

ConFest Committee Meeting

MINUTES

Date: **Thursday 9 February 2017**

Time: **7:30pm**

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

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

Meeting Commenced: 8:15pm

1 Election Of Chair

Chairperson Elected: Peter Carty

Minute Keeper: Corinne Armstrong

2 Attendance

DTE Member #	SURNAME	FIRSTNAME	Last 5 CC Meetings Attended	9 Feb 2017
1764	Carty	Peter	4	Y
571	Cruise	David	4	Y
1619	Gregory	Steve	4	Online
1711	Hales	Ian	3	Y
1766	Woodgate	Richard	3	Online
1732	Armstrong	Corinne	2	Y
1760	Macpherson	Robin	3	Online
1725	Mathews	Malcolm	3	Online
1685	Nissen	Lars	3	Online
1745	Rasmussen	Mark	2	Y
1744	Reid	Troy	3	Y
1731	Schwarz	Martin	3	Online
1762	Banville	Denise	1	Y
1770	Mcdonald	David	1	Y
1131	Royal	Donald	1	Online
1713	Shapiro	Kate	1	Online
1734	Bennett	Emma	0	Online
1710	Brogan	Ellen	1	Y
597	Cruise	Peter	0	Y
1754	Larke	Carole	0	Y
1763	Mollet	David	0	Y
1774	Newcombe	Craig	0	Y

1751	Pinney	Bruce	1	Y
1767	Pitt	Trevor	1	Y
1775	White	Greg	0	Y
GUEST	Tippett	Peter		Y
GUEST	Gibson	Bonny		Online
GUEST	Willet	Pablo		Online
GUEST	Euston	Peter		Online

Apologies: none

Quorum Confirmed: Yes

#	Item	Raised / Responsible
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3 Confirmation of Previous Meeting Minutes

Minutes of the previous Board Meeting held on Thursday 8th December 2016, reference version 01/02/2017, were read out. An amendment to the Minutes was identified and noted in the motion to otherwise accept the Minutes as read.

.....	<p>Motion:</p> <p>That the Board of Directors Meeting Minutes of Thursday 8th December as read, be amended under Item number 2 Attendance, that Kate Sarah be marked as attending the meeting and her name removed from Apologies. With this amendment the Minutes are accepted.</p> <p style="text-align: right;">Moved: David Macdonald Seconded: Denise Banville Accepted by Consensus</p>	Corinne A.
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4 Correspondence

Received from Marty, Infrastructure Budgets;

- Advance Setup Budget
- Extras Setup Budget
- Hub Setup Budget
- Toilet Setup Budget
- Sullage Budget
- Tool Library Budget
- Locks Budget
- Silent Disco Budget

5 Board Budget Release to ConFest Committee

Ian spoke of Board approving motion allocating \$168,000 Operational Expense to be CC to oversight.

Troy spoke of process needed for consideration for approving expenditure.

Suggestion to receive bulk of Budget Applications then decide on allocation. Ian commented that this made sense so last in line to submit was not left with no money from budget.

David M. & Marty S spoke about needing money now.

Peter C said Infrastructure most important needs to be address and we have a good idea of what Villages cost.

General agreement with suggestion to bring Budget Application close dates early this year

David M. said he needed approval 6 weeks before ConFest to get the job done.

David C queried CC’s budget approval authority over Directors. Troy responded that since Board had approved allocation of ConFest operations budget, all that was need from the board members were bank account signatories to approve money transfers on budgets approved by the CC.

Troy mentioned that several of Marty’s tabled budgets were for expenditure not budgeted under Confest operational expense budget, citing Hub Rebuild, Cottage Hotwater and Extras budgetd were Capital Expenditure needing Board approval.

.....	<p>Motion:</p> <p>That the funding application guide dates as presented by Ian Hales be moved forward by two weeks.</p> <p style="text-align: right;">Moved: Denise Banville Seconded: Mark Rasmussen Accepted by Consensus</p>	<i>Ian H.</i>
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Budget Application Form; Workgroup Facilitator & Village Coordinator accountabilities

Ian reported on the new Budget guidelines saying they cover clear responsibilities for facilitators and village coordinators who now would need to adhere to tighter reporting and accountabilities from previous years. Putting greater accountabilities on Village Coordinators was to avoid the issues had last year with extremely over due receipt reporting, which held up end-of-financial-year reporting.

