

Down-To-Earth (Vic) Cooperative Society Limited

Board of Directors Meeting

Minutes

Date: **3rd August, 2017**
 Time: **7:30pm**
 Venue: **CERES, Learning Centre Rm,1-2 Lee St, Brunswick East VIC**
 Online: **<https://dte.coop/live.meeting>**

#	Item	Raised by:				
1	<u>Meeting Started</u>	<i>Procedural</i>				
	8.30 pm					
2	<u>Election Of Chair</u>	<i>Procedural</i>				
	Confirmation of Chairperson: Coral Larke Confirm Minute Keeper: Coral Larke					
3	<u>Attendance</u>	<i>Procedural</i>				
	Banville Denise Brogan Ellen Cruise David Cruise Peter Hales Ian Larke Coral Mc Donald David Mathews.Malcolm Mac Pherson Robin Nissen Lars Pinney Bruce Royal Don Shapiro Kate Scouse Tarr Jeniifer Tunney Kristen					
4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>				
	Robin: Eric Doriean & Johnaness Veenstra need to added to previous board minutes					
5	<u>Board Task Check List</u>	<i>Procedural</i>				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">27.7.17 Working with children check</td> <td>Denise Banville: Report from legal advice: First Aid, Wellness, Family, Discretionary for; Ops, Rangers need a WWC police check. <i>WIP Further information required.</i></td> </tr> <tr> <td>6.7.17 Policy on staying on site</td> <td><u>Mark Rasmussen</u> A letter will be drawn up regarding staying on site without perm <i>WIP</i> <i>Luke is still coming and going on site. He is not conforming to DTE policy of not ho person on site.</i> <i>Action: Troy to write an email to Luke on the weekend, this will coincide with Mar</i></td> </tr> </table>	27.7.17 Working with children check	Denise Banville: Report from legal advice: First Aid, Wellness, Family, Discretionary for; Ops, Rangers need a WWC police check. <i>WIP Further information required.</i>	6.7.17 Policy on staying on site	<u>Mark Rasmussen</u> A letter will be drawn up regarding staying on site without perm <i>WIP</i> <i>Luke is still coming and going on site. He is not conforming to DTE policy of not ho person on site.</i> <i>Action: Troy to write an email to Luke on the weekend, this will coincide with Mar</i>	
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	<i>Malcolm visit on site to talk with him personally.</i>	
6.7.17 Keys	Mark Rasmussen and Peter Carty will work on new locks/ keys. <i>Defer to OC.</i>	
1.6.17 Formulate a policy on private property damage	Mark Rasmussen Guidelines will be created pertaining to compensation for proper undertaking Confest business. Policy will be further discussed at a future date. <i>WIP</i>	
1.6.17 Training for directors	Mark Rasmussen To gain information regarding training for directors and people v the board in the future. 😊 COMPLETE	
4.5.17 Containers	Request for 2 secured storage containers for infrastructure. One for tools and one equipment. Will get a quote and present to DTE. 😊 COMPLETE	
4.5.17 Insurance claim	Denise Banville for Police Insurance Claim, has done the paper work but cannot see gets the police report. 😊 COMPLETE <i>This part of the procedure is complete. Still hear from insurance.</i>	
4.5.17 Evaluation form	Robin Mac Pherson Placed a suggestion box with a link to the website for a post feedback system. <i>Defer to CC</i>	
4.5.17 Village pack down report	Marty Schwarz to send Kristen Joy a village pack down report, it is her job is to coordinate Village Coordinators. <i>WIP Marty will send Kristen report</i>	
19.1.17 Ecotide Emergency Management	Kate to discuss the Ecotide Emergency Management Report further with directors seeking consensus as to the Committee or workgroup to oversight implementation recommendations with specific workgroups and committees they concern. <i>WIP</i>	
19.1.17 Updating directors details with Consumer Affairs	Updating directors details with Consumer Affairs to be done by the Secretary the Directors Com 😊 COMPLETE	
19.1.17 Logo	Motion: Mark to discuss logos with external contacts with a mock up of a business back to the Board <i>WIP Marty will send one</i>	
Payments /Correspondence		<i>Procedural</i>
<p>Vic Roads Whispe Tray Registration \$58.10 <i>Malcolm will check on trailer before before payment.</i></p> <p>Optus suspension notice \$262.92 <i>Agreed to pay</i></p> <p>Murray River Council Rates Notice \$1679.37 <i>Agreed to pay</i></p> <p>Edward River Rates Notice \$687.66 <i>Agreed to pay. (Ian will call council to enquire on joining the bills.)</i></p> <p>Edward River Rates Notice \$549.92 <i>Agreed to pay.</i></p> <p>TBT Account \$3720.00 <i>Agreed to pay</i></p> <p>North Dean PTY (sand) to pay \$250 <i>(Mark R will pay from his account)</i></p> <p>B & T Gable \$1994.63 <i>Agreed to pay</i></p> <p>Receipts from Murray Ross He was given \$900. Spent \$537.50 Refund \$362.50</p> <p><u>Activity Sheet</u> Jenni Tarr Signed by Marty Schwarz <i>Accepted</i></p>		

