

Down-To-Earth (Vic) Cooperative Society Limited

Board of Directors

Minutes

Date: **Thursday 1 December 2016**

Time: **7:30pm** (due start time)

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

Online: <https://meet.lync.com/dtecoop/meetings/ZU20PNUQ>

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Meeting Commenced: 8:04pm

1 Election Of Chair

Chairperson Elected: Kate Sarah
Minute Keeper: Corinne Armstrong

2 Attendance

<i>First Name</i>	<i>Surname</i>	<i>DTE CoOp Member</i>	<i>Workgroup Member</i>	<i>Online</i>
Denise	Banville	Y	Board Director	
David	Cruise	Y	Board Director	
Mark	Rasmussen	Y	Board Director, OC & CC Land Management	
Troy	Reid	Y	Board Director, OC ITC	
Don	Royal	Y	Board Director, OC Finance	
Kate	Sarah	Y	Board Director, CC First Aid & Wellness	
Marty	Schwarz	Y	Board Director, OC&CC Infrastructure	
Corinne	Armstrong	Y	OC Governance	
Peter	Carty	Y	OC&CC Site Ops	online
Bill	Elliot	Y		
John	Flynn	No		
Steve	Gregory	Y	OC Membership, CC Market	online
Malcolm	Mathews	Y	OC Finance, OC Land Management, CC Fire	
Lars	Nissen	Y	CC Arts	online
John	Reid	No		
Peter	Tippet	No	OC Governance, OC IT&C	
Richard	Woodgate	Y	OC & CC Land Management	
David	McDonald	Y		

Apologies: Ian Hales

Quorum Confirmed: YES

#	Item	Raised / Responsible
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3 Confirmation of Previous Meeting Minutes of 03/11/2016

Kate read the Minutes of the last Board of Directors Meeting held on 03/11/2016.

One correction was noted under Apologies, that Steve Poynton be noted as on Leave of Absences.

161201-1	<p>Motion: That the Minutes as read [version type-dated 09/11/2016] be ratified with an amendment under Apologies that notes Steve Poynton on Leave of Absences. Accepted by Consensus</p>	Corinne Armstrong
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4 Correspondence

Incoming

4.1 General

Newsletter from Anglicare

\$60 levy Hill Plain Bush Fire Brigade

TBT Invoice for work Michael did for the Coop totaling. \$7,645

4.2 New Member application

New Member Application received from Vanessa Ernst – paperwork with \$10 share fee all in order.

161201-2	<p>Motion: That the Membership Application of Vanessa Ernst be accepted and she be added to the active membership share register Accepted by Consensus</p>	Troy Reid
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4.3 Kell Moore solicitors for the Edward River Council, letter to DTE's solicitor's Gadens.

Troy read letter and spoke about what DTE's solicitors Gaden's advice is regarding the next move.

Gadens advice is to go ahead with the application seeking a Section 68 approval.

Troy said the application was pretty basic and Gadens can assist with the application.

This involves getting as much info as possible to support our application, including getting access to Council files on the DTE and ConFest.

Troy said Lynne Kennedy has already made contact with council to get unrestricted access to the files. In these reports the DTE will see council Assessment Reports that informs determination of the original DA.

The next stage will be do a Gipper Application, which involves getting evidence from RFS & Police regarding there prior reports on ConFest.

161201-3	<p>Action: Troy to visit Deniliquin Council office to inspect our file. He welcomed anyone present to come a long for the journey to which Kate and Richard Woodgate said they would be interested in taking the trip.</p>	Troy Reid
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Troy otherwise said the Statutory Group, he and Lynne, would continue with legal advice in pursuing the legalities regarding getting council approval for Summer ConFest..

4.4 Recording of Incoming Mail

Peter expressed concerns that not all the correspondence is being tabled cited finance receipts received had not being tabled.

Board acknowledged there could be a better process and deserves that the issue deserved further discussion.

Mark and Marty noted that they agree it was a concern with mail. Both went on to refer how such concerns are also with email group access.

DC suggested a logbook for the person that collects the mail to record all the mail that comes in.

Corinne suggested that the process and procedure for securing incoming mail perhaps belonged with being looked at by an OC Policy and Procedure workgroup .

Kate was happy to hand this over to the OC for review and report back to the board, there was general by the board to this suggestion.

