Attendance

<i>First Name</i>	<i>Surname</i>	<i>* Online – screen ID</i>	<i>DTE CoOp Member</i>	<i>Workgroup Member</i>
Corinne	Armstrong		Y	OC Governance
Denise	Banville		Y	
Elle	Brogan		Y	OC Indigenous Relationships, CC Volunteers
Simon	Byers		Y	Board Director
Peter	Carty	online	Y	OC&CC Site Ops
David	Cruise		Y	Board Director
Matt	Inglish		Y	Board Director
Malcolm	Mathews		Y	OC Finance, OC Land Management, CC Fire
Lars	Nissen	online	Y	CC Arts
Mark	Rasmussen		Y	CC Land Management
Troy	Reid	online	Y	Board Director, OC ITC
Kate	Sarah		Y	Board Director, CC First Aid & Wellness
Marty	Schwarz		Y	OC&CC Infrastructure
Steve	Scouse	online	Y	OC Membership, CC Market
Peter	Tippett		No	OC Governance, OC IT&C

Apologies: Troy Reid (*as eventuated joined online half way through last Agenda Item*)

Quorum Confirmed: YES

3 Confirmation of Previous OC Meeting Minutes

Procedural

- Call for the reading of the Minutes from the previous meeting.
- None was forthcoming. David C. advised that he had not seen minutes from OC Meetings for some time. Other OC attendees shrugged their shoulders as to Minutes as well.

Motion:

With no Minutes from the previous OC Meeting presented, no Acceptance motion was put to the meeting.

4 Confirmation of DTE Meeting Dates next month

Procedural

- It was noted that all DTE Meeting Dates are automatically generated on the official ConFest website: confest.org.au under meetings calendar. Meeting attendees accepted this was so, although did not sight or verify the dates.

No motion deemed necessary.

5 AGM Preparation

Procedural

- It was noted that the OC had missed producing the AGM Notice, Agenda and collation of Reports and Discussion papers, as are OC mandated responsibilities. Accordingly David C. confirmed he and TBT had taken care of these AGM requirements, with the formal Notice of Meeting and Agenda due to go out early next week.
- Issue of the AGM Notice of Meeting and Agenda to be confirmed at Directors meeting next week.
- It was notes that Directors need to also confirm and collate all AGM documentation, including Financials and relevant Reports and discussion papers.

Motion:

Consensus, no motion put.

6 Directors Meeting Agenda Item Inclusions

Procedural

- Direction/Decision re Summer ConFest.
- Confirmation of AGM Notice of Meeting issued to Members including Director Nominee profiles and Ballot voting form with return date for those absent voting.
- Follow up progress of all formal Reports *eg Timeline for Michael hill to get the end of year reports to us/directors before 24 Nov. And any other relevant consultants, sub-committees and workgroups discussion papers.*
 - ❖ *It was noted that lack of providing AGM & SGM financial reporting and other discussion papers ahead of such meetings so members could review, was an ongoing gripe. Accordingly, it was noted the OC and directors should seek to rectify in the future by including reports with Notice of Meetings. Or in the interest of saving trees, look to have AGM & SGM reporting papers available online ahead of meetings.*
- Confirm process for empowering our returning officer to conduct member ballot via email for election directors.
 - ❖ *Currently stands that ballot in person at meeting or via snail mail for members unable to make AGM.*
- Confirm process and procedure for member online voting at AGMs and SGMs.
 - ❖ *Such policy needs to be spelled out ahead of the AGM on the 24th. And again clarified on the night.*

Motion:

Consensus, no motion put.

7 Membership & Online Processes

Raised by:
Marty

- Marty raised over the loss of valuable volunteers and membership dropping due to both the lack of widely promoting cut-off dates for submission of Activity Sheets and the process of renewing and/or applying for membership. Marty gave the example of Volunteers Coordinator Carly not currently being a member because she missed the cut-off date and yet she is one of our most valuable members.
- Comment was made that Activity Sheets had been posted out with SGM Notice of Meetings and mentioned frequently on Active. Response was new members would not

have received noticed through either of these.

