

Annual General Meeting

Minutes

Date: **Thursday 24 November 2016**

Time: **7:30pm**

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

Online: <https://meet.lync.com/dtecoop/meetings/K5BXLXTR>

=====
Meeting Commenced: 8:38pm

1 Election Of Chair

Chairperson Elected: David Cruise
Minute Keeper: Corinne Armstrong

2 Attendance

FirstName	Surname	DTE Member	Non-Member
Corinne	Armstrong	Y	
Ellen	Brogan	Y	
Simon	Byers	Y	
Dhyani	Carroll	Y	
David	Cruise	Y	
William	Elliott	Y	
Fulvio	Gerardi	Y	
Ian	Hales	Y	
Matt	Inglish	Y	
Colin	John	Y	
Robin	Macpherson	Y	
David	Mollet	Y	
Craig	Newcombe	Y	
Lars	Nissen	Y	
Bruce	Pinney	Y	
Trevor	Pitt	Y	
Steve	Poynton	Y	
Darrell	Reid	Y	
Troy	Reid	Y	
Murray	Ross	Y	
Don	Royal	Y	
Kate	Shapiro	Y	
Paul	Silberberg	Y	
Peter	Tippet	Y	
Grant	Waldram	Y	
Greg Chase	White	Y	

Richard	Woodgate	Y	
John	Flynn		Guest
Tony	Kenny		Guest
Michael	Hill		Guest
Richard	Martin		Guest
Judith	Murray		Guest

Apologies: Emma Bennett
Arron Shippley
Denise Banfield

Quorum Confirmed: YES

#	Item	Responsible
3	<u>Confirmation of Previous General Meeting Minutes</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> Elle who took the Minutes of the previous General Meeting held on Thursday 18 August 2016 read the Minutes 	
	<p>Motion: That the General Meeting Minutes held on 18th August 2016 be accepted as read.</p> <p style="text-align: right;">Moved: Murray Ross Seconded: Las Nissen Passed by Consensus.</p>	
4	Financial Report	<i>Procedural</i>
	<p>Troy spoke to Finance Report. Highlighting that that the Accounts got audited just in time for AGM.</p> <p>Troy then gave a summary of what occurred in the finances of the organization in the past 12-months;</p> <ul style="list-style-type: none"> Started transition bank accounts to community sector banking, Bendigo Bank. Implemented Debit Master cards for some directors that proved very successful. Introduced some Australia Post 'Load and Go' debit visa cards with some mixed success, as there were some functional restrictions with them that we were not aware of prior to use, but on the positive side they helped us reconstruct expenditure when people using them lost their receipts and this was very handy. Started the process of registering with the Australian Charities and Not For Profits commission in Australia register, which will ultimately lead to us having deductible gift status with the ATO. Transitioned to Xero accounting software, cloud based accounting software, allowing people to use concurrently providing a significant shift away from what we were previously using. With Xero we have started categorizing all expenditure by events and areas, which has enabled us to do management accounting. Activated bank feeds within Xero which is a way of downloading daily statements into Xero every day which significantly reduces the errors and data entry labour. Enabled internet banking with our ANZ and community sector bank accounts. This allowed us to transition from cheque disbursements to electronic funds transfers. We 	

	<p>implemented online funds requisition forms.</p> <ul style="list-style-type: none"> • Implemented a 12-month capital expenditure budget, proposed and accepted by members at the last SGM. • Implemented a policy of expensing all assets under \$1,000 so we have an expensing threshold of \$1,000. Troy thanked Don for helping with this policy. • Tidied up our fixed asset register and while we had an operating profit from our ConFest event, what we did in cleaning up the asset register we took a huge hit in our asset register in writing off a range of assets that no longer exist or were fully depreciated. • Have implemented a small asset tracking register for items less than \$1,000, for items that would not go on the assets register such as tools under \$1,000. Therefore, what we did was create a sundry assets purchased. So now we have a comprehensive list of what is being purchased, that list can now be maintained and distributed to each area so they can hopefully better track all their stuff. • We have managed to get Un-receipted expenses down from last year of \$63000 to \$1,800 this year. <p>Troy wrapped up by saying it was a really significant year, especially changing over to Xero and the new systems that go with that. And in so doing new processes that impact on culture and behavior, and so as that takes time.</p> <p>Michael from TBT complimented on all the hard work that had gone in to implement Xero. He commented that Zero was a difficult program to use and to audit but the output has been amazing. He mentioned that it will be a lot of work for a bookkeeper to keep up the standard of reporting through Xero, but more work there is worth the output provided it is maintained.</p> <p>Corinne acknowledged Troy, as well as Malcolm, Ian, Don and Carol and other members of the finance committee who had worked so hard to get Xero up and running, but expressed concerns that if Michael the auditor thought Zero was a complicated program to use, how easy is it going to be to maintain internally. Troy said will be up to finance committee to work on ways of managing the ongoing maintenance of the Xero program. Troy said there was a lot of scope for streamlining processes. For example finance committee has been talking about getting facilitators of departments to summarise all their expenses into spreadsheets that will make the process of imputing a lot easier. The finance committee has also been talking about conducting training for facilitators to key in their own receipts. So there is a lot of room to make the process of maintaining Xero a lot easier.</p> <p>Fulvio queried the Income and Expenditure Reports why there was all the negative amounts. Troy said this was due to the significant change to the chart of accounts from previous years, going from what were broad categories to very granular categories now. What those expense categories are now is they are direct costs so we can now have a look at what our operating profit is to what our direct profits are now. So it was a one-off transition reporting between the old system Michael at TBT used and how such is reported in our new system.</p> <p>Kate S. thanked Michael and Troy for their work on finalizing the accounts on time and asked for, and received, a round of applause for their work.</p>	
5	<u>Ballot Voting</u>	
	<p>David C. called for the ballot voting to be closed.</p> <p>Corinne asked for clarification on who was scrutinizing the ballot. Michael as Auditor confirmed that he was overall scrutinizing the ballot and had taken 25 email votes, and Peter Tippet was oversee the voting in the room.</p> <p>David C. provided clarification on the ballot saying the DTE by its Rules is required to have a secret ballot including mailed in votes. But with the way the mail system works it is just not practical for snail mail. So we decided to have confidential email ballot with emails returned</p>	