161201-4	Action: The OC Policy and Procedure workgroup to consider and report back to the Board on best practices for the recording and tabling of all incoming mail to the DTE's PO Box.	Corinne Armstrong
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4.6 Ecotide Emergency Management Plan and invoice for \$6,522 received from Nicholas Simons.

Kate advised that the report and payment of fees to Ecotide concludes their contracted obligations with the DTE, which also included a previously Risk Assessment Report. Kate said there is a lot of work that needs doing to comply with the report's recommendations, but she believes it is all doable but a lot of work will be involved.

Mark asked if the report would be referred to OC for an Action Plan to take care of. Kate said it would be good for a dedicated group to go through the plan and work out an implementation strategy, she suggested that Governance and Compliance would be a good group to look at it.

Corinne highlighted two aspects to implementing it; one being the Risk Management or Compliance oversight of an action plan, the other being the individual workgroups in which risk mitigation recommendations need to be implemented. Kate agreed a whole range of workgroup and committees will be involved.

Peter T. asked as to the sensitivity of the document. Kate said that it would be something the directors need to read and make an informed decision about who has access to the report. Kate said she wished to talk further to Directors about this before auctioning the recommendations

161201-5	Action: Kate to discuss the Ecotide Emergency Management Report further with directors, with a view to seeking consensus as to the Committee or workgroup to oversight implementation of the recommendations with specific workgroups and committees they concern.	Kate Sarah & directors
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4.7 Trademark Application

Kate advised that she on behalf of the DTE had being working with the DTE's trade mark lawyer Chris Sgourakis, and could now confirm that ConFest has now been nationally trademarked.

On this, she noted that it was pointless having the name trademarked unless the DTE was prepared to defend it.

Kate also informed the meeting that the Trademark registration has recorded that all correspondence regarding the use of the name ConFest is permanently directed to directors@dte.org.au.

That our trademark lawyers are authorised to automatically re-register the ConFest Trademark when it comes up for renewal.

In terms of the day-to-day watch on the use of the name ConFest, there are media watch subscriptions. Kate noted that in the future this could be something an OC group monitors, a future function of say the media and public relations workgroup.

Kate advised that the Trademark lawyer had requested permission to get a media watch subscription that should pick up ConFest being used in most media sources.

It was mentioned that the cost of defending the trademark name was also a factor to consider going forward, deciding which cases of the unauthorized use of ConFest is worth fighting for. Kate mentioned that again this is something that the appropriate workgroup of the OC should consider in the future.

Troy noted that on the positive side the DTE can now give formal permission for the name to be used, such as for regional state based gatherings. Troy mentioned that being able to formally license the regional events enabled the DTE to provide a whole package of support for their events . He gave the example of discussions he had with Benny from Northern Rivers.

The point was brought up that licensing regional events also meant that the DTE needed to closely monitor/oversight the running of such events to protect the integrity of the ConFest name. Marty gave example of Woodford, where council got involved financially in the event and ended up putting people on the festival board.

Troy said he saw ConFab as the structure under which the regional events could work. Marty said there needs to be a balance between giving the regional coordinators ownership of their events but also in ensuring some oversight of them by the DTE.

Marty questioned whether ConFab was just for social gatherings or was it for outreach. He said he would not want to lose the ability to use ConFab as a social outreach program for supporting outside good works, charities etc with regard to real world issues.

161201-6	Motion: Kate to instruct Chris Sgourakis at Griffith Hack, our trade mark solicitors, to trademark register ConFab in the appropriate class as he recommends. Approved by Consensus.	Kate Sarah
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161201-7	Action: Kate to look at further structural uses of ConFab for social gatherings and outreach programs.	Kate Sarah
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4.8 Bills

Troy noted that three of the current directors are bank account signatories and can keep paying bills until new directors are authorized signatories.

161201-8	Action: Troy to compile accounts summary of bills and email to directors seeking payment approval consensus.	Troy Reid
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161201-9	Action: Troy to email new directors electronic versions of ANZ Bank account authorization forms to to new directors.	Troy Reid
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4.9 Outgoing Correspondence

None tabled

5 Bylands Tenancy Eviction Notion

“Confirmation sought that the Eviction Notice served on Bylands included all residents at the Property” raised by Scouse

Troy advised that a Notice to Evict was given to the tenant and all occupants, in which 120 notice was given. It was served in early September.

