

Down-To-Earth (Vic) Cooperative Society Limited

Confest Committee

MINUTES

Date: 10th 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>																																																						
	8.20 pm																																																							
2	<u>Election Of Chair</u>	<i>Procedural</i>																																																						
	Confirmation of Chairperson: Kathy Ernst Confirm Minute Keeper: Coral Larke																																																							
3	<u>Attendance</u>	<i>Procedural</i>																																																						
	<table border="1"> <tbody> <tr><td>Banville</td><td>Denise</td><td></td></tr> <tr><td>Cruise</td><td>David</td><td></td></tr> <tr><td>Colman</td><td>Joe</td><td></td></tr> <tr><td>Ernst</td><td>Kathy</td><td></td></tr> <tr><td>Hales</td><td>Ian</td><td></td></tr> <tr><td>James</td><td>Joel</td><td></td></tr> <tr><td>Joy</td><td>Kristen</td><td>online</td></tr> <tr><td>Larke</td><td>Coral</td><td></td></tr> <tr><td>Mac Pherson</td><td>Robin</td><td>online</td></tr> <tr><td>Nissen</td><td>Lars</td><td>online</td></tr> <tr><td>Reid</td><td>Shardae</td><td></td></tr> <tr><td>Royal</td><td>Don</td><td>online</td></tr> <tr><td>Sperando</td><td>Alessandro</td><td></td></tr> <tr><td>Shapiro</td><td>Kate</td><td>online</td></tr> <tr><td>Schwarz</td><td>Marty</td><td>online</td></tr> <tr><td>Scouse</td><td></td><td></td></tr> <tr><td>Tippet</td><td>Peter</td><td></td></tr> <tr><td>White</td><td>Chase</td><td></td></tr> </tbody> </table>	Banville	Denise		Cruise	David		Colman	Joe		Ernst	Kathy		Hales	Ian		James	Joel		Joy	Kristen	online	Larke	Coral		Mac Pherson	Robin	online	Nissen	Lars	online	Reid	Shardae		Royal	Don	online	Sperando	Alessandro		Shapiro	Kate	online	Schwarz	Marty	online	Scouse			Tippet	Peter		White	Chase		
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																																																						
	No objections Passed by consensus																																																							
5	<u>Check list for Tasks</u>	<i>Procedural</i>																																																						
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30.3.17 Photo ID	The board overruled the CC resolution for people to show photo ID at the front gate. <i>Recommends a group be formed to write a paper to go through the issues re photo ID at the front gate</i> Deferred to next CC	
30.3.17 Strategy for communicating issues regarding consent	In other festivals, they make sure they have a pro-active message to everyone about safe behaviour. Consent workshops etc. Direct education at empowering women <i>Recommends a group be formed to write a paper to go through the issues re photo ID at the front gate</i> WIP	
23.3.17 Ticket sales	Policy on cash sales changed during Easter ConFest, so we now need a new one. What will the new one be? \$150 for cash sale \$100 online? Refer to Robin's report	
16.3.17 Permaculture booklet	David Mollet The proposal (permaculture booklet) needs a longer lead time, that it is too rushed and to invite Adrian White to resubmit for next ConFest. Was this communicated to Adrian?	
16.3.17 Photographers at ConFest	A policy is needed for photographers at ConFest. Mark: This issue arises each year and now three weeks prior to ConFest is not to discuss this issue if we are serious about it. More time is needed to gain a proper policy on it. Deferred to next CC	
27.4.17 Toilets	Due to council requirements we now have to build and supply the double number of toilets, 1 per 50 people is preferable. A plan is needed for building new toilets Deferred to next CC	
27.4.17 Ticket sales and wrist bands	Cash ticket sale procedures were changed at Easter ConFest, hence, a new agreement is needed. Do we have cash sales at the front gate and follow the plan of encouraging online sales using the incentive of \$150 cash sale at gate. Deferred to next CC	
27.4.17 Village budget projects	For a person to assess preparatory time lines for tasks prior to ConFest and have that approved by the CC WIP	
27.4.17 The Hub and Volunteers	There were many problems at the hub. To many unauthorised people eating there, people not cleaning up after themselves, not enough volunteers, leaders having to work and not having a break. Etc. A report to be written to resolve some of the issues. Chase gave a report but further discussion with Carly is needed. Lindy also gave recommendations. Defer to next CC.	
27.4.17 Volunteer Coordinator	Report needed to ensure that there is enough department coordinators and to keep track if people are contributing or not. Best outcome 1 coordinator to 10 – 15 people. WIP Train on site facilitators, refer to Carly.	
27.4.17 Volunteer Coordinator	A policy is needed for each volunteer group to have an orientation, health and safety induction prior to working. Refer to WH&S	
11.5.17 Research the legalities of comfort dogs	<u>Kate Shapiro</u> Will draft a formal letter to the woman who had unleashed assistant dogs on site WIP Will also look into assistant dogs their training and required constraints and balance this with DTE's rights as a holder of a gathering on private property. Complete 😊	
11.5.17 Policy on refunds	<u>Kate Shapiro</u> Wants people to supply a medical certificate or proof of circumstance if asking for a refund. Wants a clear policy and put it in place for next year. Complete 😊	
11.5.17 Re villages and food at ConFest report	<u>Ian Hales</u> Write a report for Kristen re villages and food. Complete 😊	

