

**Down-To-Earth (Vic) Cooperative Society Limited**

**ConFest Committee Meeting**

**MINUTES**

Date: **Thursday 23<sup>rd</sup> March 2017**

Time: **7:30pm**

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

Online: <https://dte.coop/live.meeting>

Duration: **7.30 – 10.40**

#	<i>Item</i>	<i>Raised by:</i>
<b>1</b>	<b><u>Election Of Chair</u></b>	<i>procedural</i>
	1.1 Confirm Minute Keeper: Coral Larke 1.2 Confirmation of Agenda: Denise Banville	
<b>2</b>	<b><u>Attendance</u></b> David Cruise, Ian Hales, Carol Larke, Mark Ramussen, Denise Banville, Peter Cruise, Troy Reid, Malcolm Mathews, Emma Bennett, , David Mc Donald, John Reid, Kathy Ernst, David Mollet, Trevor Pitt, Kate Shapiro, Aaron Shiperlee, Fulvio Geradi Online: Lars, Scouse, Don Royal, Jenni T, Darrel Reid, Robin Mac Person, Kirsten Joy, Marty Schwarz, Elle Brogan. Luke Johnson	<i>procedural</i>
<b>3</b>	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>procedural</i>
	- CC Minutes of Meeting of Thursday 16 <sup>th</sup> March 2017 <b>No objections</b>	
<b>4</b>	<b><u>Finance Committee Update</u></b>	<i>Ian H.</i>
	Adjustments to budget presented at last weeks meeting and Update on issue of debit cards. Inner Colour has pulled out \$650 deleted <b>Mark Ramussen:</b> request an extra \$1000 for heavy machinery budget. To cover tractor hire insurance excess and for Pablo's repairs to the tractor. \$800 insurance for insurance and \$200 for tractor repairs. <b>Mark Ramussen: Motioned request. Seconded by David Cruise. No objections. Passed</b> Emma Bennett: Double sided maps will be printed on site. Large maps will be at info tent and at emergency sites. Maps will be printed when people collect the bands from the front gate printed on DTE equipment. <b>No budget asked for as it will come under traffic management budget.</b> Emma Bennet Request for up to \$1000 for tyres customs importation tax. <b>Emma to receive up to \$1000 for the tax. No objections</b>  Malcolm Mathews: 22 debit cards have been issued and another 5 in process, so in total 27 cards will be received by the end of next week. Small issue with activating cards, some of the banks questions for card activation has been sent to the persons home addresses and a second lot sent to DTE's address. If there are any problems to call Chelsea from Bendigo bank and she can fast track activation. Some people won't know what transactions have occurred on the card. Some have received funds and some haven't. If anyone has a problem call Malcolm. Fulvio: For budget under \$1000 will get a load and go card from post office.	
<b>5</b>	<b><u>Attendance Policy</u></b>	<i>Troy R.</i>