<u>Membership applications</u>						
Board Meeting	Folio	Member	Amt Paid	Pmt Method	Pmt By	
20170803	1814	David Hicks	\$10	Ticket Refund	RM	
20170803	1813	Stephen Rowles	\$10	Cash	TR	
20170803	1812	Brian Denham	\$10	Cash	RM	
20170803	1811	Eileen Daly	\$10	Cheque	TR	
20170803	1810	Peter Tippet	\$10	Cash	TR	
20170803	1809	Graham Gibson	\$10	Cash	TR	
20170803	1808	Michael Quinn	\$10	Cheque	TR	
Scouse will hold onto the physical application forms.						
<u>WH&S</u>						<i>Procedural</i>
Marty: We need to ensure that vehicles are up to standard and if not to get rid of them. We need to supply vehicles to volunteers. <i>Choice of vehicles will be referred to OC</i>						
<u>Out of pocket expenses policy</u>						<i>Marty Schwarz</i>
<p>Marty is developing an out pocket expense policy so that it is done properly and we should come to an agreement on what volunteers and directors expenses are. It should not be left to a case by case basis. Peter Cruise: We are a volunteer organisation there are no out of pocket expenses. Robin: this is a pressing issue, let's fix this once and for all. A lack of transparency can be remedied and we can be guided by our rules, Mark already has this for an action task. All directors expenses should be available in real time to evaluate if they are appropriate. Denise Banville: It should be an item for each Directors Meeting. Ian Hales: DTE expenses are getting out of control. We need to understand what is legitimate and what is open slather, we need to have good control, with new policies who will manage them. Malcolm: There is an email from Bree that states that Directors should make a policy of what they think out of expenses should be. David Cruise: is concerned that the \$35000 amount approved by the SGM is being spent, we need to know what the expenditures are beforehand. Kristen: This can cause discrimination, ie. if I am a well off person and can cover DTE expenses then they will be advanced, less well off people could be discriminated against for financial reasons. Troy Reid: Read an email that discussed out of pocket expenses. Mark: It is difficult because people did not understand the expenses involved with interstate travel costs. Peter Tippet: Bree's suggestion is the best place to start to create an agreement. Ian Hales: We have SKYPE so we should use that more than pay people to travel, people have to eat regardless, that should not be a DTE expense. Troy Reid: There is a legal requirement to provide catering for someone who works in access of 8 hours. Mark: there is still way too many outstanding receipts in general</p> <p>Motion: Denise Banville Director expenses will become a standard agenda item for each board meeting and will review the previous expenditure since the previous meeting, it will be reviewed openly.</p> <p>No Objections. Passed by consensus.</p>						
<u>Potential ideas for DTE involvement</u>						<i>Marty Schwarz</i>
Wants disadvantaged people to be able to use the property to experience the bush, so long as they have insurance. Ian: Need to look at management and responsibilities. We are a fledgling organisation, we don't even have the ability to run a second festival. We should be concentrating on our main purpose. Marty will come back with a list of groups and information						
<u>Privacy Concerns</u>						<i>Marty Schwarz</i>
We need a proper privacy policy so that people understand what a good policy is. Troy Reid: we don't need to redefine a policy we only need to look at the act. Governance and Compliance committee will review the privacy legislation.						

	<u>For directors bank statements for this financial year be made available</u>	<i>Robin Mac Pherson</i>
	<p>Motion: Robin Mac Pherson. I move that Troy Reid make available to the members a copy of his Directors bank statement for this financial year via a link for the dte.coop website with seven days. I move that Mark Rasmussen make available to the members a copy of his Directors bank statement for this financial year via a link for the dte.coop website with seven days. I move that Kate Shapiro make available to the members a copy of her Directors bank statement for this financial year via a link for the dte.coop website with seven days. I move that Denise Banville make available to the members a copy of her Directors bank statement for this financial year via a link for the dte.coop website with seven days. I move that David Cruise make available to the members a copy of his Directors bank statement for this financial year via a link for the dte.coop website with seven days. I move that Don Royal make available to the members a copy of his Directors bank statement for this financial year via a link for the dte.coop website with seven days. I move that Marty Schwarz make available to the members a copy of his Directors bank statement for this financial year via a link for the dte.coop website with seven days.</p> <p>These motions can be seen as a precedence so that members can see exactly what directors cost them. Rules state that members are entitled to this information. Members are entitled to see the accounts on dte.org website. <i>All directors except Kate (who was off line) agreed to this. Need confirmation from Kate</i></p>	
	<u>Bylands</u>	<i>Ian Hales</i>
	<p>Ian Hales: A contractor has been charging \$600 per month to cut grass. We are not responsible for road side verges. Research informed that if there is a fire that spreads from our property to another then DTE will be penalized. Ian suggests to pay during grass growing time. It is a council responsibility not DTE's Jenny Tarr: Peter Hall used to mow the lawn incase a driver threw a cigarette butt out the window and started a fire, in Marty will confirm with NSW. Malcolm: Wants to know who asked the man to mow the lawn in July. Scouse organized the man and left it to his discretion when to do the work. Mark: this should be further discussed with the OC if it does save the possibility of fire and then it is best to do it. Peter Cruise: For his properties council mows the verges. <i>Deferred to the OC</i></p>	
	<u>Payment of Plummer</u>	<i>Mark Rasmussen</i>
	<p>Mark received an email from a plumber that was directed to Marty for the gas hot water service. Sent to Malcolm for payment.</p>	
	<u>Check with First Aid for issues on medical drugs.</u>	<i>Denise Banville</i>
	<p>Needs to know our legalities for ordering, storage, audit and transportation for drugs. Action: Denise Banville</p>	
	<u>Actions</u>	<i>Procedural</i>
	<p>Coral Larke: Update previous Board meeting minutes. Marty Schwarz: To provide general information about groups to use the Moulamein site. Governance and Compliance Committee: Review the privacy act for co-operatives. All Directors: For director's bank statements for 16 -17 financial year be made available Denise Banville: Check with First Aid for issues on medical drugs. Ian Hales: Will ask council to join the bills.</p>	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	<p>ConFest Committee 7.30 pm</p>	
	<u>Meeting Ended</u>	<i>Procedural</i>
	<p>11pm</p>	

