

Down-To-Earth (Vic) Cooperative Society Limited

Board of Directors Meeting

Minutes

Date: 7th September, 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	Procedural																																																																								
	8.30 pm																																																																									
2	Election Of Chair	Procedural																																																																								
	Confirmation of Chairperson: Coral Larke Confirm Minute Keeper: Coral Larke																																																																									
3	Attendance	Procedural																																																																								
	<table border="1"> <thead> <tr> <th>SURNAME</th> <th>FIRSTNAME</th> <th>QUALIFY</th> <th>7 Sep 2017</th> </tr> </thead> <tbody> <tr><td>Banville</td><td>Denise</td><td>4</td><td>O</td></tr> <tr><td>Cruise</td><td>David</td><td>4</td><td>Y</td></tr> <tr><td>Cruise</td><td>Peter</td><td>4</td><td>Y</td></tr> <tr><td>Gregory</td><td>Steve</td><td>5</td><td>O</td></tr> <tr><td>Larke</td><td>Coral</td><td>5</td><td>Y</td></tr> <tr><td>Macpherson</td><td>Robin</td><td>5</td><td>O</td></tr> <tr><td>Mathews</td><td>Malcolm</td><td>4</td><td>Y</td></tr> <tr><td>Mac Donald</td><td>David</td><td>5</td><td>Y</td></tr> <tr><td>Nissen</td><td>Lars</td><td>4</td><td>O</td></tr> <tr><td>Rasmussen</td><td>Mark</td><td>3</td><td>Y</td></tr> <tr><td>Reid</td><td>Troy</td><td>4</td><td>Y</td></tr> <tr><td>Royal</td><td>Donald</td><td>4</td><td>O</td></tr> <tr><td>Schwarz</td><td>Martin</td><td>5</td><td>O</td></tr> <tr><td>Shapiro</td><td>Kate</td><td>3</td><td>O</td></tr> <tr><td>Pitt</td><td>Trevor</td><td>1</td><td>O</td></tr> <tr><td>Tarr</td><td>Jennifer</td><td>5</td><td>O</td></tr> <tr><td>Tunney</td><td>Kristen</td><td>5</td><td>O</td></tr> </tbody> </table>	SURNAME	FIRSTNAME	QUALIFY	7 Sep 2017	Banville	Denise	4	O	Cruise	David	4	Y	Cruise	Peter	4	Y	Gregory	Steve	5	O	Larke	Coral	5	Y	Macpherson	Robin	5	O	Mathews	Malcolm	4	Y	Mac Donald	David	5	Y	Nissen	Lars	4	O	Rasmussen	Mark	3	Y	Reid	Troy	4	Y	Royal	Donald	4	O	Schwarz	Martin	5	O	Shapiro	Kate	3	O	Pitt	Trevor	1	O	Tarr	Jennifer	5	O	Tunney	Kristen	5	O	
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4	Confirmation of Previous Meeting Minutes	Procedural																																																																								
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5	Tasks	Procedural																																																																								
	19/1/17 Ecotide Emergency Kate to discuss the Ecotide Emergency Management Report further with directors, with a view to seeking consensus as to the Committee or workgroup to oversight implementation of the																																																																									

	Management	recommendations with specific workgroups and committees they concern.	
	9/3/17 Volunteer site attendance register	It was decided that the process is already in place for this Confest and that we will defer the proposed site registration system until after Confest.	
	4/5/17 Insurance claim	Denise Banville has done the paper work, what is the insurance outcome Complete ☺	
	4/5/17	Marty Schwarz to send Kristen Joy a village pack down report, it is her job is to converse with Village Coordinators.	
	1/6/17Formulate a policy on private property damage	Guidelines will be created pertaining to compensation for property damage when undertaking Confest business. Policy will be further discussed at a future date. <i>Work to begin</i>	
	1/6/17Training for directors	To gain information regarding training for directors and people who maybe on the board in the future. Complete ☺	
	6/7/17 Policy on staying on site	A letter will be drawn up regarding staying on site without permission. Complete ☺	
	6/7/17Keys	Mark Rassmusen and Peter Carty will work on new locks/ keys. WIP	
	3/8/17 Medical drugs on site.	Denise Banville.Needs to know our legalities for ordering, storage, audit and transportation for drugs. WIP	
	3/8/17 Privacy Act	Denise Banville. WIP	
	3/8/17 Use of site by special needs people	Marty Schwarz Wants disadvantaged people to be able to use the property to experience the bush, so long as they have insurance. Action: Marty will come back with a list of groups and information WIP	
6	<u>Payments /Correspondence</u>		<i>Procedural</i>
	-		
7	<u>Eviction notice letter</u>		
	<p>The directors drafted a letter stating DTE’s policy for not having a solo person on site. This will be sent to persons who should not be on site.</p> <p>If caravans are left on site the caravan will be towed to the front gate.</p> <p>Task Troy Reid will write a letter for people who leave caravans on site to make sure they are complying to DTE rules</p>		
8	<u>WH&S</u>		<i>Procedural</i>
	Marty Schwartz: We are working towards the lead up to working bee to ensure procedures are in place. We are developing policies that are not written down yet.		
9	<u>Director expenses check</u>		<i>Procedural</i>
	<p>David Cruise will repay \$39.25 for an expense paid on the wrong card.</p> <p>Troy will get a receipt for an \$30.00 Woolworths eftpos cash withdrawal.</p> <p>Mark was questioned about a \$356.27 Voda Phone bill for one month. Marks expense is high due to not having internet at home.</p> <p>Denise: Is it OK to charge phone & internet expenses to DTE?</p> <p>Troy: Paying phone charges is standard practice for directors, the question is if should this be</p>		