Troy and Kate acknowledged that while Peter and Jenny had moved out, Luke Johnson was still staying at the property, and for the time being a blind eye was being turned to him effectively squatting at Bylands.

Troy said that at the 18th August SGM the motion to sell Bylands was denied in a vote by members, and Troy advised the meeting that Peter Hall had given notice to vacate the premises. Kate and Troy said that at the SGM there was no objections to the second half of the motion calling for an Eviction Notice to be served on the tenants.

Troy said that following the August SGM, at the next Board Meeting held on 1st September, the Board formally voted to accepted Peter Hall’s notice to vacate the premises and decided to issue a formal Notice to Evict to give clarity around the issue.

Troy acknowledged that in the intervening time of the SGM and Board meeting of 1st September, they had received emails from Jenny Tarr saying that Peter was not well when he wrote the emails advising he was moving out, and as his legal guardian Jenny had asked that Peters Notice to vacate be rescinded.

Troy said the questions now remain on what we do with the property and what to do about Luke’s occupancy.

6 AGM Ballot Process

Speaking to this item he raised for the Agenda, Peter T. said he had some issues with the AGM Ballot Process.

Peter said that some of these concerns are things the board would properly not want discussed openly. However, he reassured the room that his concerns were none that he believed would have changed the results of the ballot elections, but that they were more generally to do with the process.

Kate acknowledged Peter T’s concerns were definitely something the Board should consider given he was the ballot voting scrutineer at the AGM, and suggested he bullet point his concerns in an email to directors for further consideration.

Discussion took place on the system of voting we have, and different possible systems of voting we could have.

161201-10	Action: Peter T. to email directors outlining his concerns with the AGM Ballot Voting Process	Peter Tippet
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7 New Board Formalities

7.1 Updating Directors info with Consumer Affairs

Was discussed as to who would be responsible for taking outgoing directors names off and adding new directors details as representatives of the Coop with Consumer Affairs Victoria.

Kate said there was a bit of confusion about this in the past as the understanding was Michael Hill would update details with legislative bodies however that was not part of his work for the DTE. And that in the past Cheryl had done it.

The discussion then led into the next item ...

7.2 Appointment of a Secretary

Corinne sought clarification that wasn't it the Secretary's job to change director details with Consumer Affairs, and had the current board appointed a Secretary.

Kate said David Cruise was appointed as the Secretary in 2014 and that has not altered to date. She said the new board can appoint a new Secretary, but they don't have to, as the current secretary can role over and perform the role for the new board.

Kate when on to highlight that the role of the Secretary as per the Cooperative Act is a big role. And anyone thinking of taking the role should make themselves aware of all that's involved. Kate said she did not think it was appropriate to make decision on the spot about the appointment of a new secretary. She suggested that a document be circulated as to the roles and responsibilities of the Secretary and that way people can read that.

Scouse and Corinne expressed interest in nominating for the Secretary role, noting that it did not have to a director who holds the position.

Mark commented that he personally would like to see the Secretary role filled by someone who is not a director, but said he was not aware of the totality of what the role involved.

Scouse commented that it was a very involved role and he too thought it was a role for someone other than a director.

Troy and Mark commented that whoever takes on the role must do it completely, that it should not fall back on to directors to do because the role is not been done properly.

161201-11	Action: Kate to circulate to directors relevant Cooperatives Act legislation on the role of a Secretary, to the directors for their consideration in regards to reappointing or electing a new DTE secretary.	Kate Sarah
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161201-12	Action: Updating directors details with Consumer Affairs to be done by the Secretary the Board confirms.	Secretary, once confirmed.
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8 Follow-up Actionable Items from previous Meeting

8.1 **Confirm New & Renewing Members have formally been recorded** as Active on the Shareholder/Members Register and issued with membership cards? *[motion Board 03/11/16]*

Scouse said he had not issued the cards because he did not have addresses.

Corinne commented that she thought it was vital to get new members formally processed as quickly as possible once approved by the board, especially in recent case of new members approved at the last Board meeting who were entitled to vote at the AGM. But if they didn't get notice their membership has been approved and AGM information then they wouldn't have had the opportunity to vote.

Troy said the answer is the matter is ongoing as the issue is around there being three registers; Michael Hill at TBT has one, Scouse has one and he (Troy) has one for the purchase of shares that is kept in Zero... So the issue is keeping all three lists in sync. Troy

said they are currently working on keeping each list in sync with the other.