	<p><b>Identification Policy, Ban List Management &amp; Implementation</b></p> <ul style="list-style-type: none"> <li>• What is our policy on knowing who is attending our events?</li> <li>• Who manages the Ban List?</li> <li>• How can the Ban List be effectively implemented?</li> </ul> <p><b>David Cruise:</b> 4 or 5 people are on a current banned list. Issue is a list that it is hard to identify persons on this list. <b>Troy Reid:</b> An alleged paedophile was removed by police, however, his name is not on the banned list, therefore, DTE is at risk for not practising a duty of care and will be legally responsible if that person reoffends at ConFest. It is reasonable for DTE to get people to register and identify themselves in the process of purchasing a ticket. Other communities reduce their risks when they purchase a ticket by having patrons present photo identification, if the two match up then they get a wrist band. This is how other like minded communities reduce their risk. <b>Robin Mac Pherson:</b> Do not confuse 2 issues, how to identify people through data collation with risky people, it should not be a front gate policing process. <b>Troy Reid:</b> The issue is of legal negligence, by having identified and removed a sex offender from our property but allowed them to re-enter and by not having processes to identify them by not having adequate processes in place. Directors want anonymity for people at ConFest we need to balance two requirements. <b>Jenni T:</b> Regarding the paedophile on site; Inappropriate inaction was taken by not informing police immediately when it came to DTE notice of a paedophile on site, that a decision to putting up posters warning parents wasn't enough. <b>David Cruise:</b> The offender could be identified by the community and not necessarily by computer technology. <b>Mark Ramussen:</b> We need to give adequate time to the topic and not run by emotion. We should sit down after the festival and develop a solid policy on consent, recording devices etc. <b>Emma Bennett:</b> We should put the children first. Some parents don't report abuse, often victims of abuse are not put in the forefront in the way society treats victims as a result parents do not want to put their children through that. We need prevention and not response. <b>Fulvio:</b> We have an obligation to protect people's identity. As an organisation to protect people as well as to protect data and their privacy. <b>Coral Larke:</b> Need to bring the ConFest community along as far as making them understand the necessity for these changes. <b>Marty Schwarz :</b> Some professional people won't come to ConFest because of they don't want it known they attend ConFest because their jobs will be in jeopardy. <b>David Cruise:</b> (in jest) Why dont we get face recognition technology <b>Kate Shiparo:</b> As a person who works in emergency services it so fundamentally basic that we know who is on our site. We have a duty of care to know who is on our property. <b>Troy Reid:</b> First issue is to work out what is our responsibility is. Do we want to know who is on the property? If we know who is attending our property then the rest is just implementation. That is the policy issue we need to work out. <b>Kate Shipero:</b> In the past we got purchasers to give names and email addresses, phone numbers and addresses was to be entered into to buy a ticket but not to be attached to wrist bands to preserve their anonymity. Last year, we were told by Victorian police that three repeat sex offenders, who have spent significant time in jail told their parole officers they attended ConFest. Police said that as a volunteer organisation, volunteers need to have to have the same requirements as any other work environment, especially people with working with children require a police check. Technically speaking all our patrons are volunteers, our workers work in child areas without background checks. <b>David Mollet:</b> We need to take care of DTE assets by being aware of our legal liabilities so necessary for the data collection. <b>Robin Mac Person:</b> Wants workshops and literature on issues of consent and put it in the middle of the festival and have highly trained people to educate the festival patrons and critical response team on consent. <b>John Reid:</b> Recommends a group be formed to write a paper to go through the issues quietly will bring a better outcome. <b>Kate Shapiro: Moved a motion</b> For people to bring photo ID and for volunteers to check their ID and set up a task group to look at a range of things around this issue. <b>Ian Hales: Seconded the motion. Objections:</b> <b>Mark Ramussan</b> this motion has been driven by emotion, we don't have a policy and not set up for it. <b>John Reid:</b> The people we want to keep out are the people who will turn up with false identification and able to get in. <b>David Cruise:</b> What if people don't have photo ID? <b>Troy Reid:</b> There will need to be a campaign online to inform patrons. Governance and Compliance Group will facilitate processes. <b>Those in favour requesting ID: 10 in favour, 7 Against, Motion Passed.</b></p>	
6	<b><u>Ticket Sales</u></b>	Troy R.
	Initially raised in CC meeting of 9 March, but no formal consensus reached regarding no ticket cash sales at the Front Gate. Instead suggestion that Moulamein IGA sell ConFest	

