

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee Meeting

Minutes

Date: **Thursday 27<sup>th</sup> July 2017**

Time: **7:30pm**

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

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

Meeting started 8 pm

#	Item	Raised by:																																																																																																																																							
<b>1</b>	<b><u>Election Of Chair</u></b>	<i>Procedural</i>																																																																																																																																							
	1.1 Confirmation of Agenda: Kath Ernst 1.2 Confirm Minute Keeper: Coral Larke																																																																																																																																								
<b>2</b>	<b><u>Attendance</u></b>	<i>Procedural</i>																																																																																																																																							
	<table border="1"> <thead> <tr> <th>FOLIO</th> <th>SURNAME</th> <th>FIRSTNAME</th> <th>QUALIFY</th> <th>27 Jul 2017</th> </tr> </thead> <tbody> <tr><td>1762</td><td>Banville</td><td>Denise</td><td>5</td><td>Y</td></tr> <tr><td>1734</td><td>Bennett</td><td>Emma</td><td>2</td><td>Y</td></tr> <tr><td>571</td><td>Cruise</td><td>David</td><td>4</td><td>Y</td></tr> <tr><td>597</td><td>Cruise</td><td>Peter</td><td>3</td><td>Y</td></tr> <tr><td>1747</td><td>Ernst</td><td>Kathleen</td><td>3</td><td>Y</td></tr> <tr><td>1718</td><td>Ernst</td><td>Vanessa</td><td>1</td><td>Y</td></tr> <tr><td>1619</td><td>Gregory</td><td>Steve</td><td>5</td><td>O</td></tr> <tr><td>1711</td><td>Hales</td><td>Ian</td><td>4</td><td>Y</td></tr> <tr><td>1729</td><td>Hunt</td><td>Lindy</td><td>3</td><td>O</td></tr> <tr><td>1776</td><td>James</td><td>Joel</td><td>2</td><td>Y</td></tr> <tr><td>1754</td><td>Larke</td><td>Coral</td><td>4</td><td>Y</td></tr> <tr><td>1760</td><td>Macpherson</td><td>Robin</td><td>5</td><td>O</td></tr> <tr><td>1725</td><td>Mathews</td><td>Malcolm</td><td>3</td><td>O</td></tr> <tr><td>1770</td><td>Mcdonald</td><td>David</td><td>5</td><td>Y</td></tr> <tr><td>1685</td><td>Nissen</td><td>Lars</td><td>4</td><td>O</td></tr> <tr><td>1744</td><td>Reid</td><td>Troy</td><td>5</td><td>Y</td></tr> <tr><td>1131</td><td>Royal</td><td>Donald</td><td>4</td><td>Y</td></tr> <tr><td>1731</td><td>Schwarz</td><td>Martin</td><td>4</td><td>O</td></tr> <tr><td>1713</td><td>Shapiro</td><td>Kate</td><td>3</td><td>Y</td></tr> <tr><td>1801</td><td>Sperandio</td><td>Alessandro</td><td>2</td><td>O</td></tr> <tr><td>1699</td><td>Tarr</td><td>Jennifer</td><td>5</td><td>O</td></tr> <tr><td>1645</td><td>Tunney</td><td>Kristen</td><td>5</td><td>O</td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>GUEST</td><td>Gibson</td><td>Bonny</td><td></td><td>Y</td></tr> <tr><td>GUEST</td><td>Tippett</td><td>Peter</td><td></td><td>Y</td></tr> <tr><td>GUEST</td><td>Bongiorno</td><td>Levon</td><td></td><td>Y</td></tr> </tbody> </table>	FOLIO	SURNAME	FIRSTNAME	QUALIFY	27 Jul 2017	1762	Banville	Denise	5	Y	1734	Bennett	Emma	2	Y	571	Cruise	David	4	Y	597	Cruise	Peter	3	Y	1747	Ernst	Kathleen	3	Y	1718	Ernst	Vanessa	1	Y	1619	Gregory	Steve	5	O	1711	Hales	Ian	4	Y	1729	Hunt	Lindy	3	O	1776	James	Joel	2	Y	1754	Larke	Coral	4	Y	1760	Macpherson	Robin	5	O	1725	Mathews	Malcolm	3	O	1770	Mcdonald	David	5	Y	1685	Nissen	Lars	4	O	1744	Reid	Troy	5	Y	1131	Royal	Donald	4	Y	1731	Schwarz	Martin	4	O	1713	Shapiro	Kate	3	Y	1801	Sperandio	Alessandro	2	O	1699	Tarr	Jennifer	5	O	1645	Tunney	Kristen	5	O						GUEST	Gibson	Bonny		Y	GUEST	Tippett	Peter		Y	GUEST	Bongiorno	Levon		Y	
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<b>3</b>	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>																																																																																																																																							
	Troy moved. Denise seconded. No objections Passed by consensus																																																																																																																																								
<b>4</b>	<b><u>Workplace, Health and Safety</u></b>	<i>Marty Schwarz</i>																																																																																																																																							
	For the WH&S Committee the people who have raised their hands are Scouse, Luke Johnson, Jenni Tarr, Dale Mac Donald, Arnold Footman. Marty will have meetings on skype.																																																																																																																																								
<b>5</b>	<b><u>OC Work In Progress Check List</u></b>	<i>Procedural</i>																																																																																																																																							