Troy said we need an information sharing system that keeps all three membership lists in sync and he said they were working on developing that now.

David C. said it was his belief that Michael Hill kept the master register of members.

161201-13	Action: Troy working with Michael Hill and Scouse on developing a membership sharing system to keep the three member lists in sync.	Troy
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8.2 Inactive members removed from the Shareholders/Members Register [motion Board 03/11/16]

David C. said this is something the Board will have to decide. That it is up to the board to remove the Active members who have lapsed if they have not remained active after a year and then they are supposed to be removed.

Troy said it was a matter ongoing. That the solution he was going to propose with Michael Hill is that he does a google spreadsheet and gives him and Scouse read only access. So Michael becomes the one who adds people after the board consider applications.

Marty suggested that the members list should be made available to all directors.

David C. said that what Michael needs to do is extract all the shareholders that are not active into a list, note the last date they were active, and a year from that date, that list comes to the board and the board is asked to remove them.

Marty commented that Scouse has held the Members list quite securely and tightly for some time, that his problem with this is, is that only one director has access to this information. So either we all have access to this information or none of us do. To which Troy commented that anyone can apply to Michael to sight the register.

Kate said it was her view that the Auditor and the Secretary should hold a complete copy of the members register, including addresses that they hold in confidence and that directors should only be able to access the names.

Marty asked that all directors get access to the information on active and inactive members so that the directors could make a decision on members that are or are not removed.

Troy confirmed that nobody is removed from the register without the board consenting. That the test on who gets access to the members details, as based on the privacy laws, is on whether they need that information to fulfill their volunteer roles.... Carly being the volunteers coordinator is a case in point.

Corinne asked if it was OK if she could get a current list of members for meeting quorum voting purposes. Troy said he did not see a problem with that, that a list of membership numbers First and Last names should be OK.

161201-14	Action: Corinne to formally request from the board an up to date list of current members for meeting Minute purposes of attendance and quorum voting records	Corinne
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9 Other Business (arising on the night)

9.1 Denni Ute Muster example – Flynn

Flynn brought Deni Ute Master as an example of an event held close to the ConFest site that goes on rain, hail or shine... that it went ahead this year when spring ConFest was cancelled. So Flynn asked the question why ConFest – spring and summer- are cancelled when they endure the same conditions that don't phase other events going ahead.

Kate commented that although the Deni Ute Muster went ahead, they carried so much risk and difficulties in doing so.

Flynn said that DTE board exists to put on ConFest, and if our properties don't serve us in hosting the ConFest we want, then we should be looking at a new property that will allow the events to go ahead. To which Flynn received a round of applause.

Kate said that the purchase of another property is off the agenda but will come up again. Kate and Mark pointed out that members had voted to keep Bylands.

Directors agreed they would all would like to see two or more ConFests per year, but the properties we have with the conditions we've had, has not permitted that to happen.

Brief discussion was had on the condition of the sites the DTE currently own, which all agreed must be addressed before considering another property.

9.2 Follow-up Action from previous meeting

9.2.1 Public Statement about Summer ConFest

That a public statement published on all the usual ConFest media platforms (confest.org.au, Facebook, Active) has been made, confirming work towards a Summer ConFest is continuing while the residual adverse conditions of recent floods in the site region are being closely monitored in the interests of public health, safety and expectations. With regular updates provided to the community. [Board motion 03/11/16]

Kate asked if this was still an appropriate message to put out...

Marty said he believed it was not a clear message, and would be taken as one that the Board has just given up on summer ConFest. He said to just tell it like it is, the site is still under water, mosquitos breeding out of control, and due to health and safety reasons we can't go ahead.

It was commented that David C. had put out a notice that was affective as was discussed under board business at the last CC meeting.

Kate said that Lynne Kennedy covered this quite well when she said that we are potentially leaving ourselves legally exposed if we said we were cancelling it for health reasons.

Kate suggested we go ahead with giving notice as Marty had outlined, that our site is still under water due to resent floods in the area.