	<p>Tickets for those with don't want to purchase online.</p> <p><b>Coral Larke:</b> This seeks to ask people to drive an extra 26 kilometres after having driven 500 kilometres to purchase a ticket. <b>Ian Hales:</b> What happens if people turn up to the gate with only cash? <b>Robin MacPherson:</b> After working at the front gate last year and saw it work well and peoples sorted it out amongst themselves, i.e. someone without a card be it a friend or stranger would be given cash by someone who didn't have one and each time people worked it out. <b>Troy Reid: Motion:</b> No cash sales at the gate and enable cash sales at a Moulamein venue. <b>Seconded</b> Robin Mac Pherson. . <b>Motion Passed.</b></p>	
<b>7</b>	<b><u>'Thank you'/Volunteer Tickets Process</u></b>	<i>Elle B.</i>
	<p>Are Workers/Thank you ticket process and numbers are being assigned by the Volunteer Coordinator? Kali invited to clarify this process addressing:</p> <ul style="list-style-type: none"> <li>• Are such via Volunteer email address?</li> <li>• Are these ticket applications checked as 24hr Vols from last year?</li> <li>• Are any tickets assigned to people who haven't worked their 24hrs but teams are needing help or do ALL of these applicants pay and then get reimbursed.</li> <li>• How is the 24hr criteria tracked and Who decides how many tickets per department?</li> <li>• Is it the department heads who decide how many of these tickets they need?</li> </ul> <p><b>Kali Jade:</b> Is improving processes over the years, the aim is to create less work for volunteers and more time for the festival. Part of her role is to direct applicants to department heads and face book. Has accepted 200 volunteers. People who arrive for set up automatically gets a 24 hour ticket. Anyone who arrives after the set up time pays for their ticket and gets a refund. <b>Elle Brogan:</b> Needs 15 or 16 volunteers and wants to know how the system is working because no one has yet approached her as a department head, people are approaching her through facebook. Kali and Elle will have a conversation privately. <b>Kali:</b> wants department heads to talk with Kali. <b>Mark Ramussen:</b> How do department heads select their volunteers and prioritise amongst the various needs ? <b>Kali:</b> Wants department heads let her know what they want and she will do her best to get them. The priority is to match volunteers with the work they want to do. <b>Muddy:</b> Hasn't received a response from his application. <b>Kali:</b> will get to it soon.</p>	
<b>8</b>	<b><u>Transport Logistics</u></b>	
	<p>Truck Hire</p> <ul style="list-style-type: none"> <li>• Re CC group mail discussion threads ... confirming the accepted quote and costs (\$3.8k), and how shall the cost of hire be allocated?</li> </ul> <p><b>Troy Reid:</b> 2 ton truck hire partially funded by the hub, Chase has put \$2000 aside for it. Further request for an extra \$1800 for one month truck rental to share it amongst villages. This includes kilometres driven, fuel and an excess of \$500 if there is an accident. <b>Troy Reid: Motioned request for \$1800. Denise seconded it. No objections. Passed</b></p>	
<b>9</b>	<b><u>Mapping</u></b>	<i>Trevor P.</i>
	<p>Workgroup/contributors confirmation</p> <ul style="list-style-type: none"> <li>• As yet we have not formalised a mapping team. This needs to be addressed ASAP as there are requests being made for maps and no clear direction on who is doing what.</li> </ul> <p>Trevor Pit: Questions; Do we need maps? Yes. Who needs maps? Front Gate, Info, Operations and First Aid will have a detailed map with radio locations and cooking circles included. Emergency services needs AO size maps. Trevor: Wants department heads to communicate information with him what they need on the map. A mapping group is needed for what is required; where do we get information, who adds data in the data base, when are the maps need to be ready. Trevor can continually update maps as information comes in. Who will do what in regards to collecting information, John Reid and Nigel who is a cartographer will be on the mapping group. Work will be done amongst themselves. Troy Reid: will encourage department heads</p>	