- Discussion turned to workgroup facilitators who were supposed to be responsible for collecting Activity and membership forms onsite at the end of ConFest. In retort, one commented that they knew of at least 10 volunteers activity forms and membership forms having been handed to a certain lead onsite and these had subsequently gone missing.
- **David C. confirmed that despite the 31 August cutoff date advertised on Activity Sheets, the Board can approve new members at any time.** Most attendees were surprised by this news, and a request was made for the Board to publicise this directive so that volunteers disgruntled by having missed August cut-off date could apply for Active status ahead of the AGM.
- Discussion around one person being responsible for the process of volunteer engagement and retention through application of membership was a good way to go, rather than delegating to many workgroup facilitators that increased the chances of forms going astray.
- Consensus was that the paper trail of Membership Forms and Activity Sheets was flawed. Moreover, an online submission process should be established. Such that aligns with the online only registration of volunteers for early entry and discounted tickets.
- Marty S. strongly advocated that the online process of volunteer and membership data collection and relevant dissemination was simply broken by the bigger issue of poor website platform and backend plug ins.
- Peter T. said that in his technical opinion the website and online volunteers data collection was a mess, and needs to be reviewed. That trying to fix what has clearly proven not to work by end users is just providing band-aid solutions.
- Corinne commented that another major failure of the website is that workgroups have deferred to setting up Google Docs drop boxes for group document issue and edits because the website workgroup document upload and blog sites simply do not work or are too difficult for average end users to navigate. Elle confirmed that is why she had been using Google Docs Dropbox.
- It was suggested that data from compulsory online volunteer registration could not be just migrated over to online activity sheets and membership application renewals making it quick and easy for Volunteers to complete and submit forms online. Or at the very least why online volunteers registration emails were not used after the event to send email reminders with relevant Activity & Membership forms attached.
- Kate presented on her laptop a revised Activity Form. To which it was suggested she seek approval to implement at the next Directors Meeting.
- General consensus that a complete review and redesign of website and online membership needs to be had with end user interface, front-end code and backend code all being taken into consideration.
- The discussion then turned to seeking outsourced specialists to move the process forward. Matt raised concerns of the cost of hiring IT specialists sighting his experience in this area as a project manager.
- Response was that key facilitator end users provide input first to scope their needs and therefore the key requirements of a redesign and enhancement to the online platform. That they provide a kind of brief accounting for the processes of their workgroup and therefore what they would like the IT architecture to provide.
- Discussion emphasised that getting processes and right first is key, and then based upon which the IT architecture should be based, not the other way around.
- Troy having joined the meeting online after the introduction of this Item mentioned that Budgets have been passed by the Board for an ITC strategy that will address many of the issues raised here. In particular he said the proposal included implementing the open source CiviCRM program. He said that Dom also had a look at the proposal and CiviCRM said it was a good system/program, easy to embed in the current platform and customise.
- Marty emphasised that the website plugins don't work, that the platform is flawed, and adding a new plugin will not fix the overall flawed system. That the overarching platform and system is failing the end users and not facilitating their processes and therefore

facilitating volunteer member participation. Accordingly Marty said end users; facilitators/coordinators workgroup processes need to be sourced and accommodated in the overarching systems architecture and then by various plugins and programs.

- Troy said that the ITC Proposal and considered use of CiviCRM has been compiled by the ITC workgroup collaboration and has been going on for months, and is very technical.
- Corinne commented that the ITC Workgroup sits under the OC and all Committee members had a right to seek clarification and consultation into proposals at any stage. And that by the dissent by those in the meeting bringing up issues - some of which were raised 12 months ago - such as there is still no online membership application and activity form submission capabilities, nor website workgroup specific sites that enable effective uploading of documents and blog discussion sites.
- Troy commented that the proposal and resolves to these issues have been worked on over the past 12 months, and that those new or have been ascent from the OC Meetings have missed that discussion. Corinne responded that that makes no difference, ITC group reps still have responsibility to be able to respond and explain in plain-speak where proposals and resolves are at.
- David C. said he failed to understand the major issues with the website and ITC provisions as they currently exist, given that ConFest has survived with that is for 40 years. Marty acknowledged the good works and survival of ConFest to date, but emphasised that times moved on. That we have the technology to do better and cease much of the frustration of workgroup facilitators and indeed the loss of many members slipping through the current system by using the technology at hand and commonly used by other relevant organisations, and the DTE should be doing much better.
- Marty went to the whiteboard and listed the key areas into priority order and discussed the issues under each. Accordingly that design emphasis should be 1. DTE Structures & Processes, 2. Website needs, 3. Facilitator consultation; their processes and desired outcomes.
- Peter T. spoke emphasised Online Management Process must form the architecture to system design and plugin program implementation.

Motion:

To investigate seeking specialists to identify and draw up high level / overarching processes for DTE to run in an efficient and effective manor and to provide a safe environment for volunteers. Responsible for follow-through at report at the next meeting: Marty, Matt, Peter T.

Moved: Matt
Seconded: Marty
Motion Passed

Action:

**Matt,
Marty,
Peter T.**

Next OC Meeting Date:

Thursday 17th November 2016

(NB: 3rd Thursday of the month due to AGM on the last Thursday of the month)

* Malcolm to change online calendar date for OC and amend 24th as AGM

Meeting Finished:

11:20pm