

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee

Minutes

Date: 17th 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	Meeting Started	<i>Procedural</i>
	8.09pm	
2	Election Of Chair	<i>Procedural</i>
	Confirmation of Chairperson: Aaron Shipperlee Confirm Minute Keeper: Coral Larke	
3	Attendance	<i>Procedural</i>
	Brogan Elle Cruise David Cruise Peter Ernst Kathy Hunt Lindy James Joel Larke Coral Mac Pherson Robin Mac Donald David Mathews Malcolm Nissen Lars Reid John Rasmussen Mark Royal Don Schwarz Marty Scouse Shipperley Aaron Sperandio Alexandra Tarr Jenny Tippit Peter	
4	Confirmation of Previous OC Meeting Minutes	<i>Procedural</i>
	Kathy Ernst: No decision was made about the Working Bee caterer Kathy Ernst: Didn't mention money owing for the last SGM for catering Minutes passed with amendments made. Moved: Peter Cruise Seconded Joel James PBC	Moved: Peter Cruise Seconded Joel James PBC

4.1	SGM Catering									
	Catering Joel James and Chase will do the catering and will provide a budget for the SGM. Food will come from Lentils as Anything. They can't supply meat. David MacDonald doesn't want caterers to supply snacks. Malcolm will be reimbursed for the last SGM catering, he paid Lindy.									
5	<u>OC Work In Progress Check List</u>	<i>Procedural</i>								
	<table border="1"> <tr> <td>Unauthorised spending</td> <td>3.7.17 OC: requests Finance committee to present an audit report of unauthorised spending of advances within 42 days. Malcolm will refer to Bree to get a date for completion</td> </tr> <tr> <td>Outstanding advances and receipts</td> <td>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 2017 within 42 days. Malcolm will refer to Bree to get a date for completion</td> </tr> <tr> <td>Finance Committee Privacy policy</td> <td>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. WIP</td> </tr> <tr> <td>DTE Media</td> <td>30.3.17 Robin Mac Pherson Creating a media crew and define policies. We are putting a call out to join media crew and create a committee.</td> </tr> </table>	Unauthorised spending	3.7.17 OC: requests Finance committee to present an audit report of unauthorised spending of advances within 42 days. Malcolm will refer to Bree to get a date for completion	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 2017 within 42 days. Malcolm will refer to Bree to get a date for completion	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. WIP	DTE Media	30.3.17 Robin Mac Pherson Creating a media crew and define policies. We are putting a call out to join media crew and create a committee.	
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6	<u>Correspondence / Payments</u>	<i>Procedural</i>								
	<p>Payments \$58.10 Vic Roads Trailer \$1817.00 Cloud Business Consulting & Bookkeeping Bree \$66.00 Telstra \$558.80 Vic Roads Holden Tray Peter Cruise is driving it needs to be paid by 31st August. \$531.20 Bylands Origin Energy Need a director to disconnect Bill to DTE.</p> <p>Correspondence Activity Form David Mollet 150 hours Signed by Kate Shapiro & Troy Reid Membership Form Robert Legg-Bragg 30 hours Signed by David Cruise.</p> <p>Malcolm Mathews: Electricity had been reconnected at Bylands and we are running up charges, needs to be disconnected.</p>									
7	<u>WH&S</u>	<i>Procedural</i>								
	Marty: A few things discussed, we are still working on policies including: first aid kit and fire extinguishers on buildings and vehicles. Team inductions, volunteers to do a multiple choice questionnaire online, this is something that other festivals do this for insurance reasons. In addition team specific site inductions. Slipping in the showers, anyone who manages the use of water needs to ensure adequate drainage and run off. Loading and unloading trucks. Filling in log books for accidents. High viz vests, to have a color coded vests. Aaron: Marty can you provide this as a paper. Elle: Can you (Marty) work with me for the coming working bee. We need to order the High Viz Vests ASAP.									
8	<u>Effective meetings / Agreement participation</u>	<i>Coral Larke</i>								
	After ConFest we had new people at meetings who haven't come back, also every day there is a person requesting to leave the email list. The idea is to strategise ways of not alienating new people and especially not young people. Would like a process to reinforce Guiding Principles. Will defer to next OC									
9	<u>Transparency for crew expenditures</u>	<i>Robin MacPherson</i>								
	Robin MacPherson: Request all crew debit card Xero statements be posted in an intranet for members to be viewed. Deferred to CC									
10	<u>Report from Governance</u>	<i>Robin MacPherson</i>								
	<p>Robin: We meet on Mondays and create policy documentation. Mark: When you get to a policy or discussion, is there going to be policies posted to the emails for people to look at? Robin: Yes. We want to gather information and provide it to the process that we decide on.</p>									
11	<u>Formation of Membership Committee</u>	<i>Robin</i>								