Ian said there were facilitators that still owe money / receipts from last year’s confest, and he said those people should not be given budget approves until money owing is accounted for.

6 Workgroup Facilitators List

The workgroup facilitators list was tabled by Marty. It was noted that this list was mainly identifying ConFest Committee related workgroups and work areas and the key people taking the hands-on lead in carrying out essential ConFest onsite operational duties and responsibilities.

7 Budget Application Submission

Aboriginal Relations

Elle said she emailed her budget application to the CC group mail last this afternoon so paper was not sent with Agenda and other discussion papers. Elle said it was to cover travel expenses for herself, Bill Ricketts and Bonnie Grahame Gibson to meet with local registered Elders at Woorooma.

Elle introduced Bonnie, who was attending the meeting online. Bonnie introduced himself the committee members, telling of his involvement in Wellness at past ConFests, and his experience in Aboriginal cultural relations.

Mark said he was concerned of lack of reporting back to committee meetings from Aboriginal Relations on past site visit works for which budget funding had been approved. Mark therefore sought reassurances as to reporting back to committee if this budget application was to be approved.

Comment was made that Aboriginal Relations is a workgroup allocated under the OC, and so should be at an Organising Committee meeting such a budget is tabled. Elle said that the nature of Aboriginal Relations was that it crossed over both the CC and OC. And as the site visit had been arranged for an upcoming weekend it was necessary to have travel budget approved before hand.

Troy suggested that Elle email her budget submission to the Board to consider.

8 Online Forms & Key Docs – Confirmation & Location

New Budget Application form

Ian confirmed that the new Budget Application Submission downloadable form merged all relevant pages required to properly complete the application in to one document... pages that were previously separate documents to download.

Volunteers form

Robin confirmed the volunteers online registration form was up and running, and explained how facilitators have access to see submissions that the volunteers coordinator Carly processes and then on sends to facilitators to contact and manage volunteers allocated to their workgroup.

Proposed publication of Volunteer Benefits/T&Cs

Peter C. explained he'd raised this topic because of his experience last year in turning up to be a volunteer and was given no induction nor information on the benefits volunteers received. He suggested that a volunteers benefits document be put online to harness new volunteers.

David M. and Peter commented on benefits of running volunteers workshops, having volunteers reception desk and orientation.

.....	<p>Motion:</p> <p>“That Peter C. and David Mollet take responsibility for getting up an online billboard for volunteers including T&C outlining long term benefits of volunteering. As well to take the lead in establishing a volunteers morning workshop in the Hub.</p> <p style="text-align: right;">Moved: Peter C. Seconded: Troy R. Accepted by Consensus</p>	<p><i>Peter C & David M.</i></p>
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FB ConFest Pages

Marty expressed concern over confusion caused by having Lars set-up his ConFest 2017 Facebook Page, when the main accepted ConFest FB page was that established by Kevin Gerber having over 15,000 members.

It was raised that this matter concerned media & communications over sighted by the OC.

Matter deferred to the next OC meeting.

9 Key Date Targets/Deadlines

Marty expressed concerned about how behind we are this year compared to last year.

Marty and Robin discussed the online project management program Robin had set up for facilitators to access. Robin said he would email the URL for this.

Confirmation of times gates open and close to the general public

Advertised dates for ConFest were confirmed as being from Wednesday 12th though to Tuesday 18th April. Confirmation of specific times of gates opening and gates closing to the general public was requested.

Kate mentioned about congestion at the main gate on the day of opening last year, and that DTE was reprimanded by Council for the build-up of traffic on the main road into ConFest.

It was agreed by the meeting that processing of tickets could begin at 9am on Wednesday 12th, and then those ticketed moved on to the paddock until the cattle gate opened at midday.

It was agreed by the meeting that the first main day of ConFest is Thursday 13th, with gates closing at 12pm on Tuesday 18th.

Wednesday 9am ticket processing direct them into paddock

Wednesday 12pm gates open

Early Set-up / Working Bee

Mark commented that working bees are really teams organized to do site management throughout the year, but in the weeks leading into ConFest such are seen as advance early onsite set-up that related site-works workgroup facilitators are responsible for coordinating with the event Volunteers Coordinator Carly. The rest of the meeting members agreed with this.