161201-15	<p>Motion: That Kate issue a public statement published on the usual ConFest media platforms, that Summer ConFest has been cancelled due to the fact the site is still under water, mosquitoes are breeding out of control etc words to this effect.</p>	Kate
Accepted by Consensus		

9.2.2 Summer ConFest Legalities

Authority from the Board to appoint Gadens to represent DTE in this matter and authorise Troy Reid & Lynne Kennedy to be DTE representatives for interfacing with Gadens [motion pending Board Quorum, from CC meeting of 10/11/16]

Meeting agreed with the appointment of Gaden's and that Troy and Lynne had already proved they were doing a good job in working with the solicitors, it was just a formality to give Troy the official approval he sort by passing this motion.

161201-16	<p>Motion: That Gadens be appointed to represent DTE in legalities pursuing Council approval to host Summer ConFest. And that Troy Reid & Lynne Kennedy be recognised as the DTE representatives for interfacing with Gadens.</p>	Troy & Lynne Kennedy
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9.2.3 Annual Report – ‘Reserve Fund’

Board to make a decision about retained earnings, reserved capital with retained earnings [motion pending Board Quorum, from CC meeting of 10/11/16]

Troy said this was not implemented in time for the AGM, for which this motion was concerned when it was first posed. As a result the Annual Report shows that the Reserve funding item is still there. Aim now will be to get rid of this expense item from next year’s Financial reporting.

David said it is something that has been carried forward for years.

Troy said it is an amount of profit made historically and it has just been categorized as this ‘Reserve Fund’. He said Michael Hill believes it relates to a disposal of assets from 15 or 16 years ago, and should therefore be removed from the balance sheet by consolidating it into retained earnings and just be done with it.

Meeting agreed.

9.3 Permacroft Report

David gave status report on Permacroft to the new board... key points provided;

- Permacroft is a property that DTE has a share in it.
- DTE has 25 \$100 shares in it. A total of 250 shares
- There are only 9 shareholders remaining in it.

- There is a move to windup the coop by a few shareholders that have become disenchanted with it.

- Last Sunday was the AGM of the Permacroft Coop

- David said he has been approved by the board in the past to represent the DTE at Permacroft shareholders meetings. He having replaced Cheryl.
- David said he was nominated as a Director of Permacroft at the last Permacroft AGM.

- At a SGM of Permacroft a few months back, they decided they would work towards winding up the Cooperative and that the motion was past that at this AGM they would proceed to wind up the Cooperative.

- One of the shareholders, Ed Kenyon, lives on the property and does not want it sold, he proposed the possibility of get people to take over and run permaculture on the property... And he brought along about 4 people that were interested in buying \$100 shares.

- Another motion put at the meeting was that the property is potentially worth \$250,000 and that 2,500 shares be issued ... the share value being fixed at \$100 but by increasing the volume of shares there would be \$250,000 worth of shares. With those shares distributed to all the shareholders relative to the proportion of shares they already hold. So DTE’s shares would go up to 250 shares, which would bring DTE shareholding up to about \$225,000.

- It was agreed at the AGM the grace period would be extended for the people who wanted to buy into it as a Permacroft permaculture Cooperative. And so some of the people may want to dispose of their shares, and those wanting to sell will get back their share value and get out of the coop. Whether DTE wants to or not is another question.

- There are three shareholders who are intending to stay involved. So that would mean the other shareholders that want to get out would be able to sell their shares... with the value of the extra shares they would have relative to the proportion of shares they hold

- Permacroft is a trading cooperative so that members all actually have ownership of the property itself. DTE is a non-trading cooperative so we have \$2 shares, every member has to have 5 of them, and they stay statutory at that price. So if DTE was wound up, all

the assets and the cooperative would need to be given to a like-minded cooperative by orders of the State Government.

- Permacroft as a trading cooperative means the shares have a real value. So it is going to be another 4 months before a decision is made.
- David said there seems to be potential in Permacroft if sensible people were to get in and run it as a CoOp running permaculture and people could buy in at a minimum buy in share of maybe 10 shares as a minimum. He said there would also have to be a protocol for the right to vote being attached to shares. But in 4 months' time it may actually be wound up.
- Key message from the Permacroft AGM was to increase the share base from 340 shares to 2,500 shares. The shares being fixed value at \$100. And in 4 months there will be another general meeting to examine any further proposal that may develop in regard to the CoOp. At that time DTE will need to consider whether we will remain shareholders and take 250 shares instead of 25 which will mean our share value will be up. And DTE people may want to be involved with it. ... Maybe that the ConFest permaculture group may want to find people that want to buy 10 shares of real value and to participate in running permaculture.
- In summary Permacroft has 9 shareholders, 5 directors, and 3 shareholders are keen to see Permacroft wound up.
- David was asked what are the chances of stimulating interest in energising Permacroft, to which he suggested that there could be good interest from the ConFest Permaculture village if they come up with a good formula which is long-term viable then there is a reasonable chance Permacroft could go on.

