

Down-To-Earth (Vic) Cooperative Society Limited

Directors Meeting

Minutes

Date: **Thursday 5th October, 2017**

Time: **7.30 pm**

Venue: **CERES, Learning Centre Rm,1-2 Lee St, Brunswick East VIC**

Online: <https://dte.coop/live.meeting>

Meeting Commenced: 7.45 pm

1	<u>Election Of Chair</u>	<i>procedural</i>
	1.1 Confirmation of Chair: Troy Reid 1.2 Confirm Minute Keeper: Denise Banville (from the audio)	
2	<u>Attended</u>	<i>procedural</i>
	Denise Banville, David Cruise, Mark Rasmussen, Troy Reid, Donald Royal, Martin Schwarz Ellen Brogan. Kathleen Ernst, Steve Gregory, Coral Larke, Malcolm Mathews, David McDonald, Lars Nissen, Jennifer Tarr, Peter Tippett	
3	<u>Confirmation of previous Minutes</u>	<i>Troy Reid</i>
	Previous minutes were read out and accepted by consensus. Moved: Mark Rasmussen. Seconded: Denise Banville	
4	<u>Using online agenda form</u>	<i>Peter Tippett</i>
	Peter advised that the online agenda form is up and working. We can list agenda items there. The order of items at the meeting can still be ordered within the meeting, as per our rules.	
5	<u>Acknowledgement for correspondence sent to Finance</u>	<i>Coral Larks</i>
	Coral would like to receive acknowledgement from Bree and Finance when we send receipts or emails. Item discussed. No action taken.	
6	<u>Privacy Concern - family names online</u>	<i>Peter Tippett</i>
	Peter T. complained of a breach of privacy. The names of his family were included on an email sent to the OC straight after he requested that the names of his family members not be used in any reports or discussions online. Elle explained that the email she sent was a mistake that she was responding to an email that was sent to her, it was not read through to the end and so did not see a specific request to withhold names. Elle apologised and explained an innocent intention. Peter T. requested a rule for expulsion for cases like this. DTE has suggested that Peter and Elle have mediation. That a membership dispute process be initiated. Action: Put out a statement on the importance of privacy as a reminder for everyone. Denise.	

7	<u>Membership Applications</u>	<i>Troy Reid</i>
	Bronwyn Smith (\$10 cash and membership form handed in) Debbie Van Leeuwen. (Princess Fairy Unicorn) Proposed Troy. Seconded Denise. PBC.	
8	<u>Time Sheets</u>	<i>David Cruise</i>
	Michael's Hill does not have the hard copies of the time sheets and there was concern expressed as to where they are now stored. 36 people may not be able to vote as Michael Hills list may not match MemCom's list. Some members have not put their time sheets in, so this needs to be followed up. This issue was discussed and the following actions agreed. Query: *How can people check if they are on the membership list? Actions: 1. Send hard copies of time sheets to Michael Hill. 2. Send an email out over the next 2 weeks to members who are not listed as Active to remind them to get their timesheets in.	
9	<u>Wrist Band Audit</u>	<i>David Cruise</i>
	Craig counted wristbands that David brought to the meeting: 100 blue, 16 pink, 155 orange 2333 wristbands are currently in the ticket booth. 8500 were purchased. There are also some from previous years in the ticket booth. Serial numbers will be used in future. Concern was expressed that an audit needs to done. Motion: We appoint Don and Craig to do an internal independent audit of the wristbands and the accounting of the ticket process. Proposed Denise. Seconded Mark. PBC.	
10	<u>Director Election Process</u>	<i>David Cruise</i>
	The Board is responsible for this and has to put thought into how the process is to occur. The process, the opening time, closing time etc. A smaller Election Buddy process was trialed. We need to do a wider trial before the election. The invitation to vote gets sent to one email address. We may need a postal option for the 15 people on our register who do not have email addresses. Anybody standing should not have any involvement in the election. Michael Hill will be conducting the election for us. Action: David Cruise and Troy Reid will meet with Michael Hill about the election process. Date agreed for the AGM: Thursday 23rd November Electronic Voting will be open on the day of Thurs 23 Nov (after midnight Wed 22 nd Nov). There will be stations people can use at Ceres that people can use those if they choose. Nomination forms must be lodged before 26th October.	
11	<u>Tree Process</u>	<i>Mark Rasmussen</i>
	Mark explained the decision process and reasoning as to why the tree was cut down. He apologised for any upset caused. We briefly discussed the development of a social media policy and the development of a	

	<p>facilitator policy. The following were suggested:</p> <p>A better tree process is needed (Elle)</p> <p>A ceremony to see the tree off was suggested. (Mark)</p> <p>Butu and Muddy will get back to us regarding a ritual. (Elle)</p> <p>Internal discussion rather than escalation on social media & a social media agreement (Troy)</p> <p>A policy around facilitators grievances (Elle)</p> <p>A community meeting (Elle)</p> <p>A facilitator expectations policy (Denise)</p> <p>Action: Denise will draft a statement on behalf of the Board and will circulate to the Board for feedback before posting.</p>	
11	<u>Director Card Spending for September</u>	<i>Procedural</i>
	<p>Mark, David, Kate, Marty all zero spending this month.</p> <p>Denise - \$40</p> <p>Troy - 3 fuel purchases (travel to site.)</p> <p>Don - fuel (travel to site)</p>	
12	<u>WHS – working bee update</u>	<i>Procedural</i>
	<p>Marty requested an update about the working bee.</p> <p>Known incidents at the working bee include: someone stood on a nail, some falls, a head injury on a wooden beam, scratch on torso, arm scratches from a nail, a twisted ankle.</p>	
13	<u>Next Meeting</u>	<i>Procedural</i>
	<p>10. 44 Board Meeting Closed.</p> <p>Next meeting 2nd November</p>	