

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee

Minutes

Date: 7th September, 2017

Time: 11 pm

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																																																																								
	11pm																																																																									
2	Election Of Chair	Procedural																																																																								
	Confirmation of Chairperson: Coral Larke Confirm Minute Keeper: Coral Larke																																																																									
3	Attendance	Procedural																																																																								
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4	Confirmation of Previous Meeting Minutes	Procedural																																																																								
	Minutes moved by: Mark Rasmussen Seconded: Malcolm Mathews. Passed by consensus.																																																																									
5	Task Check List	Procedural																																																																								
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	30/03/17 Robin Macpherson	DTE Media	Creating a media crew and define policies	
	30/03/17 Kristen Joy	DTE Media	Upgrade the ConFest Facebook page.	
	25/05/17 Coral Larke	Forum and sub-committee for buying land for future ConFests.	To create a forum and sub-committee to research buying land for future ConFests and / or contemplate reintroducing an ADTEN where people in different states can host a ConFest	
	18/05/17 Mark Rasmussen	Equipment Amnesty	Mail out: amnesty for all equipment that belong to DTE. Things like trailers, vehicles, 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.	
	03/07/17	Unauthorised spending	That the OC requests Finance committee to present an audit report of unauthorised spending of advances within 42 days.	
	03/07/17	Outstanding advances and receipts	That the 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.	
	27/07/17 Malcolm & Mark	IGA Account	Will close DTE's account with the Moulamein IGA	
	Robin Mac Pherson	ICDA	That the DTE Co-operative joins the Institute of Communities Directors Association	
	27/07/2017 Robin Macpherson	Clarification on Expenses	Robin MacPerson will write a policy on Directors Expenses.	
	13/07/2017 Malcolm Mathews	Check expenditures after ConFest	After ConFest check committees and departments expenditures on debit cards	
	13/07/2017 Governance Committee	Update of rules	Update rules as reviewed by solicitor Mark Williams and for DTE to submit it to Consumer Affairs	
	17/08/2017 Coral Larke	Notice to vacate Woorooma	Send reminder to Troy to send an email to Luke telling him to vacate Woorooma ☺ Completed	
	17/08/2017 Malcolm	Debit card issued to Elle	Ell and Malcolm to sort out the paperwork for the debit card ☺ Completed	
6	<u>Correspondence / Payments</u>			<i>Procedural</i>
	\$3965.35 Insurance Bill \$3578.38 Cloud \$246 CWS Country Waste Systems \$349.33 GIO \$315.02 Mark Williams Solicitor \$58.10 Vic Roads \$58.10 Vic Roads \$58.10 Vic Roads \$58.10 Vic Roads \$246.00 CWS Country Waste Systems \$106.60 CWS Country Waste Systems Malcolm will pay limit to \$1000 a lap top for Ian			
7	<u>Site Relocation & Working Bee Update.</u>			<i>Mark Rasmussen</i>
	Working Bee update, Elle has 20 non-core DTE people and another 10 DTE people. Mark and Peter will go a week prior to people coming to make site safe. Mark will push to get people focused on working and not on holiday. Sites mapped out but we need to be onsite to peg out areas.			
8	<u>Tractor Report</u>			<i>Mark Rasmussen</i>
	Mark. The tractor Mark was looking at has been sold elsewhere. Need approval to hire tractor. To receive funds for the working bee including; slashing, grading roads, creating cooking circles, market, fire circles.			Moved: Mark Seconded: Kate Shapiro No

	<p>\$ 1000 Scouse for testing unit to test and tag. Battery charges were donated. Putting in an external pump for the shower. \$500 to weed control equipment \$6000 for two weeks tractor hire</p> <p>Motion: Request for \$7500 for the working bee.</p>	objection Passed by consensus.
9	<u>Supply vehicles to volunteers</u>	<i>Marty Schwartz</i>
	<p>Deferred item from 3rd August. Marty Schwartz: 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. Vehicles were driven at ConFest with faulty brakes, no head lights, no seats, no horn to warn people. it is an issue when driven during the festival.</p> <p>Muddy: vehicles need flashing lights when driven at night during ConFest. Once ConFest is open as a festival then it is not a private property anymore it is public.</p> <p>Action Tasks: Mark will; trial a vehicle policy at the working bee and will make one person responsible for cars, keys etc. Will work on roadworthiness and suitability of the vehicles one by one and create a check list before we make them available to volunteers.</p>	
10	<u>Asana Shared Online Task Management System</u>	<i>Robin Mac</i>
	Robin gave information on ASANA task management system. Co-op to look at the particulars online to see if this is something that DTE could use. Look at asana.com	
11	<u>ACNC</u>	<i>Malcolm Mathews</i>
	<p>Had a request from Bree about the ACNC (Australian Charities and Not for Profit Commission) application.</p> <p>Action task. Troy will provide a dot point document on where we are up to on the application. Benefit is that DTE has received annually \$5000 US credit from Microsoft services & \$2600 US credit from Amazon.</p>	
12	<u>Request for up to \$1000 for computers</u>	<i>Malcolm Mathews</i>
	Ian needs a computer for finance work.	
13	<u>Working Bee</u>	<i>Mark Rasmussen</i>
	<p>Fridays meeting at Troy's home has been cancelled.</p> <p>Mark gave details of the Working Bee</p>	
14	<u>Thursday Night Food</u>	<i>Coral Larke</i>
	Coral requested healthier food on Thursday night, will work with Mark to make some changes.	
15	<u>Hiring DTE Equipment</u>	<i>Mark Rasmussen</i>
	We are not in the position to hire out equipment, however, at some stage we need to have a view on what we lend or hire to either locals, other festivals or to members.	
16	<u>Queried the difference of a receipt and a tax invoice</u>	<i>Lars Nissen</i>
	Malcolm: It doesn't matter. Finance needs the GST amount if it is on a receipt or tax invoice.	
	<u>Actions to be taken</u>	<i>Procedural</i>
	<p>Troy: To relay information on ACNC to Bree .</p> <p>Mark: Will trial a vehicle policy at the working bee and will make one person responsible for cars, keys etc. Will work on roadworthiness and suitability of the vehicles one by one and create a check list before we make them available to volunteers.</p> <p>OC & CC Members will check out ASANA online to see if this software is suitable for DTE's task management program.</p>	
	<u>Resolutions</u>	
	Motion: Request for \$7500 for the working bee. Moved: Mark Seconded: Kate Shapiro No objection Passed by consensus.	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	<u>Meeting Ended</u>	<i>Procedural</i>

	12.09am	
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