

Down-To-Earth (Vic) Cooperative Society Limited

Confest Committee

MINUTES

Date: **14th 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	<u>Meeting Started</u>	<i>Procedural</i>																																																						
	8 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"> <thead> <tr> <th>FOLIO</th> <th>SURNAME</th> <th>FIRSTNAME</th> </tr> </thead> <tbody> <tr><td>571</td><td>Cruise</td><td>David</td></tr> <tr><td>1747</td><td>Ernst</td><td>Kathleen</td></tr> <tr><td>1619</td><td>Gregory</td><td>Steve</td></tr> <tr><td>1711</td><td>Hales</td><td>Ian</td></tr> <tr><td>1729</td><td>Hunt</td><td>Lindy</td></tr> <tr><td>1754</td><td>Larke</td><td>Coral</td></tr> <tr><td>1749</td><td>Macdonald</td><td>Dale</td></tr> <tr><td>1760</td><td>Macpherson</td><td>Robin</td></tr> <tr><td>1725</td><td>Mathews</td><td>Malcolm</td></tr> <tr><td>1770</td><td>Mcdonald</td><td>David</td></tr> <tr><td>1685</td><td>Nissen</td><td>Lars</td></tr> <tr><td>1767</td><td>Pitt</td><td>Trevor</td></tr> <tr><td>1745</td><td>Rasmussen</td><td>Mark</td></tr> <tr><td>1744</td><td>Reid</td><td>Troy</td></tr> <tr><td>1131</td><td>Royal</td><td>Donald</td></tr> <tr><td>1810</td><td>Tippett</td><td>Peter</td></tr> <tr><td>1645</td><td>Tunney</td><td>Kristen</td></tr> </tbody> </table>	FOLIO	SURNAME	FIRSTNAME	571	Cruise	David	1747	Ernst	Kathleen	1619	Gregory	Steve	1711	Hales	Ian	1729	Hunt	Lindy	1754	Larke	Coral	1749	Macdonald	Dale	1760	Macpherson	Robin	1725	Mathews	Malcolm	1770	Mcdonald	David	1685	Nissen	Lars	1767	Pitt	Trevor	1745	Rasmussen	Mark	1744	Reid	Troy	1131	Royal	Donald	1810	Tippett	Peter	1645	Tunney	Kristen	
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																																																						
	No objections to previous minutes. Minutes accepted																																																							
5	<u>Task Check List</u>	<i>Procedural</i>																																																						
	<p><u>High Viz Jackets</u> Kate Shapiro : Given info to Mark</p> <p><u>Assistant dogs</u> Governance and Compliance to take over from Kate Shapiro re assistant dogs.</p> <p><u>To hire or buy Jacks for site move.</u> No longer needed</p>																																																							

	<p>Membership applications Memcom have updated information when it comes in. Michael Hill will provide an updated activity list by the end of next week.</p> <p>Induction at ConFest: WIP Coral said it is better to do this closer to ConFest time.</p> <p>Position description: Mark: Deferred</p> <p>Toilets: Who will be responsible to toilets? Scouse: wants to build 30 pits with 4 toilets per block. 120 toilets. 1 per 50 people. We need another 60 toilets. Troy: Wants a group to discuss the toilets and bring the plan back to the CC. Craig: Richard Cruise and Craig wants could build double toilets. Kathy: A plan is needed to discuss transportation and all the elements involved. Scouse and Craig to discuss the issue and will come back in Oct to discuss the issue. Craig: We can build toilets for \$6500 which amounts to \$200 each.</p> <p>Cash Sales: Robin: We would like to diminish cash at front gate. Policy is to reduce cash sales at front gate but to ban sales outright is just not practical. Lars: Can we have tickets for cash sales. Troy: We did through Try Booking. Robin: We also have peoples emails who purchased cash tickets, we will remind them one month prior to ConFest of how they purchased online tickets through Try Booking. However there will still be people who turn up to buy tickets at the gate. Troy: After working the gate for 2 years there will be a small proportion of people who will never buy on line, in the spirit of inclusion we should keep gate cash sales. 50 cash sales were sold at the gate in 2016, at 2017 there were 200 sales at the gate. Troy: The gate didn't work as planned mostly due to having 6, 24 hour volunteers which was inadequate, we need more people on the gate, we need 20, 24 hr volunteers at the gate. To properly manage wrist bands, we need to recruit soon for that amount of people. I sent a white paper to people who have worked in ticketing about staggering the price for entry and to consider an intermediate ticket price. We have a \$10 ticket for people who work 24 hours, this can disconnect people from a ConFest experience. We propose to have a different price before the event, half the tickets are purchased in the last two days, that does not give us time if there is a surge. We experienced a 6% growth last festival. Wants to put this on the Agenda. Coral Larke: Keep ticketing simple, tell people there are no gate sales, but be flexible at the gate. Peter Tippit: Encourage people to get on site so they drive at sensible times, also advertise ticketing volunteers on Active. Wrist bands have made it that people have not bought a ticket. Ian: Keep the process as simple as we can. People on the gate are simple armatures so the process should be kept simple. Robin: Re: 2 hour volunteers, by the time you train people to scan and give wrist bands their 2 hours is up, we need 24 hours volunteers. We need someone to check the wrist bands. Except for vexatious objectors every person who bought a ticket had a wristband. Mark: Wants an early bird price. Ian Hales: There is no benefit to lose money unnecessary to have an early bird price. Wrist bands for Troy: The reason for wristbands of making bands compulsory was not going to be culturally acceptable, so we needed to phase it in over 3 to 4 years. Security / Rangers police wristbands, Rangers were a new addition to ConFest, it was not reasonable for a newly formed group to detect intruders through wristbands. Early bird tickets, if we offer early bird tickets we need to do modeling, \$10 for 24 hours, \$50 ticket for 12 hour ticket, \$80 early bird ticket, \$130 tickets at gate. This replicates the good work at 2016. This changes the purchasing of ConFesters this aims to get them to commit 2 weeks out prior to ConFest. If we can move 80% of people the net effect is 0. Or \$90 early bird and \$140 ticket. There is a group of people who work in ticketing Peter Tippit: Why haven't we read minutes or know about this ticketing group. I would like to see Ticketing invite people into the group. Troy: For the structure dte.coop click on url directory dte organisational structure. Malcolm: We might need to restructure the structural group. i.e. the new WH&S is not listed yet. There is a couple of Marty's group. I think we should move sullage to Market and Hub and make them responsible for their own sullage, because it comes back to budgeting.</p>	
6	Correspondence	Procedural
	<p>Malcolm Mathews:</p> <ol style="list-style-type: none"> 1. Two bank ANZ statements 2. Account from Accrue and Associates for Commercial motor vehicle insurance 3. Telstra account 	