	Unauthorised spending	3.7.17 OC: requests Finance committee to present an audit report of unauthorised spending of advances within 42 days. <b>Bree needs extra time above the 42 days</b>	
	Outstanding advances and receipts	3.7.17 OC: requests the finance committee to present a current report of outstanding advances and/or receipts relating to financial year ending 30 June 2016 within 42 days. <b>Bree needs extra time above the 42 days</b>	
	Bill Query	3.7.17 Denise Banville: Will check a water bill of \$9892. itemised in 25th May OC meeting <b>Number was adjusted. – 😊 Complete</b>	
	Working with children checks	3.7.17 OC Governance & Statutory Compliance Committee - Denise Banville: Obtain legal advice on our obligations and legal exposure related to working children checks. <b>WIP</b>	
	Forum and sub-committee for buying land for future ConFests.	25/5/17 Coral Larke: To create a forum and sub-committee to research buying land for future ConFests. <b>WIP</b>	
	Activity sheet forms	25/5/17 Robin Mac Pherson: Problems were caused by there being 3 different forms and different columns to activity sheets with different requests were used at ConFest. – 😊 <b>Complete</b>	
	Equipment Amnesty	18.5..17 Mark R Mail: Call out for an amnesty for all equipment that belong to DTE. Things like trailers, generator, lap tops, cooking equipment. For people to bring back items with no questions asked, If they don't bring items back then they can be prosecuted in the way that DTE sees fit. <b>This will be done formally after the AGM but wants people in the room to bring it back loose items. Wants to locate where things are. For September working bee, people need to bring trailers or chain saws back. WIP Peter Tippit: suggests to have an asset management register. Kristen Joy: Will include the Amnesty on a newsletter.</b>	
	Finance Committee Privacy policy	30.3.17 Ellen Brogan That the Finance Committee provides back to the OC a code of conduct which includes, but not limited to, a privacy policy. <b>Ian Hales: WIP because it is a low priority</b>	
	DTE Media	30.3.17 Robin Mac Pherson Creating a media crew and define policies. <b>Robin Mac Pherson: WIP</b>	
	Who's Who Directory	30.3.17 Corinne Armstrong To create 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) <b>WIP Robin Mac Pherson: Has started this list and anyone with a link can edit it. WIP</b>	
<b>6</b>	<b><u>Payments of Accounts</u></b>		<i>Malcolm Mathews</i>
	<p>IGA Moulamein \$26.56 Ceres 1147.50 Mark Williamson \$ 3253.58 <b>No objections to payments</b></p> <p>Office of State Revenue NSW Ambulance \$1133.06 Kate Shapiro will pay this bill from First Aid</p> <p>RED Electricity \$257.09 Bill includes overdue penalty. Malcolm Mathews will question this bill.</p>		
<b>7</b>	<b><u>Purchasing a new tractor</u></b>		<i>Mark R.</i>
	<p>2015 Tractor 1300hrs \$55,000 Ian hales: Have we established a justifiable need, are we better off hiring. Mark: has the ability for many types of attachments like a post hole digger, mowing, etc Peter Cruise: Worries about security. Marty: Is better for WH&amp;S because it is shaded from the elements. We need it for many reasons. Emma: We will need it for the Summer Festival for slashing grass. It will be used excessively. Mark: Can add tracking devices to ensure security</p> <p><b>Motion:</b> Troy Reid That the OC authorizes Asset management to pay a none refundable deposit of \$1000 to secure the purchase of a tractor valued up to \$62.000 which will be subject to member approval at a special general meeting to be scheduled immediately by the OC <b>Seconded:</b> Joel James <b>Passed by</b> majority.</p>		
<b>8</b>	<b><u>Outstanding Finances</u></b>		<i>Marty Schwarz</i>