	11.5.17 Position description 11.5.17	<u>Mark Rasmussen</u> Write a position description to move forward with and form a subcommittee to formulate incoming responses regarding volunteers to pick up the best people for the role. WIP	
	11.5.17 Induction at Confest	<u>Coral Larke</u> Write a submission regarding Inviting comments an induction, to invite people to put forward their ideas. Some work was done on this area, feedback suggested that a document with defining guidelines be a starting point WIP	
	8.6.17 20.000 Kg Bottle Jacks & Sleepers	<u>Mark Rasmussen</u> To look into either hiring or buying jacks for site move. WIP	
	8.6.17 Membership	<u>Robin Mac</u> Currently the some of the workers are not listed on members list that they have not done their hours because their activity sheets have not been filled in. Process is to tidy up the documentation. WIP	
	3.8.17 Evaluation form	<u>Robin Mac Pherson</u> Placed a suggestion box with a link to the website for a post festival reporting system. Defer to CC	
6	<u>Correspondence</u>		<i>Procedural</i>
	No items		
7	<u>WH&S</u>		<i>Procedural</i>
	No items		
8	<u>September Working Bee</u>		<i>Elle Brogan</i>
	<p>Elle Brogan: We are setting up a transitional hub, last year at the working bee we had 47 people using outdoor kitchen facilities. Mark, suggested we start off in the kitchen and then move over to the hub. Is confident with 200 people but needs to consider showers. Issues regarding children Is on a to do list. For WH& S they need to wear high viz jackets. We are to establish quadrants si they are not to go to active work places, They are also to be given jobs and are looking at delegating childcare workers and to identify child minding areas. Each morning there is a talk for delegating, OH&S. Each coordinator will talk to workers. At a previous working bee, we had conflict i.e, adults eating children’s ice-cream, people not working but giving massages instead, during the morning sharing we talked over the issues. We also trialled a working form, it was successfully structured, we knew the dates and times for arrivals on site and was very structured. Kristen: we can refer people to the caravan park for showers.</p> <p>Kath Ernst: worried about the numbers expected at the working bee, the kitchen isn’t suitable for large numbers, need to configure the kitchen to enable large numbers.</p> <p>Shardae: We need to encourage as many people as possible, we have enough cooking facilities from ConFest. The new site has re-wilded with snakes Emma we need out of bounds areas for children. David Cruise: I believe not having ice-cream for adults is age-ist. Ian Hales: it needs to be managed and co-ordinated well. DTE is paying a lot of money, we need to get value out of the money. Marty: we need more high Viz vests.</p> <p>Date: The plan is for the 26th Sep to 6th Oct for a 10 day working bee. This is chosen because it is school holidays. Chase & Shardae: This coincides with other popular festivals so is not suitable for many people, 27th is Burning Seed.</p>		
9	<u>Do we make WWCC mandatory for volunteers working with children?</u>		
	Peter Tippit: People may want to display their WWCC. Denise we do want people who work with children to have one. Kristen: We are also talking at working bees. It is only a few years off that we will be legally required to have on so we should be ahead of the		