Permacroft's other Shareholders are;

Graham Dunkley
 Charles Gatt
 Edward Kenyon
 Helen Michell
 Daryl Sipos
 Sally Weamouth
 Ken Weamouth
 Cheryl Boston

- DTE minor shareholder with a about 7% shareholding

161201-17	Action: Ahead of the next Permacroft General Meeting, David to obtain DTE members consensus regarding the proposal to wrap up Permacroft Coop. And should Permacroft shareholders vote to keep the CoOp going, then whether or not DTE members wish to remain shareholders in Permacroft or sell shares and get out of the CoOp.	David
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9.4 **Summer ConFest / Working Bee Alternative**

Don asked question of why we keep beating our heads against the wall of Wooroomah for Summer ConFest. And suggested the DTE really needed to look at getting a place to hold a Summer ConFest.

The discussion turned to the condition of Wooroomah now and how it stands to hold a summer ConFest working bee in a month's time.

Richard advised of conditions of the site, that they not likely to get better within 3 weeks for a Summer ConFest or working bee to be held. That the property is still under water, there is the mozzie plague, and now there appear legal issues in having it too.

Richard pondered how we would get to a point about making a decision on whether pursuing a summer ConFest at Wooroomah, or buying another property for summer confest, or fixing

Bylands... That there has also been talk about a buying a city property. He said some strategic direction looking forward into these issues was needed...

Marty suggested going back to a gypsy festival in regions we might be considering to purchase property.

Mark suggested that internally we to look towards a working bee.

Directors agreed with ratifying the general consensus of the discussion that took place at the end of the AGM with regard to not going ahead with Summer ConFest. And therefore upon getting out a clear message to the Community that Summer ConFest had been cancelled, but at the same time to redirect attention to Easter ConFest. Dates were agreed for Easter ConFest as gates open 12pm on Wednesday 12 April. Gates close Wednesday 19th April with Festival start being 13th April and Festival conclusion Tuesday 18th April. And get everyone involved with set up day and pack down day.

As regards the working bee Marty noted that the same risks exists for members involved in the working bee as those we've identified for cancelling Summer ConFest.

Marty also posed the question of do we really want to antagonise the local council with having a working bee when we were trying for a festival. Marty suggested that the working be considered for Australia Day weekend.

Other members felt there were no problems with a bona fide working bee. That there are far less people on site and far less cars to draw attention.

Marty said that we will probably need several working bees as everything needs to be rebuilt.

Troy posed question that if everything needs to be rebuilt at Wooroomah then perhaps we could look at Bylands. The cost of moving everything to Bylands was discussed, also whether there was in fact a permit to hold festival at Bylands. Troy said he had applied to the Murray River Shire council to get a copy of any DA that exists for Bylands. David C. said that going back through his records as he thinks he has found a copy of the DA for Bylands.

161201-18	<p>Motion: Kate to make public statement on all the usual ConFest media sites (Facebook, confest.org.au etc) advising that the adversities resulting from the resent floods in the region of the ConFest site are so great that Summer ConFest has been cancelled. That energies are now been directed to rebuilding the site for 2017 Easter ConFest to be held from Wednesday 12 April through to and including Tuesday 18th April</p> <p style="text-align: right;">Moved: Kate S. Seconded: Don R. Accepted</p>	
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9.5 City Residence

David raised the issue of the DTE acquiring a city residence for DTE's office and meeting room needs. He highlighted all the ITC gear set up in the room to facilitate online participation in meetings. That the DTE could own as a base to grow on. In addition, that it could be used for other groups.

Corinne supported the suggestion highlighting that there was no central place for documents to be stored... That where are all the ConFest records, they do not exist in one place. And the notion that historical documents would all be scanned and end up in the cloud was just not going to happen. She mentioned that tonight it had been highlighted how critical legal documents need in pursuing the Summer ConFest approval, had come from the good grace of people who had been around long enough to keeping records at their private residence people such as David, Scouse any others.

9.5 Emergency Site Phones

Troy introduced John Reed as one he has been working with on providing emergency phones for Wooroomah.