	<p>Marty: Objects to rumours and wants people to wait for finance to approve the accounts and then state their case.</p> <p>Denise Banville: Bree will work on the Directors receipts soon, is waiting for an employee to return from a holiday.</p> <p>Troy Reid: Needs the receipts to happen as a priority.</p> <p>Malcolm Mathews: We will be on top of the receipts soon.</p> <p>Mark Rasmussen: Sited the work order that Peter Caruso did on Marty's car and saw that Peter Caruso addressed bill to Marty. Therefore it is no longer a DTE's matter.</p>	
<b>9</b>	<b><u>Potential Directors Training Courses</u></b>	<i>Marty Schwarz</i>
	<p>That the OC makes available funds for training for facilitators to assist our volunteers gain training.</p> <p>Robin: The GSC association is \$230 for membership.</p> <p>Coral: The motion passed as potential directors and current directors.</p> <p>Marty: Everyone should have access to training that covers many areas, wants to include all facilitators, that people can bring to the OC a funding request for training.</p> <p>Troy: Bree suggested that directors have training. 7 principles of cooperatives that are universal 5. Cooperatives provide education and training for their members, elevated representatives and managers.</p> <p>Denise Banville: The Board needs to discuss training for the Board members.</p> <p><b>Motion:</b> That the DTE Co-operative joins the Institute of Communities Directors Association That the DTE pays for membership, Centre Volunteering NSW \$300. <b>Moved:</b> David Cruise <b>Seconded:</b> Denise Banville <i>Pherson</i>. <b>No objections. Passed by consensus</b></p> <p><b>Action:</b> <i>Robin MacPherson will see to this.</i></p>	
<b>10</b>	<b><u>Clarification of expense policy for Directors</u></b>	<i>Robin Mac Pherson</i>
	<p>Directors can only claim expenses for directorial duties. There is misunderstanding about this. When people have a valid expense with valid receipts no one complains about this. When an expense has nothing to do with directors things that should not be paid on the directors card.</p> <p><b>Action:</b> Robin Mac Pherson : Will write a policy on expenses.</p>	
<b>11</b>	<b><u>SGM</u></b>	<i>David Cruise</i>
	<p>David Cruise will organize the SGM, it will be held on 31<sup>st</sup> August, 2017. Deadline for agenda items by the 4<sup>th</sup> August, for each motion to be legitimate there one proposer and two seconders are required. Emma: Wants to have a discussion on the agenda items to check that they are valid for a SGM and not waste people's time like the previous SGM. David: People need to be able to write submit agenda items, however, they can be prioritised in order of hearing the most important first to the least . Chase and Joel will do the catering.</p>	
<b>12</b>	<b><u>Asset Management roles.</u></b>	<i>Mark Rassmusen</i>
	\$5000 application. Mark to get full amount and not paid in installments.	
<b>13</b>	<b><u>Marty's Roles</u></b>	<i>OC</i>
	Defer to CC meeting	
<b>14</b>	<b><u>DTE Expenses</u></b>	<i>Mark Rassmusen</i>
	<p>Mark Rassmusen: If people need vehicle repairs for DTE/ConFest, repairs need to be ratified by Mark Rassmusen beforehand.</p> <p>Motion: Malcolm and Mark will close the Moulamein IGA account when they go to site. <b>No objections. Passed by consensus</b></p>	
<b>15</b>	<b><u>Wellness Team</u></b>	<i>Bonny</i>
	Bonny: The Wellness team continues to grow. There is a vision to what we are doing and establishing ourselves as a complementary side to First Aid. All facilitators will have a Working With Children's Check to work in the Wellness Team.	
<b>16</b>	<b><u>Meeting ended</u></b>	<i>Procedural</i>
	11 pm	
<b>17</b>	<b><u>Next Meeting</u></b>	<i>Procedural</i>
	Board Meeting - 3 <sup>rd</sup> August 2017	