	<p>game. Kathy: For Family Village we are not a child minding service we are supporting families. Sharda: As a family festival we are working with children Chase: Given we had photos taken and published it can be a preventive measure. It is free to get one. Elle: The check is national and cross data base. David Cruise: It is dangerous to have anything to do with children in fear of being abused and falsely accused. DTE needs to protect the adults from accusations.</p> <p>Raised: Coral Larke Seconded James Joel Motion: WWCC will be essential: First Aid, Wellness, Rangers, Ops highly encouraged for all other members of DTE. This will extend to the working bees as well. Passed by majority</p> <p>Robin Mac Pherson: Amended Motion: The WWCC will be essential for 2 people in arts and 2 in family village. Objection Kathy Ernst . This could give a false sense of security and make parents think that Family Village is for child minding, it isn't it is for families.</p> <p>Deferred to next CC</p>	
10	<u>Risk minimisation regarding photos.</u>	
	<p>Peter Tippit: DTE should change their message ie, times have changed, it should be photos can be taken in a public environment and this cannot be stopped. Ian is comfortable with current policy. Joel: We are members so we know that we are not to take photos but the average person doesn't. We should push it on tickets, online and at the gate. David Cruise: In the past we sought legal advice which was that DTE policy was printed on tickets. Now that has changed with online sales. Kristen & Kate we should get further legal advice. Coral: Best we can do is communicate, ie. DTE is serious to stop photographers taking images and publishing them, however, due to technology we have limited control, if ConFesters have an issue regarding their image then it is up to individuals to take responsibility.</p>	
11	<u>Risk minimisation regarding dogs.</u>	
	<p>Ian Hales: We should get information from the assistant dogs association and relevant organisations. Referred to Governance and Compliance on Monday nights online. Including what other festival do, what is their policy.</p>	
12	<u>Entry of people on a sex offenders list.</u>	
	<u>Deferred to next CC</u>	
13	<u>Pricing Policy</u>	<i>Coral Larke</i>
	<p>Coral: Prices were changed at the festival, this means we need to go back and decide about pricing and cash sales. Ian: We are too far ahead of ConFest Easter next year to make these kind of decisions. Coral: It is better it is done now well ahead of time without the pressure of a looming deadline. Robin: Go back to reports, wrist bands need to be sorted before September, we can't decide tonight. Agenda Deferred to next CC</p>	
14	<u>Transparency of crew cards.</u>	<i>Robin MacPherson</i>
	<p>Request all crew debit card Xero statements be posted in an intranet for members to be viewed. Due to audio tech issues Deferred to next OC.</p>	
15	<u>Actions to be takens</u>	<i>Procedural</i>
	<p>Coral will post previous minutes with the agenda for people to assess. Kate will gain prices for high viz jackets for children Coral: Send David 8th June CC minutes to upload. Governance and Compliance: To gain information from the assistant dogs association and relevant organisations. Also research what other festival do, what is their policy.</p>	
16	<u>Resolutions</u>	<i>Procedural</i>
	<p>WWCC will be essential: First Aid, Wellness, Rangers & Ops. Highly encouraged for other members of DTE, Village & Family. This requirement will extend to people working in these roles during the working bees as well.</p>	<p>Motion Coral Larke Seconded Joel James PBM</p>

17	<u>Deferred Items to next CC</u>	
	<p>Amended Motion: Robin Mac Pherson: The WWCC will be essential for 2 people in arts and 2 in family village.</p> <p>As WWCC provide a limited deterrent, what steps can DTE put in place to provide safety for the ConFest Community, entry of people on sex offenders list/banned list.</p> <p>Coral Larke: Front gate, cash sales and policies.</p> <p>Robin Mac Pherson: Transparency of crew cards. Request all crew debit card Xero statements be posted in an intranet for members to be viewed. Deferred to OC</p>	
18	<u>Meeting Ended</u>	<i>Procedural</i>
	11pm	
19	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	OC 17 th August 7.30pm	