Troy said a budget has been created and what he and John would like to do is get approval for it so they can implement the plan project on site.

Troy mentioned that last Easter they trialed 3G repeaters and they were not successful, so have come up with another strategy using another technology.

Questions were raised as to whether ConFest Committee Comms team and other affected workgroups had been consulted and were across the project. To which Troy said he and John had been working on the project for a while now working with supplier of the phone system ...

Troy put up on the screen overview of the EnGenius phone system being considered the best for our site need that;

- It is a long range phone system with a 10km range, that would involve having a central ariel placed say on the woolshed and that would provide coverage for the whole site.
- includes 6 handsets for the critical site area;, one each for ops, medical, fire, security, cottage...
- provides full time coverage for the site all year round.
- has 4 channels, 4 phone lines out to the world, as such it takes up to 4 SIM cards. So each critical area it has its own line. Likewise there are 4 separate numbers for the lines available.
- EnGenius solution is \$12,500 to implement... this being an infrastructural cost for the whole site.

Discussion took place on alternative cheaper options, including what has been in place at the site to date. And how the system would work in practice alongside ops two-way radio system, and for the critical areas such as First Aid and Fire.

The need for phone system to provide internet data access was discussed by Kate as relates the need of first aid to go online and google medical info such as drug dosages treatment.

John and Troy confirmed that phone solution being tabled did not include internet data, but John said it is possible to organize a closed data service with the system.

Marty made the point that a closed secure internet data system was paramount to stop ConFesters tapping in to the service and tapping away on their phones. Others echoed the call that it was necessary to insure the ConFest site did not become one big internet hot spot as it takes way from ConFest is all about – being disconnected from the outside world.

Peter T. said some process needs to be established in line with implementation, to provide the framework on how the new phone system would be used and managed in conjunction with Ops in cases of emergency. Ops having been established as the comms hub to the outside world. Others agreed.

Troy said he had extensive discussions with Matt English about how new phone system would be managed with Ops. And to meet extra specs he saw as necessary that added to the expense of the system, such as the new system runs on electricity, it has UPS that would mean if the power goes out it will still run for 28hrs.

It was generally agreed by the meeting it the EnGenius emergency phone system proposal was a good system, but that it did not meet all the key needs such had been identified in the meeting, such as closed internet access for First Aid.

Another issue raised was the need for the proposal to address future-proofing concerns... that the cost was all-inclusive for the near future and did not require additional add on expenditure in upcoming years.

How the system hardware asset was going to be managed and accounted for during and post ConFest was also raised as an issue that needed some consideration regarding those who would be responsible for hardware and maintenance of the system...

Peter C. confirmed he had most of the site ops radios at his place and a few were held at Matt I.

Troy said that feedback here was indicating a re-engineering of the solution that he had already scoped with key facilitators to get right. Kate commented that first aids need had always to have the system enable internet access. So that while the solution presented met 50% of first aids needs it did not meet all of them, and for the cost it should be able to do so.

Troy said that the internet solution was another issue, it was never part of the original phone solution.

Mark said it is the first that his heard of this proposal and would like concerns raised here by key operatives like Kate and Malcolm.

Marty said he would like to see a complete solution that meets all the key needs before signed off on.

Denise indicated she wanted more info before signing off on 12,500 for 6 phones.

David was concerned about cost of phones that might not do all we want, when cheaper phones today have worked.

Marty said he also wanted assurances that the system was easy to set up and use.

John Reid said he had no problems with addressing concerns raised here, but main concern was to ensure solution signed off on a couple of months before next festival in order to test system fully onsite well ahead of the event.

Troy brought up that there was an operating budget approved by members at the August SGM of expenditure in the operating budget of \$85,000 to cover anticipated expenditure. The breakdown of which being; Capital Works Budget for fire of \$25,000 , ICT \$36,000, Landcare & Ecology \$14,500, and outsourcing \$10,000. So work was done to budget for ICT expenditure – as was itemized and displayed on the big screen. What Troy said had not been planned for was the \$12,000 for the emergency phones.

161201-19	Motion: Troy and John to come back to the group/Board with a proposal that addresses needs and concerns raised at this meeting and detailed here in the Minutes.	Troy & John Reid
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Next Board Meeting: Thursday 15 December 2016

Meeting Closed: 12:09am