	to communicate with Trevor.	
<b>10</b>	<b><u>Ice Sales</u></b>	<i>Malcolm M.</i>
	<ul style="list-style-type: none"> <li>• Confirming first and last days of Ice sales</li> <li>• Confirming Deferred for next week</li> </ul>	
<b>11</b>	<b><u>Village Committee Update</u></b>	<i>Kristen J.</i>
9.1	<p>Coordinator Ratification</p> <ul style="list-style-type: none"> <li>• Following on from CC group mail notification from Elle Brogan advising that she is relinquishing role of Village Coordinator to Kristen Joy, formal CC consensus on the following is sort: Proposed Motion: <i>“That Kristen Joy be appointed to the role of Coordinator of ConFest Village Committee</i></li> <li>• <b>Moved by Kristen Seconded by Emma. Passed by consensus. No objections.</b></li> </ul>	
9.2	<p>Village Volunteer Ticketing Update</p> <ul style="list-style-type: none"> <li>• Update progress of confirming village volunteer tickets and early entries. Detailed information on the CC email address. Still has to gain some numbers from different villages. <b>Coral Larke:</b> Can tickets be asked for in the future if department heads dont know their numbers yet? <b>Kristen Joy:</b> It will have to be presented again to the committee. <b>Motion: Ticket Allocation Approval. Passed by consensus.</b></li> </ul>	
<b>12</b>	<b><u>Welcome to Country</u></b>	<i>Muddy Featherfoot.</i>
	<p>Outlining arrangements for Wemba Wemba Welcome to Country Ceremony. <b>Muddy Featherfoot:</b> Will do Welcome To Country and wants 2 village tickets for 2 Wemba Wemba women to help him. <b>Mark:</b> Wants approval from Elle for tickets <b>Elle Brogan:</b> Muddy works independently and it is up to Muddy to determine what he wants to do. <b>Muddy:</b> will possibly give workshop on making clap sticks, needs sand paper and a wood burning tool. <b>Emma Bennet: Approves Muddy to have 2 tickets. No objections</b></p>	
<b>13</b>	<b><u>Wemba Wemba recognition in the CC/DTE Org Chart</u></b>	<i>Elle Brogan</i>
	<p>The Woorooma Aboriginal Relationships Committee (WARC) would like to clarify its role within the OC and report to its concurrent function within the CC</p> <p><i>Motion: That due to holding concurrent responsibilities both with the OC (NSW Law protecting Aboriginal Heritage Sites Across Woorooma) whilst also contributing to the CC (Festival Signage Crew, Walkabout Tours, Information Workshops etc), the WARC would like to have an entry to both on the DTE Org Chart whereby the WARC will be listed under the OC and the ‘Wemba Wemba Crew will be listed under the CC.</i></p> <p>Elle: Due to confusion leading into the festival for the Wemba Wemba crew, wants clarification made on the website. <b>Motion: Passed by consensus.</b></p>	
<b>14</b>	<b><u>The Hub Policy</u></b>	<i>Chase W.</i>
	<p>Re CC group mail originating email from Hub kitchen coordinator Chase White seeking CC consensus on following</p> <ul style="list-style-type: none"> <li>• Amplified music in the kitchen</li> <li>• Vegetarian only</li> </ul> <p><b>Motion: For amplified music specifically kept in the kitchen</b> <b>Denise: Motioned. Seconded. Aaron Those for 12 Those against 13.</b> <b>Motion failed. Troy Reid:</b> Do we have a backup plan if the Chefs decide to pull out of the festival.</p> <p><b>Motion: Those in favour of vegetarian kitchen: Those for 4 / Those against 13 Motion failed</b></p> <p><b>David Mollet:</b> Raised his disappointment at the treatment online about Chase’s request for the Hub. <b>Ian Hales:</b> Focus on the issue and not the person. We need</p>	

	<p>to implement a behaviour policy. <b>Mark Ramussen:</b> Everyone is guilty of bad behaviour on line in the heat of the moment and we should all be more respectful, if people are mature and responsible enough to apologise and learn in future, that is preferable than censoring or putting someone on a report. <b>David Cruise:</b> Looking at oneself is one thing, having someone point out behaviour seems disrespectful. <b>Aaron Shiperlee:</b> We have a policy members should become acquainted with it.</p>	
<b>15</b>	<b><u>Other Business</u></b>	
	<b>John Reid:</b> Who has been appointed to keep track of the items that have been raised but not allowed to speak due to time restraints? We need to list all these items for future consideration.	
<b>16</b>	<b><u>Items Deferred</u></b>	
		<i>Malcolm Mathews</i>
	<ul style="list-style-type: none"> <li>Confirming first and last days of Ice sales</li> </ul>	
<b>17</b>	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	
	30 <sup>th</sup> March, 7.30pm	