Site Manager/Coordinator

Troy Mentioned that we need a site manager that coordinates across department workgroups. Supporting this Troy gave examples of his experience last year in having to assume the role to source volunteers from dedicated workgroups when urgent need for volunteers was required to replace the ticketing box roof after it blew off.

Troy said the person filling such a role needs preferably not to be someone otherwise allocated to a specific workgroup, in order to ensure they can arbitrarily allocate volunteers where and when they were needed without having a vested interest in a workgroup.

Robin said he did not agree to having one person in this role as there are too much for one person to oversight. Rather Robin suggested it should be a team of site managers, or as many suggested was a more appropriate term, site coordinators.

Mark said he was happy to be involved with coordinating facilitators and village coordinators as he was planning to delegate facilitation of his specific earthworks areas to dedicated volunteers anyway..

.....	<p>Motion:</p> <p>To create the role of site coordinator, and that Mark Rassmussen be appointed to the role.</p> <p style="text-align: right;">Moved: Troy Reid Seconded: David Cruise Accepted by Consensus</p>	<i>Mark R.</i>
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10 Ticketing

As issued with Agenda discussion papers, Ian tabled a document listing Ticketing – Easter 2016 prices as follows:

\$150 Standard ticket at gate with 2hr volunteering

\$100 Standard ticket (pre-sale only) with 2hr volunteering

\$100 Non-member ticket with 24hr volunteering

(\$80 refunded after event with confirmation of hours worked)

(\$10 gifted towards DTE membership application)

\$10 DTE member ticket (limited to 2 per member)

\$10 Youth ticket (less than 16 years of age)

Free: kids ticket (less than 2 years of age)

Kate proposed increasing the standard ticket price up as much as \$130, with the increase amount to be allocated to charity or offering a variety of charity or local community projects in which ticket purchasers were issued a token to place in a charity bin of their choice upon ticket purchase or entry.

Carol mentioned an altruistic project... referencing the past when ConFest tickets were sold from various outlets and got a percentage of ticket sale for their charity or charity of choice.

Carol pointed out that as the DTE now has registered charity status, as mentioned in the Rules, the DTE should be allocating a percentage of profits to charity.

Emma put proposal of putting back into the local community.

Robin said he strongly believed it was easy to give to a range of projects. That we reach out to community groups with an offer allowing them to sell ConFest tickets through our online ticket system. Suggesting \$10 per ticket be donated to charity with \$1 going to the Moulamein not for Profits .

David M. expressed concern by increasing tickets would be too high for many in ConFest communittee.

Denise said scouse noted that the vendor market application form that has already gone out has listed the standard ticket price as \$100.

Ian said only last year that we reviewed prices, and felt it was too complex to administer an apportionment of ticket sales to a charity or charities:

Point of Order raised, that the quorum for the CC meetings is 10 active members who have attended at least 3 out of the past 5 sequential meetings, but there is only 7 such eligible members in the meeting to vote. Response back was that while other item motions were of majority consensus of meeting attendees, there was a clear division in the room on this item's outcome as to whether to keep ticket prices and structure the same as last year, or increase prices to accommodate a donation apportionment to charity.

The Minute Keeper questioned whether there was a motion and valid quorum to vote on it. The Chairperson directed the Minute Keeper to record that voting consensus was to keep ticket prices and structure same as last year.

11 Wrist Bands

David said he was horrified to see wrist bands floating around in ticket booth, that they were badly managed.

Marty mentioned how the Woodford Festival process wrist band entry.

Troy said wrist bands would be closely audited this year. He outlined the process that incorporates each wrist band having a unique barcode number and will be scanned upon entry. Ticket people given quota and have to go back for more, numbered, scans have to match up.

David asked how different colours work with coding. Robin said different string of number.
Robin

12 Hub Power & Equipment

Diesel Generator; operation & maintenance vs. other options

Scouse said he was looking into generator v mains power.
David said he got quote and gave to Scouse.

Richard suggest he go up to site in next few days and do mechanical work on generator to see if he can get it suitably operational and in a state to be more efficiently maintained during ConFest, if others keep working on the silencing solutions.

Meeting consensus supported Richard's proposal that he do mechanical work on generator in next few days and report back to committee.

13 Items Deferred

Heavy Machinery – Agenda listed, was deferred.

Next Meeting Confirmed: Thursday 16 February 2017

Meeting Closed: 10:55pm