

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

# OC Meeting

## Minutes

Date: **Thursday 30<sup>th</sup> March, 2017**

Time: **7.00 pm**

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

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

Meeting Commenced: 7.20 pm

<b>1</b>	<b><u>Election Of Chair</u></b>	<i>procedural</i>
	1.1 Confirmation of Agenda: Kate Shapiro 1.2 Confirm Minute Keeper: Denise Banville	
<b>2</b>	<b><u>Attended</u></b>	<i>procedural</i>
	Online: Jenni T, Robin, Lars, Don, Scouse. Peter Carty, Carly, Marty, Elle. At Ceres: Corinne, Denise, Kate, David C, Fulvio, Ian, Malcolm, David McD, Craig N, Trevor, Mark R, Shardee, Kristen, Andrew W, John Reid.	
<b>3</b>	<b><u>Eligibility to Vote</u></b>	<i>procedural</i>
	Corinne confirmed those attending and those eligible to vote at this meeting. Corinne, Denise, David Cr, Lars, Kate and Peter Carty eligible to vote.	
<b>4</b>	<b><u>Confirmation of Previous Minutes</u></b>	<i>Kate</i>
	Kate read the minutes from previous OC meeting on 23/2/17. Minutes accepted. Kate moved. Lars seconded.	
<b>5</b>	<b><u>Confirmation of Meetings</u></b>	<i>Corinne</i>
	OC meeting moved to the last Thursday of the month in order to have the agenda ready for the Board meeting on the 1st week of the month. CC 2 <sup>nd</sup> Thursday. Corinne queried the Ceres bill. Kate confirmed the bill goes to directors.	
<b>6</b>	<b><u>General Meetings</u></b>	<i>Corinne</i>
	Corinne stated that the OC and auditors need to send out the dates and agenda and that we need the dates to work towards. Clearly a responsibility of the OC. Specific dates of GMs deferred until next OC. SGM date proposed for 25 <sup>th</sup> May.	
<b>7</b>	<b><u>Meeting Templates and Processes</u></b>	<i>Corinne</i>
	Corinne sought confirmation that members are happy with the templates and online agenda submission forms. The attendance register is administered by Corinne and Troy. This is also online. No objections. The minutes template is also online. David uploads the minutes to	

	dte.org.au.	
<b>8</b>	<b><u>OC Org Chart</u></b>	<i>Troy</i>
	Deferred.	
<b>9</b>	<b><u>Who's Who Directory</u></b>	<i>Corinne</i>
	<p>Corinne is creating a Who's Who Directory, using the Org Chart and listing members and contact details etc. So that anyone who wants to get involved in DTE activities or workgroups can make contact as appropriate. It will be an open directory (open to non-members).</p> <p>Moved by Corinne:  <b>"The creation of new workgroups or sub-committees requires OC meeting approval before being adopted into the official ORG chart and the Who's Who directories"</b>.</p> <p>Seconded Kate. Passed by Consensus.  To be ratified at next OC meeting where we have a quorum.</p>	
<b>10</b>	<b><u>DTE Facebook Page</u></b>	<i>Kristen</i>
	<p>Kristen said that the Facebook page needs to be re-energised.  Scouse and Robin have been added as administrators.  Corinne asked about policy around media.  Robin suggested a media crew and defining policies around that. This will be addressed after Confest.</p>	
<b>11</b>	<b><u>Finance and privacy</u></b>	<i>Elle</i>
	<p>Elle asked about ethical boundaries around contact information, privacy issues etc. and wondered if the finance group was bound by processes or policies to protect privacy.  In the past emails were not private around amounts owing etc.  Ian stated that all members were appointed by the Board and they are conscious of privacy details. We need a privacy policy.</p> <p>Elle's motion was amended to:  <b>"That the Finance Committee provides back to the OC a code of conduct which includes, but not limited to, a privacy policy"</b>.</p> <p>Moved by Kate. Seconded: Coral. Passed by consensus.  To be ratified at next OC meeting where we have a quorum.</p>	
<b>12</b>	<b><u>Meeting Closed</u></b>	
	<p>Deferred:</p> <p>Aboriginal workgroup ratification deferred until after Confest. (Elle)  New site for meetings. Deferred until after Confest. (Scouse)  Organisational Chart (Troy)</p> <p><b>Meeting Ended 8.20</b></p>	