7	<u>WH&S</u>	<i>Procedural</i>
	None	
8	<u>Items deferred from previous CC</u>	<i>Procedural</i>
	None	
9	<u>Sydney ConFest Budget Request</u>	<i>David Cruise</i>
	<p>Oct \$8475 Jan \$7770 Total \$16245</p> <p>Motion: Budget Request: Request for money to be advanced for October. For expenses for running Sydney ConFest. Task: Malcolm will set up the transaction tomorrow.</p> <p>Malcolm Why did the system break down? 21st July the Directors received the email and did not bring the request to DTE OC & CC.</p>	No objections. Passed by consensus.
10	<u>Meeting efficiency</u>	<i>Kathy Ernst</i>
	Kathy Ernst: If people want a motion they come to meetings prepared, if they want a budget they bring the details. That people be across the agenda items.	
11	<u>ConFest Website</u>	<i>Ian Hales</i>
	Ian Hales: Asked David to update his Website.	
12	<u>Working Bee Update</u>	<i>Elle Brogan</i>
	Elle Brogan Fuel reimbursement will be based on receipts and up to \$120. To fill tanks when they leave home and fill when they return. Malcolm has designed a form where receipts are to be attached that is to be signed off. A photo copy will be given to the person who handed it in.	
13	<u>Borrow the water wall Equipment</u>	<i>Malcolm Mathews</i>
	Motion: Request for Malcolm Mathews to borrow the water wall equipment to set it up and demonstrate it at Burning Seed if the opportunity arises. The committee approved	
	<u>Budget request for Fire Management</u>	<i>Malcolm Mathews</i>
14	Motion: Budget request for a total \$1500. \$1000 for fittings on the water wall & \$500 for fuel.	No objections Passed by consensus
15	<u>Social time for the cooperative</u>	<i>Troy Reid</i>
	Troy: We need to get out of this room, we are highly structural and formal in meetings but is missing the heart and soul. Muddy: Agrees we need to be social for Ian: We have limited amount of time for ConFest. We spend time 3 or 4 meetings a month in meetings, we need to be more efficient at meetings. We waste too much time on trivial things rather than the key thing. Coral: Companies always factor in social events in their organizations. It could help if people know each other as friends as it might stop people being rude to each other. David Cruise The meetings are social Robin: I wrote it down because of new people so that we don't scare people away from Thursday night antics.	
16	<u>Are we underinsured</u>	<i>Ian Hales</i>
	Ian: if we buy a tractor for \$60000 how much extra insurance is needed? Kathy Ernst: is looking at insurance documents but cant find most of them. Cant find the volunteers insurance. It is a matter for governance committee. Robin: We want to come back to the committee with what policies we have and when they run out. We don't know who the insurers are. Troy: Everything he has, has been uploaded to Share Point. We have; CBE policy for Farm. Product Liability called Event insurance from Able Insurance from our broker H2, Commercial Vehicle QBE, Volunteers Chub from our broker H2. Events Insurance covers 365 days and includes 6 events and 48 minor events. 100 in Victoria to cover administrative and meetings, 2600 volunteers in NSW to cover activities related to Moulamein and a limit to 500 pr day. Kathy: is concerned for a number of reasons. Wants to see the policies.	

17	<u>Early Budgets</u>	<i>Coral Larke</i>
	<p>Coral: Wants people to be able to submit early budgets for arts projects that can't be flung together in 6 weeks. Then there won't be stuff ups due to a lack of time. We need time lines</p> <p>Ian: This is unfair to all people wanting funding.</p> <p>Malcolm: From the finance point of view we need to know far earlier than before because the community banking has changed the way they process applications. We could also just see the applications for project first and check the viability for projects.</p> <p>Troy: Someone needs to draft a schedule of key dates. It could encourage people to get organized early.</p> <p>Kathy: We need to balance people who want to get funding between villages and</p> <p>Trevor: Why do we have to wait until the last 6 weeks when we could be working on it a year in advance. We should put the budget application earlier.</p>	
	<u>Carried Resolutions</u>	<i>Procedural</i>
	<p>Motion: Troy Reid Budget Request: Oct \$8475 Jan \$7770 Total \$16245 Request for money to be advanced for October. For expenses for running Sydney ConFest.</p>	No objections. Passed by consensus.
	<u>Actions to be takens</u>	<i>Procedural</i>
	<p>Malcolm: To restructure the organization to include WH&S & some on Marty's list. To move sullage to the Market and Hub budgets and make them responsible for their own sullage.</p> <p>Malcolm: Malcolm will set up the transaction for Sydney ConFest.</p>	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	<u>Meeting Ended</u>	<i>Procedural</i>
	12 am	