		<i>MacPherson</i>
	Initially this is group was formed just to gather activity forms, in that process we discovered there is a lot more involved. On Monday GC we moved a motion to include memcom. Things that members should have been included in a membership register. Memcom reports to the Board, but is under the OC banner.	
12	<u>Infrastructure hand over. Finding support roles.</u>	<i>Mark Rasmussen</i>
	<p>Mark: We need to talk about the infrastructure roles and clarify this, it is up for the committee to find a way forward and make some decisions.</p> <p>Robin: Marty resigned and did not take the opportunity to say no that is not what I meant.</p> <p>Marty: I did clarify that I did say I was stepping down but at the time I said that I was looking for people and that I would go through to the next ConFest to ensure we don't have any issues.</p> <p>Robin: Do you think the whole community can beholden to that or do you think the community can work this out itself.</p> <p>Marty: Other people have stepped off and come back later. When Troy stepped off his roles he went back a week later and rolled back into them. I am doing a hand over, over the next couple of months to ensure there are no issues as would be expected from any facilitator.</p> <p>David Cruise: Is disturbed that Marty said that it is his department, it is no one's department, it is a not one of ownership.</p> <p>Peter Cruise: When Marty resigned he didn't give a date.</p> <p>Mark: We should talk about this at the next CC.</p> <p>Aaron: We need a definition of tasks and roles.</p> <p>Mark: We need to ratify positions, people can't assume they will be given certain roles.</p> <p>Coral: Infrastructure is such a large area it shouldn't go to one person. The frustration is if you give a suggestion, it usually falls under the infrastructure umbrella so it is becomes hands off for most people in too many areas.</p> <p>Malcolm: We need to appoint one person to apply for the budget and do the receipts.</p> <p>Peter Cruise: Is happy to share the role and not dominate.</p> <p>Elle: With new people coming in, Peter is not on line for discussions. We need to give people the opportunity to apply for this role. Peter also does a lot of work for arts, I can see that he may become overworked.</p> <p>Robin: We need someone to take responsibility for the financial documentation and going to Elle's point DTE need s to build a group.</p> <p>Mark: Peter is already doing roles in infrastructure, he sources inexpensive building materials, he is the best logical person to take over from Marty. If we need to we can change that position in a future meeting.</p> <p>Motion: For Peter Cruise to be given the appointment of Site, Buildings and Management of Debit Card until the next CC to ratify the position.</p>	<p>Moved Mark Rasmussen Seconded by Lars Nissen No objections Passed by Consensus</p>
13	<u>Application for (Un)Conference Engaged to Act</u>	<i>Coral Larke</i>
	Motion: For DTE to provide training for Coral Larke. Funding of \$150 which is half the costs of the Engaged 2 Act 2017 (un)Conference, on the 13 and 14 September 2017, St Kilda, Melbourne.	<p>Moved: David Cruise Seconded Malcolm Mathews No objections PBC</p>
14	<u>Socialising and Welcoming New People To Meetings</u>	<i>Robin MacPherson</i>
	Deferred to CC	
15	<u>Report from Memcom</u>	<i>Robin MacPherson</i>
	We work on Monday nights and details will be communicated.	
16	<u>Initial Food Process Discussion</u>	<i>Elle Brogan</i>
	Elle Brogan: We are going to replicate the previous Working Bee that is detailed on the sent document. Peter Cruise will build a new kitchen on the new site.	

	<p>Elle will do the shopping to get the best price and Peter Cruise will transport it. Richard and Elle will meet to purchase the food. The usual caterers haven't put their hand up, so still looking for caterer. Elle is the overseer of the working bee. Working Bee coincides with school holidays which start 23rd Sep. Mark and Peter Cruise will get up on site earlier. Expecting to feed 50 people at one time, I think there is a potential for an aggregate of 200 people over the 2 weeks. By advertising and the buzz around moving site can expect a large number. It will run for 10 days. A few days prior and after for a smaller number of people. Mark and Emma are working the list, there is a lot of work needed on site and will produce something on writing. They will work on priorities and balance that will what people want to do. We will have tasks written on a white board. I am asking for \$3500, estimating on \$10 per head for bulk dry goods. The remainder will be for fresh food to be purchased at Swan Hill. Peter Cruise: We need to know what people will be working on. We don't need 200 people. We need 50 good people. Kristen: We benefit from having long term working crews on site, thanks Elle for doing the work to get us there. David Cruise: This is a CC item not an OC matter. Robin: Land management is an OC matter Elle: The budget comes under both OC and CC.</p>	
17	<u>PRELIMINARY Budget Application for Site Move Working Bee Sept 2017</u>	<i>Elle Brogan</i>
	<p>Motion: Request for \$3000 preliminary budget for non perishable foods. This amount will include food for workers who will be on site early for the site move working bee. Malcolm will work Elle to get her a debit card.</p>	<p>Moved: Elle Brogan Seconded Kristen Joy Passed By Majority</p>
18	<u>How many containers to be moved</u>	<i>Scouse</i>
	To move 7 containers and 2 that we will purchase. Scouse to get a price on equipment & or hire equipment to move the shipping containers, from that we can work out how and when to move them.	
19	<u>Deferred Items</u>	<i>Procedural</i>
	<p>1. Robin MacPherson: CC. Request all crew debit card Xero statements be posted in an intranet for members to be viewed. 2. Robin MacPherson: CC..Socialising and Welcoming New People To Meetings. 3. OC: To ratify Peter Cruise's appointment. CC 4. Coral Larke: To reinforce Guiding Principles within DTE meetings. OC</p>	
20	<u>Actions to be taken</u>	<i>Procedural</i>
	<p>1. Troy to send an email to Luke telling him to vacate Woorooma. 2. Elle and Malcolm to sort out the paperwork for debit card related to working bee. 3. Scouse to get a price on moving the shipping containers. 4. A director to disconnect Red Energy. 5. Scouse to cancel Bylands mowing. 6. Malcolm will ask Bree for a time line on; <ul style="list-style-type: none"> • Finance committee to present an audit report of unauthorised spending of advances within 42 days. • Requests the finance committee to present a current report of outstanding advances and/or receipts relating to financial year ending 30 June 2017 </p>	
21	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	CC 24 th 7.30pm	
22	<u>Meeting Ended</u>	<i>Procedural</i>
	10.51pm	

