

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee

Minutes

Date: **21st 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>																																																																		
	8.15 pm																																																																			
2	<u>Election Of Chair</u>	<i>Procedural</i>																																																																		
	Confirmation of Chairperson: Troy Reid Confirm Minute Keeper: Coral Larke																																																																			
3	<u>Attendance</u>	<i>Procedural</i>																																																																		
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																																																																		
	Moved David Cruise Seconded Denise Banville Passed by Consensus																																																																			
5	<u>Task Check List</u>	<i>Procedural</i>																																																																		
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	Macpherson			
	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. Fizzled out	
	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.	
	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 Governance Committee	Update of rules	Update rules as reviewed by solicitor Mark Williams and for DTE to submit it to Consumer Affairs	
6	<u>Correspondence / Payments</u>			<i>Procedural</i>
	None			
7	<u>WH&S</u>			<i>Procedural</i>
	During the Pre Working Bee Set Up there was clarification on who has first aid and which hospital to go to in case of a snake bite. Emergency Information to be pinned on the Cottage & First Aid Doors.			
8	<u>Agenda items carried over from previous meeting</u>			<i>Procedural</i>
	None			
9	<u>Insurance</u>			<i>Coral Larke</i>
	Report from Kathy Ernst. No idea where to locate necessary information on DTE's insurance policies.			
10	<u>Combined meetings trial</u>			<i>Kathy Ernst</i>
	<p>Kathy Ernst: To trial a new meeting formula.</p> <p>Motion: To hold one combined OC & CC meeting a month For a meal to be provided at 6.30pm, OC & CC meeting to start at 7.30. To have efficient meetings with agenda items distributed prior to meeting during October, November & December. That a \$300 Food Budget be given and Kathy and Vanessa will coordinate the food. Objections: Lindy Hunt, Robin Mac Pherson.</p>			<p>Motion: Kathy Ernst.</p> <p>Seconded: Denise Banville</p> <p>Passed by majority</p>
11	<u>Acknowledgement from the Finance Committee for receipts and payments</u>			<i>Coral Larke</i>
	<p>Because most DTE members do not have access to zero, the community needs assurance that receipts and payments have been received.</p> <p>Motion:</p> <ol style="list-style-type: none"> 1. For Finance to provide acknowledgement for; receipts they receive and payments made into DTE's bank accounts. 2. For a shared Google Doc be made so that people can record when, how and who they provide 			

	receipts to. Deferred to next OC	
12	<u>Working Bee Update</u>	<i>Elle Brogan</i>
	Report was given from those at the Working Bee. Audio issues made this difficult.	
13	<u>Agenda Forms</u>	<i>Peter Tippit</i>
	Peter Tippit: Has made an online agenda item page for people to list their agenda items. mtg.dte.coop	
14	<u>Wrist Bands</u>	<i>Robin Mac Pherson</i>
	Robin will start a conversation regarding wristbands on cc@dte.coop	
15	<u>IT Budget</u>	<i>Troy Reid</i>
	Troy Reid: IT to be extended from the ticket box to the new Hub. \$6000 is the quarterly break down amount. Motion: For OC to release the preapproved \$6000 IT funding allocation.	Motion Troy Reid Seconded: Denise Banville No objections. Passed By Consensus
16	<u>Membership application</u>	<i>Robin Mac Pherson</i>
	Robin Mac Pherson: Matt Spencer sent a membership application but received no response. Denise Banville: He will need to resend it.	
17	<u>Storage of documents</u>	<i>Denise Banville</i>
	Denise Banville: How to find documents? Troy Is working on Share Point for DTE members. It is being rolled out slowly so they don't get slammed with people learning the system all at once. Troy will email information soon.	
18	<u>Resolutions</u>	<i>Procedural</i>
	Troy Reid: For OC to release the preapproved \$6000 IT funding allocation. Kathy Ernst: To hold one combined OC & CC meeting a month For a meal to be provided at 6.30pm, OC & CC meeting to start at 7.30. To have efficient meetings with agenda items distributed prior to meeting during October, November & December. That a \$300 Food Budget be given and Kathy and Vanessa will coordinate the food.	
19	<u>Actions to be takens</u>	<i>Procedural</i>
	Troy: To email Share Point for people to find documents. Troy: To bring Bree up to date on the ACNC. CC & OC members: For efficient OC & CC meeting that members 1. Read agenda items prior to meeting so that people are across the issues to be discussed. 2. Read previous minutes for ratification, if necessary email minute taker with required changes.	
20	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	Board Meeting 5 th October / Combined OC & CC meeting 19 th October	
21	<u>Meeting Ended</u>	<i>Procedural</i>
	9.51pm	