	<p>continued. Troy paid 50% contribution towards his phone bill and thinks that is fair and reasonable.</p> <p>Malcolm: Mark's phone expense is a reasonable directors expense.</p> <p>Task Mark will search for a cheaper phone plan.</p> <p>Task Finance will write a document regarding reasonable expenses.</p> <p>Denise: This should not be a task of two people but needs an ongoing open discussion.</p>	
10	<u>Director's Financial Issues</u>	<i>Bree</i>
	<p>In response to an email received by Bree received at 4pm. People are still reading it to understand the content.</p> <p>Marty read Bree's email regarding Marty's request for reimbursement for money spent for out of pocket expenses incurred during 2017 ConFest.</p> <p>Marty: Some receipts are missing and will forward them. Missing receipts are; 9 infrastructure, 3 directors and personal expenses are missing. Reasons for missing receipts; some were given to Fulvio and have gone missing. Moulamein Hotel do not give receipts only eftpos receipts. \$11,115 has no acceptable supporting documentation. One transaction of \$4,000 was paid in cash for holes dug for toilets and the service provider gave no receipt, the worker has been contacted and waiting for a response. Concerned that he handed receipts to Malcolm that went missing that showed up only after he showed that he signed for them. Is frustrated that no one from finance responds to him. Malcolm explained what happened.</p> <p>Troy: We should wait until Ian Hales has done his review because this balance is preliminary figures which may change.</p> <p>Motion: Should Marty be reimbursed or wait until the Finance Committee clears the receipts. Troy wait for finance to run through the process. Mark wait for finance to run through the process. Denise wait for finance but wants the same amount of scrutiny for all directors. Don wait for finance to run through the process. Kate wait for finance to run through the process. David wait for finance to run through the process.</p> <p>Marty requested a deadline for the review, directors didn't want to give one.</p> <p>Task Malcolm will relay response to Bree.</p>	
11	<u>Director Finance</u>	<i>Bree</i>
	<p>Mark Rasmussen: Bree has asked for \$1800 to be put onto Marty's debit card & \$2500 next quarter.</p> <p>Motion: For Marty to receive the directors budget of \$1811</p> <p>Speak to the motion: Mark: The reason is based on principle and not to support mates, the reason we took money off Marty is removed, so now he should be given \$1811 on his directors card.</p> <p>Robin: Why does Marty have a storage facility paid for by DTE on a director's card.</p> <p>Marty: Was to donate the tools to DTE, he spoke to Malcolm who agreed.</p> <p>Malcolm: Asked for a list of tools and said that he should ask the directors first and that they might take over the payment.</p> <p>Vote David No, Troy No, Mark Yes, Don Yes, Kate No, Denise Yes Marty Cannot Vote when the issue relates to him. Motion Failed. Needs 4 votes to pass.</p>	<p>Moved Mark Rasmussen</p> <p>Seconded Denise Banville</p> <p>3 Yes 3 No</p> <p>Motion Failed</p>
	<p>Motion: Directors card is limited to \$2000 on their card at any one time for directors expenses, if any more is sought it has to be proposed at a meeting first.</p> <p>Troy: we are working in a policy vacuum that is what is causing conflict. The board should work out what amount</p> <p>Malcolm: Bree asked people to put in budgets and this has not been done, Bree outlined a process and the directors didn't ratify the process.</p> <p>Robin: Why does a director have a storage unit in Huntingdale paid for by DTE</p> <p>Marty: Tools are in the storage for which is being donated to DTE.</p>	<p>Moved: Mark</p> <p>No objections</p> <p>Passed by consensus.</p>