directly to Michael Hill. Michael tallied those votes and he was the only one who has seen the emails.

Michael Hill confirmed he was contacted by a number of people who were intending to vote by email and wanted assurance that their vote was confidential. Michael said he informed those that rang that it was a secret ballot and only he would see the votes from those who emailed them in. Michael said the protocol was that he checked the names of those who emailed them in against the member register list and they were ticked off the master that he brought to the room tonight to make sure there was no double ups. Michael confirmed there were 25 members voted online via email.

Troy asked if Michael had any conflict of interest. Michael confirmed he did not. Murray gave positive support for Michael.

Ian H. commented on financial report saying he just thought land assets at Wooroomah were not as great as had been reported. Ian said he wanted also to congratulate Troy and team for standard of accounts we now have. Round of applause was given.

Michael confirmed that ballot papers were handed out to all in the room and their name crossed off the members register by Michael, who confirmed that only 13 people who were eligible vote hadn't voted out of the 83 Active Members, 25 voted online, the rest are here in the room.

Michael and Peter T. left the room to count the votes and the meeting continued.

Ballet Voting closed at 9:32pm.

David C. acknowledged those Directors who were standing down at this meeting were Steve Poynton, Simon Byres, and Murray Ross. Kate and Matt are re-standing. While Troy and himself had a year left of their term. David thanked the directors whose election term was up for their time and effort at the DTE Board this year.

6 Committee Reports

David said the number of written reports filed for the meeting would be available online at dte.org.au/agm2016.

Corinne acknowledged that First Aid, Aboriginal Relations, ConFest Site Ops written reports. That ConFest Committee & Organising Committee had not until recently been keeping meeting Minutes and there was no formal report from them, but acknowledged good attendance in the meetings of late with typed Minutes being kept updated and online.

Kate S. acknowledged all the volunteers that contribute to the organization throughout the year, whether or not they filed an activity sheet and were active members or not, all volunteers made an amazing contribution this year.

Kate acknowledged that good attendance is being recorded at the OC, CC & Board meetings and Minutes being kept and recorded online. Great to see a greater online meeting attendance. That workgroups are coming together and working well.

Kate also said she was pleased and proud with what the Board has done this year, and acknowledged her own efforts. Kate acknowledged Troy working virtually full-time on the DTE board work.

Kate acknowledged online ticketing introduced for the first time this year worked well. Gate was superbly managed. Attendance was high despite the blue-green algae issue, which could have seen attendance way down. And that she had updated report for NSW guidelines and contingencies, and that these can now be easily updated in future years.

Kate commented on real evolution of culture at the DTE, in terms of transparency and the DTE been far more inclusive than perhaps in previous years.

	<p>Kate thanked her fellow Board members.</p> <p>Murray thanked Robin and his front gate staff for wonderful job this year.</p> <p>Flavio asked what the problem was with front gate collection of money. Troy showed picture of front gate ticket booth roof having blown over. Troy went on to explain that he went on site 10 days before the event and was doing a few different areas, the hub, ticketing and some comms stuff. But not only did they have blue green algae issues to contend with, but the ticket booth blow over within days of gates opening, and the replacement portable did not arrive until 6pm the night before gates were opening. Although all the equipment was salvaged time just ran out to get all the infrastructure in place for front gate to record point of sales. So front gate ladies just had to come up with their own way of recording ticket sales at the gate via hard copy. So Troy said what the auditors recording of such is referring to the vulnerability of the gate sales amount to be verified as exactly what was sold, which was 3% of all sales... 97% was online ticket sales. Troy said he could have printed out tickets to issue to cash sales but after being up 48 hours before gates opened he was pretty delirious and solution did not occur to him at the time.</p> <p>Moving forward Troy said they are considering not having cash sales at the front gate at all, but rather having cash sale offerings at Deni and Moulamein IGA where we can set up a terminal for them, they have all the banking terminals to deal with such including a booking fee for their benefit.</p> <p>Steve P. commented that Troy was not only one working on all the issues he was dealing with prior to gates opening. And that months before he was given very strong advice that tech issues have a habit of deciding not to work as they should and that hardcopy back up of recording online and cash sales was suggested. It was predictable disaster that most key players including himself, David and Simon had warned Troy were needed as a standby to the tech. Troy admitted Simon was right, but it didn't happen.</p>	
7	<u>Confirmation of Ballot</u>	
	<p>Michael Hill read the results of the ballot.</p> <p>The people that have been elected for two years are;</p> <p>Mark Rasmussen Don Royal Kate Shapiro Martin Schwarz</p> <p>And for one year;</p> <p>Denise Banfield</p>	

MEETING CLOSED: 10:02pm