	Malcolm: Marty should have put in a request to directors first.	
12	<u>Director Refunds</u>	<i>Denise Banville</i>
	<p>Denise: Each director needs to go through scrutiny regarding non-receipted expenditure. Troy read an email from Bree that questioned Troy's non-receipted expenditure.</p> <p>Troy: Re missing receipts I recently got reprints from suppliers, 2 items were bought second hand on ebay without a receipt because I couldn't get one. Micro server used in ticket booth I paid cash, what I had no documentation for I got a price from ebay and said I would get a stat declaration for.</p> <p>Motion: The finance committee will go through non-compliant receipts after Bree's work to assess if there are legitimate reasons why receipts weren't given. Finance needs to determine if there is a fair and reasonable reason.</p>	<p>Moved: Mark. Seconded Don No objections Passed by consensus</p>
13	<u>Tractor Report</u>	<i>Mark Rasmussen</i>
	<p>Mark. The tractor Mark was looking at has been sold. So needs approval to hire tractor.</p> <p>Motion: To get \$6000 for two weeks hire for the working bee for slashing, grading roads, creating cooking circles, market, fire circles, spreading sand.</p> <p>Coral: Suggests to use gravel instead of sand, it will stay on the roads longer and not get blown around, is a health and safety issue.</p> <p>Kristen: The roads are paths that people walk on prefers sand.</p> <p>Muddy: You can use different grade gravel AB or C grade T2T3T4 if it is laid right you can have people walking on it. Deferred to OC</p>	
14	<u>Online Voting</u>	<i>Denise Banville</i>
	<p>Denise Banville: Do we need ICT people from DTE to work on the voting system or are we delegating to TBT or Governance Committee?</p> <p>Troy: The board has an existing resolution to outsource the returning officer role to TBT. With the decision to add online voting to existing processes, all we have to do is to communicate the to Michael Hill.</p> <p>Robin MacPherson: We purchase Election Buddy per poll, we should test run a poll first, we can run a practice one in the next two weeks and we don't need TBT for that. We want our members to be familiar in the process. We need to across this early. TBT does all the mail outs.</p> <p>David Cruise: People who are standing should not facilitate the election.</p>	
15	<u>Eviction Notice</u>	<i>Troy Reid</i>
	<p>Denise: Noticed that on Active people have requested to do a cleanup at Bylands. The eviction notice was not served at Bylands and so no one can work there. Ian Hales needs to apply for this.</p> <p>David Cruise: The tenants leased the house not the land so we can have a working bee there.</p> <p>Troy The eviction notice was served correctly on the Bylands tenants, what has not been done has not been completed is the application for repossession order.</p> <p>Task Ian will apply to VCAT for a repossession order.</p> <p>Task Denise Banville will send Ian Hales an email to start this procedure</p>	
15	<u>Incorrect information given to Denise regarding \$150 purchase from Office Works</u>	<i>Denise Banville</i>
	<p>Denise: Wants to know why she was given misinformation regarding a receipt supposedly from a director that was claimed to be a cash withdrawal.</p> <p>Troy: That misinformation was clarified in one night.</p> <p>Robin: I checked with Office Works and was told something different from what I could see. I still have to work this out.</p>	
16	<u>Actions to be taken</u>	<i>Procedural</i>
	<p>Task Mark will search for a cheaper phone plan.</p> <p>Task Finance will write a document regarding reasonable expenses.</p> <p>Malcolm Mathews: Will relay response to Bree for Marty to be reimbursed only after a review is conducted by Ian Hales.</p> <p>Ian Hales: To submit to VCAT a repossession order for the Bylands property</p> <p>Denise Banville: Will send Ian Hales an email to start a Bylands repossession order.</p>	

	Troy Reid: Will draft a letter for people who leave caravans on site to make sure they are complying to DTE governance.	
17	<u>Resolutions</u>	
	<p>1 Motion: Directors card is limited to \$2000 on the card at any one time without proposing a budget for extra funds first. Moved: Mark No objections PBC</p> <p>2 Motion: The finance committee will go through non compliant receipts after Bree's work to assess if there are legitimate reasons why receipts weren't given. Finance needs to determine if there is a fair and reasonable reason. Moved: Mark. Seconded Don No objections PBC</p>	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
18	<u>Meeting Ended</u>	<i>Procedural</i>
	11pm	